

Notes for Users

This manual describes the additions and changes to the features as a result of the firmware upgrade. Read this manual while referring to the latest version of "Device Reference" and "Features Reference" for this product.

Products and Firmware Versions

This manual applies to the following products and firmware versions:

Products	Firmware Versions
RICOH Unified Communication System P3000	V2.1.X, V2.2.1, V2.3.X

Added or Changed Features

The following features were added or changed when the firmware is updated. For details about these features and their operations, see the corresponding reference for each feature.

Added Features

Features and References	Firmware Ver.	Descriptions
Connection Check → Page 2 "Connection Check"	V2.1.X	You can check the video of this machine to make sure there are no problems with holding meetings.
Displaying the volume level	V2.1.X	The volume level is displayed when the machine's volume level is adjusted. The mute icon is displayed when the microphone is muted. Note <ul style="list-style-type: none"> This feature is disabled when an external microphone speaker is used. The same method can be used to adjust the volume level.
Bandwidth Settings → Page 5 "Bandwidth Settings"	V2.2.1	Limits the network bandwidth used during a meeting.
Changing the Contact List sort order → Page 7 "Changing the Contact List Sort Order"	V2.3.X	You can sort your Contact List by "Status" or "Name".
Port Settings → Page 8 "Port Settings"	V2.3.X	You can select "TCP443" or "UDP" as the port used for meetings.
Managing contacts as an administrator → Page 9 "Managing Contacts As an Administrator"	V2.3.X	You can manage multiple contacts by creating an administrator account and logging into Unified Communication System Management Mode.

Changed Features

Features and References	Firmware Ver.	Descriptions
Connect as Private Meeting → Page 3 "Connect as Private Meeting"	V2.1.X	The method for connecting to a private meeting, a feature added in firmware version V2.0.3, has been changed. Accordingly, multiple contacts can participate in the private meeting.

Connection Check

This feature allows you to check the image quality of a meeting by displaying a picture from the camera via a Ricoh data center .

↓ Note

- Sound cannot be played.
- No charge is required for this feature.
- The following features cannot be used:
 - Changing the screen layout
 - Checking the network bandwidth
 - Sharing the computer screen

1. In the Features screen, press the [◀] [▶] key to select [Connection Check], and then press the [Enter] key/↵.



2. Press the [Enter] key/↵.



3. Check the image displayed on the screen.
Check whether image from the camera is displayed correctly.
Sound cannot be played.
4. Press the [Disconnect] key/⏏ when you have finished checking the image.
The Connection Check screen will automatically close in one minute.

↓ Note

- If images are not displayed correctly, use Network Diagnosis to check the network environment. For details about Network Diagnosis, see "Testing the Network Connection", Features Reference.

Connect as Private Meeting

You can now connect to a private meeting from the Contact List screen.

By specifying and sharing the meeting code in advance, multiple contacts can participate in the private meeting.

Note

- If you connect to the contact without pressing [Connect as Private Meeting], you cannot specify the number of participants.

Connecting to Private Meeting

1. Specify the meeting code.

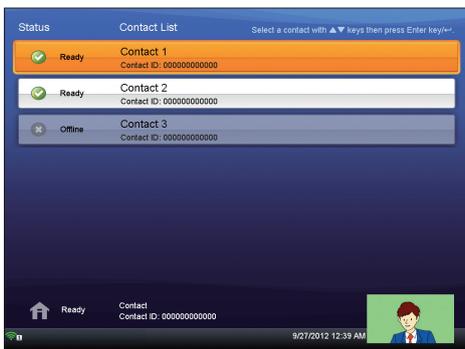
The meeting code must be a four-digit number.

If you want to have a private meeting with multiple contacts, share the meeting code with the other parties in advance.

