

Preparing Documents for Casual Meetings

To open a casual meeting, import documents (PDF files) you want to use to the Presenter app in advance. You can either import documents using Safari by opening a document on the Web, or using iTunes by connecting your computer and iPad using a USB cable.

Preparing Documents Using Safari (iPad)

To import documents using Safari, upload documents to a Web server in advance.

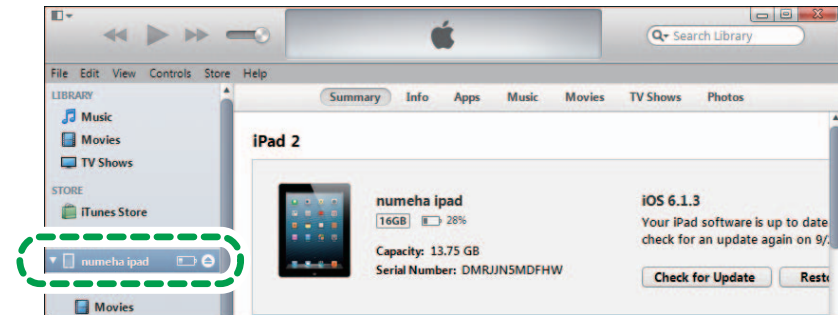
1. Launch Safari on your iPad.
2. Access and display the document on a Web server using Safari, and then tap the Safari screen.



3. Tap [Open in "Presenter"] or [Open in...]. In the upper right corner of the screen. A menu appears if you tap [Open in...]. In this case, tap [Open in Presenter]. The Presenter app starts up, and a confirmation dialog box appears on the screen.
4. Rename the file if necessary.
5. Tap [OK].
6. To import more documents, close the Presenter app, and then repeat the above procedure.

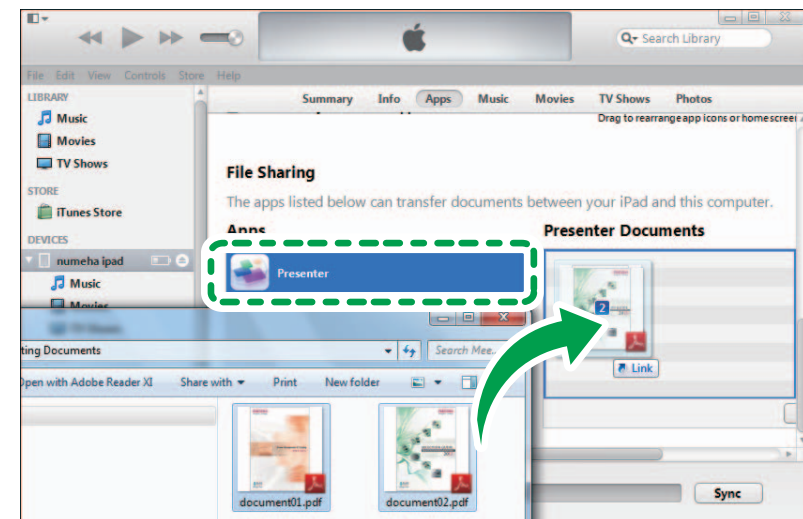
Preparing Documents Using iTunes (Computer)

1. Connect your iPad and computer using a proprietary USB cable.
iTunes starts up automatically. If it does not, start it up manually.
2. Click the [Menu] icon at the upper left corner, and then click [Show Menu Bar].
3. Click [View], and then click [Show Side Bard].
4. Click your iPad displayed under [DEVICES] in the side bar.
Configuration screen for iPad appears.



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5. Click [Apps] in the upper part of the configuration screen to display the application configuration screen.
6. In the [Apps] list, click [Presenter].
7. Drag and drop files in the computer onto [Presenter Documents] of iTunes.
Documents are saved in the Presenter app.



DBY002

Opening Casual Meetings

1. Launch the Presenter app.
2. Tap [New Casual Meeting].
3. Specify the meeting details.



Rename the meeting if necessary.

