



Operating Instructions

Interactive Function

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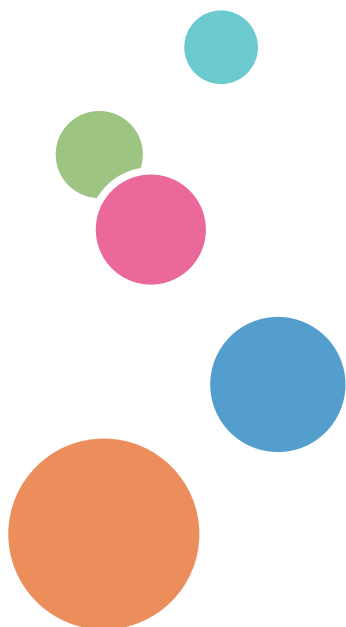


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Introduction

This manual contains detailed instructions and notes on the operation and use of this product. For your safety and benefit, read this manual carefully before using the product. Keep this manual in a handy place for quick reference.

How to Read This Manual

Symbols

This manual uses the following symbols:



Indicates points to pay attention to when using the product.



Indicates supplementary explanations of functions and instructions on resolving user errors.



Indicates the names of keys and buttons.

Disclaimer

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.

Notes

Contents of this manual are subject to change without prior notice.

Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

1. Before Using RICOH PJ Interactive Software

This chapter provides an overview of RICOH PJ Interactive Software and describes its basic operations.

1

RICOH PJ Interactive Software Overview

With this product, you can operate a computer screen projected on the screen. With "RICOH PJ Interactive Software", the software that comes with this product, you can write information and perform various other operations on the screen.

To perform various operations on the screen, it is necessary to configure the interactive function on both the projector and the computer. For information about how to configure the interactive function, see the manual included with this product.



CWD087

RICOH PJ Interactive Software incorporates a "launcher", which can switch the computer screen projected on the screen, and the "whiteboard", which allows you to perform writing or various other operations on the screen. For details about how to use the launcher, see page 11 "Switching the

Screen with the Launcher". For details about how to view the whiteboard screen, see page 13 "Viewing the Whiteboard Screen".

Operating a computer screen projected on the screen

You can operate the computer directly from the screen on which an image from the computer is being projected. You can do so even if you are standing away from the screen.

Use the electronic pen designated for this product to operate the computer on the screen. For details about how to use the electronic pen, see page 7 "Using the Electronic Pen".

Using the screen as a whiteboard

You can use the screen as a whiteboard and freely write information onto it. For details about how to operate the whiteboard, see page 16 "Writing and Editing on the Whiteboard".

The information written on the whiteboard screen is managed by individual "pages", which can be added and deleted. You can also switch between pages and edit written information, as well as add new information to pages. For details about how to operate pages, see page 22 "Editing Pages".

Writing information on the desktop screen of the computer

You can capture a screen displayed on the desktop to the whiteboard and write information on the captured screen. For details about how to capture a desktop screen, see page 22 "Adding a Page".

Saving the whiteboard to a file

You can save pages that were recorded on the whiteboard as a PDF file. The saved file can be imported into the whiteboard. For details about how to save pages, see page 25 "Saving the Whiteboard to a File".

Importing and displaying the file on the whiteboard

You can import the PDF file into the whiteboard and perform writing or other operations. For details about how to import the file, see page 25 "Importing and Displaying the File on the Whiteboard".

Sharing a screen via a network (Remote whiteboard sharing)

You can share the whiteboard with other devices connected via a network to write information and display images on the whiteboard. For details about remote whiteboard sharing, see page 27 "Sharing the Whiteboard".

Using the Electronic Pen

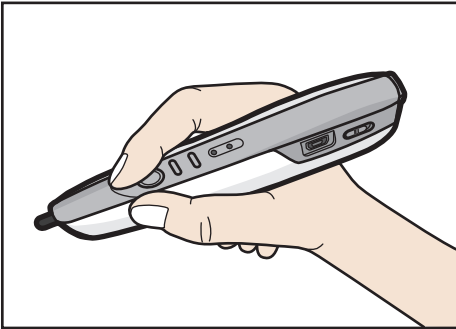
Communication between the electronic pen, projector, and computer is conducted wirelessly.

Do not block the area between the electronic pen, projector, and computer. In addition, do not use wireless devices near this product. Otherwise, the position of the electronic pen will not be recognized correctly by the projector.

1

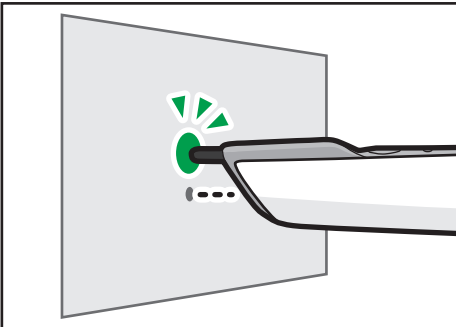
Holding the Electronic Pen

Hold the middle of the electronic pen. If the electronic pen is held by the nib or the bottom area, the position of the electronic pen will not be recognized correctly by the projector.



CWD082

To align the point position of the electronic pen with the pen nib switch, and not the center of the pen, use the point adjustment button to move the point position up.



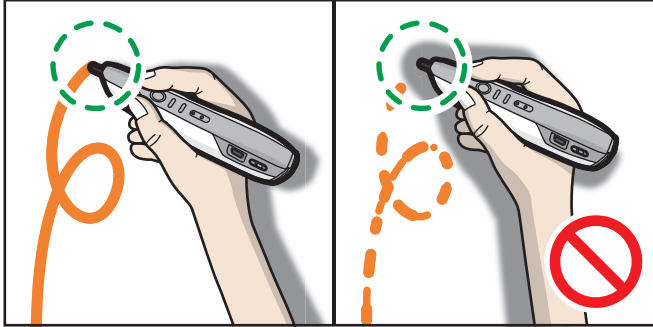
CWD030

How to Use the Electronic Pen

You can operate a computer screen projected onto the screen by touching it with the pen nib. You may also touch the pen nib twice on the same point on the screen as if to double-click a mouse.

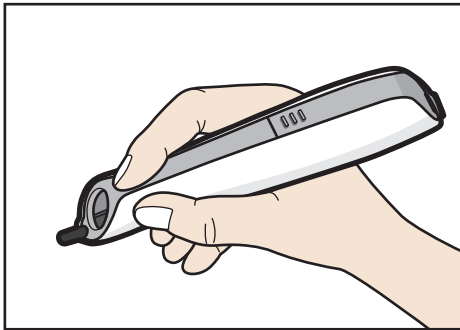
★ Important

- Operate the electronic pen so that the pen nib does not point toward a shadowed area.



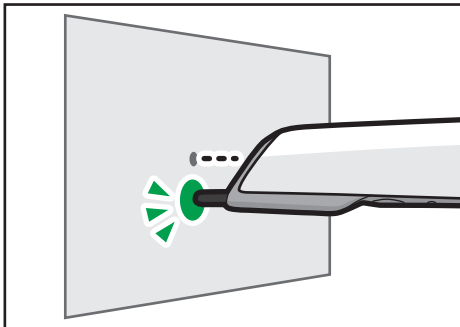
CWD014

When the projector is hung from the ceiling, hold the electronic pen upside down to eliminate the shadow that appears on the screen.