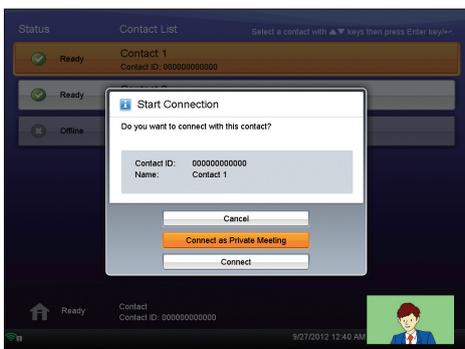
If you want to have a private meeting with a contact only, you do not need to share the meeting code with the other party.

2. In the Features screen, press the [◀] [▶] key to select [Video Meeting], and then press the [Enter] key/↵.

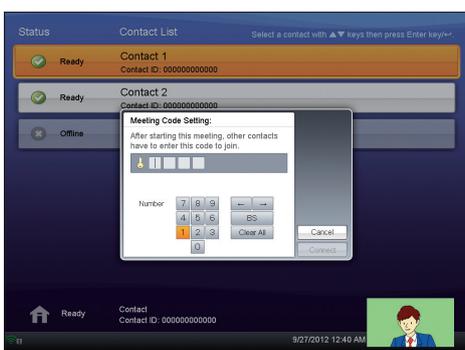
3. Press the [▼] [▲] key to select the contact you want to have a meeting with, and then press the [Enter] key/↵.



4. Press the [▼] [▲] key to select [Connect as Private Meeting], and then press the [Enter] key/↵.



5. Press the cursor keys ([▼] [▲] [◀] [▶] keys) to select the meeting code specified in Step 1, and then press the [Enter] key/↵.



6. Press the cursor keys ([▼] [▲] [◀] [▶] keys) to select [Connect], and then press the [Enter] key/↵.

The meeting begins when the other party answers the call.

The status of the contacts that are having a private meeting is "Meeting".

Answering a Call

The method for answering a private meeting call is the same as that for a normal meeting. For details about how to answer a call, see "Answering a Call", Features Reference.

Joining a Private Meeting in Progress

This section explains how to join a private meeting that is already in progress.

- 1. Check the meeting code of the meeting you want to join.**
Ask for the meeting code before the meeting starts.
- 2. In the Features screen, press the [◀] [▶] key to select [Video Meeting], and then press the [Enter] key/↵.**
- 3. Press the [▼] [▲] key to select the contact you want to connect to, and then press the [Enter] key/↵.**
- 4. Press the [▼] [▲] key to select [Connect], and then press the [Enter] key/↵.**
- 5. Press the cursor keys ([▼] [▲] [◀] [▶] keys) to select the meeting code specified in Step 1, and then press the [Enter] key/↵.**
- 6. Press the cursor keys ([▼] [▲] [◀] [▶] keys) to select [Connect], and then press the [Enter] key/↵.**
The meeting starts.

Important

- You cannot join a private meeting if the meeting code you specify is incorrect. Enter the correct meeting code.

Bandwidth Settings

To accommodate the needs of your network environment, you can reduce the network bandwidth used during a meeting. This is useful when you want to prevent an increase in the load on the network line or reduce the amount of data transmitted. The network bandwidth can be limited when using Connection Check and when holding a video meeting. When limiting the network bandwidth, the maximum level of bandwidth for UP (send) is less than 300 kbps.

↓ Note

- When this mode is used, the image quality of the meeting screen deteriorates.
- The image quality during screen sharing does not deteriorate when this mode is used. However, the screen does not update as quickly.
- Depending on the condition of the device or the network environment, the network bandwidth may exceed 300 kbps when this mode is used.
- You can hold a video meeting even if some of the contacts are not using this mode.
- If all of the contacts joining the meeting are using this mode, you can restrict the network bandwidth level for both Down (receive) and UP (send) to less than 300 kbps.
- Connection Check cannot be used to check the sound.

