



# Meeting Planner

## Installation Manual

Version 1.0.0.4

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# 1 Introduction

Meeting Planner for SharePoint 2007 enables people to find a time slot for their meetings easier. When attendees are located across the world in different time zones, it can be difficult to figure out what time it is in each location, but not when you have Meeting Planner installed.

Meeting Planner

Local Time Zone

London

Time

2/1/2010

3 PM

48

Set

Destination Zone	Local Time	
New York	2/1/2010 10:48:00 AM	
Houston	2/1/2010 9:48:00 AM	
California	2/1/2010 7:48:00 AM	
London	2/1/2010 3:48:00 PM	
Paris	2/1/2010 4:48:00 PM	
Dubai	2/1/2010 7:48:00 PM	
Mumbai	2/1/2010 9:18:00 PM	
Hong Kong	2/1/2010 11:48:00 PM	
Beijing	2/1/2010 11:48:00 PM	
Tokyo	2/2/2010 12:48:00 AM	
Seoul	2/2/2010 12:48:00 AM	
Sydney	2/2/2010 2:48:00 AM	
Africa/Gaborone	2/1/2010 5:48:00 PM	Delete
America/Guyana	2/1/2010 11:48:00 AM	Delete

Destination Zone

Choose...

Add

Figure 1 – Meeting Planner

This installation manual is intended for SharePoint Administrators installing the Meeting Planner web part on a Microsoft Office SharePoint Server 2007 server farm

## 2 Installation Requirements

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Before proceeding with the Meeting Planner solution installation, please ensure the following requirements are met.

### 2.1 Recommended Hardware

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Performance of Meeting Planner may vary depending on the available resources. The following hardware is a guide and may vary depending on the number of people within your organisation.

- Web front-end servers and Application servers
  - Minimum Dual 2.8 GHz Pentium 4 CPU
  - Minimum 2Gb RAM
- Database servers
  - Minimum Dual 2.8 GHz Pentium 4 CPU
  - Minimum 2Gb RAM

### 2.2 Software Requirements

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The following software MUST be installed on the server farm before proceeding with the installation.

- Microsoft Office SharePoint Server (MOSS) 2007 (Standard or Enterprise)
- Microsoft Internet Information Services (IIS) 6.0 or later
- .Net Framework 3.5

### 2.3 Permissions

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The following permissions are required to complete all the steps outlined in this installation manual.

- Member of the local administrators group on the server where the setup wizard is run.  
Required to complete the installation only.
- Farm Administrator with rights to add solutions and manage solutions deployment.  
Required during installation and to upload/manage license keys in License Manager in order to activate a product licenses.
- A site collection administrator on the site collection where the product will be installed.  
Required to activate the Site Collection Feature.

### 3 Installing the Meeting Planner web part

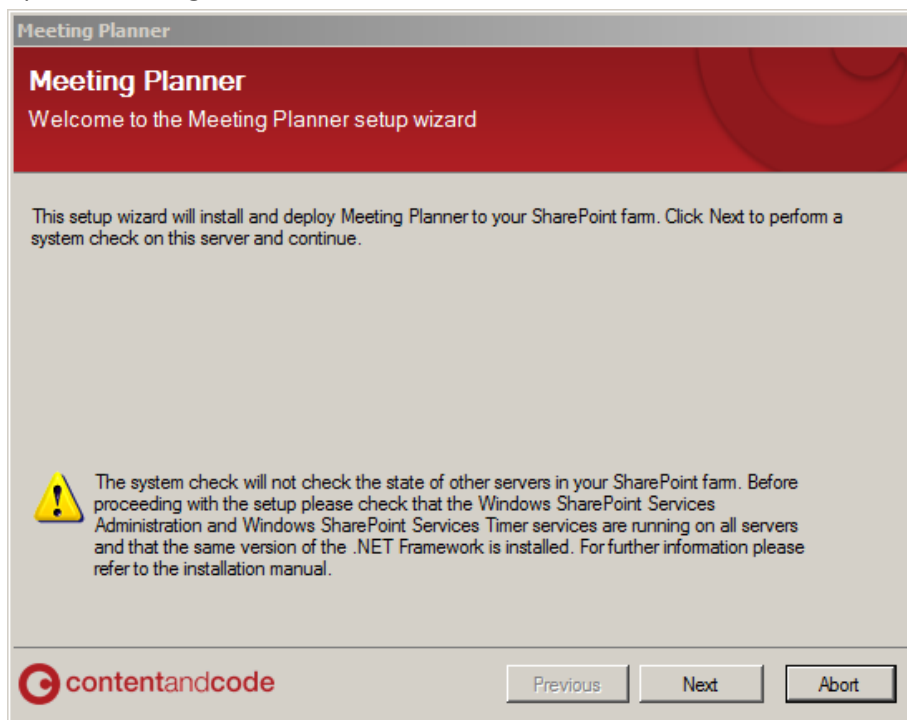
This section outlines the procedure for installing Meeting Planner to a single Microsoft Office SharePoint Server 2007

**Important:** Before proceeding with the installation, please check that the account you are using to install Meeting Planner has the appropriate permissions outlined in section **2.3 – Permissions**.

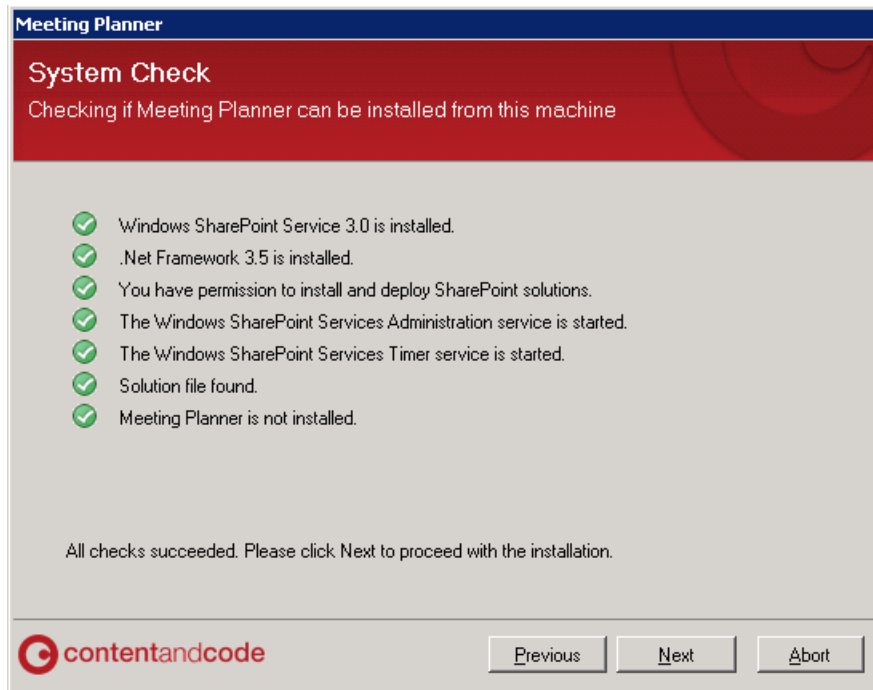
#### 3.1 Deploying the Solution

Follow these steps to install and deploy Meeting Planner to one or more web applications.

