

Read this guide carefully before you use this product and keep it handy for future reference.

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## STEP 1 Log in



### Login ID (Contact ID)

Enter the 12-digit ID for this product. This is the ID that was provided when you purchased the product. The product at each location is identified by a Contact ID. This ID acts as the destination for meetings and the account information in RICOH Unified Communication System Settings.

### Password

Enter the login password, which consists of eight alphanumeric characters or more. When using this product for the first time, enter the default password that is provided when you purchased the product.

#### ★ Important

- You must change the default password and register an e-mail address the first time you log in to the product. For details, see page 2 "Registering the Password, E-mail Address, and a Contact".

### Reset Password

If you lose your password, you can register a new one. Enter your Contact ID and registered e-mail address, and then follow the instructions that are displayed to register the new password.

### Help

Displays a page containing frequently asked questions related to the Unified Communication System.

#### ↓ Note

- The examples in this manual are for when the device is held vertically.

## STEP 2 Registering the Password, E-mail Address, and a Contact

### 1. Changing the Default Password and Registering an E-mail Address

When you log in to the product for the first time, you must change the default password and register an e-mail address. Follow the instructions in the message that is displayed to change the password, and then register an e-mail address.

#### ↓ Note

- You can also register a name.
- You can also change the password and register an e-mail address in [Account Settings]. For details, see page 3 "What You Can Do".

### 2. Registering Meeting Contacts

To have a meeting, you must register contacts beforehand. Send a registration request to a party with which you want to have a meeting. When the other party accepts the request, the party is registered as a contact. You can now hold a meeting with that contact.

#### 2-1 Use a Web browser to log in to RICOH Unified Communication System Settings.

Access RICOH Unified Communication System Settings.

**<https://ucs.ricoh.com/util/login>**

Enter the login ID (Contact ID) and password.

#### 2-2 Send a registration request to the contact you want to have a meeting with.

In [Address Book], enter the account information of the contact you want to register, and then send the registration request.

#### ↓ Note



- Before sending the registration request, confirm the Contact ID of the contact.

#### 2-3 The other party accepts the request.

Their contact is added to Address Book.

## STEP 3 What You Can Do

### Selecting a Contact to Start a Meeting

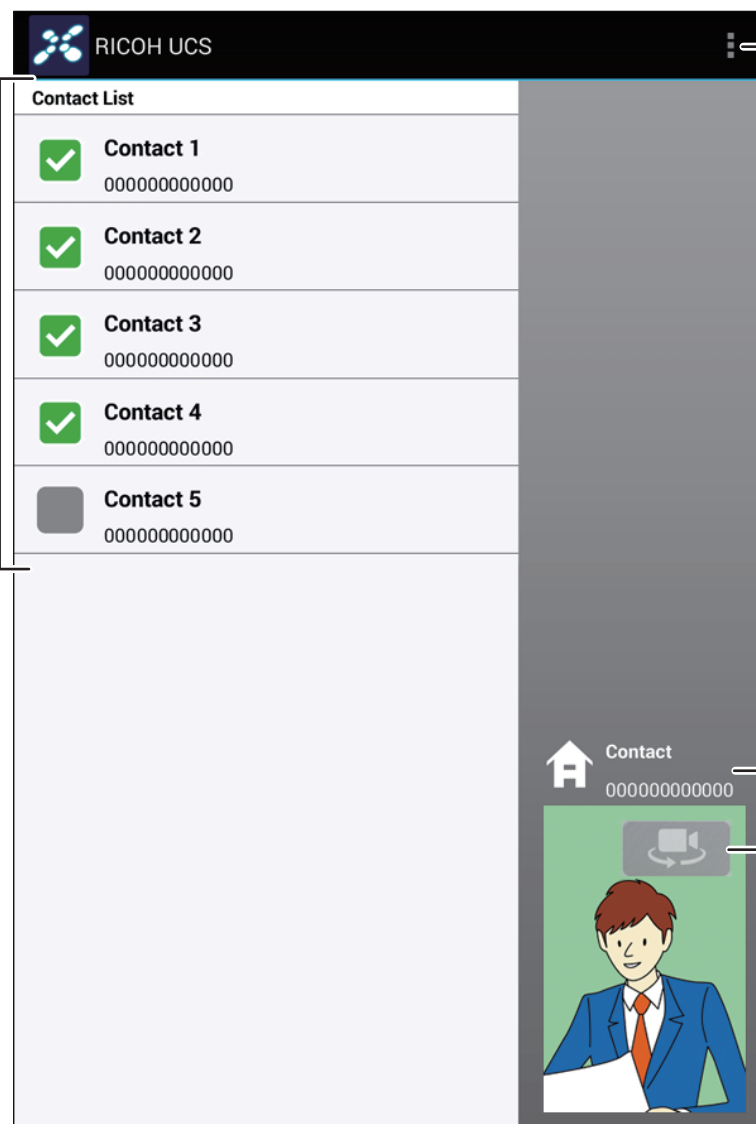
Select the contact with whom you want to have a meeting. You can connect to a contact whose status is  or .

