



Operating Instructions

User Guide

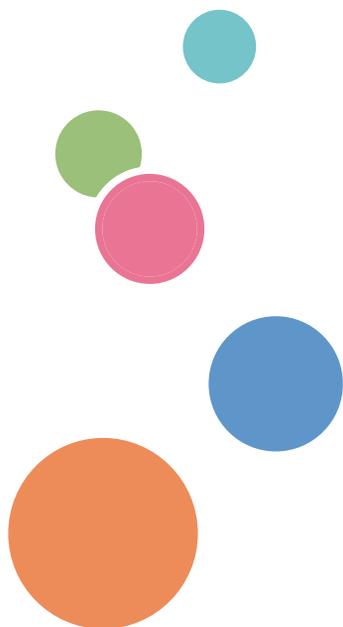


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How to Read This Manual

We recommend that you read this guide in its entirety to familiarize yourself with the preparations for utilizing RICOH Smart Presenter System.

Symbols

This manual uses the following symbols:

Important

- Indicates points to pay attention to when using this system, and explanations of likely causes of loss of data.
- Be sure to read these explanations.

Note

- Indicates supplementary information that you may find helpful for completing a task.

[]

Square brackets indicate the name of buttons or fields.

Important

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this product, losses of documents or data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of important documents or data. Documents or data might be erased due to your operational errors or malfunctions of the machine. Also, you are responsible for taking protective measures against computer viruses, worms, and other harmful software.

In no event will the manufacturer be responsible for any documents created by you using this product or any results from the data executed by you.

- Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.
- Contents of this document are subject to change without notice.

Names and Abbreviations

The table below lists names of major tools and how they are referred to as in this manual.

Names	Referred to as
RICOH Smart Presenter	Presenter app
RICOH Conference Center Web Browser version Presenter	Web Presenter
RICOH Conference Center Conference Center	Conference Center
RICOH Conference Center Administrator Tool	Administrator Tool
Scan to SmartPresenter System	Scan to SmartPresenter

 **Note**

- The Presenter app is available on iPad and iPhone. In this manual, iPad and iPhone are collectively referred to as "iPad" unless explicitly specified.

1. Getting Started

This chapter explains an overview of RICOH Smart Presenter System.

RICOH Smart Presenter System

RICOH Smart Presenter System is a system for conducting paperless meetings using iPads (Presenter apps) and Web browsers (Web Presenters).

Members participating in RICOH Smart Presenter System meetings can share and view the same documents on their screens.

Types of Meetings

Two types of meeting can be held using RICOH Smart Presenter System: planned meetings and casual meetings.

Planned meetings

Planned meetings can be held by connecting to a dedicated meeting server. Many members can participate in the meeting, and a large volume of documents can be shared.

Planned meetings require the following:

- A dedicated meeting server + RICOH Conference Center (paid software)
- iPad + Presenter app (free iPad app)
- Computer + Internet Explorer 10/11, Microsoft Edge, or Google Chrome
- Scan to Smart Presenter*

* Only when directly registering a document that has been scanned using the machine to RICOH Conference Center

Casual meetings

Casual meetings can be held using only iPads. Casual meetings require no cost because no meeting server or paid software is necessary.

Casual meetings require the following:

- iPad + Presenter app (free iPad app)

↓ Note

- The Presenter app can be downloaded from App Store.
- Files in PDF format are used in meetings.
- For planned meetings, Microsoft Office files can be registered also (they will be converted to PDF files automatically when registered).

- For a planned meeting, a picture taken by the iPad camera can be directly registered as a meeting document while the meeting is being held.
- If there are projectors available for wireless connection to iPads, they can be used for projecting documents.
- The Presenter app's language depends on the iOS setting, and Web Presenter's language depends on the Web browser's setting.

RICOH Conference Center (Paid Software)

RICOH Conference Center is paid software necessary for conducting planned meetings, which can be used by installing on a dedicated meeting server.

Meeting Server

The server on which RICOH Conference Center is installed is called the meeting server.

By accessing meeting server from a computer's Web browser, Conference Center, Web Presenter, and Administrator Tool can be used.

Conference Center

Use this for registering meetings and meeting documents to the meeting server.

In addition, you can launch Web Presenter from Conference Center.

To conduct planned meetings, meetings must be registered in the meeting server in advance.

Web Presenter

Use this to open or participate in registered planned meetings from a Web browser.

Administrator Tool

Use this to manage RICOH Smart Presenter System.

Administrator of the meeting server uses the Administrator Tool.

Members of Meetings

Meetings of RICOH Smart Presenter System are conducted by a host, presenter, and participants.

Host

A host opens a meeting. A host becomes a presenter when the meeting starts.

A host key can be set for a planned meeting. If it is set, only the person who knows the host key can open (or end) the meeting, so that an unintended person cannot open the meeting.

Presenter

A presenter flips through or switches documents during meetings and performs operations such as adding handwritten notes to document pages. The screen displayed on the presenter's Presenter app or Web Presenter is displayed on the participant's screens simultaneously.

Participant

Participants are members of a meeting other than the presenter. Participants can view the same screen displayed on the presenter's Presenter app or Web Presenter.

A meeting password can be set for a meeting. If it is set, only the persons who know the meeting password can participate in the meeting, so that unintended persons cannot participate in the meeting.

Types of Meetings in RICOH Smart Presenter System

1

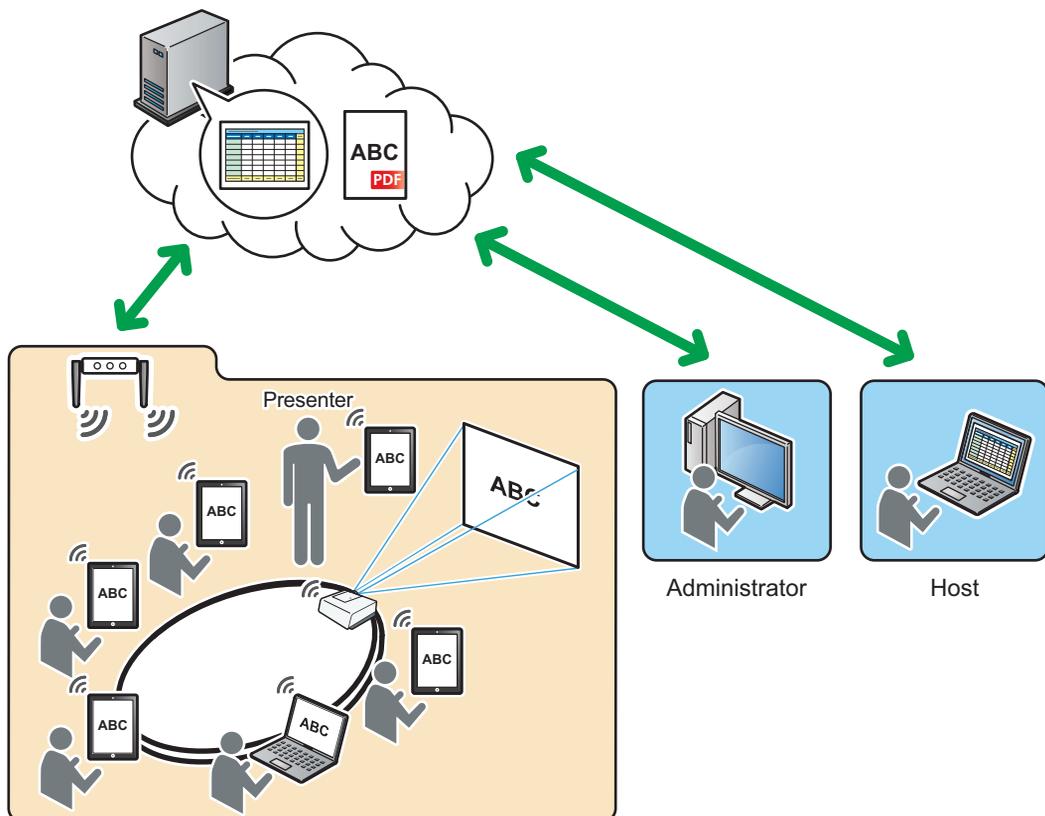
RICOH Smart Presenter System can be used for having two different types of meeting: planned meetings or casual meetings.

- Planned meetings: Meetings that can be held by connecting to a dedicated meeting server. Many members can participate in planned meetings and a larger volume of documents can be shared among them.
- Casual meetings: Meetings that can be held using the Presenter apps only without connecting to a meeting server.

Planned Meetings

You can hold planned meetings by connecting to a dedicated meeting server.

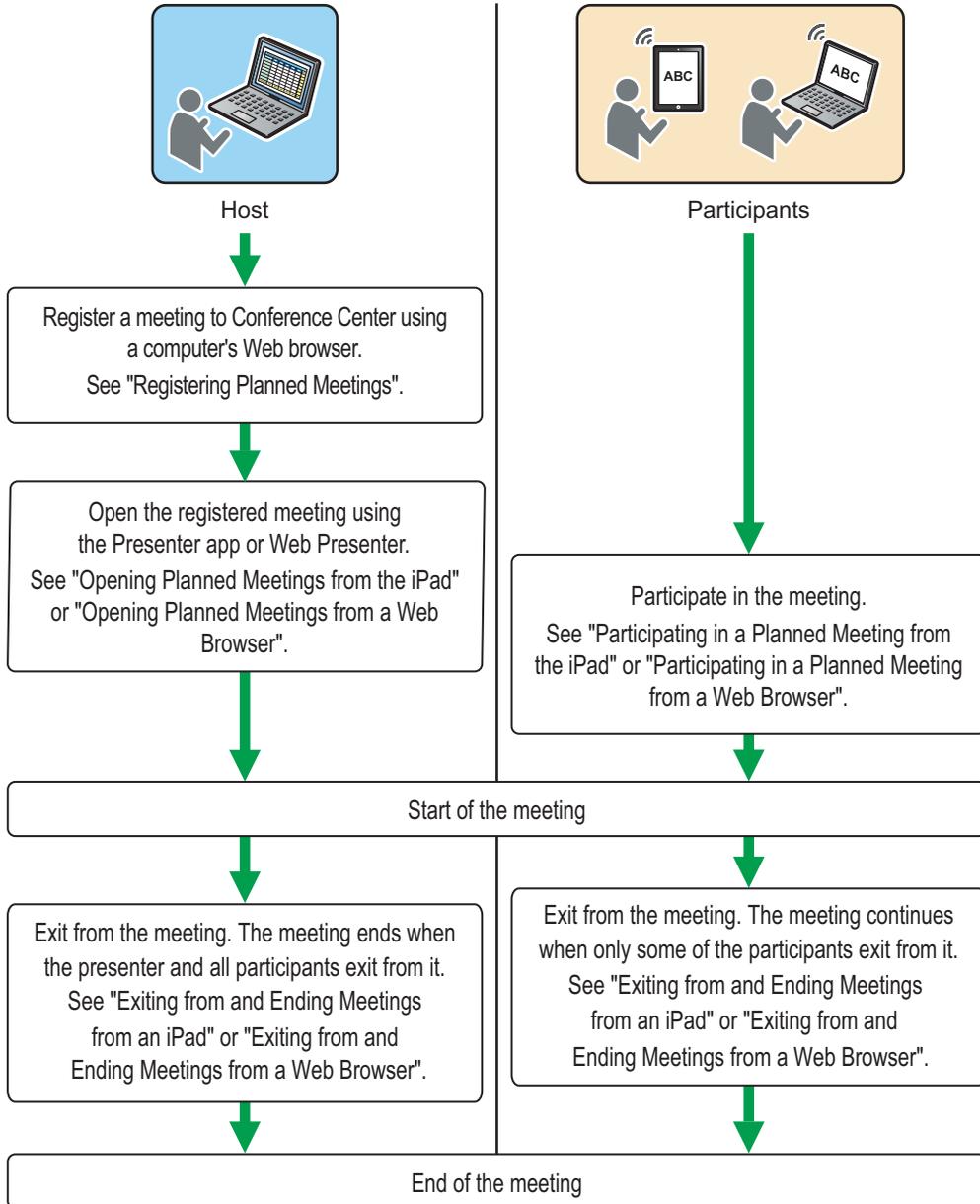
Many members can participate in planned meetings and a larger volume of documents can be shared among them.



DBY301

Procedures for holding a planned meeting

This section explains the basic procedures for holding a planned meeting.



DMQ301

Note

- To open or participate in planned meetings using the Presenter apps, you must connect the iPad to the meeting server in advance. See page 34 "Connecting to a Meeting Server".

- For details about operations during meetings, see page 57 "Operations during Meetings Using the iPad" or page 75 "Operations during Meetings using a Web Browser".

Types of Meetings

You can specify an agenda for a meeting.

When specifying an agenda for a meeting, you can also specify the presenter and presentation time for the agenda, and register documents to the agenda. Only the documents that are registered to the ongoing agenda can be displayed during a meeting. This is useful to prevent the use of the wrong document when a meeting is held with several registered documents or agendas.

You can also register a meeting without specifying an agenda if the meeting has only a few items or documents.

Meeting status

There are four different meeting statuses.

★ Important

- **Expired meetings do not appear in the list of Conference Center. Meeting data are erased after a certain period of time (storage period).**
- **The administrator of the meeting server can delete meetings that are "Scheduled" and "Finished" using Administrator Tool.**

Scheduled

You can start a meeting. The status of an ended meeting will be "Scheduled" within the period specified for [Restartable Period] in the Administrator Tool after it is ended, and it can be restarted.

However, if a meeting is opened and ended, editing meeting details is not possible.

In Progress

Meeting is in progress and participants can participate in the meeting.

When a meeting is in progress, you cannot edit meeting details or change or delete a document.

Finished

A meeting is finished and cannot be restarted because the period specified for [Restartable Period] in the Administrator Tool has elapsed after it is ended.

If the meeting is finished, editing meeting details is not possible.

Expired

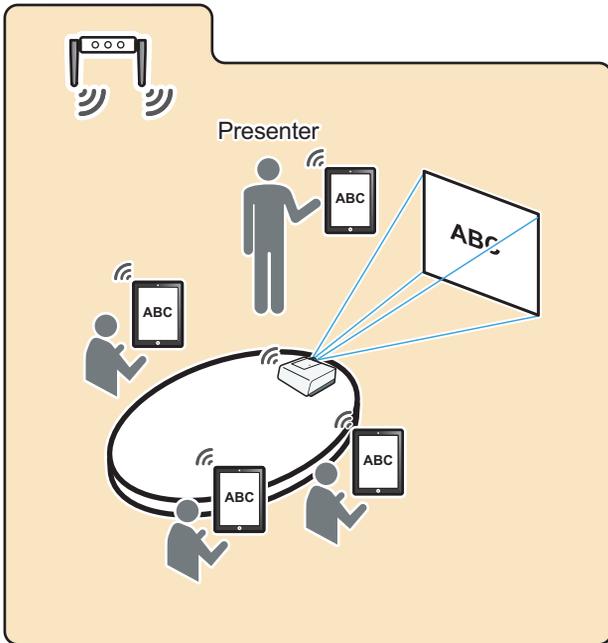
Meeting is finished and the storage period is expired.

Even if the meeting has never been opened, if the storage period passes after the specified start date, the meeting becomes expired.

Casual Meeting

You can hold casual meetings using the Presenter apps only without connecting to a meeting server if they are in the same network (same broadcast domain).

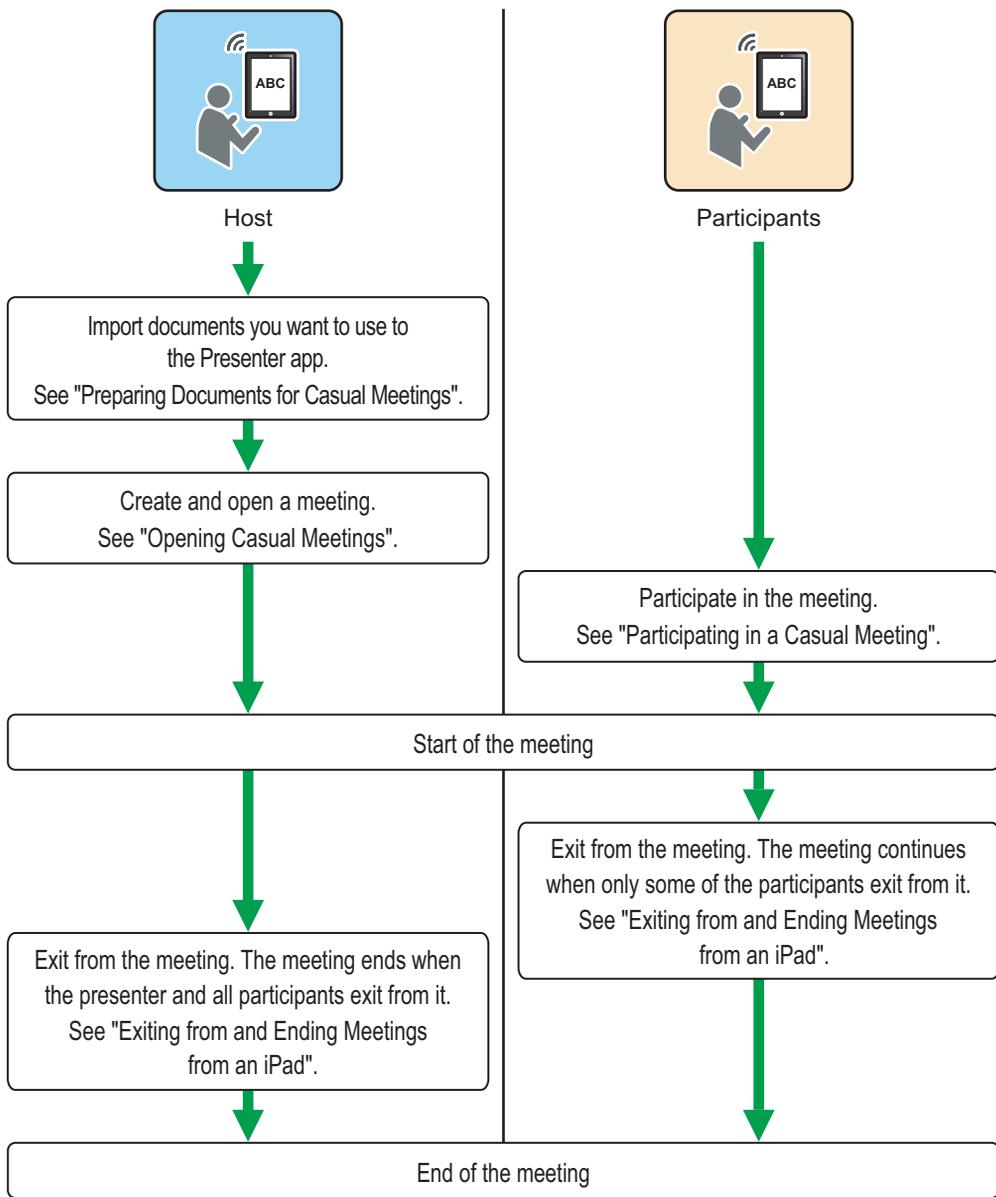
Because casual meetings do not have to be registered in advance, meetings can be held easily.



