

# Getting Started

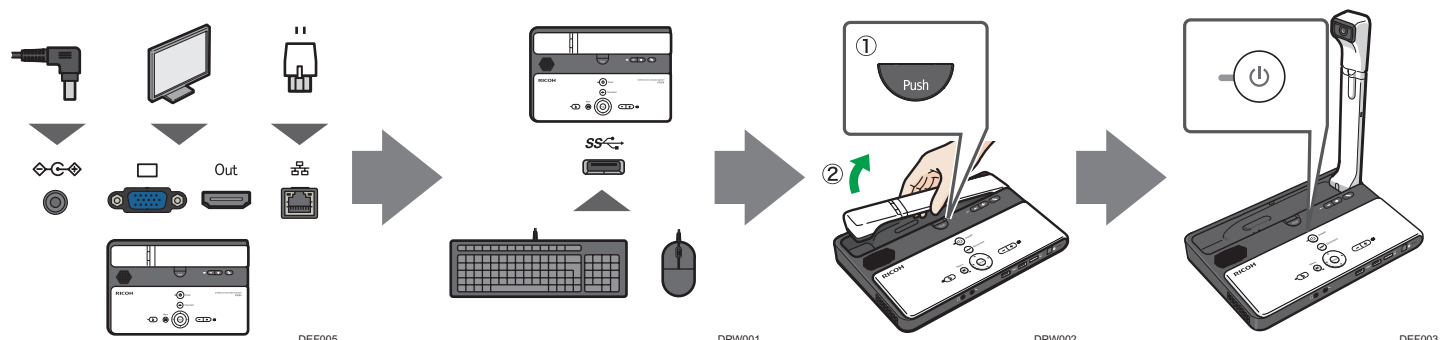
## <Quick Guide>

## 1 Preparation

### ❖ Required Licenses

- Endpoint Subscriptions for RICOH can only be used by customers who have a dedicated license for Endpoint Subscriptions for RICOH.
- My Meeting Video can only be used by customers who have a user license for RICOH Unified Communication System Advanced (RICOH UCS Advanced).

### ❖ Starting the Machine



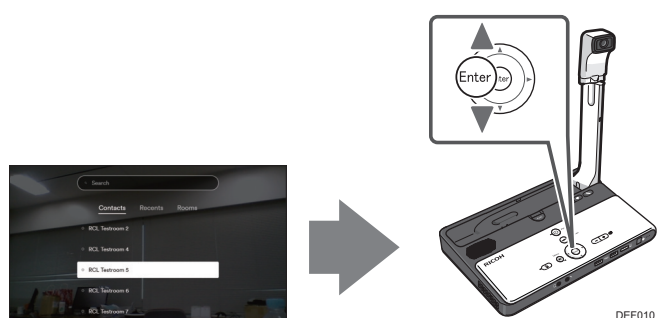
### Note

- The use of a keyboard and a mouse is optional for Endpoint Subscriptions for RICOH.