Set if you want to have the meeting with specific members.

Register up to three documents. To register, tap [Add Documents], and then select the document you want to use.

If [ON] is selected, participants cannot become a presenter during the meeting. If [OFF] is selected, the presenter can change.

CVS004

4. Tap [Start].

If the meeting starts up successfully, document viewing screen appears.

Participating in a Casual Meeting

1. Launch the Presenter app.

A list of casual meetings in progress appears.



2. Tap the meeting you want to participate.

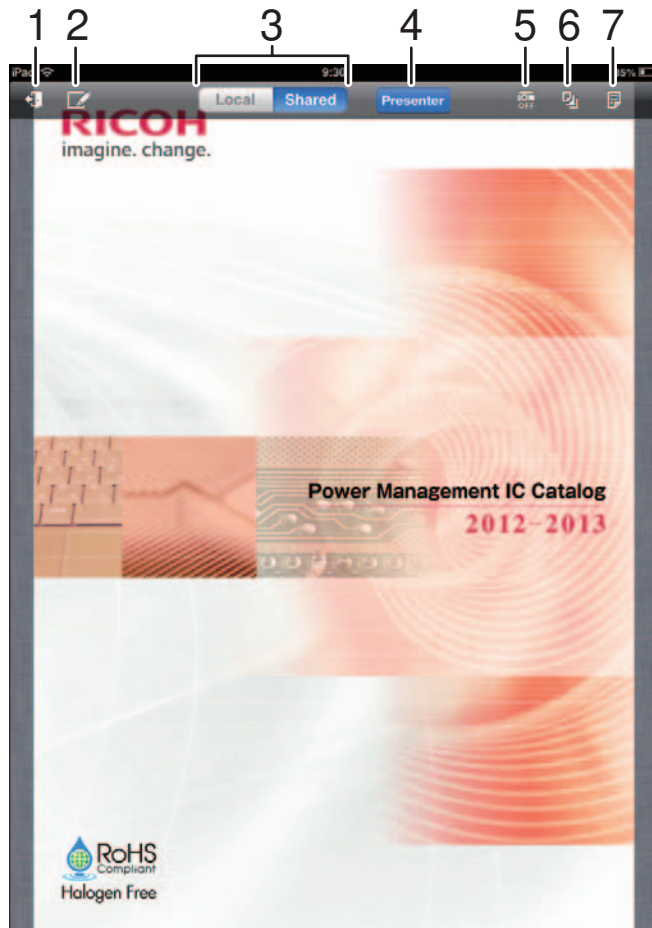
Enter a meeting password if it is set for the meeting.

Document viewing screen appears.

Viewing the Document Viewing Screen

When you start participating in a meeting, the document viewing screen appears.

This manual uses iPad screens as examples. If you are using an iPhone or iPod Touch, some buttons will appear in different locations.