1. Open **ccMeetingPlannerInstaller.exe**



2. Click **Next**



3. The setup will perform a systems check to ensure the server meets the installation requirements. If one of the checks fails, simply abort the installation, and then resolve the issue before running the setup again.

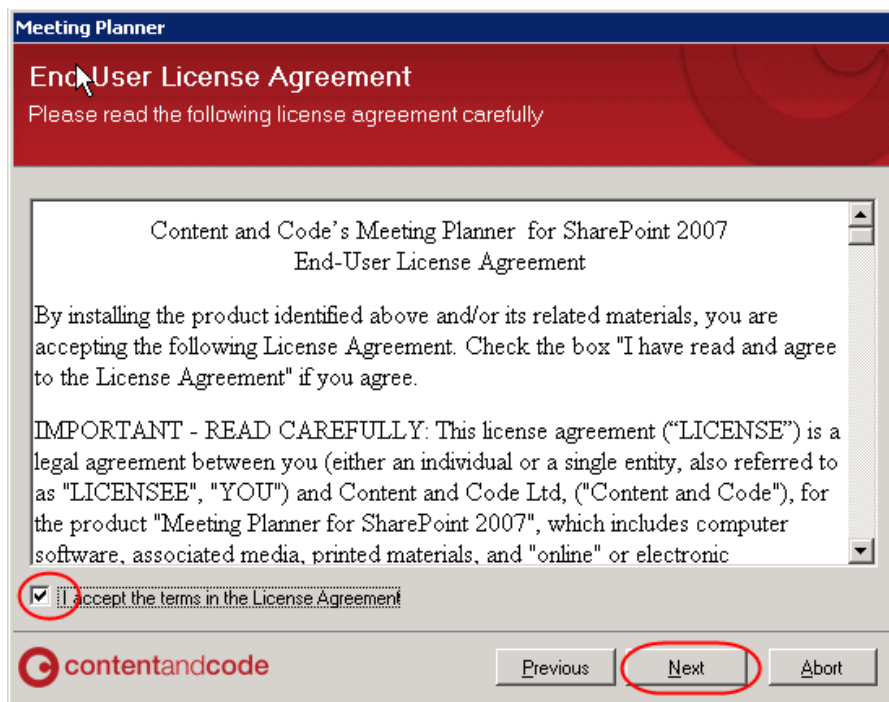
**Important:** When installing to a SharePoint farm running on **Windows Server 2008** with **User Account Control (UAC) enabled**, the installation permissions must be **elevated** using the Rick-click > Run as administrator option (see below)

1. Open	06/02/2009 15:25	Application	800 KB
2. Open	05/02/2009 15:28	CONFIG File	1 KB
3. Run as administrator	01/02/2009 17:59	Text Document	5 KB

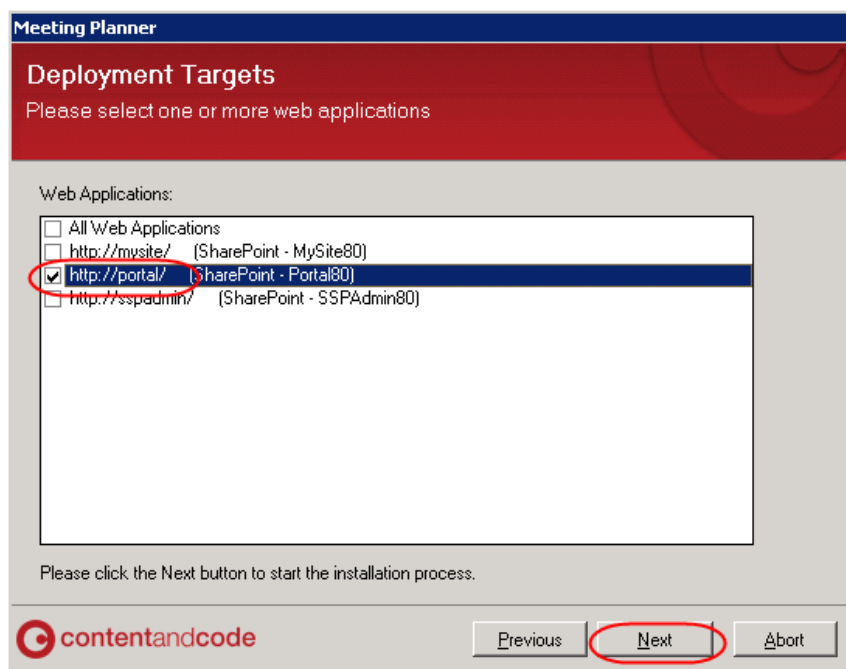
Failure to do so will result in a System Check error for the Windows SharePoint Service Timer service check.