CVS201

Procedures for holding a casual meeting

This section explains the basic procedures for holding a casual meeting.



DMQ302

Note

- For details about operations during meetings, see page 57 "Operations during Meetings Using the iPad".

2. Preparation and Procedures for Planned Meetings

A planned meeting is a type of meeting that can be held by connecting to a meeting server. More participants can participate in a planned meeting than in a casual meeting. Also, a larger volume of documents can be shared among the participants.

Use Conference Center to register planned meetings, and use the Presenter app or Web Presenter to open or participate in a planned meeting.

Using Conference Center

Use Conference Center by accessing it through a Web browser.

Installing Certificates

When you first access RICOH Smart Presenter System's Conference Center from a Web browser, a warning message about security certificates appears.

If you do not want to display this message, install the certificates.

1. **Start the Web browser, enter "https://(RICOH Conference Center server name)/ RccCa/ca.cer" in the address bar, and then press the [Enter] key of the keyboard.**
Download options pop up at the bottom of the screen.
2. **Click [Save as] from the [Save] list, and then choose the download destination and save the downloaded certificate.**
3. **Double-click the downloaded certificate file, and then click [Open].**
4. **On the [General] tab, click [Install Certificate...].**
A wizard for importing a certificate appears.
5. **Click [Next>].**
6. **Select [Place all certificates in the following store], click [Browse...] and select [Trusted Root Certification Authorities], and then click [OK].**
7. **Click [Next>].**
8. **Click [Finish].**
9. **Click [Yes] in the confirmation screen.**
10. **Click [OK] twice.**
11. **From the [Tools] menu of the Web browser, click [Internet Options].**
12. **Click the [Content] tab, and then click [Certificates].**

13. On the [Trusted Root Certification Authorities] tab, check that the downloaded certificate has been installed.

Note

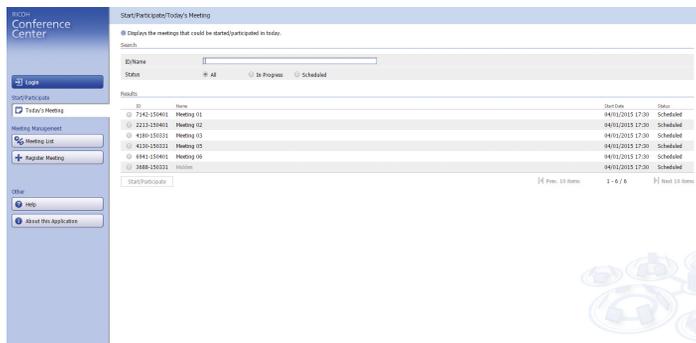
- The server name of RICOH Conference Center must be the same as either the server name specified when the SSL server certificate is issued or where the SSL server certificate is issued to. For details, contact the meeting server administrator.

Connecting to Conference Center

This section explains how to connect to Conference Center.

1. Start the Web browser, enter "https://(RICOH Conference Center server name)/rcc/planner/index.htm" in the address bar, and then press the [Enter] key of the keyboard.

If the browser connects to Conference Center successfully, the "Today's Meeting" list (a list of planned meetings that can currently be opened or participated in) appears.



Note

- The server name of RICOH Conference Center must be the same as either the server name specified when the SSL server certificate is issued or where the SSL server certificate is issued to. For details, contact the meeting server administrator.
- For details about the "Today's Meeting" list, see page 39 "Opening Planned Meetings from a Web Browser".
- Enable JavaScript for the Web browser when using Conference Center.

Logging In to and Logging out from Conference Center

For planned meetings, you can specify groups to access to the meeting information, which you can access only when you are logged in to Conference Center as a member of a group that is allowed to access the information. Meetings without specified access restriction are displayed when you are not logged in.

To log in as a registered user, click [Login], and then enter the user name and password. To prevent an unauthorized user from leaking data or adding unintended changes to the settings and information of the meetings, be sure to log out from Conference Center when the operation is complete.

↓ Note

- The user will be automatically logged out from Conference Center if no operation is performed for 15 minutes.

Important Points about Internet Explorer Settings

Configure Internet Explorer as described below to use Conference Center and Web Presenter.

CSS settings

On the [View] menu, select [Style], and then [Default style].

JavaScript settings

On the [Tools] menu, click [Internet Options], and then click the [Security] tab. Select the zone that Conference Center/Web Presenter belongs, and then click [Custom level...]. Under "Scripting", select "Enable" for "Active Scripting".

SSL settings

On the [Tools] menu, click [Internet Options], and then click the [Advanced] tab. Under "Security", select any or all of [Use TLS 1.0], [Use TLS 1.1] and [Use TLS 1.2].

Downloading files

- On the [Tools] menu, click [Internet Options], and then click the [Advanced] tab. Check that under "Security", [Do not save encrypted pages to disk] is not selected.
If "Internet Explorer Enhanced Security Configuration (IE ESC)" is enabled on the computer, the [Do not save encrypted pages to disk] check box is selected by default. Make sure to clear the check box.
- When you download files, the message "Your current security settings do not allow this file to be downloaded." may appear.
In this case, on the [Security] tab of [Internet Options], select the zone that Conference Center/Web Presenter belongs, and then click [Custom level...]. Under "Downloads", select "Enable" for "File download".
- When you download files, the message "To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options..." may appear.
In this case, on the [Security] tab of [Internet Options], select the zone that Conference Center/Web Presenter belongs, and then click [Custom level...]. Under "Downloads", select "Enable" for "Automatic prompting for file downloads".

Internet zone security level settings

If the Internet zone security level setting is "High", certain functions may not operate properly because "about:blank" is blocked in this configuration.

In this case, on the [Security] tab of [Internet Options], select [Trusted sites] or [Local intranet], click [Sites], and then add "about:blank" (if [Local intranet] has been selected, click [Advanced], and then add).

If "Internet Explorer Enhanced Security Configuration (IE ESC)" is enabled on the computer, the Internet zone security level setting is "High" by default. In this case, make modifications to the setting as described above, or disable "Internet Explorer Enhanced Security Configuration (IE ESC)".

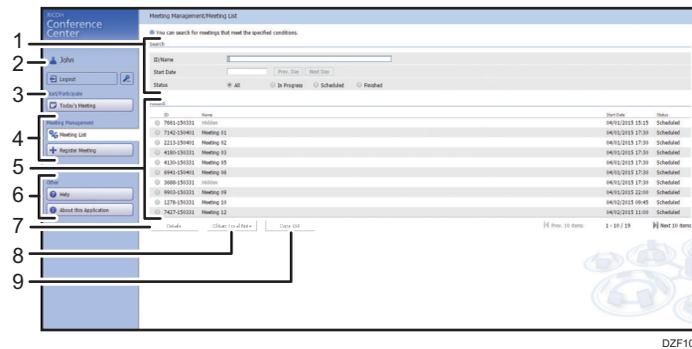
Conference Center/Web Presenter has been tested to operate normally if the security zone settings satisfy all of the following conditions:

- Conference Center/Web Presenter belongs to "Trusted sites" or "Local intranet".
- Internet zone security level is "Medium-high" and the level has not been customized.
- Conference Center/Web Presenter belongs to "Trusted sites", and the trusted sites zone security level is "Medium" and the level has not been customized.
- Conference Center/Web Presenter belongs to "Local intranet", and the local intranet zone security level is "Medium-low" and the level has not been customized.

Viewing the Planned Meeting List Screen

Click [Meeting List] on the Conference Center screen to display the planned meeting list.

This section explains the planned meeting list screen.



2

1. Search

Specify search conditions for meetings.

- ID/Name

Specify a meeting ID or meeting name to search for specific meetings.

You can specify parts of meeting names or multiple key words with spaces in between. Search is case-sensitive.

- Start Date

Specify a start date to narrow down the list of meetings.

Select a date from a calendar that appears by clicking the box.

To search for meetings planned on the previous or next day, click [Prev. Day] or [Next Day].

- Status

Specify a meeting status to narrow down the list of meetings.

You can display all meetings, meetings in progress, meetings that are scheduled, or meetings that are finished.

2. User name

- [Login] button

Click to log in to Conference Center. When the user is logged in, all meetings are added to the list if the group to which the user belongs is allowed access them.

- [Logout] button

Click to log out from Conference Center. The user is logged out.

-  button

Click to change the password.

3. Start/Participate

- [Today's Meeting] button

Click to display a list of planned meetings that can currently be opened or participated in.

You can open or participate in a meeting from this screen.

4. Meeting Management

Click to perform the following operations:

- [Meeting List] button
Click to display the planned meeting list screen.
- [Register Meeting] button
Click to display the screen for registering a new planned meeting.

5. Results

Displays the meeting ID, name, start date, and status (in progress or not) for the planned meetings that match the search conditions.

If [Display Name] is set to [Hide] for the meeting, its meeting name appears as "Hidden" in the meeting list.

When a user is logged in, information about meetings is displayed. These meetings are those that the groups to which the user belongs to is allowed access and those without access restriction.

When a user is not logged in, information about meetings without specified access restriction is displayed.

If more than ten meetings match the search conditions, click [Prev. 10 items] or [Next 10 items] to switch between pages.

To select a meeting, click the meeting in the list.

6. Other

Click to display the following information:

- [Help] button
Click to display this manual. The manual opens in a separate tab of the Web browser.
- [About this Application] button
Click to display Conference Center's version information.

7. Details

Select a meeting in the search results and click this button to check or edit details of the meeting.

8. Obtain Local Note

Click to obtain the document with local notes that was saved when exiting from a meeting. For details about how to save or obtain a document, see page 92 "Saving Documents after Exiting from a Meeting"

9. [Copy URL] button

Select a meeting in the search results, and then click this button to display the URL to use to join the meeting. Users who have received this URL by e-mail or other means can use it to directly join the meeting.

Note

- If [Display Name] is set to [Hide] for a meeting, the meeting cannot be searched by its meeting name. Search by its meeting ID.
- To register a new planned meeting, see page 22 "Registering Planned Meetings".
- To participate in a planned meeting in progress, see page 44 "Participating in a Planned Meeting from the iPad" or page 47 "Participating in a Planned Meeting from a Web Browser".

- Adobe® Acrobat®/Adobe Reader must be installed in order to view the manual. If it is not installed, you will be prompted to download and save the manual to the computer.

Registering Planned Meetings

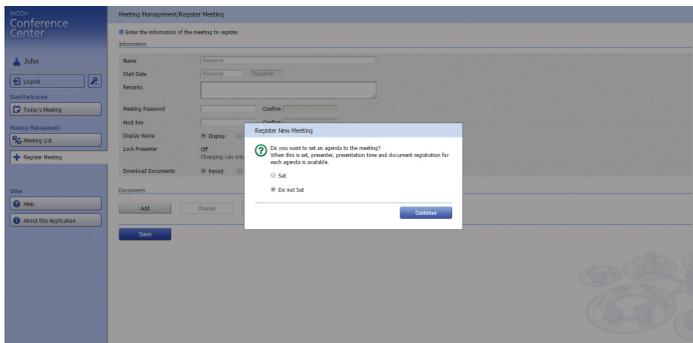
This section explains how to register planned meetings using Conference Center. You can register documents when registering a meeting.

1. Start the Web browser, enter "https://(RICOH Conference Center server name)/rcc/planner/index.htm" in the address bar, and then press the [Enter] key of the keyboard.

The "Today's Meeting" list appears. To allow the group to which the user belongs to access the meeting information, click [Login] on the left-side pane to log in to Conference Center.

2. In the menu on the left side of screen, click [Register Meeting].

A screen for registering a new planned meeting appears.



3. Choose whether or not to specify an agenda for the meeting, and then click [Continue].
4. Specify the meeting details.

You must specify a meeting name and start date.

- Name
Enter a meeting name (using up to 100 characters).
- Accessible Group
This item can be configured only when the user is logged in.
Select the group to access to the meeting information. When a user is logged in, only the group to which the user belongs is displayed.
- Start Date
Enter meeting start date and time.
 - Start date
Select a date from a calendar that appears by clicking the box.
 - Start time
Enter the start time in "HH:MM" (hour:minute) format.
- End Date

Enter the meeting end date and time if you specify an agenda for the meeting.

- End date

Select the end date from the calendar that appears by clicking the box.

- End time

Enter the end time in [HH:MM] (hour:minute) format.

- Location

When you specify an agenda for the meeting, enter the location where the meeting will be held.

- Remarks

Enter remarks for the meeting (using up to 200 characters).

- Meeting Password

If you want to set a password for participating in the meeting, specify a meeting password (using up to 3 to 16 alphanumeric characters and certain symbols). Enter the same password in [Confirm].

- Host Key

If you want to set a host key for the meeting, specify a host key (using up to 3 to 16 alphanumeric characters and certain symbols). Enter the same key in [Confirm].

The host key is required for starting/ending a meeting, or editing details of the meeting.

- Display Name

If [Display] is specified, the name of the meeting will be shown in the planned meeting list and the "Today's Meeting" list of Conference Center and the Presenter app. If [Hide] is specified, the name of the meeting will be hidden (and searching by the meeting name will be disabled).

- Download Documents

Use this to permit or prohibit the downloading of documents from the meeting.

You can download documents during a meeting using the Presenter app if downloading is permitted. You can download documents from a finished meeting using Conference Center.

- Lock Presenter

Use this to permit or prohibit changing of the presenter during a meeting.

This setting is available when the host key is set.

5. When you specify an agenda for the meeting, enter the agenda details.

When you specify an agenda for the meeting, enter the agenda details.

1. In the "Agenda/Document" area, click [Add].

2. Enter the details of the agenda.

- Agenda Name

Enter the agenda name using up to 100 characters.

- **Presenter**
Enter the name of the presenter of the agenda using up to 100 characters.
 - **Time**
Enter the presentation time of the agenda using up to 50 characters.
3. Click [Save].

6. Add documents you want to use in the meeting.

When you specify an agenda for the meeting

1. In the "Agenda/Document" area, select the agenda to add the documents, and then click [Add].
2. In the "Documents" area, click [Add] to open the "Add Document" screen.

When you do not specify an agenda for the meeting

1. In the "Documents" area, click [Add] to open the "Add Document" screen.

Add Document

You can add a new document. Enter the document information.

New File No file chosen

Name Required 0/100

Remarks

Download Documents Permit Do not Permit

7. Click [Choose File] to display the file selection dialog box, select the file you want to add, and then click [Open].

You can register PDF files (version 1.4, 1.5), Microsoft Office files (doc/docx, ppt/pptx, xls/xlsx format), or JPEG files (jpeg/jpg format).

You can register up to 50 documents and the total size must not exceed 100 MB.

- [Name] will show the name of the selected file. You can rename the document if necessary (using up to 100 characters).
- If you want to add remarks, enter them in [Remarks] (using up to 100 characters).
- To prohibit downloading of documents, select the [Do not Permit] check box under [Download Documents].

8. Click [Save].

In the "Documents" area, the information of the selected files appears.

To add more documents, click [Add].

When you specify an agenda for the meeting, click [Finish] to finish registering documents to the agenda.

9. Click [Save].

If [Registered/Changed Low Security Meeting] is set to [Warn] in the system setting of Administrator Tool, a warning message appears when you register a meeting with any of the following settings not specified as indicated:

- Meeting Password: On
- Host Key: On
- Display Name: Hide
- Download Documents: Do not Permit

If you want to change the settings, click [Back]. If not, click [Continue].

If the meeting is registered successfully, a confirmation message appears.

10. Click [Close].

Details of the registered meeting appear.