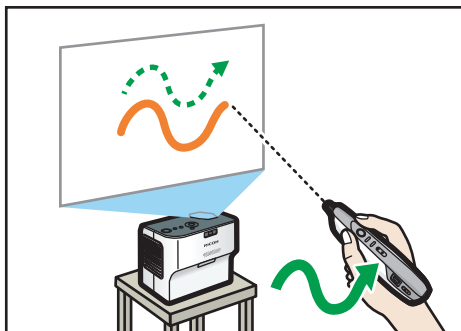
CWD024

To align the point position with the pen nib switch while holding the electronic pen upside down, use the point adjustment button to move the point position down.



CWD032

Operating the electronic pen remotely



CWD086

You can also operate the screen remotely. When standing away from the screen, use the mouse button on the electronic pen.

Starting and Quitting RICOH PJ Interactive Software

Starting RICOH PJ Interactive Software

★ Important

- Log on as a user with administrator privileges to automatically check if the system is up-to-date.

Start a computer on which RICOH PJ Interactive Software is installed. The launcher will start automatically.

If the launcher does not start automatically, perform the following procedure.


1. Click [Start] on the desktop.
2. From [All Programs], select [Ricoh], [PJ Interactive Software].
3. Click [PJ Interactive Software].

Starts RICOH PJ Interactive Software launcher.

↓ Note

- If the function for checking that the system is up-to-date is enabled, an update message is displayed when RICOH PJ Interactive Software starts. For information about how to configure this function and update the system, see page 37 "Configuring the System Update Method".

Quitting RICOH PJ Interactive Software

1. On the Windows task tray, right-click , the PjIS icon.
2. On the menu displayed, click [Close PjIS].
A confirmation message appears.
3. Click [OK].

All entered information and the added pages are deleted.

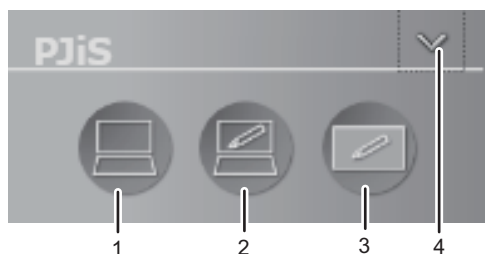
2. Using RICOH PJ Interactive Software

This chapter describes how to view and use RICOH PJ Interactive Software.

Switching the Screen with the Launcher

With the launcher, you can switch between the desktop screen of the computer and the RICOH PJ Interactive Software whiteboard screen.

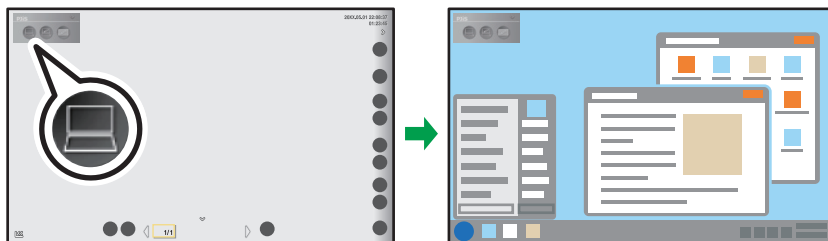
When you start the software for the first time, the launcher appears at the upper left side of the screen. The display position of the launcher can be changed.



CWD042

1. Switching to the desktop

Switches a computer screen projected on the screen to the desktop. You can operate the pointer on the screen using the electronic pen.

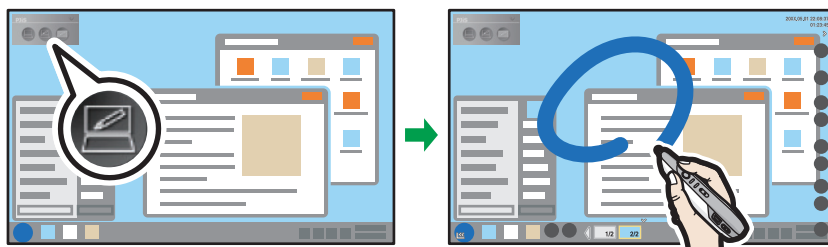


CWD079

This icon can be selected when the whiteboard is being displayed.

2. Writing on the desktop

Captures a screen displayed on the desktop to the whiteboard. You can write information on the captured screen.

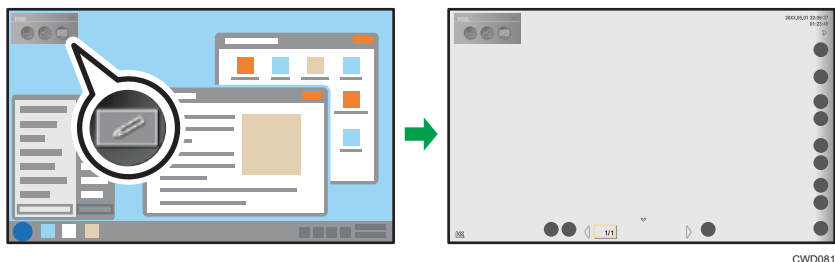


CWD080

This icon can be selected when the desktop is being displayed.

3. Switching to the whiteboard

Switches a computer screen projected on the screen to the whiteboard. You can use the screen as a whiteboard.



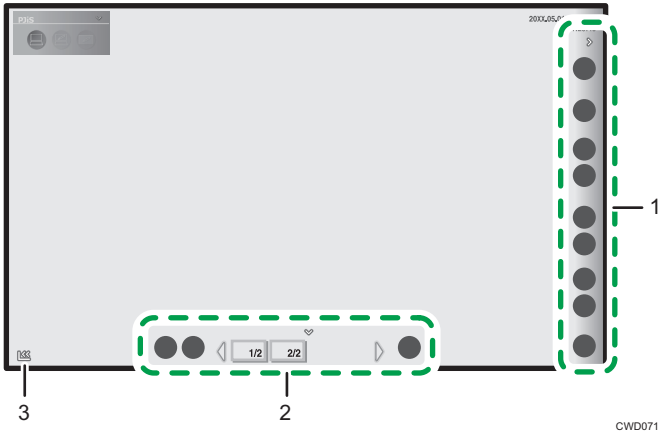
This icon can be selected when the desktop is being displayed.

4. Show/Hide


Hides the launcher. In addition, hides the whiteboard screen if it is active.

To display the launcher, touch , the PjIS icon on the Windows task tray.

Viewing the Whiteboard Screen



1. Main operation panel

The icons in this area are used to write and edit information on the whiteboard screen.
The main operation panel can be shown or hidden with , the Show and Hide icons.




2. Page operation panel







The icons and thumbnails in this area are used to switch and edit the pages displayed on the whiteboard.