4. When the System Check is successfully complete, click **Next**

5. Read and then agree to the terms of the licensing agreement by selecting **I accept the terms in the License Agreement**.
6. Click **Next**

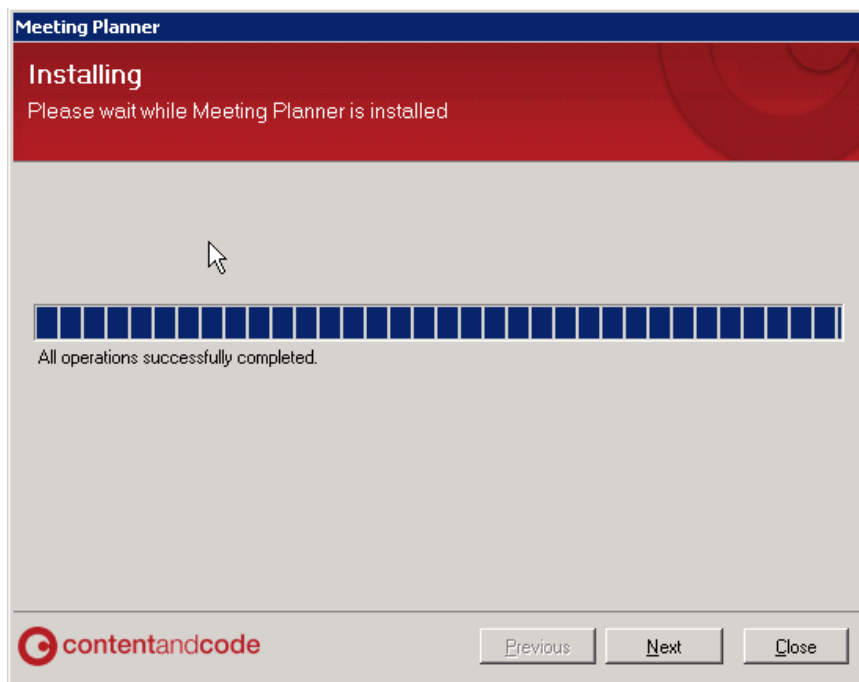


7. Select the Web Application where you intend to deploy Meeting Planner.
8. Click **Next**

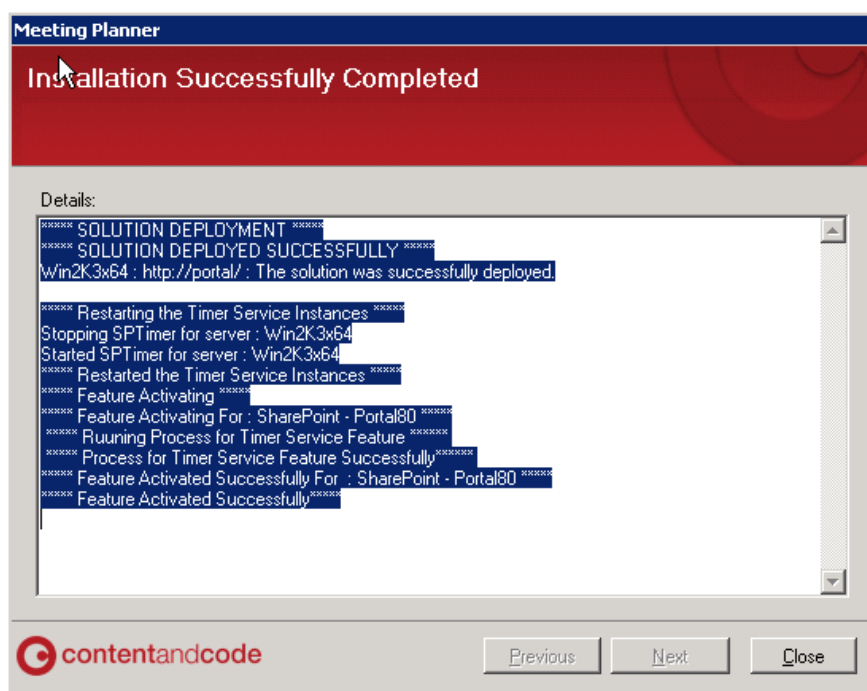


**Note:** If you need to install Meeting Planner to more than one web application, select multiple web applications.

9. When the installation is complete, click **Next**



10. Click **Close** to complete the installation or **Next** to view the installation log



## 3.2 Activating a Product License Key

If you have purchased Meeting Planner then you will have received a product license key file via email. This file can be uploaded to the SharePoint Central Administration to activate your product.

