

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

- TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW:
  - THE SUPPLIER SHALL NOT BE LIABLE FOR THE RESULT OF OPERATION OF THIS SOFTWARE OR THE USE OF THIS DOCUMENT.
  - THE SUPPLIER SHALL NOT BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION OR LOSS OF BUSINESS INFORMATION, AND THE LIKE) CAUSED BY FAILURE OF THIS SOFTWARE OR LOSS OF DOCUMENTS OR DATA, NOR FOR ANY OTHER DAMAGES ARISING OUT OF THE USE OF THIS SOFTWARE, IF THE SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.
- The contents of this document are subject to change without notice.
- No part of this document may be duplicated, replicated, reproduced in any form, modified or quoted without prior consent of the supplier.

## 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 device at each location is identified by a Contact ID. This ID acts as the destination for meetings and the account information in 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".

### Log out

Log out to temporarily block calls from other parties. Click the icon (  ) in the Dock while holding down the [control] key to display the menu, and then click [logout]. You can also display the menu by right-clicking the icon in the Dock.

### Exit the application

Perform one of the following to exit the application:

- Click [Cancel] on the login screen.
- Click the [RICOH UCS] menu, and then click [Quit UCS]
- Right-click the icon (  ) in the Dock to display the menu, and then click [Exit].
- Click the icon in the Dock while holding down the [control] key, and then click [Exit].

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

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

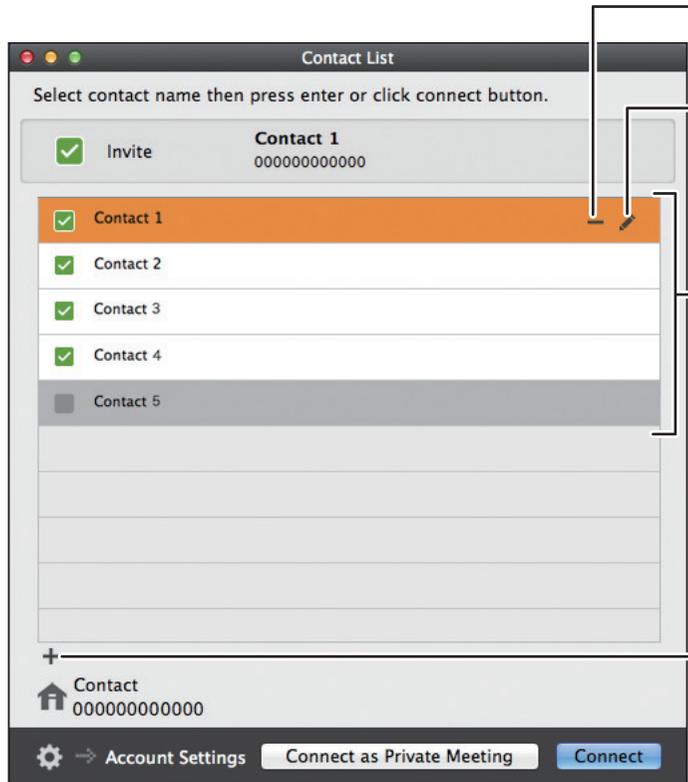
When you log in to the product for the first time, you must change the default password and register an e-mail address. Follow the instructions in the message that is displayed to change the password, and then register an e-mail address.

### Note

- You can also 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.



The screenshot shows a 'Contact List' window with a title bar and a list of contacts. The list includes 'Contact 1' through 'Contact 5', each with a checkmark and a name. A callout box points to the 'Delete Contact' button (a trash can icon) next to 'Contact 1'. Another callout points to the 'Edit Contact Name' button (a pencil icon) next to 'Contact 1'. A third callout points to the 'Contact List' header. A fourth callout points to the 'New Contact Registration' button (a plus sign icon) at the bottom left of the window. The window also shows an 'Invite' button, a 'Contact 1' entry with ID '000000000000', and a 'Connect' button at the bottom right.

**Delete Contact**  
Delete the contact from Contact List.

**Edit Contact Name**  
Edit the name of a registered contact.

**Contact List**  
Displays the registered contacts. New contacts are added to the list when a party accepts the registration request you sent, and when you accept a request sent from another party.