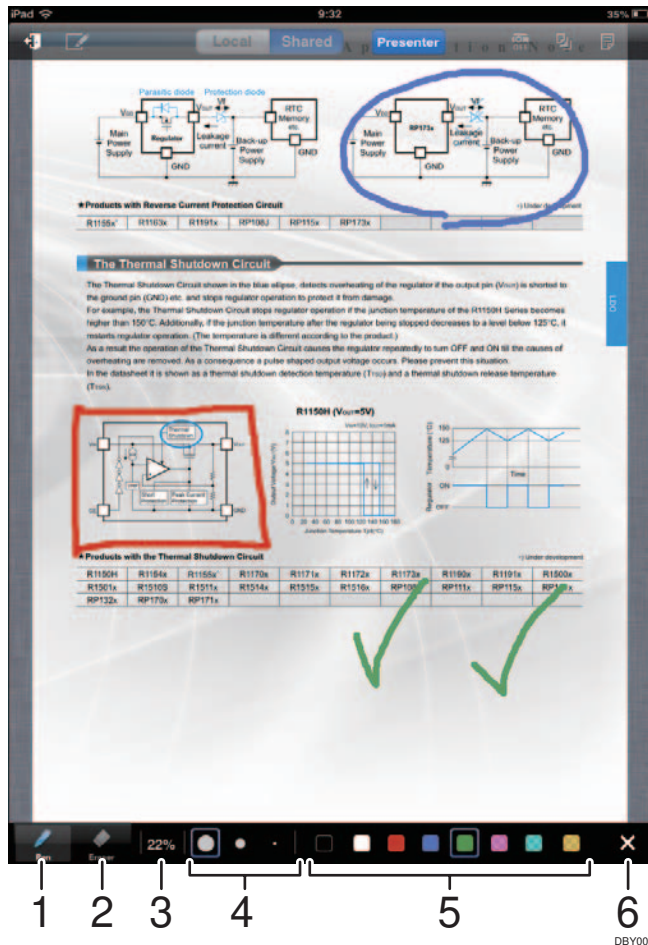


DBY004

1. [Exit] button
Tap to save documents, or exit from or end the meeting.
2. [Handwritten Notes] button
Tap to display the handwritten notes screen.
3. [Local]/[Shared] mode button
Tap to switch between local and shared modes.
In shared mode, a presenter and participants share the same screen. In local mode, presenter and participants view different pages.
4. [Presenter] button
Tap to switch from a participant to the presenter (the current presenter becomes a participant).
5. [Projector] button
Tap to display the projector setting screen.
6. [Page Navigation] button
Tap to display the page navigation screen. Tap the thumbnail of the page you want to display.
7. [Document Navigation] button
Tap to display the document navigation screen. Tap the thumbnail of the document you want to display.

Using Handwritten Notes

You can add handwritten notes to a displayed document by tapping the [Handwritten Notes] button during a meeting. There are two different types of handwritten notes. Shared notes, which can be shared in a meeting, are added by the presenter. Local notes, which can be added as personal notes, are added by the presenter or participants.



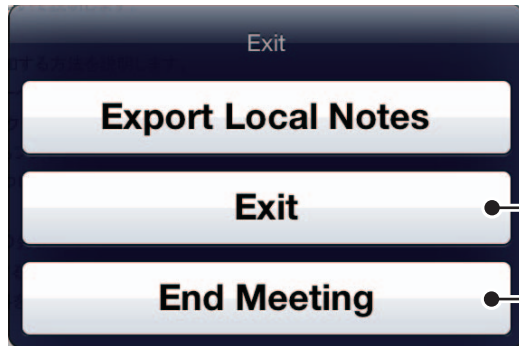
1. [Pen] button
Use this when writing notes.
Notes will be drawn along the line traced by one finger.
2. [Eraser] button
Use this when erasing notes.
Notes touched by a finger will be erased.
3. Handwritten notes memory usage
Displays how much memory is used for handwritten notes currently.
4. [Pen Width] button
Select from three different pen widths.
5. [Pen Color] button
Select from eight different pen colors.
6. [Close] button
Tap to close the handwritten notes screen. If you want to display a different page, close the handwritten notes screen.

If you want to scroll the screen to another part of the enlarged page, swipe the screen using two fingers.

A new presenter can add new shared notes and erase shared notes written by the previous presenter.

Exiting from or Ending Meetings

1. Tap the [Exit] button, and then tap [Exit] or [End Meeting] in the displayed menu.



Tap to exit from the meeting.

The meeting ends when the presenter and all participants exit from the meeting.

Tap to end the meeting and have all participants exit from the meeting.

DBY006

A confirmation dialog appears.