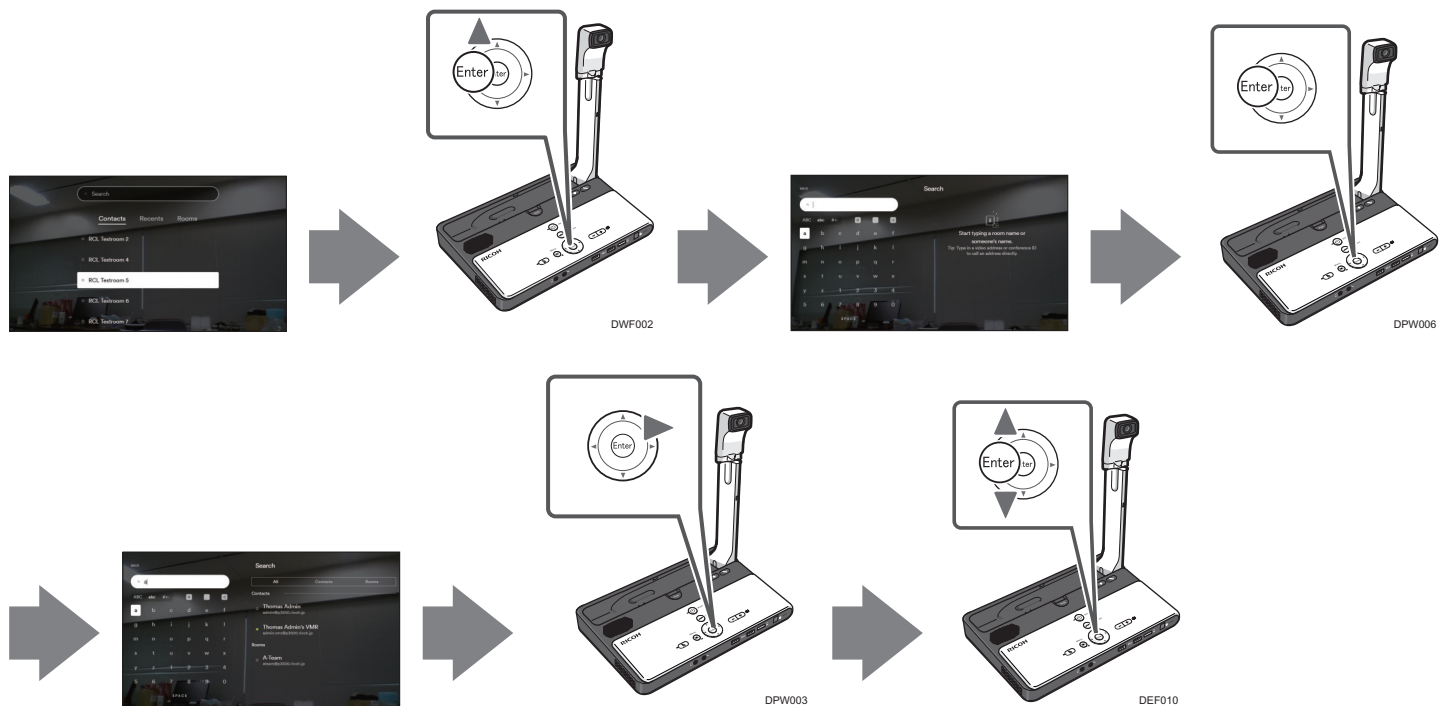
## 2 Starting a Meeting

### Endpoint Subscriptions for RICOH

#### ❖ Selecting the Destination from the Contacts

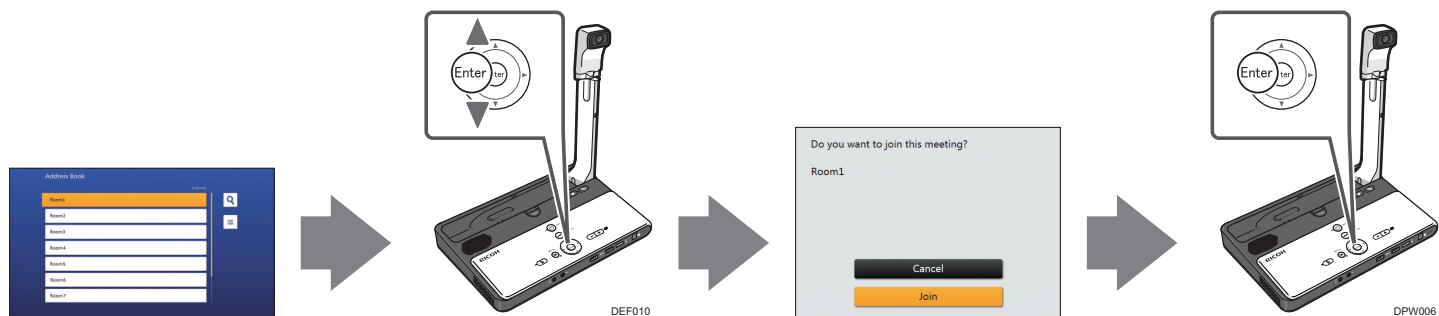


## ❖ Searching the Destination from the Contacts

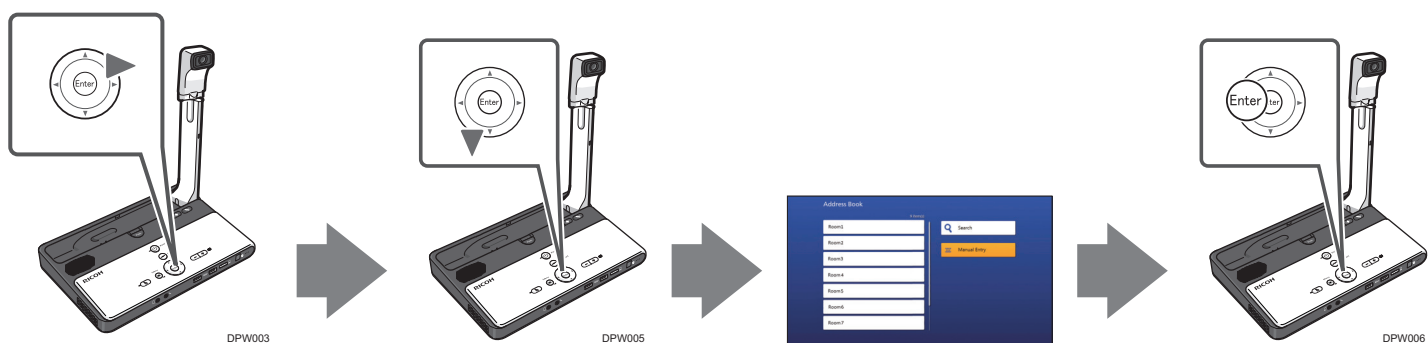


## Address Book

### ❖ Selecting the Destination from the Destination List



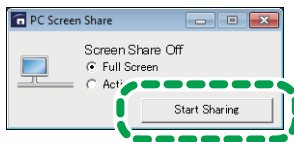
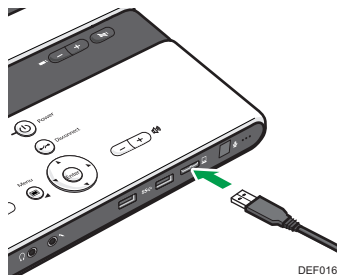
### ❖ Connecting to an Unregistered Destination



### 3

## What You Can Do

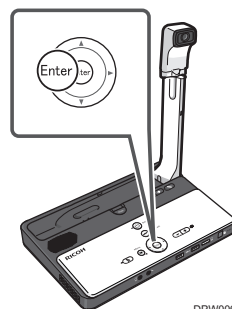
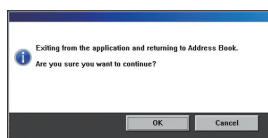
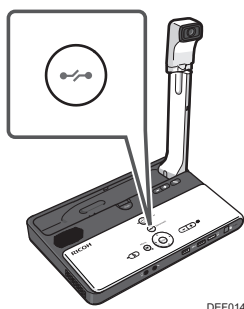
### ❖ Sharing the Computer Screen



**Start screen sharing on the conference system to be used.**  
Select "Ricoh Screen Share" as a shared application. (Not applicable to Endpoint Subscriptions for RICOH.)

### 4

## Leaving the Meeting



#### Note

- This message is not displayed when you exit Endpoint Subscriptions for RICOH. The meeting terminates as soon as the [Disconnect] key is pressed.

# Getting Started

## <Setup Guide>

Read this manual carefully before you use this service and keep it handy for future reference.  
For safe and correct use, be sure to read the Safety Information in "Read This First" before using the machine.

## Important Notice

We will not have any liability in regard to any loss or damage resulting from the use of this product for any applications other than the video conference system.

## About This Manual

This manual explains how to operate RICOH Unified Communication System P3500M (this machine) for connecting to a compatible video conference system.

For details about how to use this machine, the operating environment requirements and specifications, see Operating Instructions.