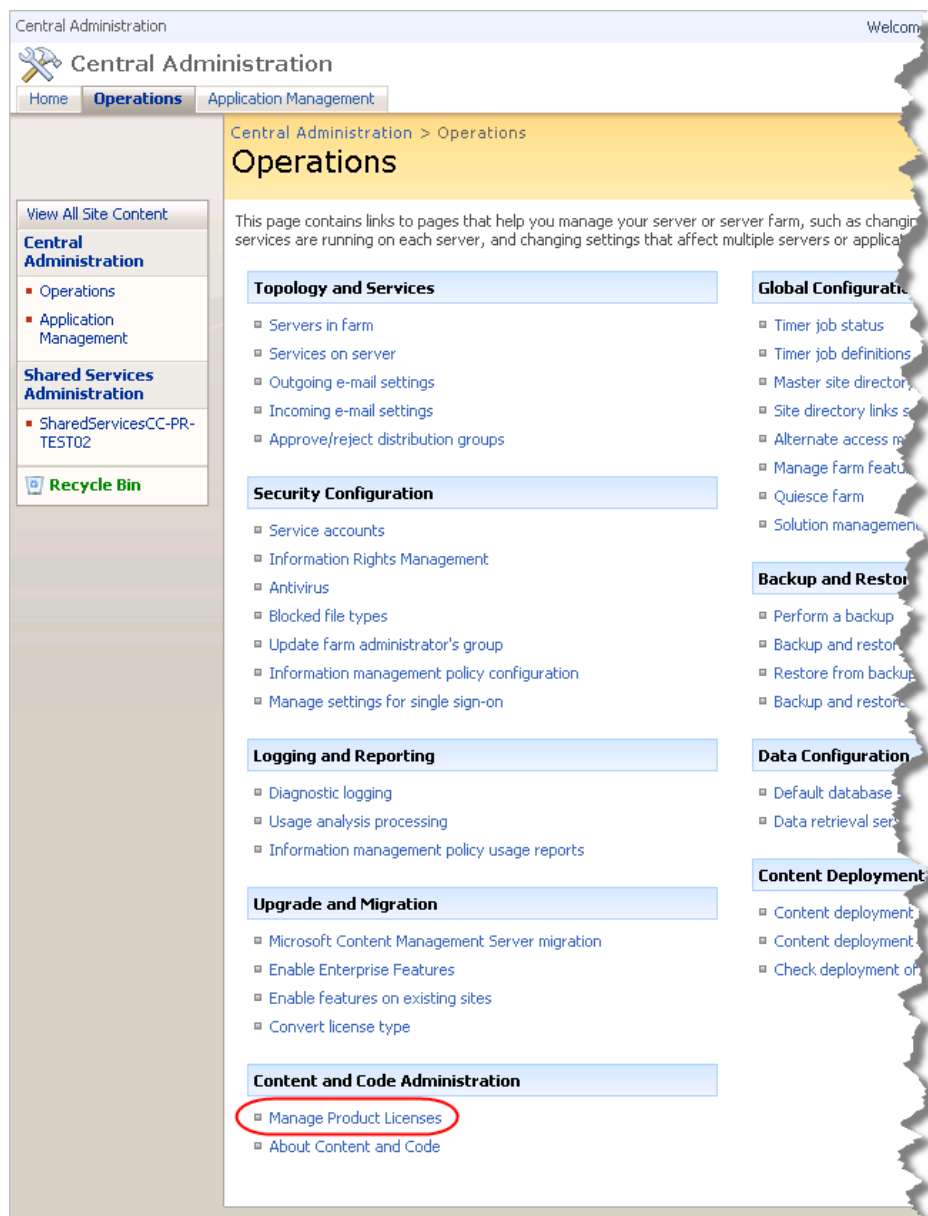
### Important - Free 30 Day Trial

If this is the first time you have installed Meeting Planner on the SharePoint server farm, then you are entitled to evaluate the product for 30 days.

### 3.2.1 Upload the Product License Key

To upload and activate a product license key:

1. In **SharePoint Central Administration** click the **Operations** tab
2. Below the **Content and Code Administration** section click **Manage Product Licenses**



3. Click **Meeting Planner**
4. Click **Upload license key**

Central Administration > Operations > Product License Manager

### Product License Manager

Use this page to view and manage your Content and Code product license keys. On this page you can see the status and details of installed products and upload a license key.

[Upload product license key](#) | [Refresh Licenses](#) View: **All**

Product Name	Edition	Version	License Key	Expiration	Status
Meeting Planner	Full	1.0.0.0	E6A195-ECC133-77088-E8C173	Never	License not activated
Blog Roll	Full	1.0.0.2	EA515A-E6E191-ECA135-E031FC	Never	License activated

5. Click **Browse**
6. Locate the license key file (with .lic file extension) and click **Open**

Central Administration > Operations > Product License Manager > Upload license key

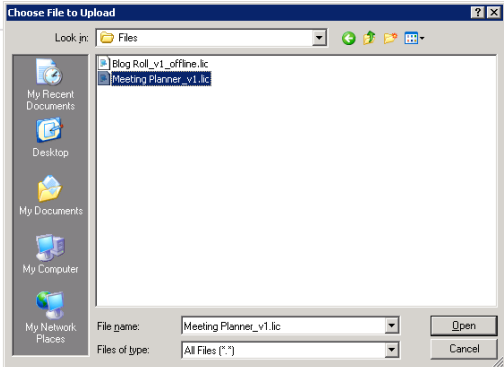
### Upload License Key

Locate and upload product or offline license key for the selected product.

**Upload license key file**  
Browse to the product license key file you intend to add to the server.

File Name:  [Browse...](#)

[Upload](#) [Cancel](#)



7. Click **Upload**

### 3.2.2 Activate the License Key

The product license key must be registered online before the product is fully activated.

**Important:** If your SharePoint server does not have access to the internet then you will not be able to activate the product using a standard license key.

To activate your product offline you will need to request a new offline key by following the steps in section **3.2.3 – Offline Activation**.

To activate the license key using the online registration option:

1. On the Product Activation page, click **Activate**

Central Administration > Operations > Product License Manager > Product Activation

### Product Activation

Thank you for purchasing a Content and Code product. Please activate your product from the Product Activation page.

Product Name	Meeting Planner
Version	1.0.0.0
Status	The product has not been activated.

Generate a product key for this server farm.

[Activate](#) [Close](#)