- Connect  
Start a meeting.
- Connect as Private Meeting  
Start a private meeting.  
By specifying and sharing the meeting code in advance, multiple contacts can participate in the private meeting. The meeting code must be a four-digit number.

#### Note

- If you connect to the contact without pressing [Connect as Private Meeting], you will be unable to limit the number of participants.
- If you want join a private meeting that is already in progress, ask the participants for the meeting code before the meeting starts.

When you receive a call from an other party, a message is displayed. Check the message to confirm which party is making the call, and then accept the call.



### Changing the Settings/Logging Out

- Account Settings  
Displays Basic Settings in RICOH Unified Communication System Settings.
- Report  
If there is a problem with this product, send the operation log, system information, and other details about this product to Ricoh for problem diagnosis.  
Only send a report when requested to do so by the support desk.
- Settings
  - Auto Login  
If Auto Login is set to [ON], the only time you need to enter the login ID and password is when you log in for the first time. You are logged in automatically each subsequent time you use the system.
  - Apps version
  - Legal notices
- Help  
Displays a page containing frequently asked questions related to the Unified Communication System.
- Logout  
If you log out by tapping [Logout], you will not be allowed to log in automatically.  
You can also log out by performing one of the following operations:
  - Press the home button to display the home screen
  - Press the power/lock button
  - Display a different application

If you log out by performing one of these operations, you will be allowed to log in automatically when Auto Login is set to [ON]. Perform one of these operations to temporarily log out and prevent other contacts from calling you when you do not want to be contacted.

### Checking Contact Information

Check the name and Contact ID of your contact.

### Switching Cameras

Switch between cameras.

To switch cameras, tap  to switch between the rear camera and the front camera.

## STEP 4 Having a Meeting



### Checking the Contact

Check the contacts that have joined the meeting.

### Private Meeting

This icon is displayed during a private meeting.

### Checking the Network Bandwidth

Check the amount of network bandwidth available for receiving (↓) and transmitting (↑) data. The bandwidth status indicates whether the network environment satisfies the operating requirements. It also helps you determine whether meetings can be held normally.

### Changing the Display of Meeting Images

The screen layout changes to match the orientation of your device.

Portrait orientation: The images from all contacts, including you, are displayed in windows.

Landscape orientation: The images of other contacts are displayed in large windows. Your image is displayed in a small window in the lower right of the screen.

- Sharing a Computer Screen  
Displays a computer screen shared by the other party.
- Displaying the Images of Other Parties in Full Screen  
Double-tap the image of the person you want to display full screen.  
To return to the original display size, double-tap the image again.  
When an image is displayed in full screen, you can reduce or enlarge the image by pinching in and out. You also can move the displayed image by flicking or dragging it.
- Locking the Display of an Image  
When you have a meeting with multiple parties, you can lock the display of a specific image.  
Double tap the image you want to lock to display it in full screen, and then tap the ☆ displayed in the upper right corner. The ☆ icon then changes to ★. Double-tap the image again to return to the original display size.  
To cancel image lock, display the image in full screen again, and then tap ★. The icon then changes back to ☆.
- Hide the Images of Other Parties  
You can hide the image of a specific party or shared computer screen.  
Double-tap the image of the party or the shared computer screen you want to hide, and then tap the ✕ icon displayed in the upper right corner.  
To display a hidden image, tap 👤 in the menu, and then tap the ✕ icon in the image.  
To display a hidden image of the shared computer screen, tap 🖥️ in the menu, and then tap the ✕ icon in the image.

### Displaying Menu

Tap the screen to display the menu.

For details about the menu, see page 5 "About the Menu".

## STEP 5 About the Menu



Menu that appears when the bottom of the screen is tapped.



: Displays the images of other parties that are specified to remain hidden.  
For details about how to hide the images of other parties, see page 4 "Having a Meeting".






: Hides the shared computer screen displayed in reduced size.  
For details about hiding a shared computer screen, see page 4 "Having a Meeting".



: Tap this icon to display the respective resolution and frame rate of your image and the images of the other parties in the meeting.  
To hide this information, tap the icon again.




: Switches cameras.

You can also temporarily disable the camera. Tap the icon once to select the rear camera (  ), tap the icon again to select the front camera (  ), and then tap the icon a third time to disable the camera (  ).



: Mutes the microphone.

To cancel microphone mute, tap .



: Mutes the speaker.

To cancel speaker mute, tap .

### Note

- Use the volume up and down keys of the device to adjust the volume.



: Leave the meeting.

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