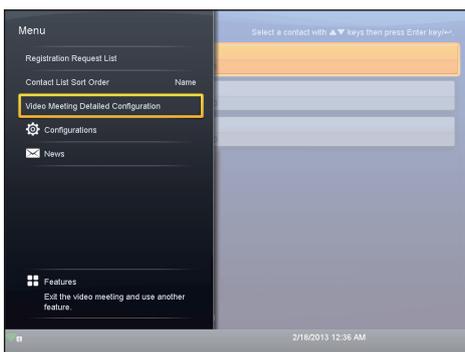
This section describes the Video Meeting screen.

1. In the Features screen, press the [◀] [▶] key to select [Connection Check] or [Video Meeting], and then press the [Enter] key/↵.

Before starting a meeting, use Connection Check to check whether video is available when limiting the network bandwidth.

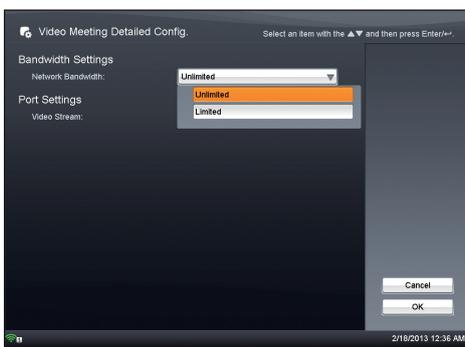
2. Press the [Menu] key/☰.

3. Press the [▼] [▲] key to select [Video Meeting Detailed Configuration], and then press the [Enter] key/↵.



4. Press the [Enter] key/↵.

5. Press the [▼] [▲] key to select [Limited] or [Unlimited], and then press the [Enter] key/↵.

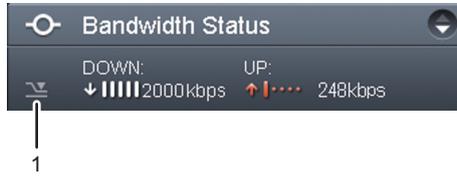


6. Press the [▶] key to select [OK], and then press the [Enter] key/↵.

The settings for this mode are saved and loaded the next time you start the machine. If you use the machine in a different environment change the settings for this mode.

7. Start Connection Check or the meeting.

An icon is displayed on the Bandwidth Status during a meeting to indicate that the network bandwidth is being limited.



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1. Icon which indicates that the network bandwidth is being limited .

Changing the Contact List Sort Order

You can sort your Contact List by "Status" or "Name".

- Status

The contacts whose status is "Meeting" or "Ready" are displayed at the top of the list.

The contacts sharing the same status are displayed in alphabetical order.

If the status of a contact changes, the display position of that contact will also change.

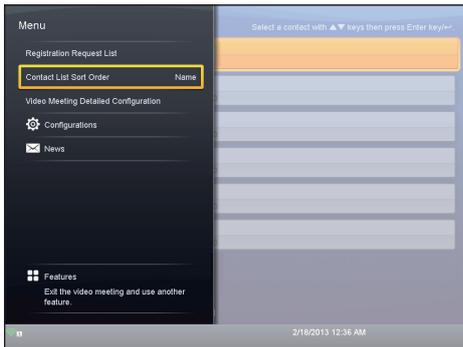
- Name

The contacts are displayed in alphabetical order.

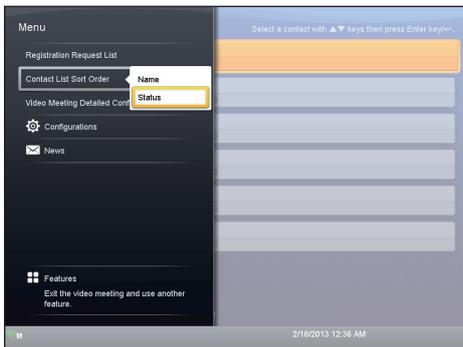
1. In the Features screen, press the [◀] [▶] key to select [Video Meeting], and then press the [Enter] key/↵.