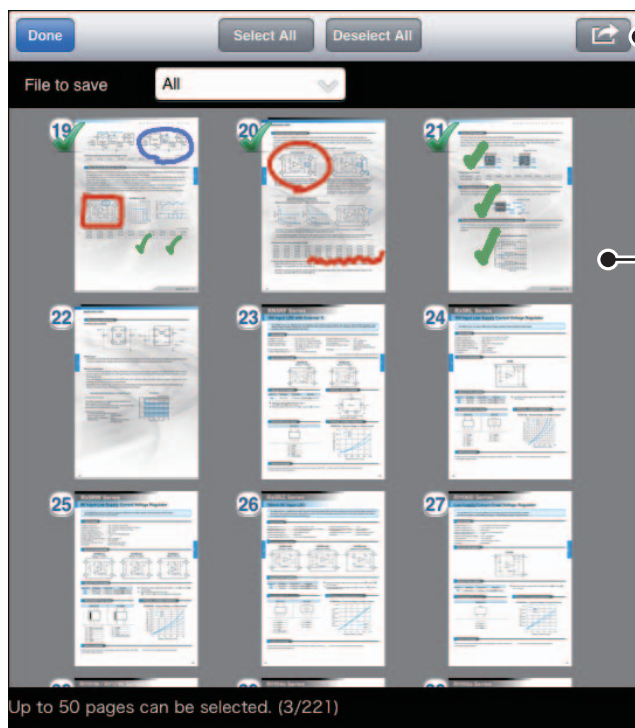
- You can exit from the meeting any time during the meeting. If necessary, you can participate in the meeting again later.
 - When a meeting is ended, the participants of the meeting receive a message indicating that the meeting has ended. Only the [Exit] and [Projector] buttons will be available to participants.
2. Confirm that you are ready to exit from the meeting, and then tap [Exit] or [End Meeting].

Saving Documents

You can save documents used in a meeting to a different application (for example, iBooks) as PDF files.

Documents can be saved with handwritten notes if the documents contain them.

1. Tap the [Exit] button in the document viewing screen, and then tap [Export Local Notes] in the displayed menu.
2. Select the pages to save.



Tap to export selected pages to another application.

Tap the thumbnails to select or deselect pages.
Tap [Select All] or [Deselect All] to select or deselect all pages at once.
If there are multiple documents in a meeting, you can select them to display the pages of all files or of a selected file using [File to save].