The Operating Instructions is supplied in PDF. You can view the Operating Instructions on the Ricoh home page:

- <http://www.ricoh.com/support/>

## About This Machine

This machine runs on Microsoft Windows 7 Embedded Standard OS and can be operated by using the mouse, keyboard, Control Panel, or via remote control.

With this machine, you can connect to a virtual meeting room and have a meeting on a WebRTC-supported conference system.

## Necessary Devices

The following devices are necessary to use this machine:

Device name	Interface
Mouse	USB (type A)
Keyboard	USB (type A)
Video output device (monitor or projector)	Analog RGB/VGA, HDMI terminal

### Note

- The use of a keyboard and a mouse is optional for Endpoint Subscriptions for RICOH.

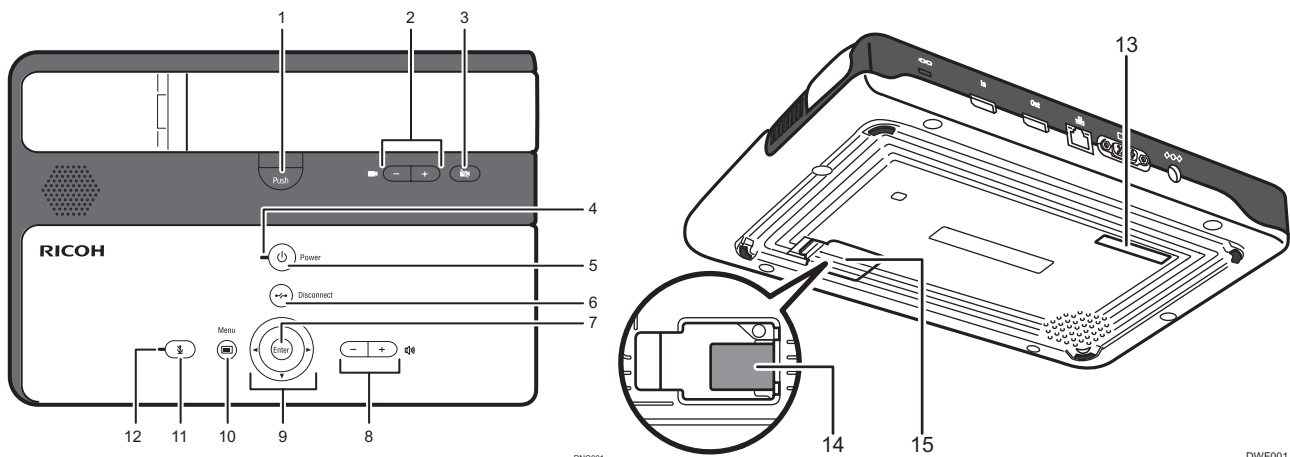
The following devices can also be used to suit your environment and usage application:

Device name	Interface
Analog Audio Input Device (Microphone, headset, and other devices)	Audio input
Analog Audio Output Device (Speaker or headset, and other devices)	Audio output
Digital Audio Input/Output Device (USB microphone speaker)	USB3.0 (type A)
USB flash drive (used to import and export Address Book data, update system files, and import certificates)	USB3.0 (type A)
Video Input Device (USB camera)	USB3.0 (type A)
Video Input Device (camera)	HDMI terminal

### Important

- A keyboard coupled with a mouse or a keyboard with a mouse connected to its USB port can also be used.