**Note**

- For details about Contact List, see page 3 "What You Can Do".

**New Contact Registration**  
Enter the Contact ID and name of the party you want to add as a contact, and then send a registration request. Make sure to check the party's Contact ID beforehand.

**Registration Request List**  
Select whether or not to accept the request. You can also cancel request. Perform one of the following to display the Registration Request List:

- Click the message displayed on the Contact List.
- Click the [Control] menu, and then click [Request List]
- Right-click the icon (  ) in the Dock to display the menu, and then click [Request List].
- Click the icon in the Dock while holding down the [control] key, and then click [Request List].

# STEP 3 What You Can Do

## Selecting a Contact

Select the contact with whom you want to have a meeting.

You can connect to a contact whose status is "Invite" or "Join".

## Checking Contact Information

Check the name and Contact ID of your contact.

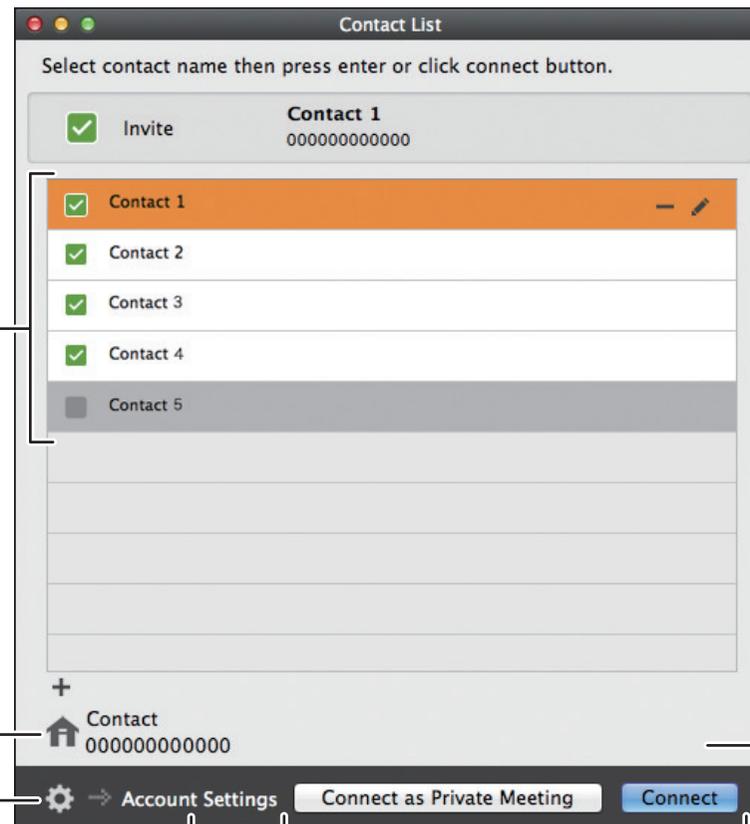
## Specifying the Settings

For details, see page 4 "Specifying the Settings".

## Changing the Account Settings

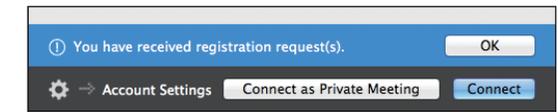
Access to RICOH Unified Communication System Settings to change the password and e-mail address.

For details, see RICOH Unified Communication System Settings Help.



## Checking the Information

Display messages, such as notifications that state a registration request has been received. Click the message to check the information.



## Starting a Meeting

- 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.