3. Move main operation panel icon

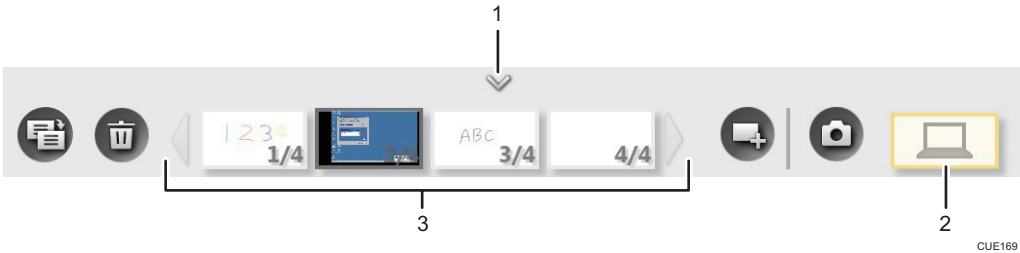
Moves the main operation panel to the opposite side. By default, this icon is located on the bottom-left corner of the screen. When the main operation panel is moved to the left, the icon moves to the bottom-right corner of the screen.

Main operation panel icons

Icon	Descriptions	References
 Share	Hosts or participates in remote whiteboard sharing.	page 27 "Sharing the Whiteboard"
 Loupe	Changes the magnification of the screen. Specifies the display area.	page 20 "Changing the Magnification of the Whiteboard"
 Pen	Writes and draws on the screen. You can change the colors and thickness of the line to be written. You can also display a grid on the whiteboard.	page 16 "Writing and Drawing on the Whiteboard"

Icon	Descriptions	References
 Select and Delete	Selects written information on the screen or erases the information from the screen. You can edit the selected information.	page 17 "Erasing Written Information from the Whiteboard" page 18 "Editing Written Information on the Whiteboard"
 New Page	Adds a new page to the whiteboard screen.	page 22 "Adding a Page"
 Next Page	Displays the page following the currently displayed page.	page 22 "Selecting a Page"
 Previous Page	Displays the page followed by the currently displayed page.	page 22 "Selecting a Page"
 PDF file	Saves all pages in the whiteboard as a PDF file. Imports a PDF file into the whiteboard.	page 25 "Saving and Importing Pages"
 Close	Close the whiteboard screen. All entered information and the added pages are deleted.	-

Viewing the page operation panel




1. Show/Hide

Shows or hides the page operation panel.

2. Screen Page icon



This is displayed when you are participating in remote whiteboard sharing with Interactive Whiteboard. A Screen Page of Interactive Whiteboard appears to show the image of the device being connected. You can select the icon only from Interactive Whiteboard.

The Screen Page has the following icon that can be used:




Icon	Description	Reference
 Capture	Records information written on a Screen Page.	page 22 "Adding a Page"

3. Page list

Displays the thumbnails of the pages recorded. Page information is displayed as "page number/total number of pages" at the lower right of the thumbnails.

Up to four pages are displayed. If four or more pages are to be displayed, use  , the Scroll icons, to move between pages.

The pages have the following icons that can be used:


Icon	Descriptions	References
 New Page	Adds a new page to the whiteboard screen.	page 22 "Adding a Page"
 Page Copy	Adds a page by making a copy of the currently displayed page.	page 22 "Adding a Page"
 Page Delete	Deletes the currently displayed page.	page 23 "Deleting Pages"


Writing and Editing on the Whiteboard

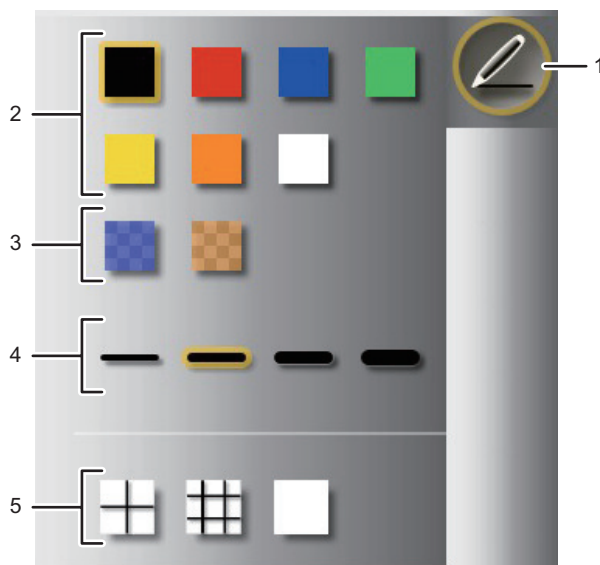
When you write, draw, edit, or erase information directly on the screen, switch the projected computer screen to the whiteboard screen using the launcher. For details about how to operate the launcher, see page 11 "Switching the Screen with the Launcher".

2

Writing and Drawing on the Whiteboard

To write and draw on the whiteboard, select , the Pen icon. The line color and thickness of the line for writing are displayed on the icon. Once the icon is selected, the line specified by the icon will be drawn on the screen as it is drawn by the pen on the screen. This pen operation is called a "stroke". The submenu appears to allow you to select a different color and thickness for the stroke. You can also display a grid on the whiteboard.

1. On the whiteboard, touch , the Pen icon with the pen nib.
2. Select the color, thickness, or type of grid line to be displayed from the submenu when you want to change these features.



CUE179

1. Pen icon
2. Line colors
3. Line colors (semi-transparent)
4. Thickness of the line
5. Grid line

3. Move the pen on the screen.



While the pen nib is on the screen, you can draw lines.

↓ Note

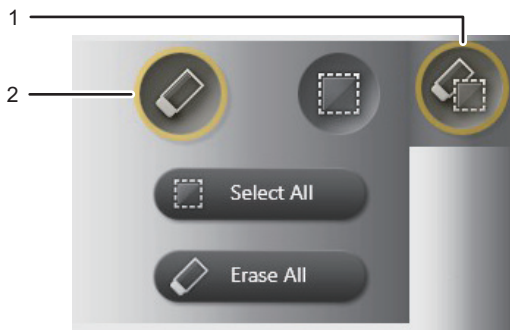
- 3,000 strokes are possible per page.
- 90,000 strokes are possible on all pages.

2

Erasing Written Information from the Whiteboard

Select , the Eraser icon, from the submenu of , the Select and Delete icon, to erase written information from the whiteboard. Once the icon is selected, the strokes that are touched by the pen on the screen will be deleted. [Erase All] can be used to simultaneously erase all the strokes on a page.

1. On the whiteboard, touch , the Select and Delete icon with the pen nib.



CWE005

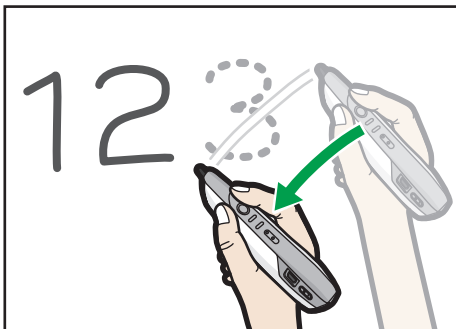
1. Select and Delete icon

2. Eraser icon

2. Touch , the Eraser icon with the pen nib.


To erase all strokes from the screen, touch [Erase All].