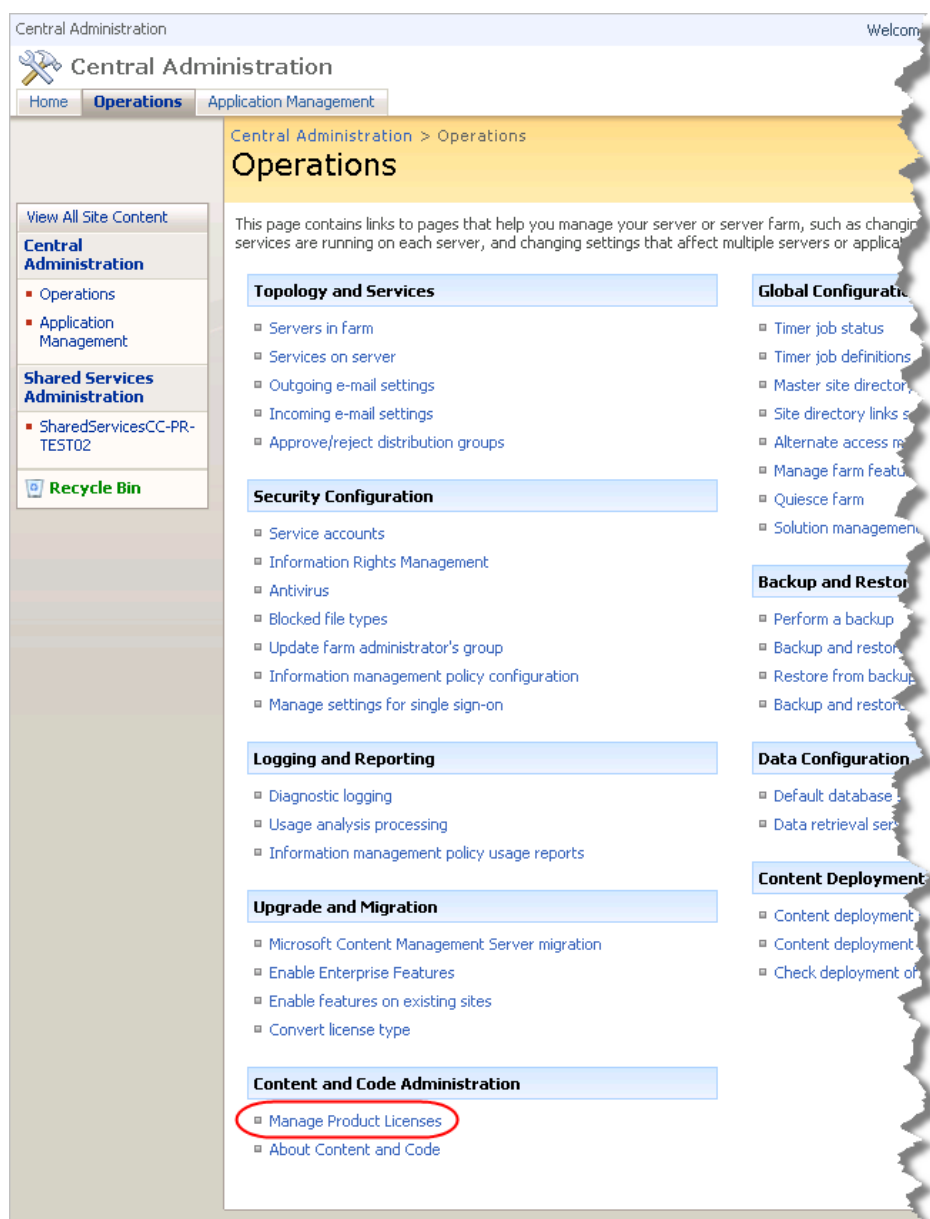
### 3.2.3 Offline Activation

**Important:** An offline license key is **ONLY** required when a product needs to be activated on a server that does not have internet connectivity e.g. when the SharePoint environment is behind a firewall that prevents internet access. If the product has already been activated please skip this section and proceed to section

To activate the license key offline you will need to generate a Unique Activation Number (UAN) and send this to Content and Code. The UAN is used by Content and Code to create a matching Offline License Key which can be used to activate the product on the same server farm.

To generate and send a Unique Activation Number:

1. In **SharePoint Central Administration** click the **Operations** tab
2. Below the **Content and Code Administration** section click **Manager Product Licenses**



### 3. Click Meeting Planner

Central Administration > Operations > Product License Manager

## Product License Manager

Use this page to view and manage your Content and Code product license keys. On this page you can see the status and details of installed products and upload a license key.

Upload product license key | Refresh Licenses View: All

Product Name	Edition	Version	License Key	Expiration	Status
Meeting Planner	Full	1.0.0.0	E6A195-ECC133-77088-E8C173	Never	License not activated
Blog Roll	Full	1.0.0.2	EAS15A-E6E191-ECA135-E031FC	Never	License activated

### 4. Click Generate activation number

Central Administration > Operations > Product License Manager > Product Details

## Product Details

Use this page to check the product details and upload a product license key. If the server does not have internet connectivity you will need to generate an activation number and provide it to Content and Code in order to receive an offline license key.

Upload license key | **Generate activation number** | Activate product

Product Name	Meeting Planner
Type	Full
Version	1.0.0.0
License Key	E6A195-ECC133-77088-E8C173
Expiration	Never
Status	

Close

### 5. Click Generate

Central Administration

Welcome CC64\administrator | My Site | My Links

Central Administration

Home Operations Application Management Site Actions

Central Administration > Operations > Product License Manager > Unique Activation Number

## Unique Activation Number

Use this page to generate an activation number for this product. An activation number is required to produce an offline license key when a server cannot be activated online.

Product Name	Blog Roll
Version	1.0.0.0
Unique Activation Number	<p>Generate a unique activation number for this server farm.</p> <p>Unique Activation Number: <input type="text"/> <b>Generate</b></p> <p>Once you have generated a Unique Activation Number please send it to <a href="mailto:support@contentandcode.com">support@contentandcode.com</a> quoting the name of your company. If you have purchased the product, a representative from Content and Code will send a new License Key file which can be used to activate the product on this server farm.</p> <p><a href="#">Upload license key</a></p>

Close

### 6. Copy the Unique Activation Number and send it to [licenses@contentandcode.com](mailto:licenses@contentandcode.com)

Central Administration > Operations > Product License Manager > Unique Activation Number

## Unique Activation Number

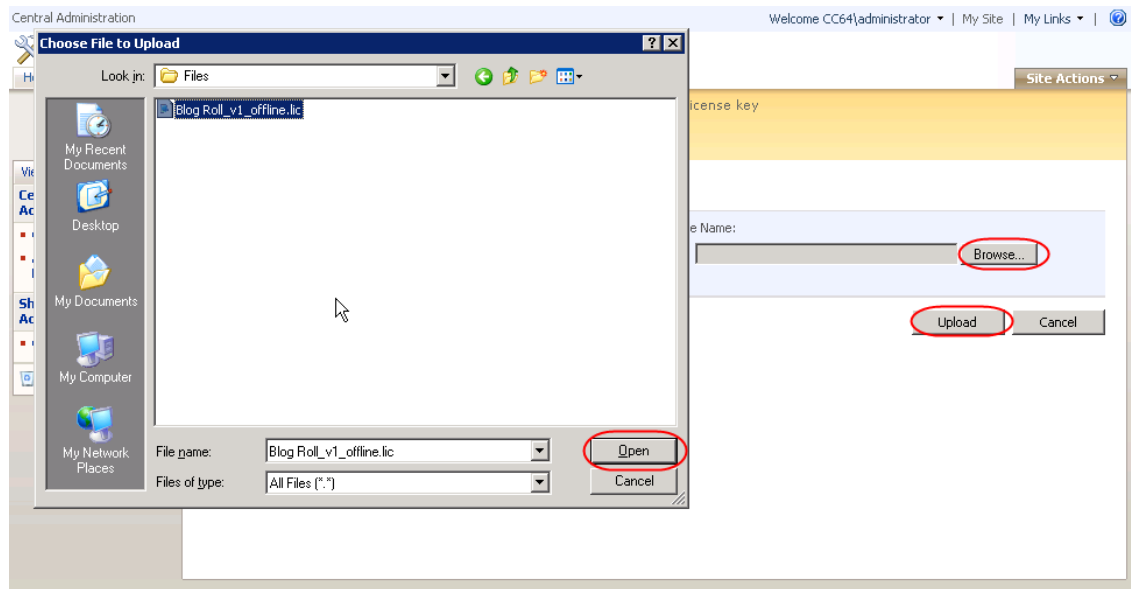
Use this page to generate an activation number for this product. An activation number is required to produce an offline license key when a server cannot be activated online.