## Guide to Components



1. <b>[Push] key</b>	Used to raise the camera unit.
2. <b>Zoom keys</b>	Used to adjust the zoom of the machine's camera.
3. <b>Camera OFF key</b>	Used to turn off the display of the machine's camera.
4. <b>Power indicator</b>	Lights when the machine turns on. This indicator blinks while the machine is starting up or shutting down.
5. <b>[Power] key</b>	Used to turn the machine on and off.
6. <b>[Disconnect] key</b>	Used to exit browser.
7. <b>[Enter] key</b>	Used to activate the menu, setting, or set value selected with the cursor keys.
8. <b>Speaker volume keys</b>	Used to adjust the speaker volume.
9. <b>Cursor keys</b>	Used to select a menu or setting.
10. <b>[Menu] key</b>	Used to display the Settings menu, where you can change the machine's settings.
11. <b>[Mute] key</b>	Used to temporarily disable audio input on the machine.
12. <b>Mute indicator</b>	Flashes if the [Mute] key is used to disable the microphone.
13. <b>MAC address</b>	Used to check the MAC address of this machine. <ul style="list-style-type: none"> <li>E: Ethernet MAC address</li> <li>W: Wireless LAN MAC address</li> </ul>
14. <b>Card</b> 15. <b>Card slot cover</b>	Used to check the SID of this machine. Use the SID when contracting Endpoint Subscriptions for RICOH, and it is printed on the label of the box. If you cannot find the label, open this cover and push the card carefully to release it, and then check the SID printed on the card.

### Note

- You can use the remote control to perform the same operations that are performed on the control panel of the machine.

## Connecting Devices

1. **Connect the power cord set to the machine.**
2. **Connect a video output device to the machine.**
3. **Connect an Ethernet cable to the machine.**  
Only when using the wired network, connect an Ethernet cable.
4. **Connect a keyboard to the machine.**
5. **Connect a mouse to the machine.**

## Preparing to Use the Machine

Start this machine, and then configure network and other initial settings.

Follow the instructions on the screen to operate the system by using the mouse and keyboard.

**1. Press the [Power] key.**

The machine starts and the Initial Settings window appears.

**2. Select the region and language, and then select [Next].**

You must log out after selecting the region and language, and then log in again. Follow the instructions on the screen for operation.

**3. Set the date and time, and then select [Next].**

**4. Configure required settings for your network environment.**

Ask the network administrator about which settings need to be specified in this step, and then enter the correct values.

**5. When you are finished with the configuration, select [Next (Save Settings and Restart)].**

The machine restarts and the Initial Settings window appears.

**6. Set a certificate as necessary.**

**Note**

- If the network environment requires a certificate, use a USB flash drive to download the certificate from your computer.

**7. Select the application you want to display when the machine starts up.**

• **Endpoint Subscriptions for RICOH**

This application can only be used by customers who have a license for Endpoint Subscriptions for RICOH. You can use the dedicated interface to join a meeting by simply using key operations on the main unit.

• **Address Book (This Machine)**

Displays Address Book stored in this machine.

If you select Address Book, specify the URL of the page to be displayed when you press [Manual Entry].

• **My Meeting Video**

Displays My Meeting Video using the RICOH UCS Advanced service.

For details about the RICOH UCS Advanced service and My Meeting Video, see "Connecting to the RICOH UCS Advanced Service".

• **Browser (Startup Page)**

Displays the specified page in the web browser.

If you select Browser, specify the URL of the page to be displayed.

**Note**

- The URL can be up to 256 characters in length.

**8. When you are finished with the configuration, select [Done (Save Settings and Restart)].**

The machine restarts and the default startup page appears.

**Note**

- You can also change the machine settings from "Settings". For details, see "Changing the Machine Settings".

# Preparing for Screen Share

## ★ Important

- To install the driver for PC Screen Share, this machine must be connected to a network. Before installing the driver, make sure the machine is connected to a network via a wired or wireless LAN.
- Administrator privileges are required to install the driver for PC Screen Share. Log on to the computer as a member of the Administrators group.

## Operating Environment

Windows:

CPU	Core 2 Duo 2.0GHz or higher
Memory	1GB or higher
HDD	100 MB or more of free space
OS	Windows 7/8/8.1/10
Resolution	800 x 600 (SVGA), 1024 x 768 (XGA), 1280 x 800 (WXGA) 64,000 colors or more (recommended)

Mac OS:

Computer	MacBook Pro
OS	10.9, 10.10, 10.11, 10.12
Resolution	800 x 600, 1440 x 900

## Installing for Windows

To share your screen of the computer, you must first install the driver for Screen Share on your computer.