Note

- You can also add scanned documents to a meeting from a machine equipped with Smart Operation Panel. For details, see page 26 "Scan and Register Documents for a Planned Meeting from the Machine".
- The server name of RICOH Conference Center must be the same as either the server name specified when the SSL server certificate is issued or where the SSL server certificate is issued to. For details, contact the meeting server administrator.
- When you register Microsoft Office files, they are converted into PDF files automatically in a meeting server. Both original format files and PDF files will be stored in the meeting server.
- You cannot register Microsoft Office files with passwords or macros.
- You cannot register PDF files with passwords.
- Bookmarks and hyper links embedded in the PDF files cannot be used during meetings (they are not visible).
- You cannot register multiple files with the same name.
- Meeting ID is created automatically when a meeting is registered.
- Up to 6300 meetings can be registered. If you cannot register a meeting, contact the meeting server administrator.
- To edit meeting details or add/change/delete meeting documents, see page 27 "Editing Details of Planned Meetings".
- Start registered meetings using the Presenter app or Web Presenter. See page 36 "Opening Planned Meetings (iPad)" or page 41 "Opening Planned Meetings (Web Browser)".
- A user not belonging to any group cannot register new meetings.

Scan and Register Documents for a Planned Meeting from the Machine

You can directly add scanned documents as documents for a planned meeting by accessing Scan to Smart Presenter from Web Browser NX of the machine that is equipped with Smart Operation Panel.

Register a planned meeting before adding a document to the meeting. To create a planned meeting, see page 22 "Registering Planned Meetings".

1. Access Scan to Smart Presenter (<https://<server name>/rcc/scan/index.htm>) from Web Browser NX.

2. Select a meeting to add a document.

Press  or  to select a meeting by date or key words. To display the meetings that only the specified groups are allowed to access, click [Login] to log in as a member of the group with meeting access privileges.

When you specify an agenda for the meeting, select it to show the agenda list, and then select the document you want to add to the agenda.

3. Specify scan settings if necessary.

- Color
Specify a color mode for scanning the document.
- Resolution
Specify a scan resolution to scan the document.
- 1 Sided/2 Sided
Specify which side of the document to be scanned.

4. Set the document to be scanned on the machine, and then press [Scan].

When all documents are scanned, the preview screen appears.

5. Check the number of pages and contents of the scanned document.

You can change the document name and enter notes.

6. Press [Upload].

After uploading the document, you can upload another document to the same meeting or agenda.

Note

- When prompted to enter a password while scanning documents or viewing an agenda, enter the meeting password that is specified for the meeting.

Editing Details of Planned Meetings

This section explains how to edit details of registered planned meetings and to add/change/delete documents.

1. Start the Web browser, enter "https://(RICOH Conference Center server name)/rcc/planner/index.htm" in the address bar, and then press the [Enter] key of the keyboard.

The "Today's Meeting" list appears.

2. Click [Meeting List].

3. Click to select the meeting you want to edit, and then click [Details].

The meeting details screen appears.

The screenshot shows the RICOH Conference Center Meeting Management interface. The left sidebar contains navigation options: Home, Logout, Today's Meetings, Meeting List, Register Meeting, Help, and About This Application. The main content area displays the following information:

Meeting Management/Meeting List/Meeting Details

Displays the detailed meeting information.

Information:

ID	9903-150331
Name	Meeting 09
Status	Scheduled
Available Status	
Start Date	14/11/2015 22:00
Expiration Date	
Remarks	
Meeting Password	OFF
Host Key	OFF
Display Name	Display
Download Documents	
Lock Presenter	OFF

Buttons: [Edit Information], [Meeting List], [Start/Participate]

Enter the meeting password if you are prompted to enter it.

4. Edit the meeting details.

Editing the meeting information

1. Click [Edit Information] to edit details of the meeting.

The edit details screen appears.

Enter the meeting password or host key according the instructions on the screen if you are prompted to enter it.

2. Edit the meeting details.

Meeting ID cannot be changed.

To edit the meeting password or host key, select [Change].

If you want to clear the meeting password or host key, leave it blank after selecting [Change].

3. Click [Save].

If [Registered/Changed Low Security Meeting] is set to [Warn] in the system setting of Administrator Tool, a warning message appears when you register a meeting with any of the following settings not specified as indicated:

- Meeting Password: On
- Host Key: On
- Display Name: Hide
- Download Documents: Do not Permit

If you want to change the setting, click [Back]. If not, click [Continue].

After you edit the meeting details, the screen returns to the meeting details screen.

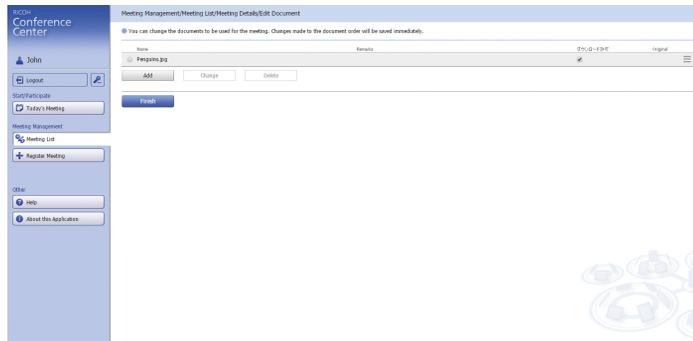
Add, edit, or delete agenda

If you specify an agenda when registering the planned meeting, you can add, edit or delete the agenda.

1. Click [Edit Agenda].
2. Add, change, or delete the agenda.
 - Change the agenda
Click on the agenda you want to change, and click [Change] to open the Change Agenda screen. Change the Agenda Name, Presenter, and Time, and then click [Save].
 - Add an agenda
Click [Add] to open the Add Agenda screen. Enter the Agenda Name, Presenter, and Time, and then click [Save].
 - Delete the agenda
Click on the agenda you want to delete, and click [Delete].
Click [OK] in the confirmation dialog box.
 - Change the order of the agenda
Select the agenda with the order you want to change, and then drag and drop it to a new position.
3. Click [Finish].

Change, add, or delete documents

1. Open the Edit Document screen.
 - When you specify an agenda for the meeting
Click [Edit Agenda] in the "Agenda" area, select the document to you want to edit, and then click [Edit Document].
 - When you do not specify an agenda for the meeting
Click [Edit Document] in the "Documents" area.
The edit documents screen appears.



Enter the meeting password if you are prompted to enter it.

2. Change, add, or delete documents.

Note that if you change or delete documents after shared notes are added to them, the notes will be erased.

- Change documents

Click and select the document you want to change, and then click [Change] to display the screen for changing the document. Change the document, document name or remarks, and then click [Save].

- Add documents

Click [Add] to display the screen for adding documents. Click [Choose File] and select a file, enter a document name and remarks as necessary, and then click [Save].

- Delete documents

Click and select the document you want to delete, and then click [Delete]. Click [OK] in the confirmation dialog box.

- Change order of documents

Select the document you want to change order, and then drag it and drop it in a new position.

3. Click [Finish].

Note

- The server name of RICOH Conference Center must be the same as either the server name specified when the SSL server certificate is issued or where the SSL server certificate is issued to. For details, contact the meeting server administrator.
- In the "Documents" area, check that the "Created" icon (📄) is shown under "iPad" and "Web". This icon indicates that the documents are ready to be displayed in Presenter apps and Web Presenters. If the "Creating" icon (📄) is shown, the documents are still preparing. If the "Error" icon (📄) is shown, an error occurred with the documents.

- If the error appears under "iPad", a failure occurred while creating PDF files from the original Microsoft Office files. Create PDF files from the original files manually, and then replace the documents with those PDF files.
- If the error appears under "Web", a failure occurred while creating images from the registered PDF files because of excessive load on the system, and so on. Replace the PDF files.
- If downloading of documents is permitted for the meeting, you can download documents from the meeting details screen or edit documents screen. If the link under [Original], [PDF], or [Shared Note] is [Exists], you can download the original file, PDF file, or file with shared notes by clicking the respective link.
- From the meeting details screen, you can open or participate in a meeting through Web Presenter. For details, see page 39 "Opening Planned Meetings from a Web Browser" or page 47 "Participating in a Planned Meeting from a Web Browser".
- You cannot change the meeting details after the meeting ends.

Checking the Registered Documents

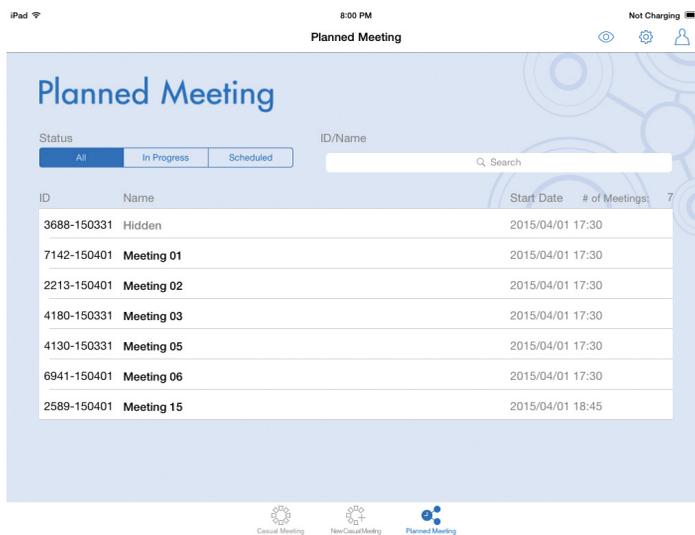
This section explains how to preview and check how the documents registered for the meeting appear when viewing them using the Presenter apps (sometimes they appear differently from how they appear on computers).

Meetings in progress or meetings that are scheduled can be previewed.

1. Launch the Presenter app.

2. Tap [Planned Meeting].

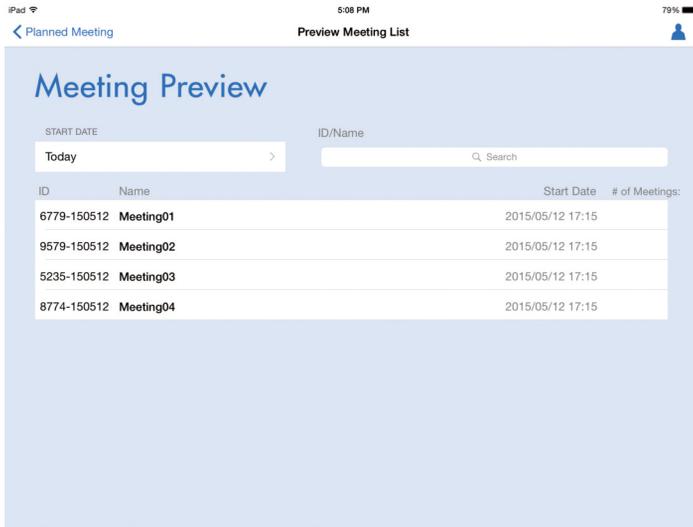
A list of planned meetings appears.



3. Tap the [Preview] (👁️) button.

A list of meetings that can be previewed appears.

For details about displaying the preview screen, see page 36 "Opening Planned Meetings (iPad)".



By specifying [Start Date], you can display today's meetings, meetings starting from a specific date, or meetings starting from any date.

You can also search for the meeting you want to preview using [ID/Name] as necessary (searching is not available with iPhone).

When searching for the meeting that has been opened and ended previously, specify its original start date, not the date that it has been actually opened.

4. Tap the meeting you want to preview.

A confirmation dialog box appears.

5. Tap [Preview].

Enter the host key if you are prompted to enter it.

A message appears if the documents are still preparing for display or an error occurred with the documents. You can either proceed with or cancel the preview. If there is an error, the following may be the cause:

- If the error for iPad appears, a failure occurred while creating PDF files from the original Microsoft Office files. Create PDF files from the original files manually, and then replace the documents with those PDF files.
- If the error for Web appears, a failure occurred while creating images from the registered PDF files because of excessive load on the system, and so on. Replace the PDF files.

The preview screen appears.

For details about navigating pages and documents, see page 63 "Navigating Pages and Documents (iPad)".

6. To exit from the preview, tap the [Exit] button in the upper left corner.

A confirmation dialog box appears.

7. Tap [OK].

Note

- Two or more Presenter apps can preview the same meeting at the same time. However, they do not share the same screen because it is not a meeting. Using the preview function does not change the meeting status, and the Presenter apps used are not counted as meeting participants.

Opening Planned Meetings from the iPad

You can open planned meetings from the Presenter app once they are registered.

2

Connecting to a Meeting Server

To open planned meetings, connect the Presenter app to the meeting server in advance.

Up to five meeting servers can be registered, and one of them can be selected for a connection at a time.

1. Launch the Presenter app.

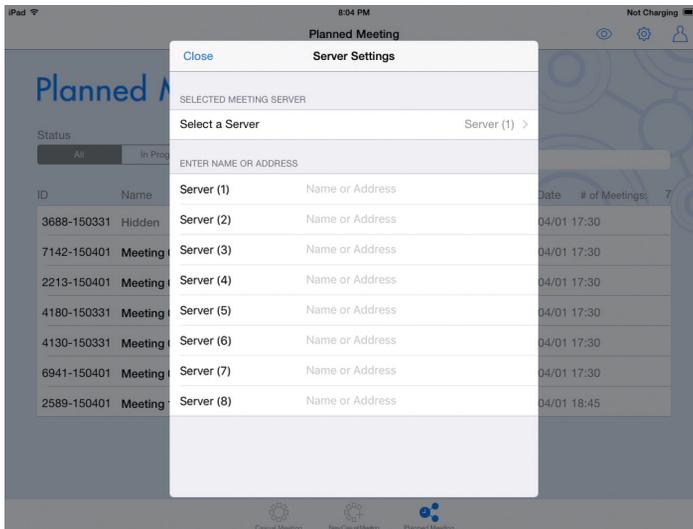
To display the meetings that only the specified groups are allowed to access, tap  in the upper-right corner of the screen, and then tap [Login] to log in as a member of the group with meeting access privileges.

2. Tap [Planned Meeting].

3. Tap the Information/Help button in the upper right corner.

4. In the list of menu that appears, tap [Server Settings].

The server settings dialog box appears.



5. Tap one of [Server (1)] to [Server (8)] under "Enter Name or Address", and then enter the IP address or host name of the meeting server.

6. Tap [Select a Server] under "Selected Meeting Server".

A list of meeting servers appears.

7. Tap the meeting server you want to use.

A check mark appears for the selected meeting server.

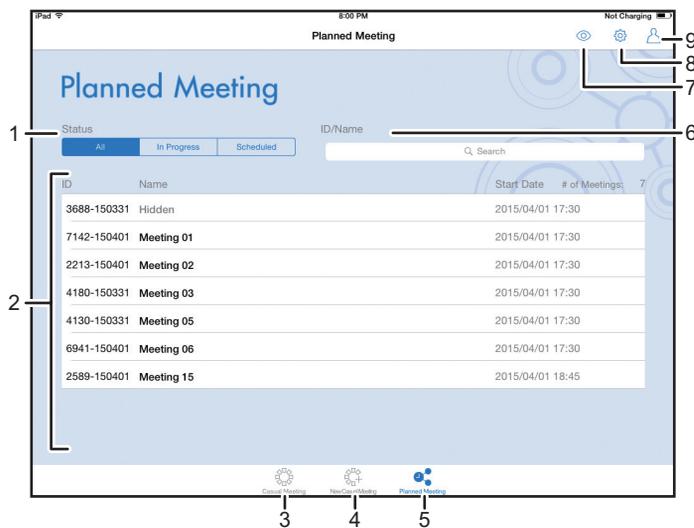
8. Tap [Server Settings].**9. Tap [Close].****Note**

- You can also configure connection to the meeting server under [Settings] of iPad.

Viewing the Planned Meeting List Screen

The planned meeting list shows the planned meetings scheduled for the current day.

This section explains the planned meeting list screen.



DMQ015

1. Status

Use this to view all meetings or only meetings in progress or not in progress.

2. Meeting list

Displays the meeting ID, name, start date, and status (in progress or not) for the planned meetings that can be opened on the current day. If [Display Name] is set to [Hide] for the meeting, its meeting name appears as "Hidden" in the meeting list.

To open or participate in a meeting, tap the meeting in the list.

The list is updated automatically periodically.

If you specify an agenda for the meeting, and the shared mode of the presenter is not the document view screen, the agenda list appears when you tap the meeting.

For details, see page 45 "Viewing the Agenda List screen (iPad)".

3. [Casual Meeting] button

Tap to display the casual meeting list screen.

4. [New Casual Meeting] button

Tap to display the screen for creating a new casual meeting.

5. [Planned Meeting] button

Tap to display the planned meeting list screen.

To display the planned meeting list screen, connect to the meeting server in advance.

6. ID/Name (not available with iPhone)

Specify a meeting ID or meeting name to search for specific meetings.

You can specify parts of meeting names or multiple key words with spaces in between. Search is case-sensitive.

7. [Preview] button

Tap to preview and check the documents registered for planned meetings.

8. [Information/Help] button

Tap to display the following items:

- Server Settings
Tap to display the configuration dialog box for connecting to a meeting server.
- Help
Tap to display Presenter app Help.
- Information
Tap to display information such as the Presenter app's current version.

9. Account button

Tap to display the following items:

- [Login]
Tap to show the list of meetings to which the user has the access privilege.
- [Password]
Tap to enter the password.
- [Logout]
Tap to log out.

Opening Planned Meetings (iPad)

This section explains how to open planned meetings from the Presenter app.