Product Name	Meeting Planner
Version	1.0.0.0
Unique Activation Number	<p>Generate a unique activation number for this server farm.</p> <p>Unique Activation Number: <input type="text"/> <b>Generate</b></p> <p>Once you have generated a Unique Activation Number please send it to <a href="mailto:support@contentandcode.com">support@contentandcode.com</a> quoting the name of your company. If you have purchased the product, a representative from Content and Code will send a new License Key file which can be used to activate the product on this server farm.</p> <p><a href="#">Upload license key</a></p>

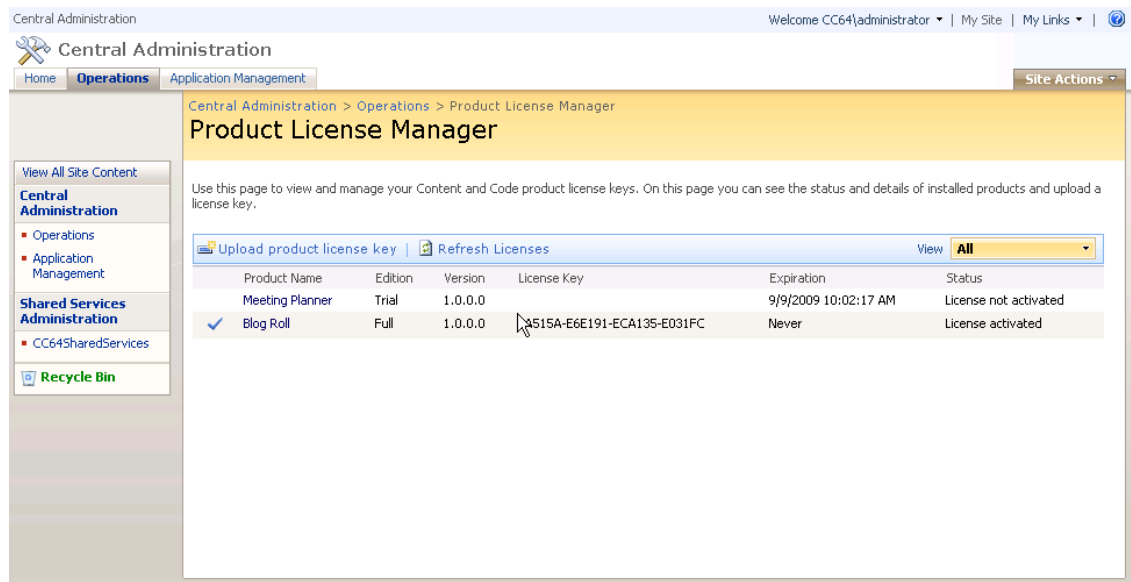
Close

**Important:** Once Content and Code have received your Unique Activation Number they will send you a new product key that can be used to activate the product offline.

7. Click **Upload license key**
8. Click **Upload**



9. If the license key matches the server where the UAN was generated, the license file will activate the product automatically and take you to the **Product License Manager** page (below).



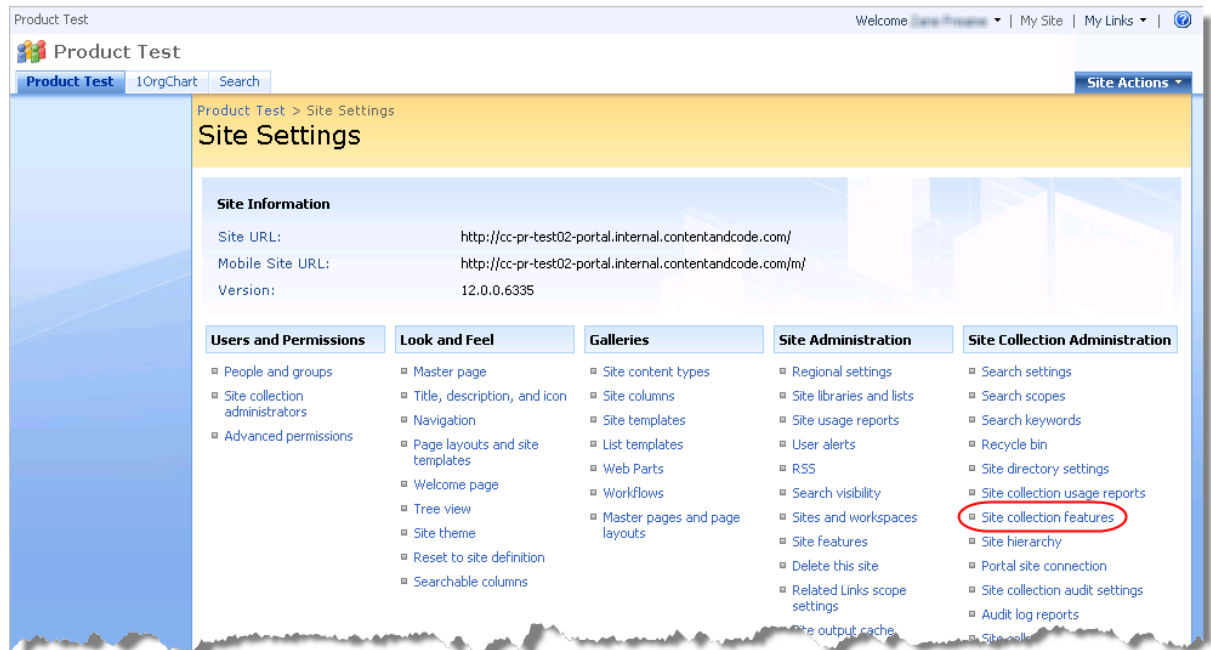
**Note:** A tick ✓ is displayed next to each product on the Product License Manager page that has been activated. The Product License Manager page also includes details of the product, including the edition, version and expiration date (if a trial license is installed).

## 4 Configuring Meeting Planner

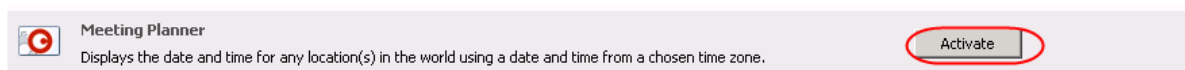
### 4.1 Activate the Site Collection Feature

Follow these steps to activate the Meeting Planner site collection feature.

1. Open the top level site in your site collection.
2. Go to **Site Actions > Site Settings > Modify All Site Settings**.
3. Under **Site Collection Administration**, click **Site Collection Features**.