3. Move the pen over the stroke you want to erase.

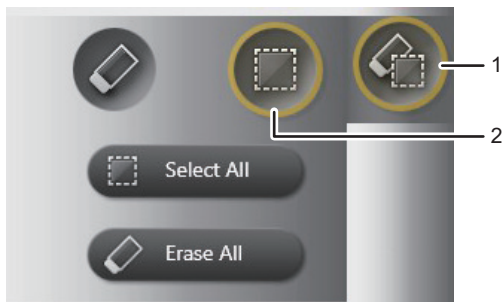


CWD073

Editing Written Information on the Whiteboard

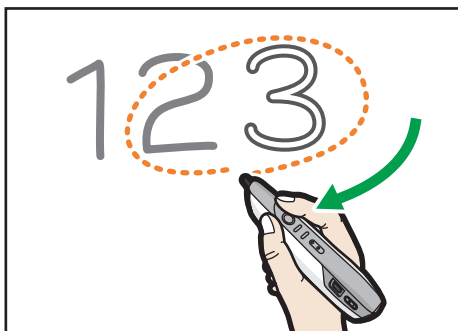
To edit written information on the whiteboard, select , the Select and Delete icon. Once the icon is selected, the strokes that are enclosed by the pen on the screen will be specified. [Select All] can be used as well to simultaneously select all the strokes on a page. A selected stroke can be edited.

1. On the whiteboard, touch , the Select and Delete icon with the pen nib.



CWE006

1. Select and Delete icon
 2. Select icon
2. Move the pen around the strokes you want to select.

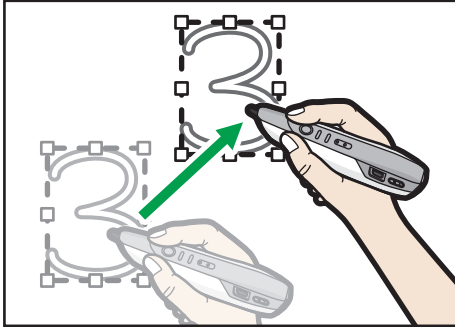


CWD021

To select all strokes on the page, touch [Select All].

3. Edit selected strokes.

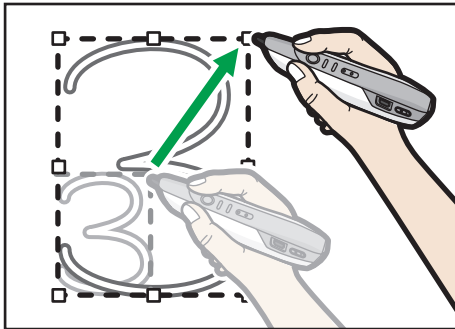
Moving strokes



CWD022

Drag the selected stroke to the area where you want to place the stroke.

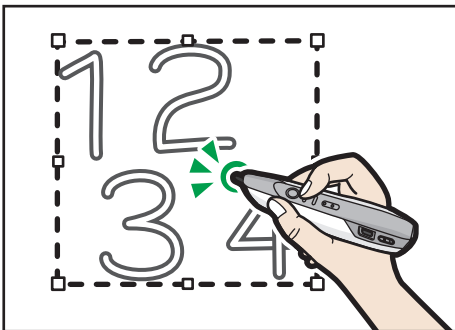
Enlarging or reducing strokes



CWD023

Place the pen nib on the corner or the center of a side, and then drag the pen nib.


Erasing selected strokes



CWD074

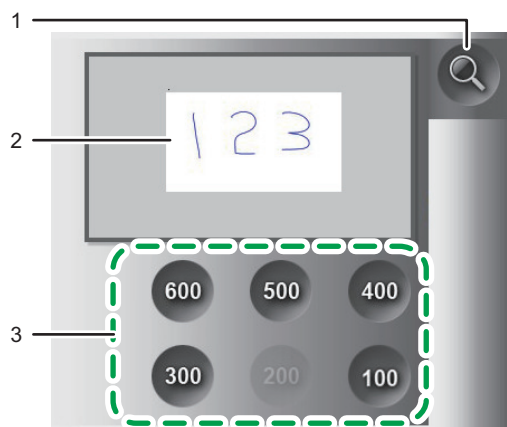
Press the right-click button of the electronic pen, and while holding it down, touch anywhere in the selected area with the pen nib.

Changing the Magnification of the Whiteboard

Select , the Loupe icon, to change the display magnification for the whiteboard. The display position of the enlarged whiteboard can then be moved.

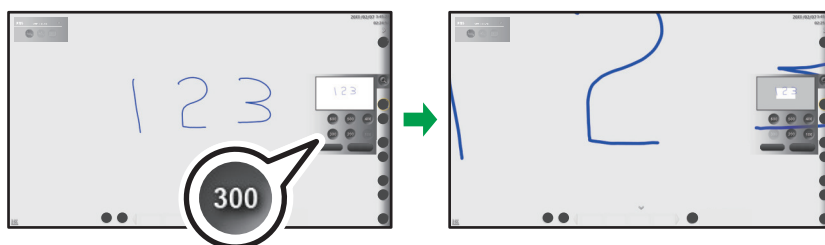
1. On the whiteboard, touch , the Loupe icon with the pen nib.

2



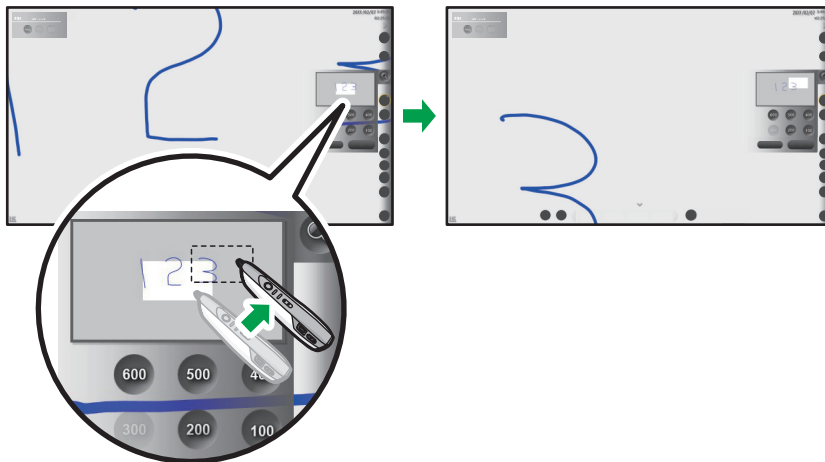
CUE178

1. Loupe icon
 2. Display area
 3. Display magnification (%)
2. Touch the magnification that you want to use.



CWD095

3. Continuously touch the screen with the pen nib to move the display position.



2

CWD096

When you touch [Reset], the changed display magnification and area are reset to the initial state.

Editing Pages

You can add new strokes to a page displayed on the whiteboard or edit existing strokes. You can also add or delete a displayed page.