★ Important

- A meeting can be opened even while the meeting documents are being converted for displaying in the Presenter apps and Web Presenters. During this time, only the converted pages can be displayed. Before opening the meeting, check the status of the documents in the meeting details

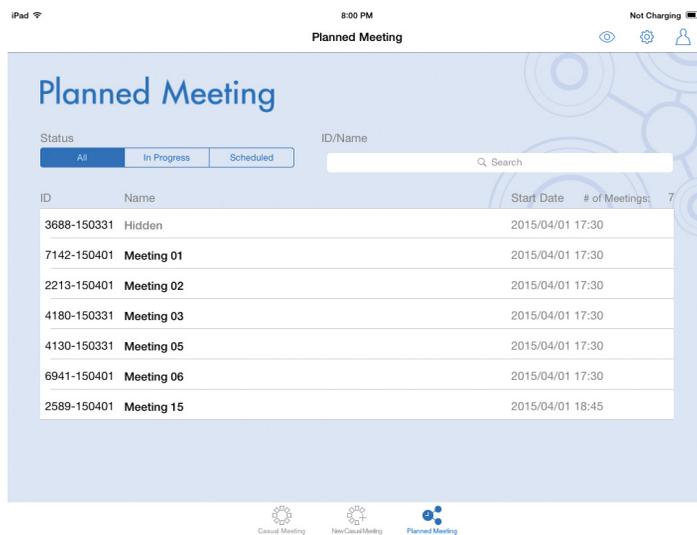
screen or using the preview function. See page 27 "Editing Details of Planned Meetings" or page 31 "Checking the Registered Documents".

1. Launch the Presenter app.

To display the meetings that only the specified groups are allowed to access, tap  in the upper-right corner of the screen, and then tap [Login] to log in as a member of the group with meeting access privileges.

2. Tap [Planned Meeting].

A list of planned meetings (meetings scheduled for the current day, those within the restartable period after they are started and ended, and those in progress) appears.



3. Select [Scheduled] to display the scheduled meetings only.

You can also search for the meeting you want to open using [ID/Name] as necessary (searching is not available with iPhone).

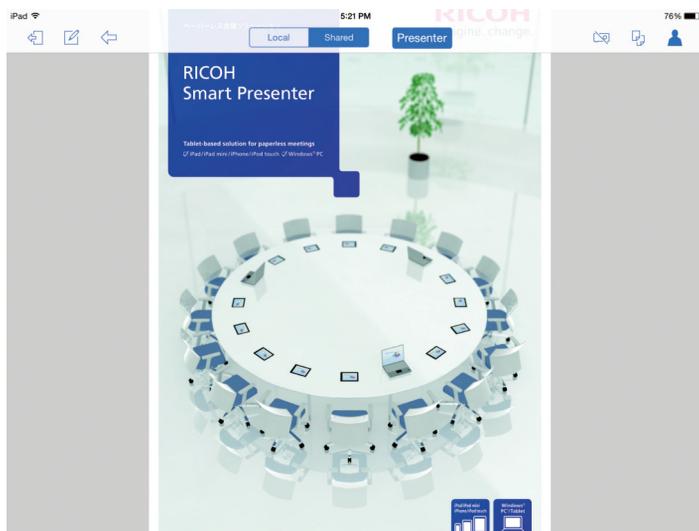
4. Tap the meeting you want to open.

A confirmation dialog box appears.

5. Tap [Start].

- If a meeting password or host key is set for the meeting, enter it as required to open the meeting.
- If a presenter is locked for the meeting, the host will be the presenter of the meeting. Participants cannot become the presenter during the meeting.

If a meeting can be held, the agenda list screen is displayed for the meeting with an agenda, and the document viewing screen is displayed for the meeting without an agenda.



↓ Note

- If no document is registered for the meeting, register documents. To register documents, see page 27 "Editing Details of Planned Meetings".
- For details about operations during a meeting, see page 57 "Operations during Meetings Using the iPad".

Opening Planned Meetings from a Web Browser

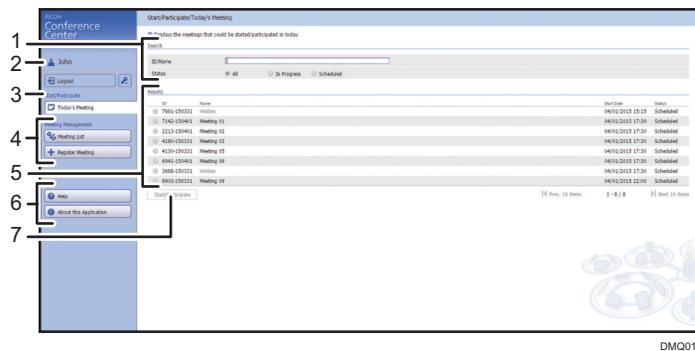
You can open planned meetings from Web Presenter once they are registered.

Viewing the "Today's Meeting" List Screen

2

The "Today's Meeting" list shows the planned meetings scheduled for the current day.

This section explains the "Today's Meeting" list screen.



DMG016

1. Search

Specify search conditions for meetings.

- **ID/Name**
Specify a meeting ID or meeting name to search for specific meetings.
You can specify parts of meeting names or multiple key words with spaces in between. Search is case sensitive.
- **Status**
Use this to view all meetings or only meetings in progress or not in progress.

2. User name

- **[Login] button**
Click to log in to Conference Center. When the user is logged in, all meetings are added to the list if the group to which the user belongs is allowed access them.
- **[Logout] button**
Click to log out from Conference Center. The user is logged out.
- **[Change Password] button**
Click to change the password.

3. Start/Participate

- **[Today's Meeting] button**
Click to display a list of planned meetings that can currently be opened or participated in.

You can open or participate in a meeting from this screen.

4. Meeting Management

Click to perform the following operations:

- [Meeting List] button
Click to display the planned meeting list screen.
- [Register Meeting] button
Click to display the screen for registering a new planned meeting.

5. Results

Displays the meeting ID, name, start date, and status (in progress or not) for the planned meetings that can be opened on the current day. If [Display Name] is set to [Hide] for the meeting, its meeting name appears as "Hidden" in the meeting list.

If more than ten meetings match the search conditions, click [Prev. 10 items] or [Next 10 items] to switch between pages.

To select a meeting, click the meeting in the list.

6. Other

Click to display the following information:

- [Help] button
Click to display this manual. The manual opens in a separate tab of the Web browser.
- [About this Application] button
Click to display Conference Center's version information.

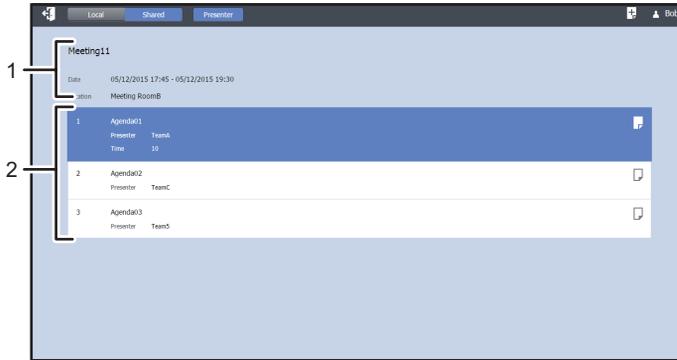
7. [Start/Participate] button

Select a meeting in the search results and click this button to open or participate in the meeting.

If you specify an agenda for the meeting, and the shared mode of the presenter is not the document view screen, the agenda list is displayed. For details, see page 40 "Viewing the Agenda List screen (Web browser)".

Viewing the Agenda List screen (Web browser)

The agenda list screen shows the list of agendas that are specified for the meeting.



DMQ054

1. Meeting Information

Shows the name, date, and location of the meeting.

2. Agenda List

Shows the agenda list of the selected meeting.

The name for each agenda is displayed. When the presenter and the presentation time are specified, those items are also displayed following the agenda name.

[Document Icon] at the end of agenda name in the list indicates that a document is registered to the agenda. Click the agenda to view the document that is registered to the agenda.

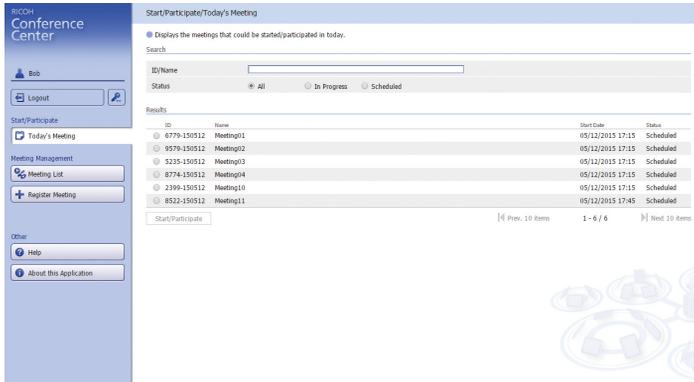
Opening Planned Meetings (Web Browser)

This section explains how to open planned meetings from Web Presenter.

★ Important

- A meeting can be opened even while the meeting documents are being converted for displaying in the Presenter apps and Web Presenters. During this time, only the converted pages can be displayed. Before opening the meeting, check the status of the documents in the meeting details screen or using the preview function. See page 27 "Editing Details of Planned Meetings" or page 31 "Checking the Registered Documents".

1. Start the Web browser, enter "[https://\(RICOH Conference Center server name\)/rcc/planner/index.htm](https://(RICOH Conference Center server name)/rcc/planner/index.htm)" in the address bar, and then press the [Enter] key of the keyboard. The "Today's Meeting" list appears.



To display a meeting that only the specified groups are allowed to access, click [Login] from the menu on the left-side pane and log in as a member of the group with meeting access privileges.

2. Select [Scheduled] to display the scheduled meetings only.

You can also search for the meeting you want to open using [ID/Name] as necessary.

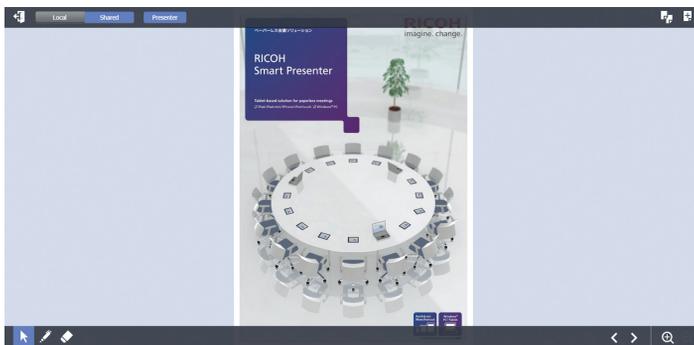
3. Click to select the meeting you want to open, and then click [Start/Participate].

A confirmation dialog box appears.

4. Click Start/Participate.

- If a meeting password or host key is set for the meeting, enter it as required to open the meeting.
- If a presenter is locked for the meeting, the host will be the presenter of the meeting. Participants cannot become the presenter during the meeting.

If a meeting can be held, the agenda list screen is displayed for the meeting with an agenda, and the document viewing screen is displayed for the meeting without an agenda.



Note

- The server name of RICOH Conference Center must be the same as either the server name specified when the SSL server certificate is issued or where the SSL server certificate is issued to. For details, contact the meeting server administrator.

- Even if a meeting password or host key is set for the meeting, you will not be prompted to enter it if you have not closed the Web browser window or tab after entering it once (for example, when opening a meeting directly after registering it).
- A meeting can also be opened from the meeting details screen. For details, see page 27 "Editing Details of Planned Meetings".
- If no document is registered for the meeting, register documents. To register documents, see page 27 "Editing Details of Planned Meetings".
- For details about operations during a meeting, see page 75 "Operations during Meetings using a Web Browser".

Participating in a Planned Meeting from the iPad

This section explains how to participate in a planned meeting in progress from the Presenter app.

★ Important

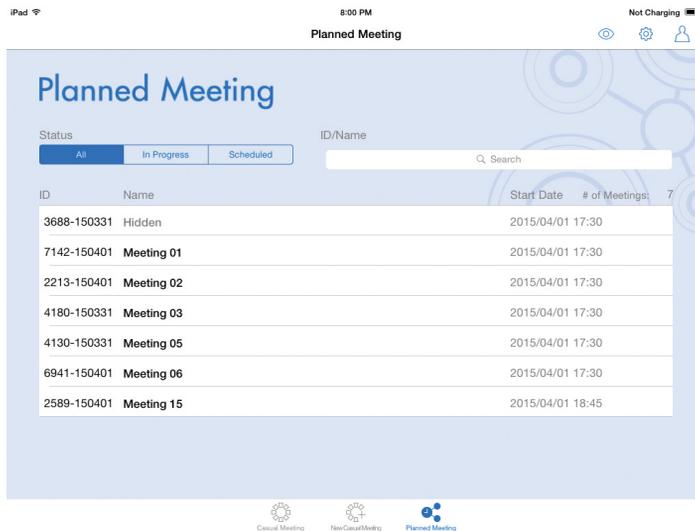
- To participate in a planned meeting, connect the Presenter app to the meeting server in advance. See page 34 "Connecting to a Meeting Server".

1. Launch the Presenter app.

To display the meetings that only the specified groups are allowed to access, tap  in the upper-right corner of the screen, and then tap [Login] to log in as a member of the group with meeting access privileges.

2. Tap [Planned Meeting].

A list of planned meetings appears.



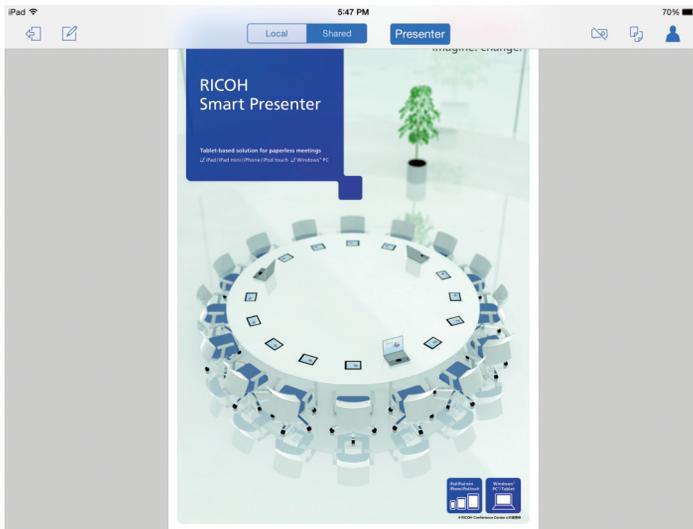
3. Select [In Progress] to display the meetings in progress only.

You can also search for the meeting you want to participate in using [ID/Name] as necessary (searching is not available with iPhone).

4. Tap the meeting you want to participate.

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

If you can participate in the meeting, the same screen as the host is displayed.

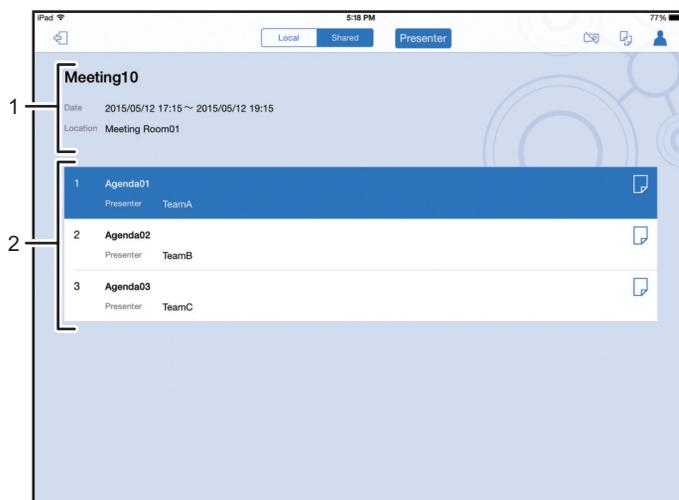


Note

- For details about operations during a meeting, see page 57 "Operations during Meetings Using the iPad".
- Select a meeting in the meeting list screen, and then tap [Copy URL] to display the URL to join the meeting. Users receiving this URL can use it to directly join the meeting.

Viewing the Agenda List screen (iPad)

SUMMARY: The agenda list screen shows the list of agendas that are specified for the meeting.



DMG052

1. Meeting Information

Shows the name, date, and location of the meeting.

2. Agenda List

Shows the agenda list of the meeting.

The name for each agenda is displayed. When the presenter and the presentation time are specified, those items are also displayed following the agenda name.

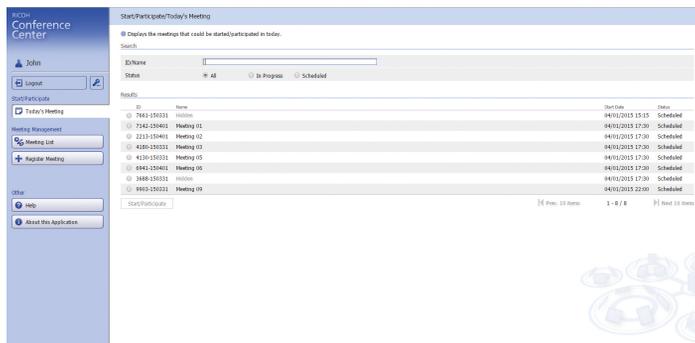
📄 at the end of agenda name in the list indicates that a document is registered to the agenda. Tap the agenda to view the document that is registered to the agenda.

Participating in a Planned Meeting from a Web Browser

This section explains how to participate in a planned meeting in progress from Web Presenter.

1. Start the Web browser, enter "https://(RICOH Conference Center server name)/rcc/planner/index.htm" in the address bar, and then press the [Enter] key of the keyboard.

The "Today's Meeting" list appears.



To display a meeting that only the specified groups are allowed to access, click [Login] from the menu on the left-side pane and log in as a member of the group with meeting access privileges.

2. Select [In Progress] to display meetings in progress only.

You can also search for the meeting you want to participate in using [Meeting ID/Meeting Name] as necessary.

3. Click to select the meeting you want to participate, and then click [Start/Participate].

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

If you can participate in the meeting, the same screen as the host is displayed.



