

# Connecting to the RICOH UCS Advanced Service



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.

## About This Manual

This manual describes how to use the RICOH Unified Communication System P3500M (this machine) to use the Virtual Meeting Room (VMR) functionality of the RICOH Unified Communication System Advanced (RICOH UCS Advanced) service.

### ★ Important

- To use the RICOH UCS Advanced service as a Virtual Meeting Room (VMR) host user or as a RICOH UCS Advanced login user, you will need a RICOH UCS Advanced service account. For details, contact your RICOH service representative or the dealer where you purchased this machine. You do not need an account to connect to VMR as a guest user.
- In addition to the End User License, you need an Endpoint Subscriptions for RICOH contract.

### ↓ Note

- For details about how to use this machine, see the "Operating Instructions".
- For details about the RICOH UCS Advanced service, see the "RICOH UCS Advanced User Guide".

## Selecting Application

You can select the application that 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.  
Accesses VMR by using Address Book data saved on this machine. Use this application when you have VMRs that are frequently used. A RICOH UCS Advanced service account is not required. Before having a meeting, you need to register the destination address in Address Book. For details about registering the destination, see "Getting Started".  
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.  
This application can only be used by customers who have a RICOH UCS Advanced service account. Sign in with your account to use this application.  
You can use the VMR list of the RICOH UCS Advanced to connect to the VMR.

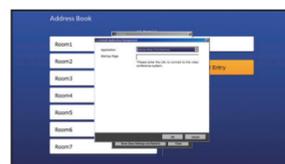
### • Browser (Startup Page)

Displays the specified page in the web browser.  
Use this application if you always open a particular page without using Address Book. If "https://adv.ucs.ricoh.com/meet/" is specified, the conference ID input screen will be displayed after start up, from where you can then navigate to the VMR you request. Use this page when you do not want to use Address Book. A RICOH UCS Advanced service account is not required.  
If you select Browser, specify the URL of the page to be displayed.

- Press the [Menu] key.
- Select [Default Application Management].



- Select the application you want to use.



- Select [OK].
- Select [Done (Save Settings and Restart)].

## Using Endpoint Subscriptions for RICOH

The following functions are available:

- Connecting to a destination (or a VMR) by selecting from the contacts.
- Connecting to a destination (or a VMR) by searching from the contacts.
- Connecting directly to a particular destination.

## Connecting to VMR (Address Book)

### ★ Important

- Mouse and keyboard must be connected.
- If a PIN code (host or guest PIN) is set for the VMR that you want to connect to, you will need to enter the PIN code. To check whether a PIN code is set and to obtain it, contact the host user of the VMR in advance.

- Press the [Power] key.
- Press the [Push] key, and then lift the arm of the camera to raise the camera unit.
- Select the VMR you want to connect.



- Select [Join].  
The web browser opens and displays the selected VMR. To connect as a guest user, jump to Step 7.
- Click [Log in].



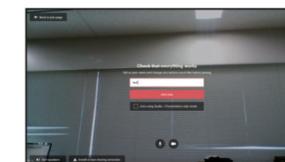
- Enter the address and password, and then click [Log in].



- Click [Join through browser].



- Click the  icon to check the settings for the camera, microphone, speakers, and video quality.

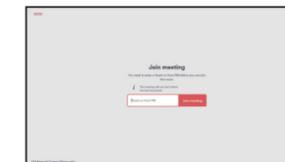


### ★ Important

- To share your computer screen, install a plug-in to this machine. If [Install screen sharing extension] is displayed, click it to install the appropriate plug-in. If you are connecting as a guest user, enter the display name. The entered display name is displayed to the other meeting participants as the name of your machine.

- Click [Join now].

The meeting starts.  
If a PIN code is set for the VMR, an appropriate input screen will be displayed. Enter the PIN code, and then click [Join meeting].



### Connecting to an Unregistered VMR

1. Select the [Manual Entry] button.



The web browser opens and displays the "Join meeting" page of the RICOH UCS Advanced.

If the "Join meeting" page of the RICOH UCS Advanced is not displayed, enter "https://adv.ucs.ricoh.com/meet/" to "Startup Page" on System Settings.

2. Enter the conference code, and then click [Join conference].



3. Click [Join through browser].



4. Click the  icon to check the settings for the camera, microphone, speakers, and video quality.

#### ★ Important

- To share your computer screen, install a plug-in to this machine. If [Install screen sharing extension] is displayed, click it to install the appropriate plug-in.

5. Enter the display name.

The entered display name is displayed to the other meeting participants as the name of your machine.

6. Click [Join now].

The meeting starts.

If a PIN code is set for the VMR, an appropriate input screen will be displayed. Enter the PIN code.

### Ending the Meeting

1. Press the [Disconnect] key of this machine.

This ends the meeting and returns you to the Address Book screen.

### Connecting to VMR / Endpoint (My Meeting Video)

#### ★ Important

- Connect a mouse and a keyboard.
- Before connecting to a VMR, check the audio and camera settings.
- If a PIN code (host or guest PIN) is set for the VMR that you want to connect to, you will need to enter the PIN code. To check whether a PIN code is set and to obtain it, contact the host user of the VMR in advance.

Endpoint: video conference hardware endpoints or software clients.

1. Press the [Power] key.
2. Press the [Push] key, and then lift the arm of the camera to raise the camera unit.
3. Enter the username and password, and then click [Sign in].



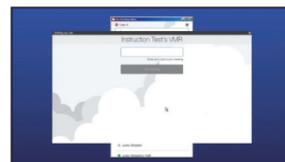
4. Select the VMR to join.



- Connecting to your VMR  
Click [Favorites], and then click the camera icon of My Room.
- Connecting to another VMR/ Endpoint  
Click [Directory], and then click the camera icon of the VMR you want to connect to.

You can also call from the [History] or [Directory] and add the items in them to the Favorites.

If a PIN code is set for the VMR, an appropriate input screen will be displayed. Enter the PIN code, and then click [Join meeting].



### Ending the Meeting

1. Click the disconnect icon.

This ends the meeting and returns you to the My Meeting Video screen.

### 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

- To share your screen of the computer, you must first install the driver for Screen Share on your computer. For details about installing the driver for Screen Share, see "Getting Started".
- To share your computer screen, a plug-in must be installed to this machine. Before connecting to the VMR, check "Screen sharing" to determine whether the function is supported.
- No plug-in is required to use Endpoint Subscriptions for RICOH.

### Start Sharing

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

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

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. Click the  icon in the meeting screen. (Not applicable to Endpoint Subscriptions for RICOH.)



The list of the screen sources displays.

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



#### ↓ Note

- If RICOH Screen Share is minimized during screen sharing, the screen sharing session may be terminated. If this happens, click the [Screen Share] icon to restart screen sharing.
- To stop sharing your computer screen, click [Stop Sharing].

### Trademarks

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