1. **Turn the machine on.**
2. **Connect the USB cable to the USB port on this machine.**  
Connect the micro-B connector end of the USB cable to the USB port (type micro-B) on this machine.
3. **Connect the A connector end of the USB cable to the USB port (type A) on the computer.**
  - The driver may begin installing automatically. If this happens, a dialog box indicating that the driver has not been installed correctly may appear. In such a case, click [Close] to close the dialog box and proceed to Step 4.
  - If the Add New Hardware Wizard appears, click [Cancel].
  - If the auto-play screen appears, close the screen.
  - If the message "The driver for PC Screen Share has not been installed. Install the driver and then start the software." appears, click [OK].
4. **Open "Computer" on your computer and right-click [PC Screen Share].**
5. **Click [Install the 32-bit driver for PC Screen Share] or [Install the 64-bit driver for PC Screen Share]. Make sure to select the correct driver for your computer's OS.**  
If neither choice appears, run dpinst32.exe (for 32-bit OS) or dpinst64.exe (for 64-bit OS). These files are located in the folder "driver" on the drive "PC Screen Share".
6. **Follow the instructions given in the installation wizard to complete the installation.**  
After the installation is complete, a dialog box indicating that the computer needs to be restarted may appear. If this is the case, restart your computer.

## ↓ Note

- If you want to uninstall the driver for PC Screen Share, uninstall the driver from "Add or Remove Programs". For details about "Add or Remove Programs", see Windows Help.
- Remove the USB cable from your computer before uninstalling the driver for PC Screen Share.
- To re-install the driver for PC Screen Share, you must uninstall the driver once, and then install the driver again.

## Sharing the Computer Screen

Connecting the machine to your computer via a USB cable and using Screen Share allows you to share the screen displayed on your computer to the other participants.

### ★ Important

- If the video conference system that you are using does not support the "Screen Share" function via a browser, the screen cannot be shared.

1. Connect the USB cable to the USB port (type micro-B) on this machine.
2. Connect the A connector end of the USB cable to the USB port (type A) on the computer.
3. Start the Screen Share software.

### Sharing Your Windows Screen

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The Screen Share software on your computer starts automatically.

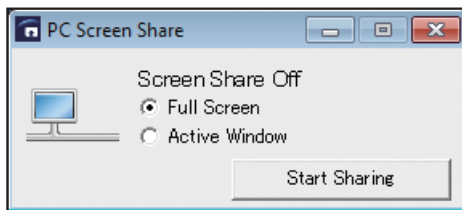
If it does not start automatically, open "Computer" on your computer, right-click [PC Screen Share], and then click [Start PC Screen Share].

### Sharing Your Mac OS X Screen

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1. Start Finder.
2. Click [Unified\_Communication\_System] in "DEVICES".
3. Click [mac].  
If the Finder display is set to icon view, double-click [mac].
4. Double-click [Screen Share].

4. Click [Start Sharing].



5. Start screen sharing on the video conference system to be used.

Select "Ricoh Screen Share" as a shared application. (Not applicable to Endpoint Subscriptions for RICOH.)

For operation instructions, refer to the help for the video conference system to be used.

To stop sharing your computer screen, click [Stop Sharing].

## Ending the Meeting

1. Press the [Disconnect] key of this machine.  
The browser closes.
2. Press the [Power] key to turn this machine off.
3. Select [OK].

The power of the machine is turned off.

## Changing the Machine Settings

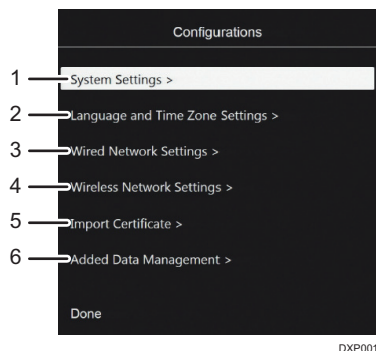
Change the machine settings according to the environment in which the machine is used.

### ★ Important

- For changing the network settings, ask the network administrator about which settings need to be specified in wired/wireless network settings, and then enter the correct values.