 **Note**

- The server name of RICOH Conference Center must be the same as either the server name specified when the SSL server certificate is issued or where the SSL server certificate is issued to. For details, contact the meeting server administrator.
- For details about operations during a meeting, see page 75 "Operations during Meetings using a Web Browser".
- Select a meeting in the meeting list screen, and then tap [Copy URL] to display the URL to join the meeting. Users receiving this URL by e-mail or other means can use it to directly join the meeting.

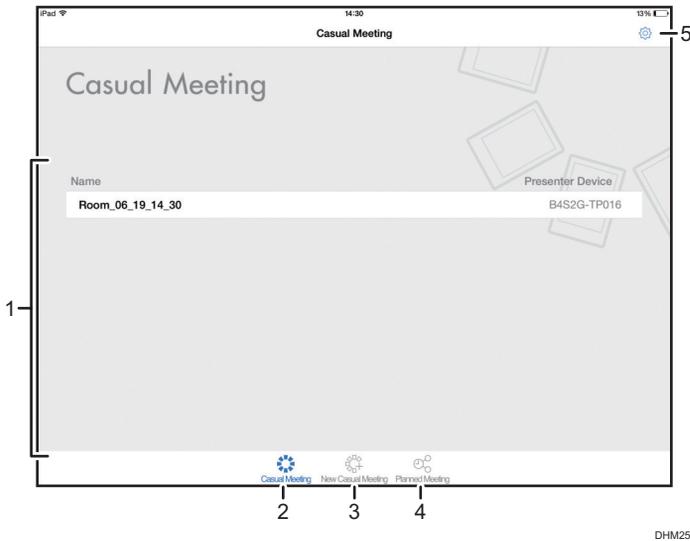
3. Preparation and Procedures for Casual Meetings

A casual meeting is a type of meeting that can be conducted using the Presenter apps only if they are in the same network (same broadcast domain) without connecting to a meeting server.

Viewing the Casual Meeting List Screen

When the Presenter app is launched, a list of casual meetings appears on the screen.

This section explains the casual meeting list screen.



1. List of casual meetings in progress

Displays casual meetings in progress and the names of the iPads hosting them. The list is updated periodically. To select a meeting, tap the meeting in the list.

2. [Casual Meeting] button

Tap to display the casual meeting list screen.

3. [New Casual Meeting] button

Tap to display the screen for creating a new casual meeting.

4. [Planned Meeting] button

Tap to display the planned meeting list screen.

To display the planned meeting list screen, connect to a meeting server in advance.

5. [Information/Help] button

Tap to display the following items:

- Help

Tap to display Presenter app Help.

- Information

Tap to display information such as the Presenter app's current version.

Note

- To create a new casual meeting, see page 51 "Preparing Documents for Casual Meetings" and page 53 "Opening Casual Meetings".
- To participate in a casual meeting in progress, see page 55 "Participating in a Casual Meeting".
- For details about how to connect to the meeting server, see page 34 "Connecting to a Meeting Server".

Preparing Documents for Casual Meetings

To open a casual meeting, import documents you want to use to the Presenter app in advance.

You can either import documents by accessing them from Safari or using iTunes by connecting your computer and iPad using a USB cable.

Preparing Documents Using Safari (iPad)

This section explains how to import documents for casual meetings to the Presenter app by using Safari.

★ Important

- 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.
3. Tap the Safari screen.

[Open in "Presenter"] or [Open in...] appears in the upper-right corner of the screen.

4. Tap [Open in "Presenter"] or [Open in...].

A menu appears if you tap [Open in...]. In this case, tap [Open in Presenter].

The Presenter app launches, and a confirmation dialog box appears on the screen.

5. Rename the file if necessary (using up to 64 characters).
6. Tap [OK].

To import more documents, close the Presenter app, and then repeat the above procedure.

↓ Note

- You can import documents in PDF format (PDF versions 1.4, 1.5). You cannot import password-protected PDF files.
- Bookmarks and hyper links embedded in the PDF files cannot be used during meetings (they are not visible).
- The procedure may vary depending on your Web browser.

Preparing Documents Using iTunes (Computer)

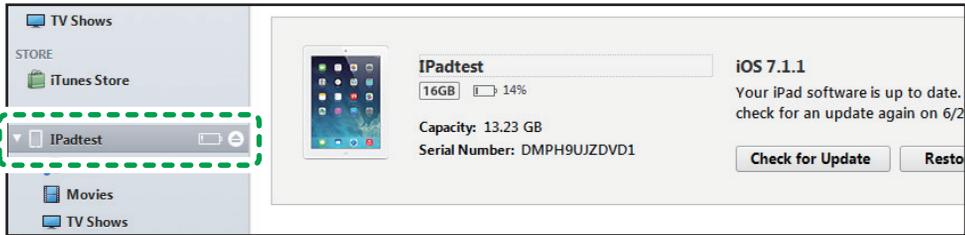
This section explains how to import documents for casual meetings to the Presenter app by using iTunes.

★ Important

- To import documents using iTunes, install iTunes on your computer in advance.

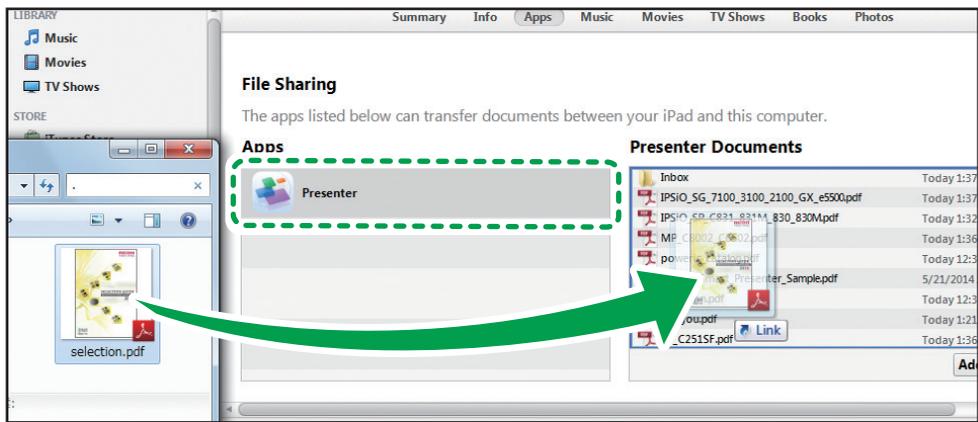
1. Connect your iPad and computer using a proprietary USB cable.
iTunes starts up automatically. If it does not, start it up manually.
2. Click the [Menu] icon at the upper right corner, and then click [Show Menu Bar].
3. Click [View], and then click [Show Side Bard].
4. Click your iPad displayed under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

The iPad configuration screen appears.



DHM207

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.



BHM208

Documents are saved in the Presenter app.

Note

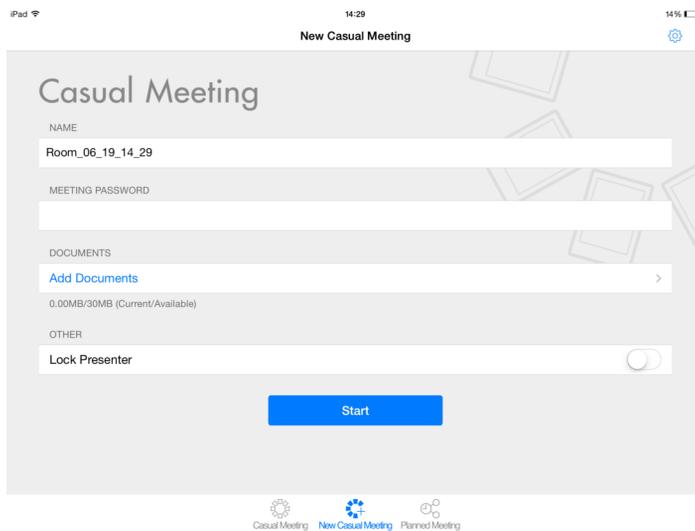
- You can import documents in PDF format (PDF versions 1.4, 1.5). You cannot import password-protected PDF files.
- Bookmarks and hyper links embedded in the PDF files cannot be used during meetings (they are not visible).
- The procedure may vary depending on the version of your iTunes.

Opening Casual Meetings

You can open a meeting after preparing documents.

1. Launch the Presenter app.
2. Tap [New Casual Meeting].

A screen for creating a new casual meeting appears.



3. Specify the meeting details.

- Name

"Room_ MM_DD_hh_mm" (MM: month, DD: date, hh: hour, mm: minute) is set as the default meeting name.

Rename the meeting if necessary (using up to 64 characters).
- Meeting Password

If you want to set a password for participating in the meeting, specify a meeting password (using up to 3 to 16 alphanumeric characters and certain symbols).
- Documents

Add up to three documents.

To add a document, tap [Add Documents]. In a list of documents that appears, tap the document you want to use (you can delete unnecessary documents by flicking their document names).

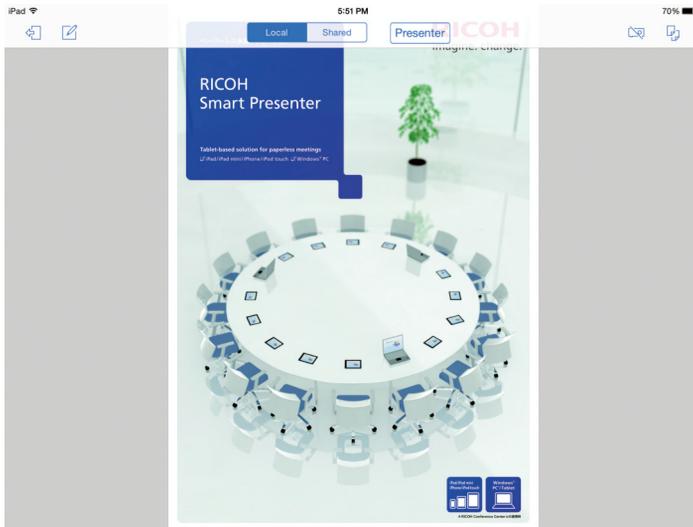
The screen returns to the previous screen and the name of the document you tapped appears in the "Documents" area.
- Other

Configure [Lock Presenter].

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

4. Tap [Start].

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



Note

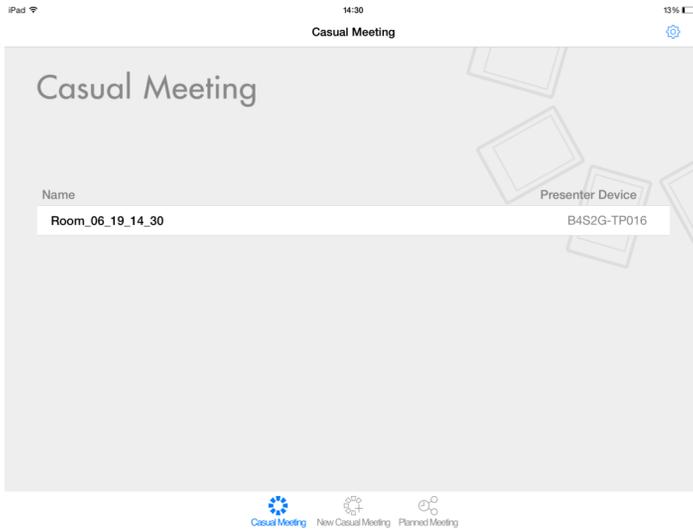
- To delete a document that has been registered from the "Documents" area in the new casual meeting screen, flick the document. [Delete] appears. Tap [Delete] to delete the document.
- You cannot delete a registered document during a meeting.
- You cannot open a meeting without setting [Name] or [Documents].
- Up to five casual meetings can be held at a time.
- For details about operations during a meeting, see page 57 "Operations during Meetings Using the iPad".

Participating in a Casual Meeting

This section explains how to participate in a casual meeting in progress from the Presenter app.

1. Launch the Presenter app.

A list of casual meetings in progress appears.



3

2. Tap the meeting you want to participate.

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

The document viewing screen appears.



↓ Note

- For details about operations during a meeting, see page 57 "Operations during Meetings Using the iPad".

4. Operations during Meetings Using the iPad

This chapter explains operations available during meetings when using the iPad.

Viewing the Document Viewing Screen (iPad)

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

This section explains the document viewing screen.

★ Important

- An iPad screen is shown as an example. If you are using an iPhone, some buttons will appear in different locations.



1. Document display area

Displays documents registered for the meeting.

A document can be enlarged or reduced, or fitted to the size of the screen.

As the presenter flips through pages, enlarges/reduces the current page, or adds handwritten notes in shared mode, the participants' screens change accordingly.

2. [Exit] button

Tap to display the menu for exit operations.

From the menu, you can export (save) documents, exit from the meeting, or end the meeting.

3. [Handwritten Note] button

Tap to display the handwritten note screen.

You can add handwritten notes to the meeting documents.

4. [Agenda List] button

Tap this button to show the list of agendas

This button appears only when the document of the meeting specified with an agenda is displayed.

5. [Local]/[Shared] mode button

- Local

Tap to change from shared mode to local mode.

- Shared

Tap to change from local mode to shared mode.

Participants cannot flip through pages or enlarge/reduce the current page in shared mode.

6. [Presenter] button

Tap to switch from a participant to the presenter (the current presenter becomes a participant).

7. Projector button

Tap to display the projector setting screen.

This button is not available for participants in a meeting in which the presenter is locked.

8. Document Menu button

Tap to display the following items:

- [Switch Document]

Tap to display the document switching screen.

- [Switch Page]

Tap to display the page switching screen.

- [Add from Presenter]

Tap to add a document from Presenter.

- [Use Camera]

Tap to start a camera and add a picture as the meeting document.

- [Select from Camera Roll]

Tap to add a document from Camera Roll.

9. Account button

Tap to display the following items:

- User name

The name of the login user is displayed.

Note

- For details about saving documents, exiting from or ending the meeting, see page 95 "Exiting from Meetings (Web Browser)"
- If multiple documents are registered for the meeting, flipping to the previous page from the first page of the current document displays the previous document, and flipping to the next page from the last page of the current document displays the next document.
- If you rotate iPad, flip through pages, or switch between shared and local modes while enlarging or reducing the current page, the page size returns to window size automatically.

Switching between Shared and Local Modes (iPad)

In shared mode, a presenter and participants share the same screen. In local mode, presenter and participants view different pages.

1. Tap [Local] to switch from shared mode to local mode, or tap [Shared] to switch from local mode to shared mode.

Functions Available in Shared and Local Modes (iPad)

4

Functions available during a meeting depend on the current mode and role (presenter or participant).

In the following tables, functions indicated with "-" are unavailable.

Presenter

Function	Shared mode	Local mode
Page flipping	Available	Available
Switching between agendas	Available	Available
Document switching	Available	Available
Page switching	Available	Available
Enlarging/Reducing	Available	Available
Page scrolling	Available	Available
Handwritten notes (Shared)	Available	-
Handwritten notes (Local)	-	Available
Adding documents * ¹	Available * ⁴	-
Adding a document from the camera	Available * ⁵	-
Becoming the presenter * ²	-	-
Projection	Available	Available
Saving a document with a local note * ³	Available	Available

Function	Shared mode	Local mode
Exiting from the meeting	Available	Available
Ending the meeting ^{*1}	Available	Available

^{*1} For a meeting with a host key specified, enter the host key as required.

^{*2} Not available in a meeting with its presenter locked. When the presenter is not participating in the meeting, the participant can become a presenter by entering the host key.

^{*3} If downloading a document is allowed, the document can be saved. The menu is not displayed if no downloadable document is available or downloading a document is not allowed in the meeting.

^{*4} Not available while a handwritten note is in use.

^{*5} Not available in a casual meeting.

Participant

Function	Shared mode	Local mode
Page flipping	-	Available
Switching between agendas	-	Available
Document switching	-	Available
Page switching	-	Available
Enlarging/Reducing	-	Available
Page scrolling	-	Available
Handwritten notes (Shared)	-	-
Handwritten notes (Local)	-	Available
Adding documents ^{*1}	-	-
Adding a document from the camera	-	-
Becoming the presenter ^{*2}	Available	Available
Projection	Available	Available
Saving a document with a local note ^{*3}	Available	Available
Exiting from the meeting	Available	Available

Function	Shared mode	Local mode
Ending the meeting* ¹	Available	Available

*¹ For a meeting with a host key specified, enter the host key as required.

*² Not available in a meeting with its presenter locked. When the presenter is not participating in the meeting, the participant can become a presenter by entering the host key.

*³ If downloading a document is allowed, the document can be saved. The menu is not displayed if no downloadable document is available or downloading a document is not allowed in the meeting.

Navigating Pages and Documents (iPad)

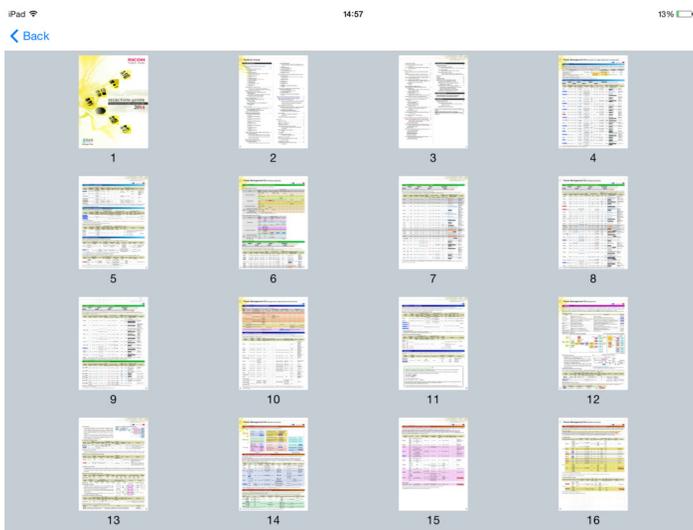
When the presenter switches pages or documents, the participants' screens change accordingly.