4. Click **Activate Meeting Planner Web Part**.



**Congratulations!**

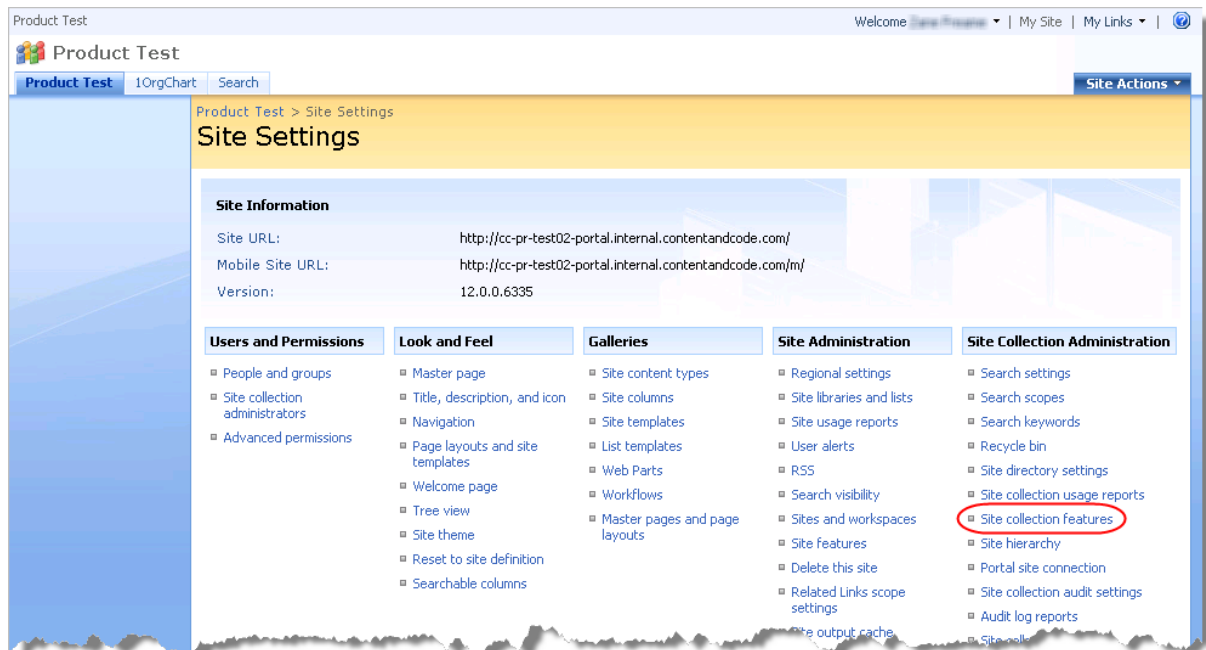
The Meeting Planner web part is now available and ready to use.

## 5 Uninstalling the Meeting Planner web part

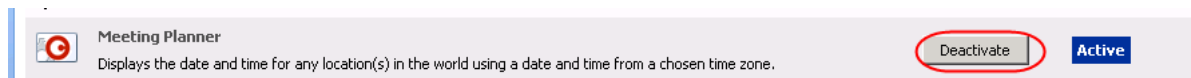
### 5.1 Deactivate the Feature

To prevent users from adding additional Meeting Planner web parts to pages, you can deactivate the Meeting Planner. This will remove the web parts from the web part gallery but existing instances (i.e. web parts that have already been added to a page) will continue to function.

1. Open the top level site in your site collection
2. Go to **Site Actions > Site Settings > Modify All Site Settings**
3. Below the section **Site Collection Administration**, click **Site Collection Features**



4. For the Meeting Planner feature, click **Deactivate**



5. When prompted with a warning, click **Deactivate this feature**

## Warning



You are about to deactivate the Meeting Planner feature.

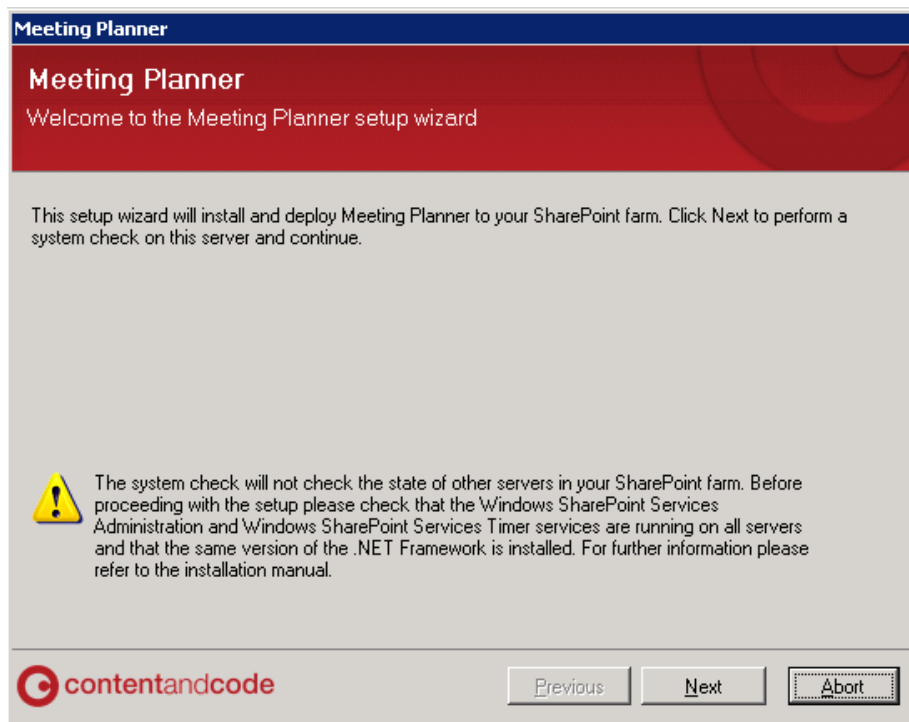
If you deactivate this feature, any user data or customizations associated with this feature might be lost. In addition, any active features that depend on this feature might fail to function.