3. Rename the file if necessary, and then tap [OK].
4. Select and tap the destination application.

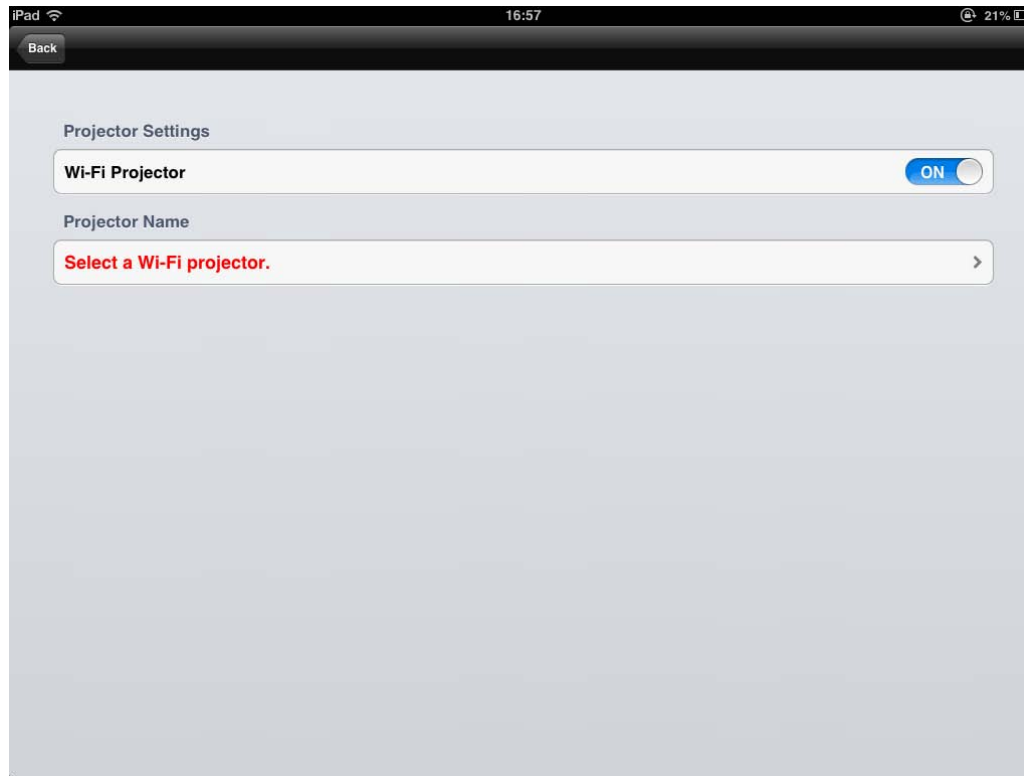
Using a Projector

From the document viewing screen, you can configure the Presenter app to use a projector.

Check “<https://itunes.apple.com/us/app/ricoh-smart-presenter/id432471595?l=en>” for a list of compatible projectors.

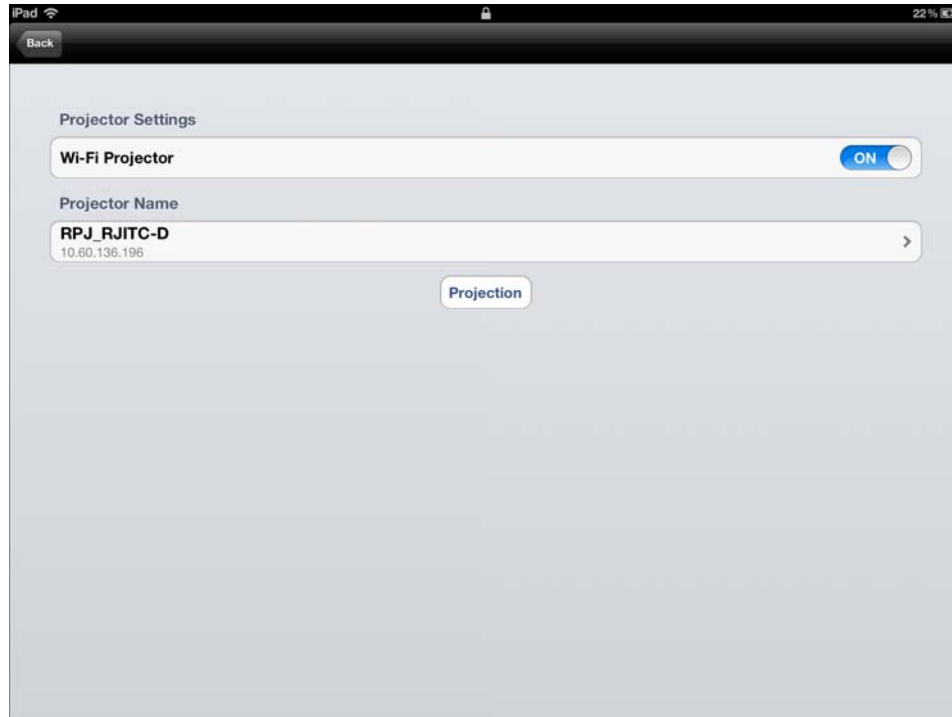
1. In the document viewing screen, tap the [Projector] button.
2. Select [ON] for [Wi-Fi Projector].

Projector name setting appears.



3. Tap [Select a Wi-Fi projector.].
A list of the projectors available in a wireless network appears.

4. Tap the projector you want to use, or tap [Add by IP Address] to specify the IP address of the projector you want to use.
5. Tap [Back] to return to the projector setting screen.
Enter a password if it is set for the projector.
The selected projector and [Projection] button appears in the projector setting screen.



6. Tap [Projection].
A test projection takes place, and a confirmation dialog box appears.
7. If you are ready to start projection, tap [Projection].
The projection starts and the display returns to the document viewing screen.