## STEP 4 Specifying the Settings

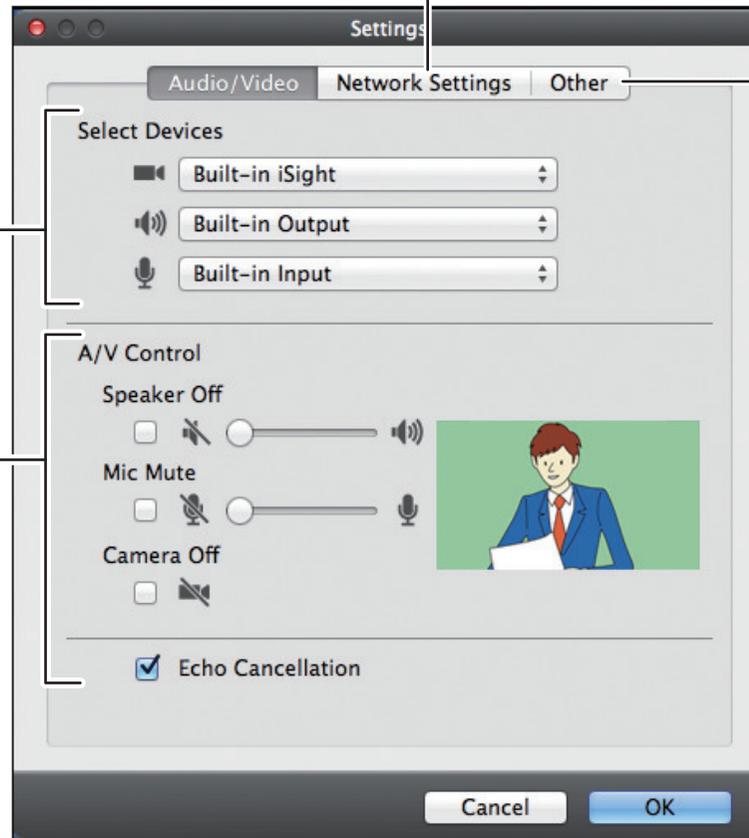
Before connecting to a contact to have a meeting, you must first specify the audio and camera settings.

### Select Devices

Specify the device used for meetings.

### A/V Control

- Volume adjustment
- Camera Off
- Echo Cancellation  
Eliminates the echoes in the sound that may occur during a meeting.  
If echoes negatively affect the sound quality of a meeting, enable Echo Cancellation.
- Adjusting the camera  
While looking at your displayed image, adjust the camera's orientation and position.



### Network Settings

- TCP Port (443)  
If the UDP port cannot be used for communication during a video meeting due to problems with the network environment, you can use the TCP port (443) instead.
- Limited Bandwidth Usage  
The network bandwidth used during a meeting can be suppressed to the minimum required level to prevent the network connection from becoming overloaded, or to limit the amount of data sent.

#### Note

- This setting cannot be specified during a meeting.
- When this mode is used, the image quality of the meeting screen might deteriorate.

### Other

- Send a Report  
If there is a problem with the machine, send the operation log, system information, and other details about the machine to Ricoh for problem diagnosis.  
Only send a report when requested to do so by the support desk.  
You can also send a report from the error message dialog.

# STEP 5 Having a Meeting

## Private Meeting

This icon is displayed during a private meeting.

## Viewing Support Page

Connect to the support page on the Ricoh Web site.

## Specifying the Settings

Specify the device used for meetings. For details, see page 4 "Specifying the Settings".

## Checking the Contact

Check the contacts that have joined the meeting.

## Changing the Screen Layout

Change the screen layout.

 : The videos of the other contacts are displayed in large windows. Your video appears in a small window in the lower right of the screen.

 : The video of the other party is displayed in a larger window, while the videos of you and the other contacts appear in smaller windows.

 : Your video is displayed full screen.

 : The videos from all the contacts, including you, are displayed in windows of the same size.

 : The video of the other party is displayed full screen.

 : The computer screen being shared is displayed full screen.  
This icon is only displayed when sharing a computer screen.

Up to nine contacts, including you, can be displayed simultaneously.

The screen display changes according to the number of contacts that have joined the meeting.



## Limited Bandwidth Usage

This icon is displayed when Limited Bandwidth Usage is used.



## 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.

## Leaving the Meeting

Leave the meeting and close the meeting window.



## Adjusting the Volume and Disabling the Camera

Adjust the audio volume and temporarily mute the microphone.

You can also temporarily disable the camera.

## Sharing a Computer Screen

Share the computer screen with the other party.

When the screen is projected, the images that are displayed on your computer can also be displayed on the screen.

The desktop screen or a specific window can be selected.

## Trademarks

Macintosh and Mac OS are trademarks of Apple Inc., registered in the United States and other countries.