[Deactivate this feature](#)

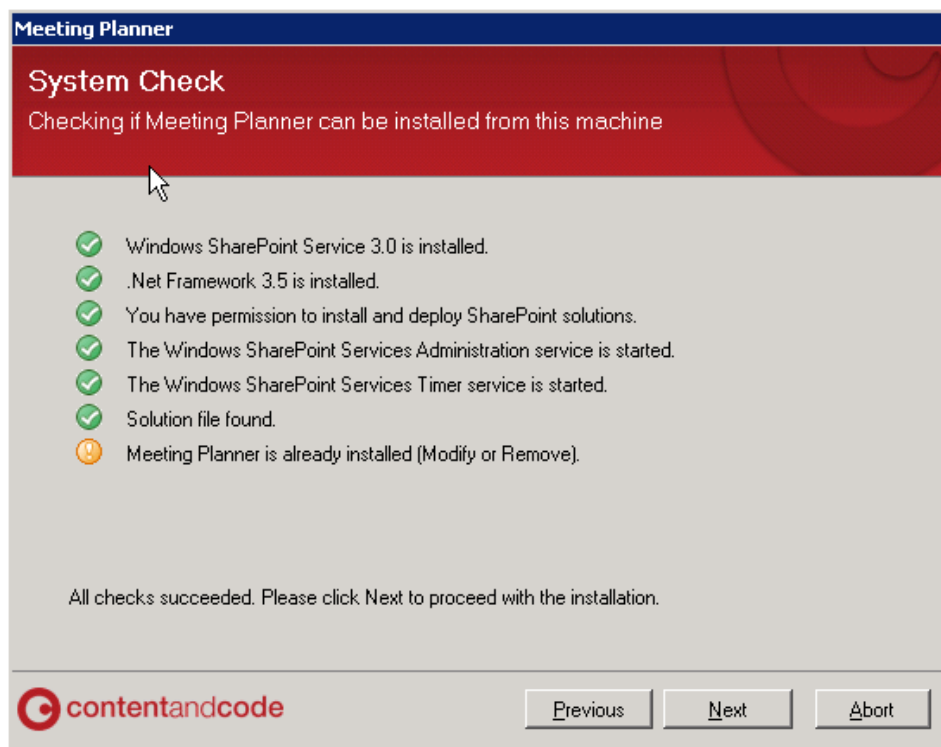
## 5.2 Uninstall the Solution

To completely un-install Meeting Planner from your farm, log on to the server from which you installed Meeting Planner and locate your installation file and follow these steps.

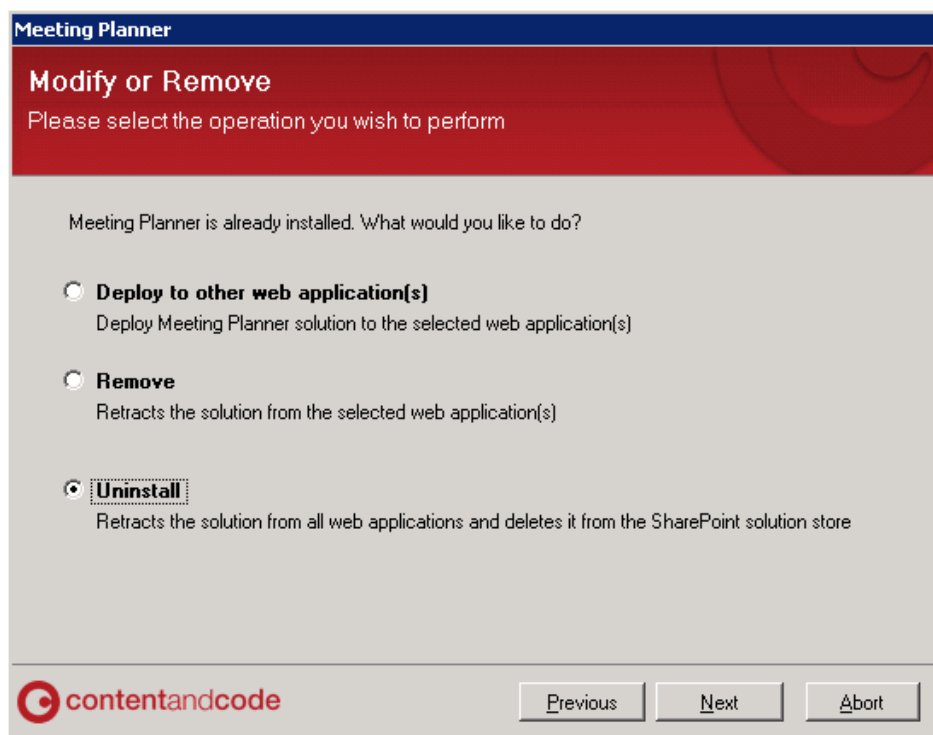
1. Run **ccMeetingPlannerInstaller.exe**
2. Click **Next**



3. Once the System Check is complete, click **Next**

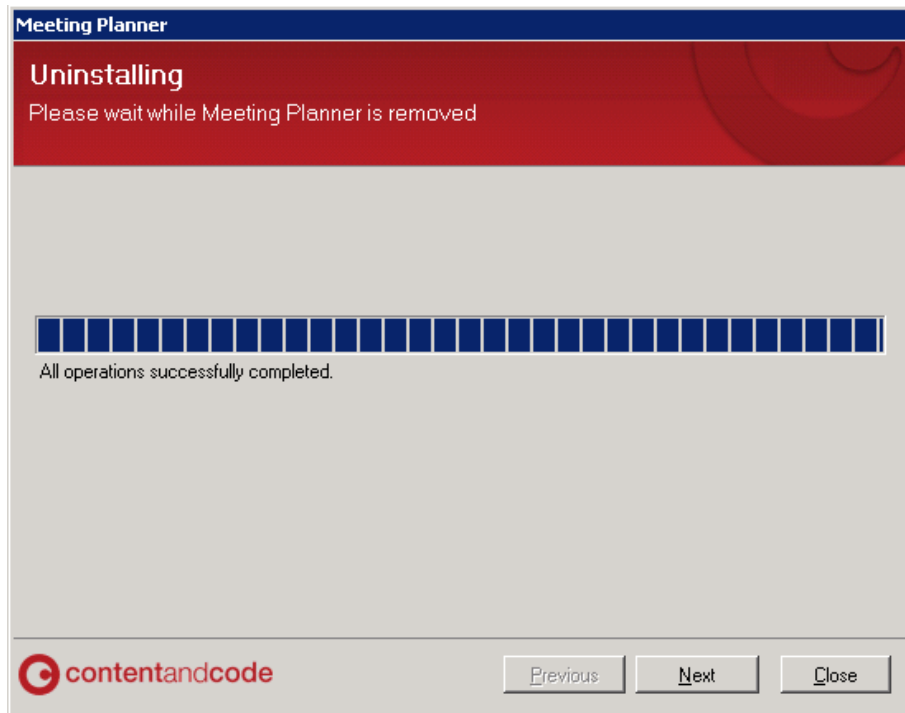


4. Select **Uninstall**
5. Click **Next**



6. Once the uninstall is complete, click **Next**
7. The details of the uninstall procedure will be displayed

8. Click **Close**



**Note:** Any Meeting Planner web parts that have been added to your site must be deleted manually.