2



Selecting a Page

You can select the page you want to display on the whiteboard as follows:



Selecting a page from the page operation panel

Touch the corresponding thumbnail from the page list.

Turning pages with the main operation panel

When you touch , the Previous Page icon, the page followed by the currently displayed page appears. When you touch , the Next Page icon, the page following the currently displayed page appears.

Note

- If the selected page is the first page in the page list, , the Previous Page icon does not work.
- If the selected page is the last page in the page list, , the Next Page icon does not work.

Adding a Page

You can add a new page or make a copy of an existing page. You can also use the launcher to capture to the whiteboard a screen displayed on the desktop.

Adding a new page

To add a new page, touch , the New Page icon.

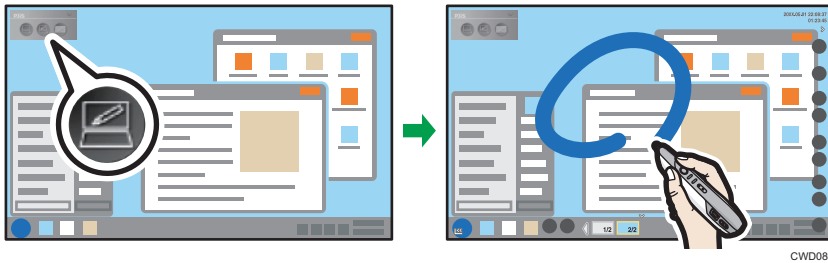
A new blank page is created at the end of the page list. The added page appears on the whiteboard.

Capturing a screen displayed on the desktop of the computer

Use the launcher to capture to the whiteboard a screen displayed on the desktop. For details about how to operate the launcher, see page 11 "Switching the Screen with the Launcher".


1. Operate the desktop to display the screen you want to capture to the whiteboard.

2. Use the launcher to capture a screen displayed on the desktop.



The screen image captured to the whiteboard is displayed, allowing you to write information on the image. The screen image is created at the end of the page list.


Making a copy of a page

To make a copy of a page, touch , the Page Copy icon.

A copy of the selected page is added immediately after the page and then displayed. The added page appears on the whiteboard.


Recording a Screen Page

When a Screen Page is selected, , the Capture icon, is used to record the current page.


When , the Capture icon, is touched, the written information and displayed image are added to the end of the Pages list, with the screen page displayed. All strokes on the screen page are deleted.

When the image of the device connected to Interactive Whiteboard is displayed, the displayed image is also recorded.

↓ Note

- When a whiteboard is being shared, , the Page Copy icon, does not work.
- You can add up to 100 pages.
- If 90,000 strokes are made on all pages, a new page cannot be added.

Deleting Pages

To delete a page, touch , the Page Delete icon. When the icon is touched, a confirmation message appears.

Select [OK] to delete the selected page. When the selected page is deleted, the corresponding page on the whiteboard is deleted and the preceding page appears. If the deleted page is the first page, the next page appears.

↓ Note

- If there is only one page to be deleted, , the Page Delete icon does not work.

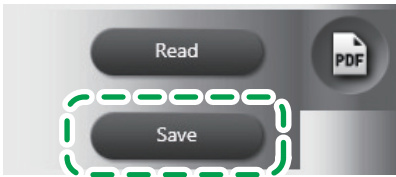
- When a whiteboard is being shared, , the Page Delete icon does not work.

Saving and Importing Pages

Saving the Whiteboard to a File

You can save all pages in the whiteboard as a single PDF file.

1. On the whiteboard, touch , the PDF file icon with the pen nib.
2. Touch [Save].



CWE011

3. Specify the folder in which you want to save the PDF file.
4. Change the file name as needed and select [Save].

When the pages are saved, a PDF file is created in the selected folder.

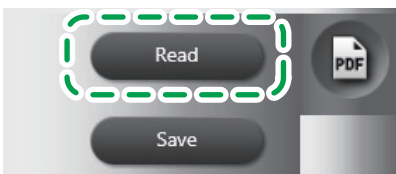
↓ Note

- The name of the saved PDF file is "iwb-date-time.pdf". (Example: The name of a file saved on January 23, 2014, at 04:56:07 would be "iwb-20140123-045607.pdf".)
- The page size of the saved file is A4 landscape.
- The PDF version of the saved file is 1.4.
- The saved file can be imported and displayed on the whiteboard.

Importing and Displaying the File on the Whiteboard

You can import all pages of the PDF file to the whiteboard.

1. On the whiteboard, touch , the PDF file icon with the pen nib.
2. Touch [Read].



CWE010

3. Select the PDF file that you want to import to the whiteboard. Change the file name as needed.

The PDF file to be imported must meet the following conditions:

Item	Condition
File size	100 MB or less
PDF version	PDF 1.3–1.7 (including PDF/A)
Page size	For a 32-bit Operating System Minimum size: Postcards Maximum size: A3 portrait For a 64-bit Operating System Minimum size: Postcards Maximum size: A0 portrait
Document security	No security setting

4. Touch [Open].

The PDF file import will then begin. A PDF file is imported from the first page to the last. The imported pages are added in sequence to the end of the page list.

Note

- The selected PDF file can only be imported if its first page meets the page size condition. If the second or subsequent page of a PDF file does not meet the page size condition, only the preceding pages will be imported.
- The page list can contain up to 100 pages. If the total number of PDF file pages and all the existing pages exceeds 100 pages, only the first 100 pages will be imported.
- If the page size of a file imported to the hosting whiteboard is larger than the maximum file size that can be imported by a participating whiteboard, the imported file may not be displayed on the participating whiteboard.

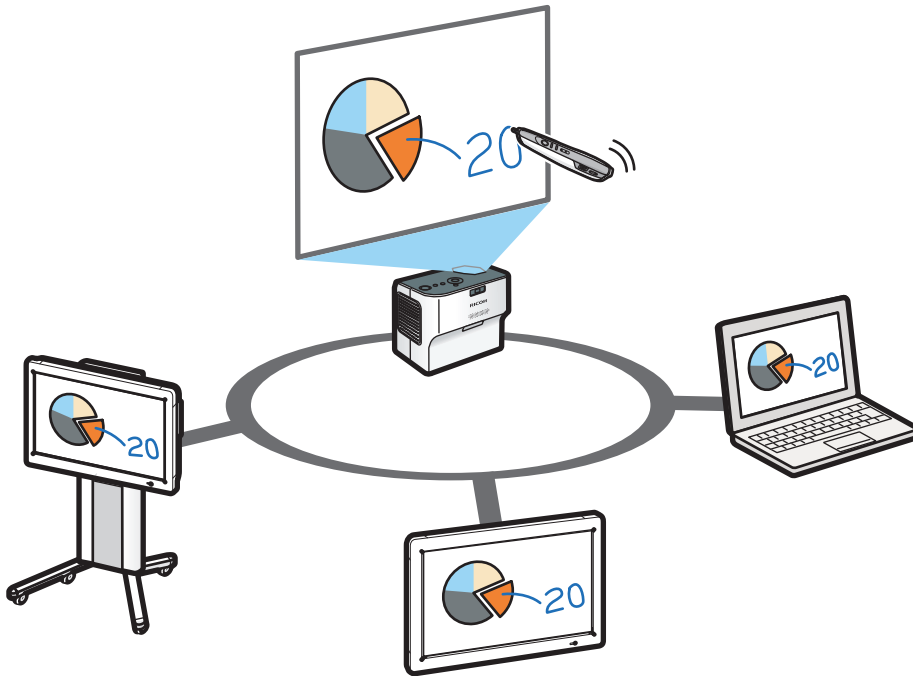
Sharing the Whiteboard

★ Important

- To share a screen, it is necessary to add your Remote License (page 34 "Adding Your Remote License") and to configure the network settings of the computer.