Navigating Pages

This section explains how to navigate pages of a document.

1. Tap the Document Menu button, and then tap [Switch Page].

Thumbnails of pages of the current document appear. The current page is indicated with a blue frame.



If the document contains many pages, swipe the screen to display more pages.

2. Tap the thumbnail of the page you want to display.

The page you tapped appears.

Note

- To return to the document viewing screen, tap [Back].

Navigating Documents

This section explains how to navigate pages of a document.

1. Tap the Document Menu button, and then tap [Switch Document].

Thumbnails of the first page for each registered document appear with the document name. The current document is indicated with a blue frame.

When you specify an agenda for the meeting, only the documents that are registered to the selected agenda are displayed.



4

If there are many documents, swipe the screen to display more documents.

2. Tap the document you want to display.

The first page of the document you tapped appears.

Note

- To return to the document viewing screen, tap [Back].

Changing the Presenter (iPad)

The presenter of a meeting can be switched during a meeting.

★ Important

- In a meeting in which a presenter is locked, the presenter cannot be changed. For details about the presenter lock function, see page 22 "Registering Planned Meetings" or page 53 "Opening Casual Meetings".

1. If you are a participant and want to become the presenter, tap [Presenter].

The participant becomes the new presenter, and the current presenter becomes a participant.

↓ Note

- When, for example, a connection error occurs, the presenter may exit from the meeting in which the presenter is locked. When that presenter participates back in the meeting after the error is resolved, he or she can become the presenter of the meeting again. Also, if another person participates in the meeting, that person can also become the presenter.

Distributing New Documents (iPad)

Distributing New Documents in Casual Meetings

A presenter and participants can add and distribute new documents while a planned meeting is being held.

★ Important

- In a meeting in which the presenter is locked, participants cannot add new documents.
- You cannot add new documents if the number of documents has already reached its limit (3).
- You cannot add new documents if the total size of documents exceeds its limit (30 MB).
- You can add files in PDF format only.

1. Tap the Document Menu button, and then tap [Switch Document].

A list of files stored in iPad appears.



2. Tap the document you want to add.

↓ Note

- A file cannot be added if the file name is the same as another file that has already been added to the meeting.
- An added document is downloaded to participants automatically. Note that the current document is displayed on the screen and the newly added document is not displayed on it when the download is complete.

Distributing New Documents in Planned Meetings

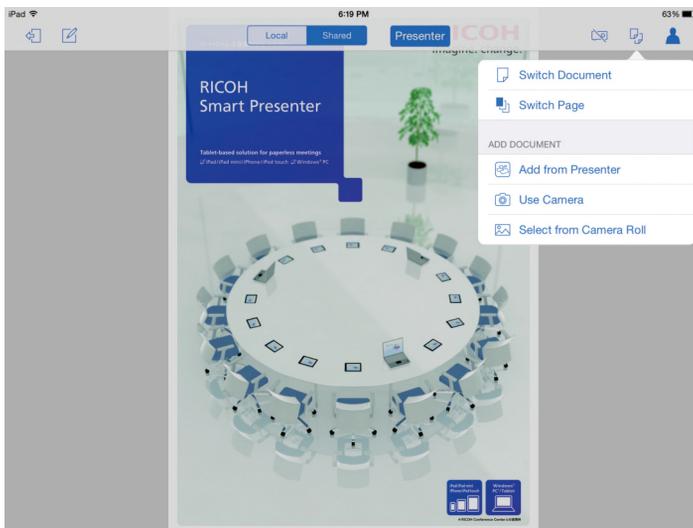
A presenter and participants can add and distribute new documents while a planned meeting is being held.

★ Important

- You cannot add new documents if the number of documents has already reached the maximum (50).
- You can add files in PDF format only.

1. Tap the Document Menu button.

2. Tap [Add from Presenter], [Use Camera] or [Select from Camera Roll].



- [Select Document]
Tap to add a document that is stored in your iPad to a meeting.
- [Use Camera]
Tap to take a picture and upload it as a meeting document while a meeting is being held.
- [Select from Camera Roll]
Tap to add a picture that is stored in your iPad as the meeting document.

3. Tap the document you want to add.

↓ Note

- A file cannot be added if the file name is the same with the name of another file that has already been added to the meeting.

- An added document is downloaded to participants automatically. Note that the current document is displayed on the screen and the newly added document is not displayed when the download is complete.

Using Handwritten Notes (iPad)

A presenter and participants can add handwritten notes to a displayed document by tapping the [Handwritten Notes] button during a meeting.

★ Important

- While using the handwritten notes function, flipping through pages, switching between shared/local modes, and rotating screen are not possible.
- The current presenter cannot be switched while he or she is using the handwritten notes function in shared mode.

Shared Notes and Local Notes

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.

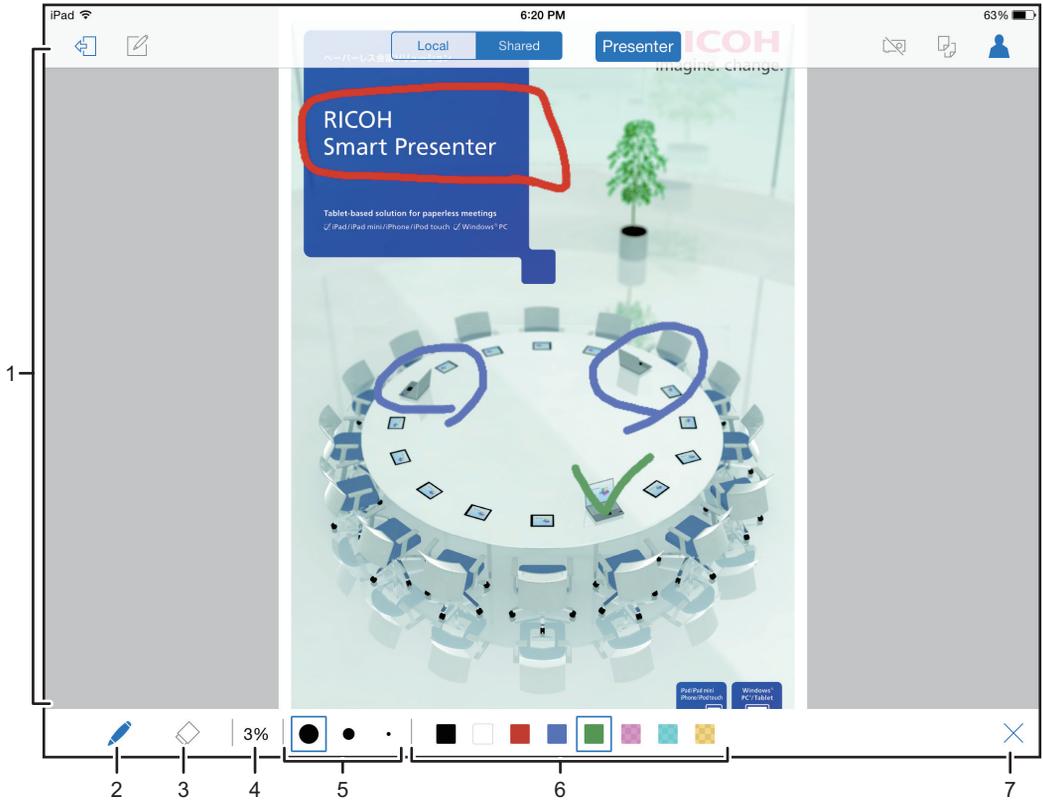
- Shared notes can be viewed by all participants of a meeting.
- Shared notes can be viewed even in local mode.
- Local notes are not displayed in the shared mode.
- Local notes can only be viewed by the person who wrote them.
- Local notes appear on top of shared notes if they appear on the same page.

Adding Handwritten Notes (iPad)

This section explains the handwritten notes screen and how to use the handwritten notes function.

★ Important

- Use only one finger when in pen or eraser mode. The pen and eraser cannot be used with two or more fingers.
- If too many handwritten notes are added, the Presenter app may slow down.



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1. Document display area

Handwrite notes directly using a finger onto the displayed page.

2. [Pen] button

Use this when writing notes.

Notes will be drawn along the line traced by one finger.

3. [Eraser] button

Use this when erasing notes.

Notes touched by a finger will be erased.

4. Handwritten notes memory usage

Displays how much memory is used for handwritten notes currently.

Updates when notes are added or erased.

If you are using an iPhone, this indication is hidden if the pen is selected in portrait view.

5. [Pen Width] button

Select from three different pen widths.

If you are using an iPhone, the pen width cannot be selected in portrait view.

6. [Pen Color] button

Select from eight different pen colors.

If you are using an iPhone, select from five different colors.

7. [Close] button

Tap to close the handwritten notes screen. If you want to display a different page, close the handwritten notes screen.

If you open the handwritten notes screen again during a meeting, the tool (and the width and color if pen was selected) will be the same as with the one that was previously selected.

↓ Note

- 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.
- While using the handwritten notes function, flipping through pages, switching between shared/local modes, and rotating screen are not possible.

Using a Projector

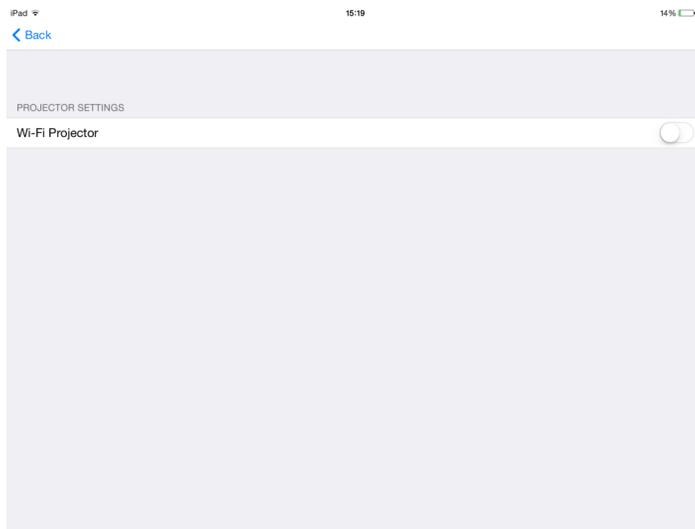
From the document viewing screen, you can configure the Presenter app to use a projector. Both the presenter and participants can use a projector.

★ Important

- A projector cannot be used by a participant in a meeting in which the presenter is locked.
- You can use a projector connected in the infrastructure mode.
- Check "<http://www.rioh.com/software/smartpresenter/>" for a list of compatible projectors.

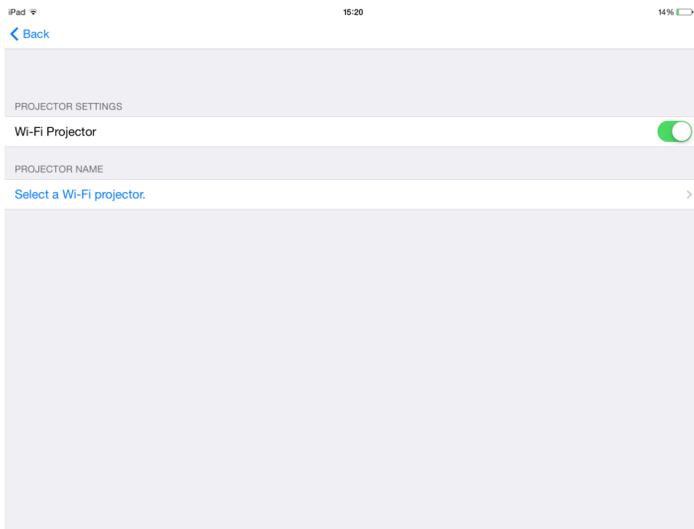
1. In the document viewing screen, tap the [Projector] button.

The projector setting screen appears.



2. Select [ON] for [Wi-Fi Projector].

The projector name setting appears.



4

3. Tap [Select a Wi-Fi projector.].

A list of the projectors available in a wireless network appears.



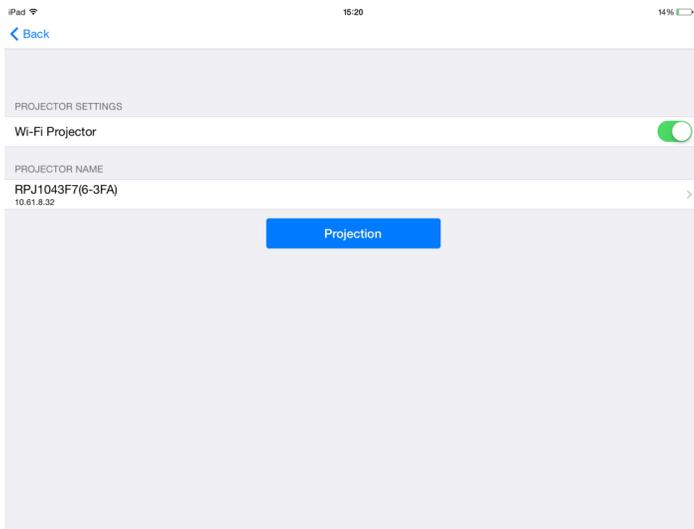
4. Tap the projector you want to use or tap [Add by IP Address] to specify the IP address of the projector you want to use (IP address cannot be specified with iPhone).

A check mark appears for the selected projector.

5. Tap [Back] to return to the projector setting screen.

Enter a password if it is set for the projector.

The selected projector and the [Projection] button appear in the projector setting screen.



4

6. Tap [Projection].

If the projector is not turned on, it will be turned on automatically. Also, the projector's input source setting will be set to network connection automatically.

A test projection takes place, and a confirmation dialog box appears.

7. If you are ready to start projection, tap [Projection].

Projection starts and the display returns to the document viewing screen.

↓ Note

- The agenda list screen is not displayed in the projection.
- In the projector list, projector status appears if you tap an arrow icon. In the projector status screen, you can turn on or turn off the projector, and change the projector's input source.

5. Operations during Meetings using a Web Browser

This chapter explains operations available during meetings when using a Web browser.

Viewing the Document Viewing Screen (Web Browser)

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

This section explains the document viewing screen.



1. [Exit] button

Click to display the menu for exit operations.

From the menu, you can exit from the meeting or end the meeting.

2. [Agenda List] button

Click this button to show the list of agendas.

This button appears only when the document of the meeting specified with an agenda is displayed.

3. [Local]/[Shared] mode button

- Local

Click to change from shared mode to local mode.

- Shared

Click to change from local mode to shared mode.

Participants cannot flip through pages or enlarge/reduce the current page in shared mode.

4. [Presenter] button

Click to switch from a participant to the presenter (the current presenter becomes a participant).

5. [Switch Page] button

Click to display the page switching screen.

6. [+] (Add document) button

Click to open the screen for adding documents.

Clicking the [Browse] button on the screen for adding documents displays the list of files that are stored in the local storage.

7. Account button

The name of the login user is displayed.

8. Document display area

Displays documents registered for the meeting.

A document can be enlarged or reduced, or fitted to the size of the screen.

As the presenter flips through pages, enlarges/reduces the current page, or adds handwritten notes in shared mode, the participants' screens change accordingly.

9. [View Mode] button

Click to enable the following mouse operations:

- Enlarging/Reducing

When the page is fitted to the window size, double-click anywhere on the current page to enlarge the view to 250% (the clicked point will be the center of the view). Double-click anywhere on the page to return the page back to window size.

Turn the mouse wheel forward or backward to enlarge or decrease the page size in the following magnifications: 100%, 120%, 150%, 200%, 300%, and 500%.

- Moving the center of the enlarged view

Click and hold anywhere on the current page and drag.

- Showing/Hiding menu bars and page/document information

Click the center of the page to show or hide the menu bars and page/document information.

- Flipping through pages

Click the gray area on the left to display the previous page, or click the gray area on the right to display the next page.

10. [Pen] button

Click to display the handwritten note screen.

You can add handwritten notes to the meeting document that is currently displayed.

11. [Eraser] button

Click to erase handwritten notes.

12. [Previous]/[Next] buttons

Click the left arrow to display the previous page, or click the right arrow to display the next page.

13. [Enlarge]/[Reduce] button

Click to enlarge or decrease the page size in the following magnifications: 100%, 120%, 150%, 200%, 300%, and 500%.

Note

- If multiple documents are registered for the meeting, flipping to the previous page from the first page of the current document displays the previous document, and flipping to the next page from the last page displays the next document.
- If you flip through pages or switch between shared and local modes while enlarging or reducing the current page, the page size returns to window size automatically.
- When you click the [Refresh] button of the Web browser, you will automatically exit from the meeting and participate in it again. If you were the presenter of the meeting, another person becomes the presenter, and you become a participant in shared mode.
- When you click the [Back] or [Next] button of the Web browser, you will be asked to stay on or leave the page. If you choose to leave the page, you will automatically exit from the meeting.
- If the following conditions continue for two minutes or longer, the connection will be lost and you will automatically exit from the meeting:
 - Power saving mode
 - Web browser is showing a dialog box
 - Connection is lost

Switching between Shared and Local Modes (Web Browser)

In shared mode, a presenter and participants share the same screen. In local mode, presenter and participants view different pages.

1. Click [Local] to switch from shared mode to local mode, or tap [Shared] to switch from local mode to shared mode.

Functions Available in Shared and Local Modes (Web Browser)

Functions available during a meeting depend on the current mode and role (presenter or participant).

In the following tables, functions indicated with "-" are unavailable.