2. Press the [Menu] key/☰.

3. Press the [▼] [▲] key to select [Contact List Sort Order], and then press the [Enter] key/↵.



4. Press the [▼] [▲] key to select [Name] or [Status], and then press the [Enter] key/↵.



5. Press the [Menu] key/☰.

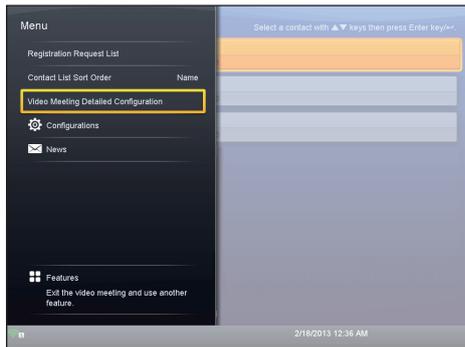
Port Settings

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.

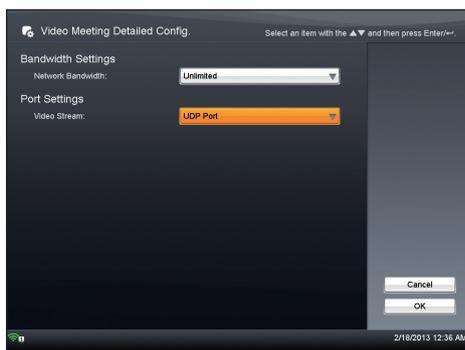
The port settings can be enabled when you use Connection Check and hold a video meeting.

This section describes the Video Meeting screen.

1. In the Features screen, press the [◀] [▶] key to select [Connection Check] or [Video Meeting], and then press the [Enter] key/↵.
2. Press the [Menu] key/☰.
3. Press the [▼] [▲] key to select [Video Meeting Detailed Configuration], and then press the [Enter] key/↵.



4. Press the [▼] and [▲] keys to select a setting item from "Video Stream:", and then press the [Enter] key/↵.



5. Press the [▼] [▲] key to select [UDP Port] or [TCP Port (443)], and then press the [Enter] key/↵.
6. Press the [▶] key to select [OK], and then press the [Enter] key/↵.

The settings for this mode are saved and loaded the next time you start the machine. If you use the machine in a different environment change the settings for this mode.

7. Start Connection Check or the meeting.

Managing Contacts As an Administrator

Unified Communication System Management Mode has been added.

You can manage multiple contacts by creating an administrator account and logging into Unified Communication System Management Mode.

The following items can be managed:

- Viewing meeting histories

You can view meeting histories for multiple managed contacts. You can also export detailed meeting histories as CSV files.

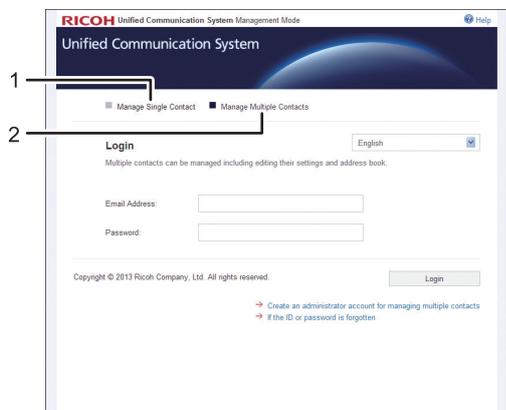
- Adding, editing, and deleting devices

You can add, edit, and delete multiple managed contacts. You can also use an XLS or XLSX file containing contact information to add multiple contacts at one time. In addition, you can add multiple new contacts to the address books of individual contacts at one time.

The URL for Unified Communication System Management Mode is as follows:

<https://ucs.ricoh.com/dashboard/>

The two following links are displayed on the top page of Unified Communication System Settings and Unified Communication System Management Mode:



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1. Manage Single Contact (Unified Communication System Settings)

The login page used to manage the address book or view the meeting histories of a contact.

2. Manage Multiple Contacts (Unified Communication System Management Mode)

The login page used by the administrator to manage multiple contacts.

↓ Note

- Use Unified Communication System Management Mode to create an administrator account. For details about administrator accounts, see Unified Communication System Management Mode Help.
- For details about administrators, see Unified Communication System Management Mode Help.