Remote whiteboard sharing allows a device to act as a host and other devices connected via a network to act as participants to share the host's whiteboard.

2



CWD088

This section provides an overview of hosting and participating in remote whiteboard sharing.

Hosting remote whiteboard sharing

Allows the host whiteboard to be shared, so that other devices connected via a network can view, write to, or perform page operations to the whiteboard.

Information written or images displayed on the hosting whiteboard are also displayed on the whiteboards participating in the sharing at the same time.

For details about how to host remote whiteboard sharing, see page 28 "Hosting Remote Whiteboard Sharing".

Participating in remote whiteboard sharing

Connect to the device hosting remote whiteboard sharing via the network.


When you participate in remote whiteboard sharing, all pages that exist prior to the participation are deleted and the contents of the hosting whiteboard are imported. As a participant, you can write to or perform page operations to the whiteboard hosting the remote whiteboard sharing.

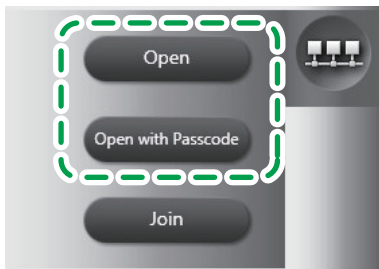
For details about how to participate in remote whiteboard sharing, see page 30 "Participating in Remote Whiteboard Sharing".

↓ Note

- Up to four devices can share the whiteboard at a time.

Hosting Remote Whiteboard Sharing

Touch , the Share icon, and then select [Open] or [Open with Passcode] to host remote whiteboard sharing.



CUF015

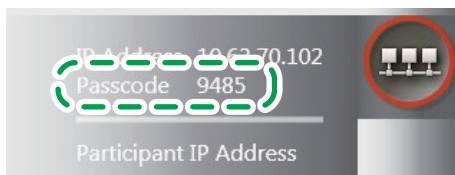
[Open]

Hosts remote whiteboard sharing.


[Open with Passcode]

Hosts remote whiteboard sharing and specifies a passcode. By setting a passcode, you can limit sharing participants.

A passcode is automatically generated.




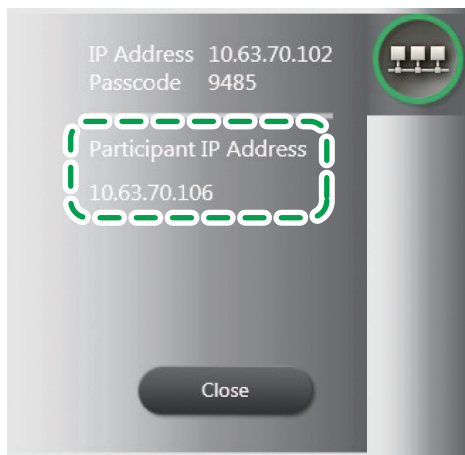
CUF016

When remote whiteboard sharing is opened, a red frame is displayed on , the Share icon. The submenu displays the IP address, passcode, and [Close].

- In order for the participating whiteboards to participate in the remote whiteboard sharing, the IP address is required.
- In order for the participating whiteboards to participate in the remote whiteboard sharing started with [Open with Passcode], the passcode is required.

- Touch [Close] to close the remote whiteboard sharing.

When the participating whiteboards start participating in remote whiteboard sharing, a green frame is displayed on , the Share icon. The submenu displays "Participant IP Address".

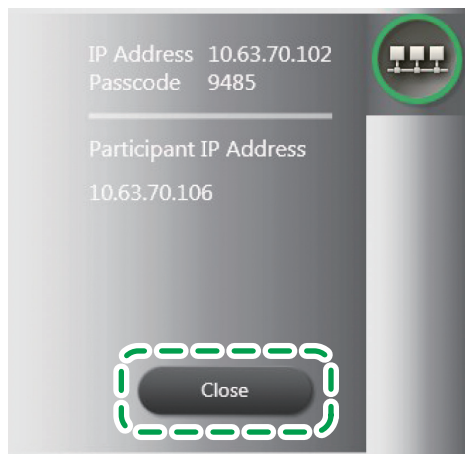


CUF017

2

Closing remote whiteboard sharing

Touch , the Share icon, and select [Close] to close remote whiteboard sharing.




CUF018

When remote whiteboard sharing is closed, the sharing is also closed on the participating whiteboards.

↓ Note

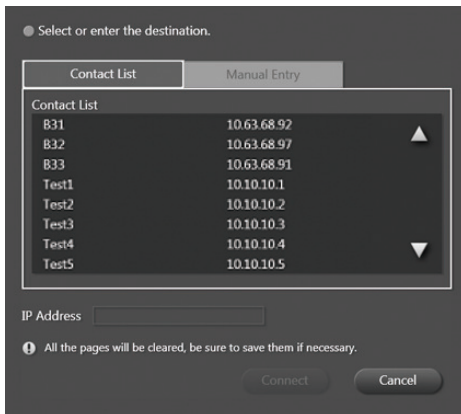
- For details about how to quit the whiteboard after closing remote whiteboard sharing, see page 10 "Quitting RICOH PJ Interactive Software".

Participating in Remote Whiteboard Sharing

To participate in remote whiteboard sharing, touch , the Share icon, and select [Join]. On the next window that appears, specify the IP address of the hosting whiteboard.

[Contact List] tab

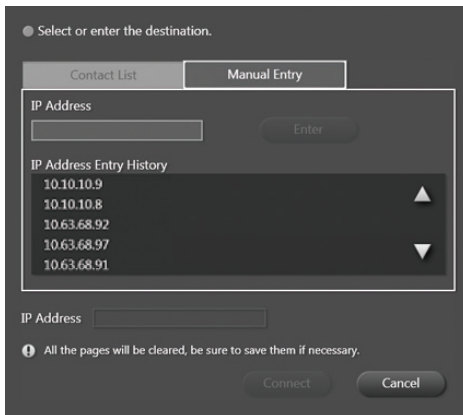
2



Specify the IP address of the host by selecting it from the "Contact List".

A contact list can be added with "Add Remote Contact List" in General Settings. For details about how to add a contact list, see page 35 "Managing a Remote Contact List".

[Manual Entry] tab




Specify the IP address of the host by entering it manually. After entering the address, touch [Enter]. A confirmation message about the history appears. In order not to keep the entered IP address in the history, touch [Cancel] in response to the message.