5

Presenter

Function	Shared mode	Local mode
Page flipping	Available	Available
Switching between agendas	Available	Available
Document switching	Available	Available
Page switching	Available	Available
Enlarging/Reducing	Available	Available
Page scrolling	Available	Available
Handwritten notes (Shared)	Available	-
Handwritten notes (Local)	-	Available
Adding documents ^{*1}	Available	-
Adding a document from the camera	-	-
Becoming the presenter ^{*2}	-	-
Projection	-	-
Saving a document with a local note ^{*3}	Available	Available

Function	Shared mode	Local mode
Exiting from the meeting	Available	Available
Ending the meeting ^{*1}	Available	Available

^{*1} For a meeting with a host key specified, enter the host key as required.

^{*2} Not available in a meeting with its presenter locked. When the presenter is not participating in the meeting, the participant can become a presenter by entering the host key.

^{*3} If downloading a document is allowed, the document can be saved.

The menu is not displayed if no downloadable document is available or downloading a document is not allowed in the meeting.

Participant

Function	Shared mode	Local mode
Page flipping	-	Available
Switching between agendas	-	Available
Document switching	-	Available
Page switching	-	Available
Enlarging/Reducing	-	Available
Page scrolling	-	Available
Handwritten notes (Shared)	-	-
Handwritten notes (Local)	-	Available
Adding documents ^{*1}	-	-
Adding a document from the camera	-	-
Becoming the presenter ^{*2}	Available	Available
Projection	-	-
Saving a document with a local note	Available	Available
Exiting from the meeting	Available	Available
Ending the meeting ^{*1}	Available	Available

*¹ For a meeting with a host key specified, enter the host key as required.

*² Not available in a meeting with its presenter locked. When the presenter is not participating in the meeting, the participant can become a presenter by entering the host key.

*³ If downloading a document is allowed, the document can be saved. The menu is not displayed if no downloadable document is available or downloading a document is not allowed in the meeting.

Navigating Pages and Documents (Web Browser)

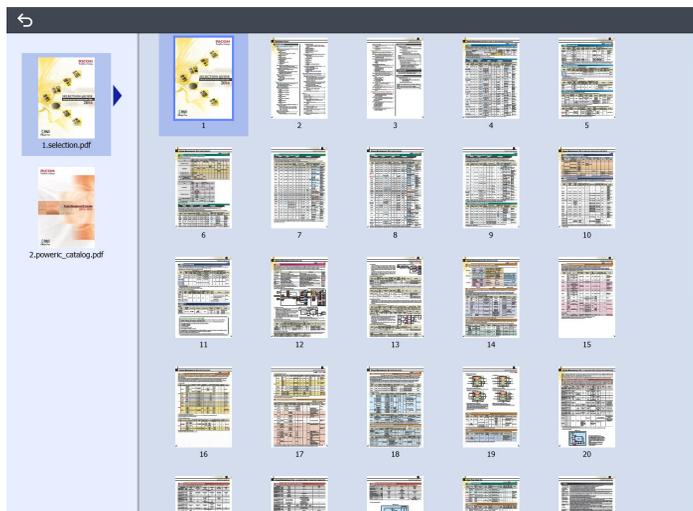
When the presenter switches pages or documents, the participants' screens change accordingly. This section explains how to switch pages of a document and how to switch documents.

1. Click the [Page/Document Navigation] button.

On the left-side pane, thumbnails of the first pages of the registered documents appear.

On the right-side pane, thumbnails of pages of the current document appear.

The current document and page are indicated with a blue frame.



If the document contains many pages, scroll the screen to display more pages.

When you specify an agenda for the meeting, only the documents that are registered to the selected agenda are displayed.

2. On the left-side pane, click the thumbnail of the document you want to display.

Thumbnails of pages of the selected document appear.

3. On the right-side pane, click the thumbnail of the page you want to display.

The page/document navigation screen closes and the page you clicked appears.

↓ Note

- To return to the document viewing screen, click the [Back] button.

Changing the Presenter (Web Browser)

The presenter of a meeting can be switched during a meeting.

★ Important

- In a meeting in which a presenter is locked, the presenter cannot be changed. For details about the presenter lock function, see page 22 "Registering Planned Meetings".

1. If you are a participant and want to become the presenter, click [Presenter].

The participant becomes the new presenter, and the current presenter becomes a participant.

↓ Note

- When, for example, a connection error occurs, the presenter may exit from the meeting in which the presenter is locked. When that presenter participates back in the meeting after the error is resolved, he or she can become the presenter of the meeting again. Also, if another person participates in the meeting, that person can also become the presenter.

Distributing New Documents (Web Browser)

Distributing New Documents in Planned Meetings

A presenter and participants can add and distribute new documents while a planned meeting is being held

★ Important

- You cannot add new documents if the number of documents has already reached the maximum (50).

1. Click **[+]** (Add document) to open the "Add Document" screen.

Add Document

You can add a new document. Enter the document information.

New File	<input type="button" value="Choose File"/> No file chosen
Name	<input type="text" value="Required"/> 0/100
Remarks	<input type="text"/>
Download Documents	<input checked="" type="radio"/> Permit <input type="radio"/> Do not Permit

2. Click **[Choose File]** to open the document selection screen.

The list of files that are stored in the local storage is displayed.

3. Select the document you want to add, and then click **Open**.

- The name of the selected file is displayed in [Name]. The name can be changed if necessary. You can use up to 100 single-byte or double-byte characters.
- To add a comment, enter up to 100 single-byte or double-byte characters in the [Remarks] field.
- To prohibit downloading of documents, select the [Do not Permit] check box under [Download Documents].

↓ Note

- A file cannot be added if the file name is the same with the one of another file that has already been added to the meeting.
- The added document is downloaded to participants automatically. Note that the current document is displayed on the screen and the newly added document is not displayed when the download is complete.

Using Handwritten Notes (Web Browser)

A presenter and participants can add handwritten notes to a displayed document by tapping the [Pen] button during a meeting.

★ Important

- While using the handwritten notes function, flipping through pages and switching between shared/local modes are not possible.

Shared Notes and Local Notes

There are two different types of Pen. 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.

5

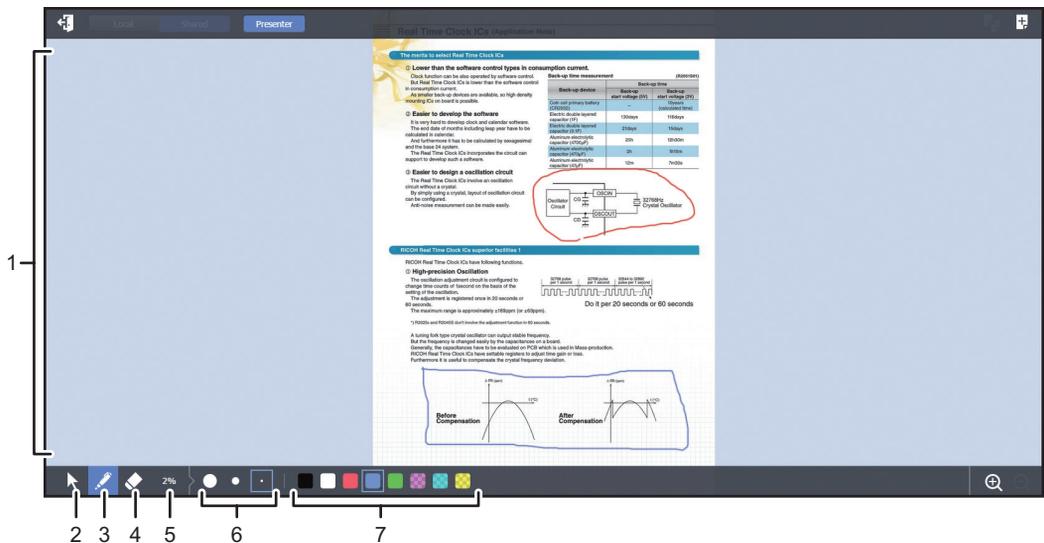
- Shared notes can be viewed by all participants of a meeting.
- Shared notes can be viewed even in local mode.
- Local notes are not displayed in the shared mode.
- Local notes can only be viewed by the person who wrote them.
- Local notes appear on top of shared notes if they appear on the same page.

Adding Handwritten Notes (Web Browser)

This section explains the handwritten notes screen and how to use the handwritten notes function.

★ Important

- If too many handwritten notes are added, Web Presenter may slow down.



DMQ019

5

1. Document display area

Handwrite notes directly using a mouse onto the displayed page.

2. [View Mode] button

Click to close the handwritten notes screen and return to view mode. If you want to display a different page, close the handwritten notes screen.

If you select pen again during a meeting, the width and color will be the same as previously selected.

3. [Pen] button

Use this when writing notes.

Notes will be drawn along the line traced by the mouse pointer.

4. [Eraser] button

Use this when erasing notes.

Click notes to erase them.

5. Handwritten notes memory usage

Displays how much memory is used for handwritten notes currently.

Updates when notes are added or erased.

6. [Pen Width] button

Select from three different pen widths.

7. [Pen Color] button

Select from eight different pen colors.

↓ Note

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

- While using the handwritten notes function, flipping through pages and switching between shared/local modes are not possible.

6. Exiting from and Ending Meetings from an iPad

This chapter explains how to exit from or end a meeting from Web Presenter, and how to save documents used in a meeting on your computer.

Saving Documents (iPad)

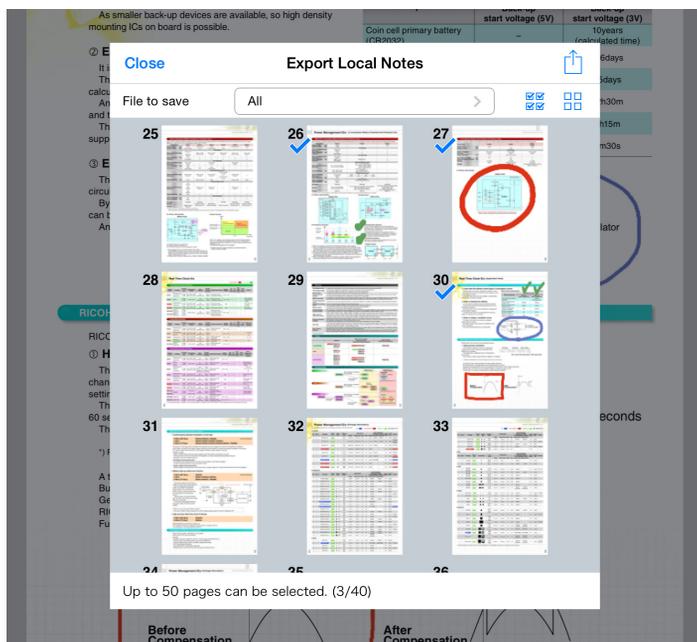
You can save documents used in a meeting to a different application (for example, iBooks) as PDF files. Documents can be saved with handwritten notes if the documents contain them.

★ Important

- Meeting documents cannot be saved if downloading is not allowed in the meeting settings. Also, you can individually specify whether to allow or prohibit downloading of documents.
- Install applications that you want to use as the save destination (for example, iBooks) in advance.

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

Thumbnails of the pages of all documents will be displayed in the order they were registered with shared and local notes if there are any. To display more pages, swipe the screen up or down.



2. Tap the thumbnails to select or deselect pages.

At first, only pages with notes are selected (checked).

Tap  or  to select or deselect all pages at once.

If there are multiple documents in a meeting, you can choose to display the pages of all files or a selected file only using [File to save] (not available with iPhone).

3. Tap the [Open in] button in the upper right corner to export and save selected pages to another application.

A file name dialog box appears.

4. Rename the file if necessary (using up to 64 characters), and then tap [OK].

At first, the meeting ID or meeting name appears as a file name in a planned meeting or a casual meeting respectively.

After a file is created, a menu to select the destination application appears.

5. Select and tap the destination application.

The destination application starts up and the file will be saved.

↓ Note

- To return to the exit menu, tap [Done].
- Up to 50 pages can be saved at once. To save more pages, save them separately.
- The pages will be saved as a PDF file.
- When you use PDF files saved with notes as documents in a different meeting, the notes added in the previous meeting will not be handled as notes in the new meeting.

Exiting from a Meeting (iPad)

This section explains how to exit from a meeting and how to end a meeting.

This section explains how to exit from a meeting.

★ Important

- **A meeting ends when the presenter and all participants exit from it. Otherwise, the meeting continues. New participants can enter the meeting.**

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

A confirmation dialog box appears.

2. Confirm that you are ready to exit from the meeting, and then tap [Exit].

↓ Note

- If you exit from a meeting while using a projector, the projection ends but the projector remains turned on. The projector setting is cleared upon exit.
- When you exit from a meeting, document data that was not saved to your iPad will be cleared.

Ending a Meeting (iPad)

This section explains how to end a meeting.

★ Important

- When a meeting ends, participants of the meeting receive a message indicating that the meeting has ended. The participants from Web Presenters are dismissed from the meeting. The participants from the Presenter apps can operate [Exit] and [Projector] buttons before exiting from the meeting.

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

A confirmation dialog box appears.

2. Confirm that you are ready to end the meeting, and then tap [End Meeting].

Enter a host key if it is set for the meeting.

↓ Note

- If you end a meeting while using a projector, the projection ends but the projector remains turned on. The projector setting is cleared when the meeting ends.
- When you end a meeting, document data that was not saved to your iPad will be cleared.
- It is not possible to end a meeting while the presenter is writing a shared note.
- It is not possible to end a meeting while the presenter is writing a shared note.

7. Exiting from and Ending Meetings from a Web Browser

This chapter explains how to exit from or end a meeting from Web Presenter, and how to save documents used in a meeting on your computer.

Saving Documents (Web Browser)

You can download and save documents with local notes used in a meeting in the PDF format.

The following two methods for saving documents are available:

- Saving the document on your computer before exiting from a meeting
- Saving the document in Conference Center, and then saving it on your computer from the meeting list after exiting from the meeting

★ Important

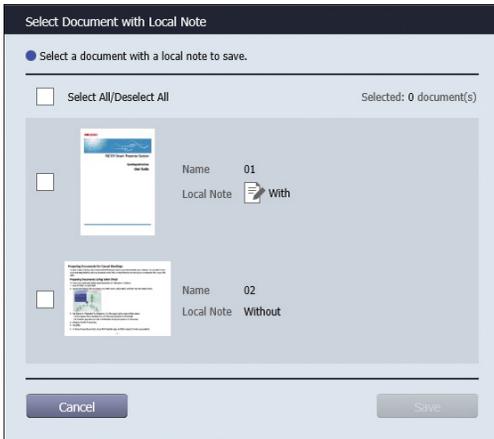
- You cannot save the meeting documents when downloading of the document is not allowed in the settings for the meeting. Also, you can specify for each document whether or not to allow or prohibit downloading of documents.

Saving Documents before Exiting from a Meeting

1. Click the [Exit] button in the document view screen, and then click [Save] in the menu that appears.
2. Select the [Obtain Now] option button, and then click [Next].

A dialog box showing the thumbnail images of all documents for the meeting appears. You can also check whether or not any local note is included with each document.

3. Select or cancel a thumbnail by selecting or clearing its check box.



To select or cancel all documents at once, select or clear the [Select All/Deselect All] check box.

4. Click [Save].

Proceed as instructed in the web browser, and save the document on your computer.

Note

- The document is saved as a file in the PDF format.
- When adding the document with local notes to another meeting, you cannot edit the local notes that are included in the original document as a local note.

Saving Documents after Exiting from a Meeting

Saving the document in the Conference Center

1. Click the [Exit] button in the document view screen, and then click [Save] in the menu that appears.
2. Select the [Obtain from the meeting list displayed in the Conference Center] option button, and then click [Next].

A dialog box showing the thumbnail images of all documents for the meeting appears. You can also check whether or not any local note is included with each document.

3. Select or cancel a thumbnail by selecting or clearing its check box.

To select or cancel all documents at once, select or clear the [Select All/Deselect All] check box.

4. Click [Save].

The "Set Local Note Password" dialog box appears.

5. Enter a password.

Enter a password using 6 to 16 alphanumeric characters and certain symbols. Enter the same password in the [Confirm] field.

Note

- You cannot download the document if you forget the password.

6. Click [Set].

A dialog box showing the meeting "ID" and "Local Note Download URL" appears.

7. Click [Copy URL].

You can copy the local note download URL to the clipboard.

Note

- Use the URL to download and save the document afterward. Take a note of the URL by pasting it in a text editing application such as Notepad.

Exporting the document to a local computer from Conference Center

1. Start a web browser. Enter the "Local Note Download URL", and then press the [Enter] key.

The "Password Entry" screen appears.

Note

- You can also download documents from the scheduled meeting list screen even if you do not know the local note download URL. Select a meeting in the Meeting List screen, and then click [Obtain Local Note]. Proceed to Step 2.

2. Enter the password, and then click [OK].

3. Click [Download].

Proceed as instructed in the web browser and save the document to your computer.

Note

- You can save the document in the PDF format.
- When adding the document with local notes to another meeting, you cannot edit the local notes that are included in the original document as a local note.

Exiting from Meetings (Web Browser)

This section explains how to exit from a meeting.

★ Important

- A meeting ends when the presenter and all participants exit from it. Otherwise, the meeting continues. New participants can enter the meeting.

1. Click the [Exit] button, and then click [Exit] in the displayed menu.

↓ Note

- If downloading documents is permitted for the meeting, you can download documents using Conference Center after the meeting. To download a document, click [Exists] in the "Documents" area. You can download the original, the document in PDF format, and the file with the shared notes attached. For details, see page 27 "Editing Details of Planned Meetings".