1. Press the [Menu] key.
2. Select the setting menu you want to change.





#### ↓ Note

- [Import Certificate] and [Added Data Management] are not displayed when Endpoint Subscriptions for RICOH is selected as the default application.

<b>1. System Settings</b>	<p>Used to change the system settings.</p> <ul style="list-style-type: none"> <li>• <b>Update system from the network on startup</b> If [Yes] is selected, the machine will check the server for system updates when it starts up. If an update is available, the system will be updated via the network. Follow the instructions on the screen to update the system files.</li> <li>• <b>Connection Test</b> Used to test whether the machine can connect to the system update server.</li> <li>• <b>System update from USB memory</b> Used to update the system files downloaded on your computer. Store the system files in a USB flash drive, and then insert it into this machine. Follow the instructions on the screen to update the system files.</li> <li>• <b>Collect Log</b> Used to collect the logs. Insert a USB flash drive, and then follow the instructions on the screen to collect and save the logs.</li> <li>• <b>Auto Shutdown</b> Used to change the auto shutdown settings. If they are enabled, the machine shuts down automatically after it has not been used for the displayed period of time.</li> <li>• <b>Default Application Settings</b> Select the application that you want to display when the machine starts up. <ul style="list-style-type: none"> <li>• <b>Endpoint Subscriptions for RICOH</b> This application can only be used by customers who have a license for Endpoint Subscriptions for RICOH. You can use the dedicated interface to join a meeting by simply using key operations on the main unit.</li> <li>• <b>Address Book (This Machine)</b> Displays Address Book stored in this machine. If you select Address Book, specify the URL of the page to be displayed when you press [Manual Entry].</li> <li>• <b>My Meeting Video</b> Displays My Meeting Video using the RICOH UCS Advanced service. For details about the RICOH UCS Advanced service and My Meeting Video, see "Connecting to the RICOH UCS Advanced Service".</li> <li>• <b>Browser (Startup Page)</b> Displays the specified page in the web browser. If you select Browser, specify the URL of the page to be displayed.</li> </ul> </li> </ul>
<b>2. Language and Time Zone Settings</b>	<p>Used to change the language and time zone settings.</p>
<b>3. Wired Network Settings</b>	<p>Used to change the wired network settings.</p>
<b>4. Wireless Network Settings</b>	<p>Used to change the wireless network settings.</p>
<b>5. Import Certificate</b>	<p>Used to add or change a certificate.</p> <p>If you change the location or network where you use the machine, you may need to add or change a certificate, depending on the new network environment.</p> <div data-bbox="805 1899 987 1935" data-label="Section-Header"> <h4>↓ Note</h4> </div> <ul style="list-style-type: none"> <li>• If the network environment requires a certificate, use a USB flash drive to download the certificate from your computer.</li> </ul>
<b>6. Added Data Management</b>	<p>Used to manage Address Book. For details, see "Managing Address Book" and "Changing Background Image".</p>

# Managing Address Book

## Preparing Address Book

You must first create a text file that contains the destination list.

Create a text file (.txt) with tab-separated values and enter the destination address in accordance with the following format.

File name:

Format	rucs-addrbook-*.txt
Example	rucs-addrbook-20160101.txt

Destination address:

Format	Label line: name<tab>url 2nd and subsequent lines: destination name<tab>destination URL
Example	name url Room1 https://url1.com/ Room2 https://url2.com/

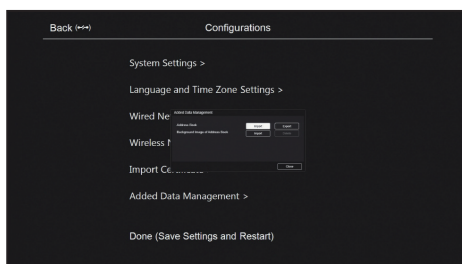
To transfer the Address Book file to this machine, save the text file to a USB flash drive.

