

Notes Traveler Installation – Apple Devices

✂ 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. Installation should not be attempted unless you have an Apple iPad, iPhone 3GS (or higher) or iPod Touch.
4. Please do not activate more than two (2) devices to our Notes Traveler server.
5. 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 Apple device open the Safari browser.
2. In Safari navigate to traveler.uscthq.org.
3. When presented with the Server Login screen enter your user name and password. The user name should be your Lotus Notes Internet e-mail address (i.e. first_last@usc.salvationarmy.org) or your first name (space) last name. The password to use is the same password you use to log into Sametime. When you have entered your name and password, click on “Log In”.
4. Once you are logged in, click on the blue link saying **Generate an Apple Profile for Apple Mail, Contact, and Calendar Apps.**
5. The next screen includes a space for your “Login name” and “Mail address”. If they don’t already include your Lotus Notes Internet e-mail address type that into both fields. Once both fields contain the correct information, click on “Generate”.
6. A text box will appear saying **This website is trying to open Settings to show you a configuration profile. Do you want to allow this? Click on the word Allow.**

7. A text box will appear saying **Profile Downloaded**. Review the profile in the Settings app if you want to install it.

a) Click on the Close button and then go to the Settings application on your Apple Device.

b) In the Settings application scroll down on the screen and choose the **General** option.

c) In the General option scroll down and choose the option **Profile**.

d) In the Profile section go to the **Downloaded Profile** subsection and click on your Salvation Army email address.

8. You will then be presented with a window titled “Install Profile”. Click on “Install”.

9. You should then be asked to enter the PIN for your Apple device. Enter your PIN.

10. When you receive a pop-up titled, “Unsigned Profile” click on “Install”. Then click on the red word Install option.

11. Next you will be prompted to enter your password. The password you must enter is the same password you use to access Lotus Sametime. Then click on the word Next.

12. The screen will indicate “Installing Profile” briefly and then will change to “Profile Installed”.

13. At this point you may click on “Done”. You have completed the Lotus Traveler installation process. However, you will need to wait several minutes while your mail, calendar and contact information is downloaded to your device.

Congratulations! You have completed the installation.

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