Ending Meetings (Web Browser)

This section explains how to end a meeting.

★ Important

- When a meeting ends, participants of the meeting receive a message indicating that the meeting has ended.
- The participants from Web Presenters are dismissed from the meeting. The participants from the Presenter apps can operate [Exit] and [Projector] buttons before exiting from the meeting.

1. Click the [Exit] button, and then click [End Meeting and Exit] in the displayed menu.

A confirmation dialog box appears.

2. Confirm that you are ready to end the meeting, and then click [Finish].

Enter a host key as required if set for the meeting.

↓ Note

- Even if a meeting password or host key is set for the meeting, you will not be prompted to enter it if you have not closed the Web browser window or tab after entering it once (for example, when opening a meeting directly after registering it).
- You cannot end a meeting when the presenter is adding handwritten notes.
- If downloading documents is permitted for the meeting, you can download documents using Conference Center after the meeting. To download a document, click [Exists] in the "Documents" area. You can download the original, the document in PDF format, and the file with the shared notes attached. For details, see page 27 "Editing Details of Planned Meetings".

8. Troubleshooting

This section explains how to troubleshoot problems.

When a Message Appears While Using Conference Center

This section explains causes and solutions for messages that may appear while using Conference Center.

Message	Causes and solutions
Cannot register the meeting because the limit for number of registrations has been reached.	A new meeting cannot be registered because all possible meetings have been registered. Ask the meeting server administrator to delete some meetings and try again.
Failed to operate because an unexpected error has occurred.	An unknown error has occurred. Refresh the screen and try the operation again as the problem may be temporary. If the problem persists, contact the meeting server administrator.
Could not save the updated contents because another client has already started performing update. Retry the operation.	Changes to the details of a meeting cannot be saved because the details were accessed and changed by another person while you were changing them. Open the screen again and make changes to the details.
Communication with the meeting server has been disconnected.	Your computer is not connected properly to the network or it is disconnected temporarily. Check that the connection to the network is configured properly, refresh the screen, and then try the operation again.
Cannot connect to a Web server.	If the problem persists, contact the meeting server administrator.

When Other Problems Occur

This section explains how to troubleshoot problems that occur while using the Presenter app, Web Presenter, or Conference Center.

Presenter app: Network connection problems

Problems	Causes and solutions
A meeting list cannot be displayed.	iPad may have weak wireless signals or its Wi-Fi settings may be inappropriate. Check the following and perform the operation again: <ul style="list-style-type: none"> • Check if the IP address setting is correct. • If the iPad is in airplane mode or in 3G connection, change to Wi-Fi connection. • If the connection is unstable even if the Wi-Fi settings are correct, turn off and on the Wi-Fi connection.
"Getting information..." stays shown in the screen and a meeting list cannot be displayed.	
Error messages appear indicating that you are unable to participate in a meeting or find the meeting server.	
"Authenticating..." or "Downloading documents..." stays shown in the screen.	If there is no problem with wireless signals and Wi-Fi settings, connection problems may be temporary. Wait for automatic reconnection without performing any operations. If the problem persists, turn off and on the iPad.
Downloading of documents is too slow.	There may be problems in the network environment. Contact the administrator.
Downloading of documents fails.	If the HTTP Proxy settings of the iPad is set to manual, the proxy server in the network may not be redirecting communications to the meeting sever. Check with the administrator if a proxy auto-configuration file is deployed in the network. If it is, ask him or her to enable auto configuration or disable the proxy settings, and if it is not, ask him or her to disable the proxy settings.

Problems	Causes and solutions
Dialog boxes or messages appear in the screen.	<p>Network connection failed temporarily because of unstable wireless signaling. Check the wireless signals and wait for reconnection.</p> <ul style="list-style-type: none"> • If the message indicates that the Presenter app is reconnecting to the network, wait for about 10 to 30 seconds without performing any operations. • If other messages or dialog boxes are showing, close them and wait without performing any operations. <p>If reconnection does not occur automatically, check the following:</p> <ul style="list-style-type: none"> • Check the iPad's Wi-Fi settings and confirm that it is connected to the correct network. • Close the Presenter app and launch it again.
"Reconnecting with the network..." stays shown in the screen.	If there is no problem with wireless signals and Wi-Fi settings, connection problems may be temporary. Wait for automatic reconnection without performing any operations.
Reconnection to the network is too frequent.	<p>If other iPads are working properly, your iPad may be defective.</p> <p>If reconnection occurs frequently with other iPads also, there may be problems in the network environment. Contact the administrator.</p>
A page different from the presenter's is displayed or shared notes do not appear correctly.	<p>Network connection failed temporarily.</p> <p>If there is no problem with wireless signals and Wi-Fi settings, wait for automatic reconnection without performing any operations. If the connection recovers, pages and shared notes appear correctly.</p>
The title bar of the Presenter app appears in red.	<p>Network connection failed temporarily during a planned meeting.</p> <p>If there is no problem with wireless signals and Wi-Fi settings, wait for automatic reconnection without performing any operations.</p>
Unable to connect to a projector.	<p>The projector is connected in ad-hoc mode.</p> <p>Set the projector in infrastructure mode and connect it to the network through an access point.</p>

Presenter app: iPad memory problems

Problems	Causes and solutions
Memory error messages appear.	iPad's memory is low. Close all other apps, and save local notes if there are any. Then, turn off and on the iPad and launch the Presenter app.
The Presenter app closes unexpectedly during a meeting.	The Presenter app has been terminated or disconnected from the meeting because the iPad's memory has been low. Close all other apps and turn off and on the iPad. Then, launch the Presenter app.

Presenter app: Planned meeting problems

Problems	Causes and solutions
The meeting you want to participate does not appear in a meeting list.	<ul style="list-style-type: none"> The start date of the meeting has passed without the meeting being started. Change the start date appropriately. The restartable period of the meeting has expired after the meeting was opened once. Check the [Restartable Period] settings in the Administrator Tool, and modify the settings as necessary. <p>If the causes mentioned above do not apply, the following may be causing the problem. Contact the meeting server administrator.</p> <ul style="list-style-type: none"> Planned meetings scheduled for the current day do not appear in the planned meeting list or "Today's Meeting" list because the meeting server's clock is wrong. The meeting server and the iPad belong to different time zones.
Opened a meeting by a mistake.	Exit from the meeting and start it again. Even if you exit from the meeting, you can open it again within the period specified for [Restartable Period] in the Administrator Tool.
A presenter exited from a meeting in which the presenter is locked.	Participate in the meeting again from the meeting list. To participate as a presenter again, enter the host key for the meeting. Note that in case of casual meetings, you cannot participate as a presenter again.

Problems	Causes and solutions
Forgot the host key for a meeting.	Register and open another meeting.
Forgot the meeting password for a meeting.	Register another meeting with a new meeting password.
The Presenter app terminated abnormally during a meeting.	<p>If you launch the Presenter app after it is terminated abnormally, it automatically reconnects to the previous meeting (no host key or meeting password is necessary). Local notes are restored if reconnection succeeds. However, keep in mind the following:</p> <ul style="list-style-type: none"> • If a projector was being used at the time of abnormal termination, the connection to the projector also terminates. However, the page that was being projected stays projected. • After reconnection, document names are changed as they are renamed by the system automatically. <p>In addition, the local notes cannot be restored in the following cases:</p> <ul style="list-style-type: none"> • If the Presenter app terminated abnormally again while reconnecting. • If the Presenter app was launched from another app.
Turned off the iPad by a mistake during a meeting.	<p>If the iPad is turned off during a meeting, local notes cannot be saved.</p> <p>Local notes are also lost if apps working in the background are closed.</p>
Downloading of documents failed when participating in a meeting.	If downloading of documents failed, exit from the meeting, and then participate in the meeting again from the meeting list.

Presenter app: Casual meeting problems

Problems	Causes and solutions
The meeting you want to participate does not appear in a meeting list.	<p>The Presenter app is not launched on the host's iPad.</p> <p>If the host is using another app, the meeting does not appear in the meeting list of the participants' iPads because the host's Presenter app is not active.</p> <p>Check that the host's Presenter app is active.</p>

Problems	Causes and solutions
Forgot the meeting password for a meeting.	Create another meeting with a new meeting password.
Turned off the iPad by a mistake during a meeting.	If the iPad is turned off during a meeting, local notes cannot be saved. Local notes are also lost if apps working in the background are closed.
Downloading of documents failed when participating in a meeting.	If downloading of documents failed, exit from the meeting, and then participate in the meeting again from the meeting list.
Downloading of documents that have been added to the meeting while it is in progress failed.	If downloading of documents failed, exit from the meeting, and then participate in the meeting again from the meeting list (local notes can be saved before exiting from the meeting if there are any).

Web Presenter problems

Problems	Causes and solutions
Unable to perform operations such as exiting from a meeting because menu bars are hidden.	Menu bars are hidden. Click around the center of the screen to show the menu bars.
The message "This meeting cannot be held." appears when you open a meeting.	Check the following and perform the operation again: <ul style="list-style-type: none"> The meeting has been ended once but not all participants from iPad have exited from the meeting. In the following cases, the meeting cannot be opened: <ul style="list-style-type: none"> A period longer than the [Restartable Period] specified in the Administrator Tool has passed since the meeting was registered without being started. A period longer than the [Restartable Period] specified in the Administrator Tool has passed since the meeting was ended.
Unable to flip through pages or enlarge/reduce the current page.	Participants cannot flip through pages or enlarge/reduce the current page in shared mode. Switch to local mode to perform those operations.

Problems	Causes and solutions
<p>The "Creating" icon () or "Error" icon () appears in the document viewing screen or page/document navigation screen.</p>	<p>Pages of documents shown in Web Presenter are images created from registered PDF files.</p> <p>While images are created, the "Creating" icon () appears. If an error occurs while images are created, the "Error" icon () appears.</p> <p>If the "Creating" icon () is shown while you are viewing the document, flip to the previous or next page, and then display the original page. When an image is created, the page will be shown. If this happens on the page/document navigation screen, do either of the following:</p> <ul style="list-style-type: none"> • Close the screen and open it again. • Select another document and then select the original document again. <p>If the "Error" icon () is shown, the following may be the cause:</p> <ul style="list-style-type: none"> • A failure occurred while creating images from the registered PDF files because of excessive load on the system, and so on. Close the meeting and replace the PDF files. • A failure occurred while creating PDF files from the original Microsoft Office files. Close the meeting and create PDF files from the original files manually, and then replace the documents with those PDF files.

Conference Center problems

Problems	Causes and solutions
<p>The meeting list does not show the newly registered meeting.</p>	<p>The meeting list shows the meetings that were searched the last time. Therefore, the list does not show a meeting right after it is registered.</p> <p>The meeting appears if you search for it by its meeting name or ID.</p>
<p>A converted PDF document does not show the background colors or images that are set in the original Word file.</p>	<p>Print settings of Word installed in the meeting server are inappropriate.</p> <p>Contact the meeting server administrator.</p>

Problems	Causes and solutions
A converted PDF document only shows parts of the original Power Point file.	<p>Print settings of the Power Point file registered are inappropriate.</p> <p>Open the Power Point file, click the [File] tab, [Options], and then [Advanced]. Under [When printing this document:], select [Use the following print settings:], and then check [Scale to fit paper].</p>
The PDF document cannot be converted to an image file.	<p>The specified PDF document is write-protected.</p> <p>Disable the write-protect setting in the PDF document.</p>
The [Start/Participate] button in the "Today's Meeting" screen or meeting details screen is inoperable.	<p>Check the version of Internet Explorer. The [Start/Participate] button is available with Internet Explore version 9 or later.</p>
The "Creating" icon () or "Error" icon () appears under "iPad" or "Web" column in the "Documents" area of the meeting details screen.	<p>If the icons appear under "iPad", PDF files for the Presenter app are being created, or an error occurred while creating them.</p> <p>If the icons appear under "Web", image files for Web Presenter are being created, or an error occurred while creating them.</p> <p>While the files are being created, wait for a while and open the meeting details screen again. The "Created" icon () appears when the files are created.</p> <p>If the "Error" icon () is shown, the following may be the cause:</p> <ul style="list-style-type: none"> • If the error appears under "iPad", a failure occurred while creating PDF files from the original Microsoft Office files. Create PDF files from the original files manually, and then replace the documents with those PDF files. The error may occur also when the PDF document is read-protected. Cancel the read-protect setting in the PDF document, and register the PDF document again. • If the error appears under "Web", a failure occurred while creating images from the registered PDF files because of excessive load on the system, and so on. Replace the PDF files. The error may occur also when the PDF document is read-protected. Cancel the read-protect setting in the PDF document, and register the PDF document again.

9. Specifications

This section explains specifications of Conference Center, Presenter app and Web Presenter.

Specifications

Operation Environment for Conference Center

Item	Specifications
Operating system	<ul style="list-style-type: none">• Windows 7 Professional SP1 or later (32 bit/64 bit)• Windows 8.1 Pro (32 bit/64 bit)• Windows 10 Pro (32 bit/64 bit)• Windows 10 Enterprise (32 bit/64 bit)• Windows Server 2008 R2 Standard SP1 or later• Windows Server 2008 R2 Enterprise SP1 or later• Windows Server 2012 Standard• Windows Server 2012 R2 Standard• Windows Server 2016 Standard
Display resolution	1024 × 768 pixels or higher
Web browser	<ul style="list-style-type: none">• Windows Internet Explorer 10 (32 bit/64 bit)• Windows Internet Explorer 11 (32 bit/64 bit)• Microsoft Edge (32 bit/64 bit)• Google Chrome (32 bit/64 bit)

Operation Environment for Presenter App

Item	Specifications
iPad	<ul style="list-style-type: none"> • Models <ul style="list-style-type: none"> iPad 2 (Wi-Fi + 3G, Wi-Fi) iPad (3rd generation) (Wi-Fi + Cellular, Wi-Fi) iPad (4th generation) (Wi-Fi + Cellular, Wi-Fi) iPad (5th generation) (Wi-Fi + Cellular, Wi-Fi) iPad Air (Wi-Fi + Cellular, Wi-Fi) iPad Air 2 (Wi-Fi + Cellular, Wi-Fi) iPad mini (Wi-Fi + Cellular, Wi-Fi) iPad mini 2 (Wi-Fi + Cellular, Wi-Fi) iPad mini 3 (Wi-Fi + Cellular, Wi-Fi) iPad mini 4 (Wi-Fi + Cellular, Wi-Fi) iPad Pro (Wi-Fi + Cellular, Wi-Fi) • Operating systems <ul style="list-style-type: none"> iOS 9.0 or later iOS 10.2 or later iOS 11.0

Item	Specifications
iPhone	<ul style="list-style-type: none"> • Models <ul style="list-style-type: none"> iPhone 5 iPhone 5c iPhone 5s iPhone 6 iPhone 6 Plus iPhone 6s iPhone 6s Plus iPhone SE iPhone 7 iPhone 7 Plus • Operating systems <ul style="list-style-type: none"> iOS 9.0 or later iOS 10.2 or later iOS 11.0
Network (Wireless LAN (Wi-Fi))	<ul style="list-style-type: none"> * Casual meetings can be held within the same broadcast domain * Depending on a network environment where network speed is low e, a network connection may be unstable
Wireless projection to projectors	Check " http://www.ricoh.com/software/smartpresenter/ " for compatible projectors.

Operation Environment for Web Presenter

Item	Specifications
Operating system	<ul style="list-style-type: none"> • Windows 7 Professional SP1 or later (32 bit/64 bit) • Windows 8.1 Pro (32 bit/64 bit) • Windows 10 Pro (32 bit/64 bit) • Windows 10 Enterprise (32 bit/64 bit) • Windows Server 2008 R2 Standard SP1 or later • Windows Server 2008 R2 Enterprise SP1 or later • Windows Server 2012 Standard • Windows Server 2012 R2 Standard • Windows Server 2016 Standard
Display resolution	1024 × 768 pixels or higher
Web browser	<ul style="list-style-type: none"> • Windows Internet Explorer 10 (32 bit/64 bit) • Windows Internet Explorer 11 (32 bit/64 bit) • Microsoft Edge (32 bit/64 bit) • Google Chrome (32 bit/64 bit)

License

RICOH Conference Center

Conference Center and Web Presenter contain other software (third-party software) that includes open source software (OSS). Copyright information and requirements for using the third-party software can be found in the beginning of the relevant software's source codes.

If you are using Internet Explorer, display Conference Center or Web Presenter and press the [F12] key on the keyboard to launch the Developer Tools. OSS source codes can be viewed on the [Script] tab. For instructions to use the Developer Tools, see Internet Explorer Help.

Presenter App

This product contains open source software (OSS). Requirements for using each OSS can be referred to in its information page.

10. Appendix

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- Microsoft® Windows® 8.1 Pro

The product names of Windows 10 are as follows:

- Microsoft® Windows® 10
- Microsoft® Windows® 10 Pro

The product names of Windows Server 2008 R2 are as follows:

- Microsoft® Windows Server® 2008 R2 Standard
- Microsoft® Windows Server® 2008 R2 Enterprise

The product names of Windows Server 2012 are as follows:

- Microsoft® Windows Server® 2012 Standard

The product names of Windows Server 2012 R2 are as follows:

- Microsoft® Windows Server® 2012 R2 Standard

The product names of Windows Server 2016 are as follows:

- Microsoft® Windows Server® 2016 Standard

The proper name of Internet Explorer 10 and 11 are as follows:

- Windows® Internet Explorer® 10
- Windows® Internet Explorer® 11

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