### Note

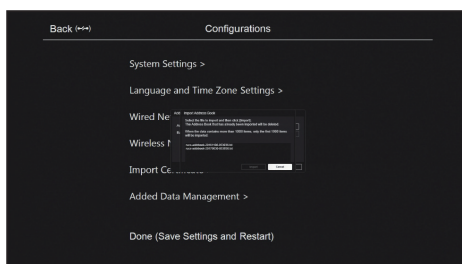
- The destination name is a name displayed in the Address Book application of this machine.
- A destination name can contain one or more spaces. If there is a blank line that only contains spaces and the like, that line and succeeding lines are not registered.
- If there is no destination registered in Address Book, a text file only containing a label line is exported. You can enter destinations into the text file for use.
- To change a specific destination, export the Address Book file, edit or delete the destination line in the file, and then import the edited file into the machine.
- When you import a new Address Book file, any existing Address Book files will be deleted.
- To clear the entire contents of Address Book, import an Address Book file that only contains a label line.
- If there are more than 1000 items in the file, only the first 1000 items will be imported.

## Import Address Book

1. Insert the USB flash drive containing the Address Book file into this machine.
2. Press the [Menu] key.
3. Select [Added Data Management].
4. Select [Import] of "Address Book".



5. Select the text file you want to import, and then select [Import].



If the Address Book file has been imported successfully, a confirmation message is displayed.

6. Select [Close].
7. Select [Done (Save Settings and Restart)].

The machine restarts automatically.

### Note

- If an error message is displayed, check the destination addresses in the file and check the file name to make sure they are correct.

## Export Address Book

1. Insert a USB flash drive into this machine.
2. Press the [Menu] key.
3. Select [Added Data Management].
4. Select [Export] of "Address Book".  
If Address Book is exported successfully, a message will be displayed.
5. Select [Close].

## Changing Background Image

You can change the background image in Address Book.

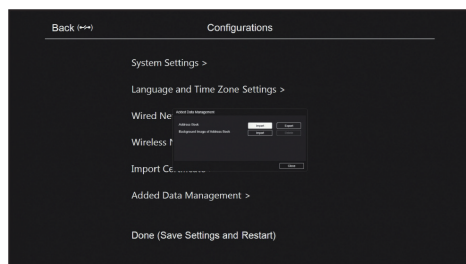
To do so, save the image you want as a JPEG file on a USB flash drive.

### Note

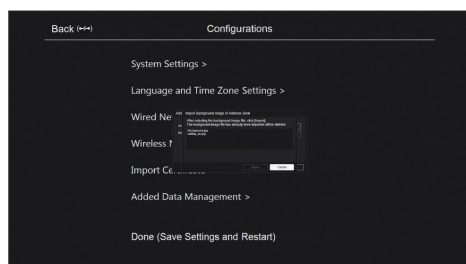
- When you import a new background image file, any existing image file is deleted.

## Import Background Image

1. Insert the USB flash drive containing the JPEG file you want into this machine.
2. Press the [Menu] key.
3. Select [Added Data Management].
4. Select [Import] of "Background Image of Address Book".



5. Select the image file you want to import, and then select [Import].



If the background image is imported successfully, a message will be displayed.

6. Select [Close].
7. Select [Done (Save Settings and Restart)].

The machine restarts automatically.

## Delete Background Image

If the existing background image is deleted, the background of Address Book is reset to the factory setting.

1. Press the [Menu] key.
2. Select [Added Data Management].
3. Select [Delete] of "Background Image of Address Book".
4. Select [Delete].
5. Select [Done (Save Settings and Restart)].

The machine restarts automatically.

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Microsoft® Windows® 7 Ultimate  
Microsoft® Windows® 7 Enterprise
- The product names of Windows 8 are as follows:  
Microsoft® Windows® 8  
Microsoft® Windows® 8 Pro  
Microsoft® Windows® 8 Enterprise
- The product names of Windows 8.1 are as follows:  
Microsoft® Windows® 8.1  
Microsoft® Windows® 8.1 Pro  
Microsoft® Windows® 8.1 Enterprise
- The product names of Windows 10 are as follows:  
Microsoft® Windows® 10 Home  
Microsoft® Windows® 10 Pro  
Microsoft® Windows® 10 Enterprise

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