You can also specify a previously entered IP address by selecting it from "IP Address Entry History". After specifying the IP address, touch [Connect]. Connection with the hosting whiteboard then starts. If a passcode is set by the hosting whiteboard, it is necessary to enter the passcode.


If a connection is established, the time necessary to import the pages of the hosting whiteboard appears. When you touch [OK], all pages that exist prior to the participation are deleted and the contents of the hosting whiteboard are imported.

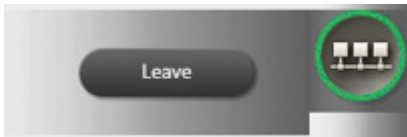
↓ Note

- "IP Address Entry History" can hold up to 100 entries. If it already reaches 100 entries, the oldest entry is deleted from the history.
- The indicated shared page import time is an estimate, depending on the actual environment.
- You can check communication status while participating in remote whiteboard sharing by checking the frame color of , the Share icon. For details about communication status, see page 45 "Checking Communication Status during Remote Whiteboard Sharing".

2

Leaving remote whiteboard sharing

Touch , the Share icon, and then select [Leave] to quit remote whiteboard sharing.



A confirmation message for the leave action appears. Touch [OK] to quit remote whiteboard sharing.

↓ Note

- For details about how to quit the whiteboard after quitting remote whiteboard sharing, see page 10 "Quitting RICOH PJ Interactive Software".

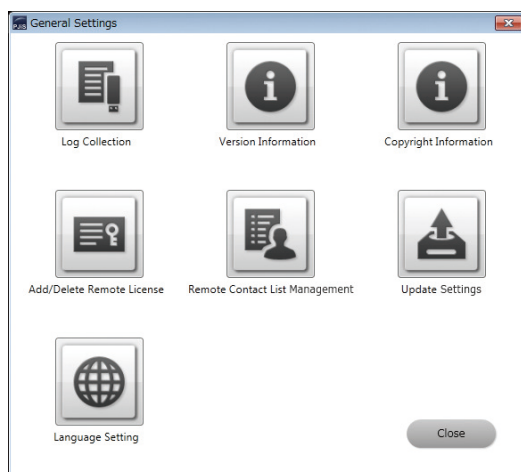
3. Managing RICOH PJ Interactive Software

This chapter describes how to manage RICOH PJ Interactive Software.

Opening General Settings

Open General Settings to manage RICOH PJ Interactive Software when you wish to view system information or change settings.

3



The procedure for opening the General Settings screen is as follows:

1. **If you are using RICOH PJ Interactive Software, quit it first.**

For details about how to quit RICOH PJ Interactive Software, see page 10 "Quitting RICOH PJ Interactive Software".

2. **Select [Start] on the desktop.**
3. **From [All Programs], select [Ricoh], [PJ Interactive Software].**
4. **Select [Settings].**

General Settings screen appears. Select each icon to check and configure the settings as necessary.

Note

- To close the General Settings screen, select [Close].


Collecting Log Data

You can save the RICOH PJ Interactive Software's usage and error data in a log file.



A log file contains the following:

- Start time
- End time
- Screen operations
- Error occurrence information
- Time when pages are saved
- Page save destination information
- Remote whiteboard sharing information

Save log file as follows:

1. Select , the Log Collection icon.
2. Specify the folder in which you want to save a log file.
3. Select [OK].
Log file saving starts. When the save is completed, a message is displayed.
4. Select [OK].

Displaying the Version or Copyright Information


- Select , the Version Information icon, to display the product version.
- Display the version information first, and then select [Display License Agreement] to display the license agreement.
- Select , the Copyright Information icon, to display the copyright information of this product.

Adding Your Remote License

Important

- Log on as a user with administrator privileges to add or delete your license code.

Before sharing the whiteboard, it is necessary to add your license code.


1. Select , the Add/Delete Remote License icon.
2. Enter your license code.

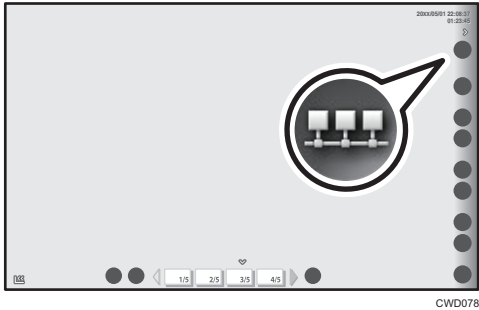
The license code is not case-sensitive. You can enter the license code in either uppercase or lowercase.

3. Select [Add].
 - If the entered license code is incorrect, an error message appears. Check the license code and enter the correct one.

- When your license code is authenticated, a completion message appears.

4. Select [OK].

After adding your license code, close General Settings and start the whiteboard to check that , the Share icon, is now active.



Note

- When you select [Delete], the added license code can be deleted.

Managing a Remote Contact List

You can register or export a contact list. Once a contact list is registered, you can select the IP address of a contact from the registered list when participating in remote whiteboard sharing.

Creating a Remote Contact List

You can use any file name when saving a contact list. The file is saved in the comma-separated values (CSV) format.

The file format of a CSV file is as follows:

```
Header
Nickname 1,IP address 1
Nickname 2,IP address 2
Nickname 3,IP address 3
```

- The first line can be header text. However, any entered text will be ignored.
- For each second and subsequent line, the first field must contain the nickname of a contact.

The second field must contain the IP address of the contact.

You can also enter information in the third and subsequent columns. Note that this information will be ignored.

- The maximum number of IP addresses that can be registered is 100.

You can enter up to 100 IP addresses. Although you can enter a 101st address, it cannot be registered.

Nickname format

The nickname must be 20 characters or less. If no nickname is entered, the line is registered without a nickname. The available characters are as follows:

- Uppercase letters : [A-Z]
- Lowercase letters : [a-z]
- Numbers : [0-9]
- Symbols : (space) ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~

IP address format

An IP address must consist of four sets of numbers, each set separated by a period (.). The numbers must be decimal numbers between 0 and 255.

If the format of an IP address is incorrect or if no IP address is specified, the contact list is not registered. If an invalid IP address is specified, the contact list is not also registered. Invalid IP addresses include the following:

- IP address containing a set starting with 0 or 00 (Example: 111.222.033.004)
- 0.0.0.0
- 255.255.255.255
- 127.0.0.1


Note

- These are contact specification examples.

NickName,IP Address
Room-A,111.222.33.4
Room-B,111.222.33.56
Room-C,111.222.33.178

Importing a remote contact list

When the import is complete, the contact list is overwritten.

1. Create a contact list and save it to a desired location.
2. Select , the Remote Contact List Management icon.
3. Select [Import].
4. Select the saved contact list.

5. Select [Open].

A confirmation message for the import appears.


6. Select [OK].

Import of the contact list begins. When the import is completed, a message is displayed.

7. Select [OK].

Exporting a remote contact list

An already registered contact list can be exported.


1. Select , the Remote Contact List Management icon.
2. Select [Export].
3. Specify the folder in which you want to save the contact list.
4. Change the file name as needed and select [Save].

