

Lotus Traveler Installation – Android Devices (2019)

Before You Begin:

1. Please be sure that you have received an indication from the THQ Information Technology Department that your Lotus Notes ID has permission to use Lotus Traveler. To access Notes data using a personally owned mobile device you will need to complete an agreement with the Salvation Army.
2. Due to the amount of data that will be transferred between your device and the Lotus Traveler server it is strongly recommended that your device be connected via WiFi rather than a 3G (or 4G) connection.
3. Please do not activate more than two (2) devices to our Lotus Notes Traveler
4. For security purposes, we require that you protect your mobile device with at least a 4 digit PIN. In addition, the device must be set to lock itself after it has been idle for no more than 15 minutes. Ten consecutive unsuccessful attempts at unlocking the device will result in a wipe of the device.

Installation Steps:

1. On your Android device open the Play Store (known as Google Play Store).
2. In the search field type HCL Verse.
3. Under the Apps section select HCL Verse and select the Install button to install HCL Verse.
4. Then select the Open button to open HCL Verse
5. When opening the HCL Verse app after installing it a License Agreement will appear and select the Accept button on the bottom right side of the screen
6. Next you will be prompted to connect to My Company's server or IBM Connections Cloud. Select My company's server.
7. A new screen will appear saying Enter the Server URL. Type **traveler.uscthq.org** then press the NEXT button.
8. The next screen will indicate three fields, the Server Address, User Name, and Password. Please enter the following in the appropriate fields:
 - User ID: Your Salvation Army email address or your First Name(space) Last Name
 - Password: This will be your Sametime password/Internet Password
 - Server Address: traveler.uscthq.org (It should be filled in since we typed in the server address in Step 7).
9. A new screen will appear and say Activate phone administrator Select the word **Activate**
10. Make sure all three boxes are checked to sync with your Mail and Calendar, People, and To Do. Select the NEXT button and then select the GOT IT button to finish
11. A new prompt will appear saying Allow HCL Verse to access your contacts? Press the ALLOW button Then press the LOG IN button
12. The device will sync with our Notes Traveler Server

Congratulations! You have completed the installation.