Export of the contact list begins. When the export is completed, a message is displayed.

5. Select [OK].

Configuring the System Update Method

RICOH PJ Interactive Software can be configured to automatically check that the system is up-to-date when the Software starts. If the system is not up-to-date, the Software can update the system.

Select , the Update Settings icon, to enable or disable the function for checking that the system is up-to-date. The function is enabled by default.

When the function is enabled, you can configure a proxy. The initial value is "Use IE Settings". This indicates that the proxy settings of Internet Explorer are used. Fill in the "User Name" and "Password".

- If "Do not Use Proxy" is selected, the function checks that the system is up-to-date without using a proxy.
- If "Manual Settings" is selected, configure the proxy server manually. Fill in "Address", "Port Number", "User Name", and "Password".

Note

- In addition, you can specify the host name of the proxy server in "Address".

Updating the System

Important

- Log on as a user with administrator privileges to update the system.
- Do not turn the power off to the computer during a system update.

1. Start RICOH PJ Interactive Software.

The function automatically checks that the system is up-to-date. For information about how to start it, see page 10 "Starting RICOH PJ Interactive Software".

If it is necessary to authenticate the proxy:

An authentication screen is displayed.

If it is not necessary to authenticate the proxy:

The system update check starts.

- If the system is up-to-date, the update ends. The RICOH PJ Interactive Software launcher starts.
- If the system is not up-to-date, a confirmation message for the download is displayed. Proceed to Step 6.

2. On the authentication screen, fill in "User Name" and "Password".**3. Check "Save the credentials" to save the entered "User Name" and "Password" in the Update Settings.****4. Check "Do not check for updates on startup" on the authentication screen to disable the function for checking that the system is up-to-date.****5. Select [OK].****If the proxy authentication is complete successfully:**

A message indicating that the system up-to-date check is in progress is displayed.

- If the system is up-to-date, the update ends. The RICOH PJ Interactive Software launcher starts.
- If the system is not up-to-date, a confirmation message for the download is displayed.

If the proxy authentication fails:

An error message is displayed. Check that the user name and password are correct and enter them again.

6. Check "Do not check for updates on startup" in response to the confirmation message for the download to disable the function for checking that the system is up-to-date.**7. Select [OK].**

The download starts. When the download is complete, a confirmation message for the update is displayed.

8. Check the detailed update information and select [OK].


A message indicating that the update is in progress is displayed. When the update is complete, the RICOH PJ Interactive Software launcher starts.

Note

- If the update is canceled or a network error occurs during the system update, the update is aborted and the RICOH PJ Interactive Software launcher starts.

Setting the Display Language

You can change the display language to be used for RICOH PJ Interactive Software.

1. Select , the Language Setting icon.
2. Select the language from the drop-down list.
3. Select [OK].

When you close General Settings and then start RICOH PJ Interactive Software or open General Settings again, the display language changes to the selected language.

4. Troubleshooting

This chapter describes what to do when a message is displayed or when the product cannot be operated as wanted.

Messages Displayed When Using RICOH PJ Interactive Software

The following table lists the main messages and their recommended actions.

Projector Message

Message	Causes	Solutions
Please wait.	The product is switching wireless channels.	Wait until the message disappears. If the message appears frequently, stop using the other wireless devices.

RICOH PJ Interactive Software Message

Error messages while the software is used as a whiteboard

Message	Causes	Solutions
Failed to import the desktop image.	Unintended different data was copied to the clipboard while importing the screen displayed on the desktop.	Capture the screen displayed on the desktop again.
You do not have the authority to write to the specified folder.	You are not authorized to write to the folder that you select to save pages.	Set the appropriate folder permissions so that you can access and write to the folder.

Whiteboard sharing-related error messages

Message	Causes	Solutions
Cannot connect because the software version is different. Update the host terminal and the participating terminals to the latest version.	The version of the system used by the host terminal sharing screens does not match the version of the system used by the terminals participating remotely.	Quit the whiteboard and then update the system. For details about how to update the system, see page 37 "Configuring the System Update Method".
A communication timeout has occurred. Please try again or contact your administrator.	<ul style="list-style-type: none"> Your device is not connected to the network. The IP address of the destination for which the whiteboard you want to share is incorrect. The destination has not started whiteboard sharing. The sending port number necessary for whiteboard sharing is not allowed to send information. 	<ul style="list-style-type: none"> Check that your device is connected to the network. Check that the IP address of the destination for which the whiteboard you want to share is correct. Check that the destination has started whiteboard sharing. Start Windows Firewall and check that the sending port number necessary for whiteboard sharing (80, 61616, 50000-50002) is allowed.
A communication timeout has occurred. Possible causes may be as follows. <ul style="list-style-type: none"> Not connected to the network. A failure has occurred on the host terminal. 	<ul style="list-style-type: none"> Your device is not connected to the network. The hosting Interactive Whiteboard is having a problem. 	<ul style="list-style-type: none"> Check that your device is connected to the network. Check that the destination has started whiteboard sharing.
Failed to connect. Check if the passcode is correct.	The entered passcode is incorrect.	Each time a passcode is used to start sharing, a different passcode is generated. Before starting sharing, always check the new passcode.

Other error messages

Message	Causes	Solutions
An IWB application is already started. Start after closing the IWB application.	You are attempting to open two of RICOH PJ Interactive Software and General Settings at the same time.	RICOH PJ Interactive Software or General Settings are already running. Stop the currently running application, and then start the other application.

When the Projected Screen Cannot Be Operated


This section explains what to do when the projected screen cannot be operated as wanted.

Problem	Solutions
The location the pen nib points at does not correspond with what is projected on the screen.	<ul style="list-style-type: none">• Change the display settings using the computer's graphic driver, so that the screen projected is not scaled by the computer. (Example: Display > General Settings > Scaling > Maintain Display Scaling)• Change the computer output settings so that only the projector screen is displayed. <p>For details about settings, see the computer manual.</p>



 **Note**

- If the projector does not start up or the computer's screen cannot be projected, see the manual included with the projector.
- If you cannot resolve problems by yourself, contact your service representative.





Checking Communication Status during Remote Whiteboard Sharing

You can check communication status while hosting or participating in remote whiteboard sharing. The communication status is indicated by the border color of , the Share icon.

While hosting remote whiteboard sharing

Border color	Communication status
 Green	One or more devices are participating in the remote whiteboard sharing hosted by your device.
 Red	No device is participating in the remote whiteboard sharing hosted by your device.

While participating in remote whiteboard sharing

Border color	Communication status	Communication speed
 Green	Excellent There is no problem viewing or operating the shared whiteboard.	1.5 Mbps or more
 Blue	Good There is no problem viewing or operating the shared whiteboard.	512 kbps–1.5 Mbps
 Yellow	Low Some problems can occur when you operate or view the shared whiteboard.	200 kbps–512 kbps
 Red	Very Low Major problems can occur when you operate or view the shared whiteboard.	200 kbps or less

 **Note**

- None of these border colors are displayed if no remote whiteboard sharing is performed.

5. Appendix

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