RICOH



RICOH Interactive Whiteboard D5500/D5510

Operating Instructions

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Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

How to Read This Manual

Symbols

This manual uses the following symbols:



Indicates points to pay attention to when using the software. Be sure to read these explanations.



Indicates supplementary information that you may find helpful, but not essential to completing a task.

[]

Indicates the names of screens, menus, settings, and buttons.

Disclaimer

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

Notes

Contents of this manual are subject to change without prior notice.

Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

Two kinds of size notation are employed in this manual.

Terminology

This section explains the terms used in this manual.

Captured page

A page captured to the machine.

Interactive Pen

An electronic pen that requires a battery to operate, and is used to draw strokes on the whiteboard and operate the machine. All features of the whiteboard can be used when Interactive Pen is used.

Stroke

A line can be drawn with the Touch Pen, Interactive Pen, or your fingers. A stroke starts when you start drawing and ends when the tip of the Interactive Pen, Touch Pen or your finger is moved away from the surface of the screen.

Touch pen

A pen that is used to draw strokes on the whiteboard and operate the machine. Some features of the whiteboard cannot be used when the Touch Pen is used.

1. Overview

This chapter provides an overview of the whiteboard function of RICOH Interactive Whiteboard products. It also explains how to view the screen.

Things You Can Do with Interactive Whiteboard

You can use the Interactive Whiteboard in a variety of ways to fit your needs.

Use a Whiteboard

This chapter provides an overview of the whiteboard function of Interactive Whiteboard products. It also explains how to view the screen.

In addition to drawing freehand lines, you also can convert freehand-written characters to text data, correct or align freehand-drawn circles and lines, and enter stamps and figures by selecting them from the list

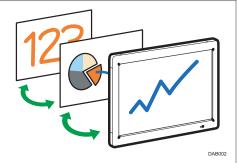


See page 32 "Writing on the Screen".

Operate pages

You can add or delete pages. You can switch between pages to write, draw, or edit text and figures. You also can change the display magnification of the displayed page.

See page 50 "Operating a Page".



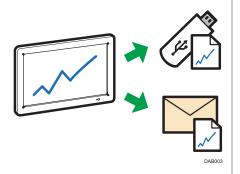
Save pages

You can combine all the pages within a single PDF file. This file can be saved to a USB flash memory device or sent by e-mail. You also can temporarily save the page you are currently using on the solid-state drive of the machine.

See page 53 "Saving Pages".

See page 63 "Sending Pages by E-mail".

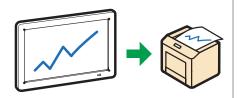
See page 56 "Saving Pages Temporarily".



Print pages

You can print the currently displayed page or all pages.

See page 69 "Printing".

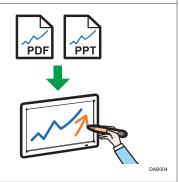


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Import a file and write text or draw figures

You can import and display a PDF or PowerPoint file on the screen, and write text or draw figures on the displayed file.

See page 57 "Importing a File".



Display the screen of a computer and write text or draw figures

You can display an image from a computer, tablet, or document camera. You can also write text or draw figures on the image that is displayed.

See page 80 "Connecting a Computer or Tablet to the Machine".



Use Video/Audio devices

You can display an image from a video conferencing device or share the screen image of the machine with other devices at remote locations (RICOH UCS screen sharing). You also can use a projector to project the screen of the machine.

See page 82 "Connecting a Video Conferencing Device to the Machine".

See page 84 "Sharing the Whiteboard Screen in a Video Conference".

See page 85 "Using a Projector to Project a Screen".



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Connect to a video conference

You can use RICOH UCS-based video conferencing to hold a meeting by connecting an external USB camera, microphone, and speaker to the machine.

See page 87 "Connecting to a Video Conference".



Share a screen with other devices via remote whiteboard

You can share a screen with multiple devices connected via a network. You can also perform operations on the shared screen.

See page 111 "Using a Remote Whiteboard to Share the Screen".

See RICOH Interactive Whiteboard Client Start Guide.

View the screen of a remote whiteboard session

You can view the screen of a remote whiteboard session.

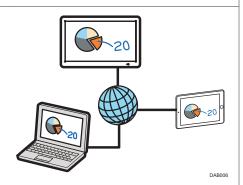
See page 121 "Participating from the Web Browser".

See page 122 "Participating from Remote Viewer".

Upload image files to the machine

Photos taken with a smart device or stored image files can be uploaded to the machine.

See RICOH Interactive Whiteboard Client Start Guide.



Display the screen of a computer connected via a network

You can use IWB Remote Desktop Software to display the screen of a computer connected via a network. You can also operate the computer from the machine.

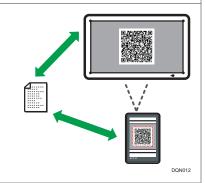
See page 108 "Using IWB Remote Desktop Software to Perform Operations on a Computer Screen".



Link with a smart device to display or save files

By scanning the QR code that is displayed on the machine by a smart device, you can display the files shown on a smart device on the machine or save the pages displayed on the machine in the smart device.

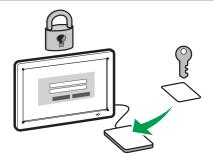
See page 71 "Linking with a Smart Device".



Manage the machine with RICOH Streamline NX

You can use the RICOH Streamline NX-based integrated management system to manage the machine by using an IC card- or keyboard input-based authentication function.

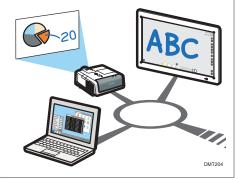
See page 221 "Managing the Machine with RICOH Streamline NX".



Control IWB from Crestron system

As a Crestron supported device, you can connect and control the machine from Crestron system.

See page 224 "Using the Crestron Function".





• Before using this machine, configure the time, date, network, and other settings. For details about these settings, see Opening Administrator Settings.

Starting/Ending RICOH Interactive Whiteboard Lt for Windows

To configure settings to use RICOH Interactive Whiteboard Lt for Windows, see the manual that is provided with the installer.

Starting RICOH Interactive Whiteboard Lt for Windows

Start RICOH Interactive Whiteboard Lt for Windows, and display the whiteboard screen.

Important

- You cannot start the RICOH Interactive Whiteboard Lt for Windows when whiteboard power is turned off or it's not connected to a computer.
- 1. From the [Start] menu of your computer, click [All Programs].

Under Windows 8/8.1, click anywhere on the Start screen where no tile is displayed, and click [All apps].

Under Windows 10, click [All apps] on the [Start] menu.

2. Select [Interactive Whiteboard] under [Ricoh].

Under Windows 8/8.1, select [Interactive Whiteboard].

3. Click [RICOH IWB Lt].

RICOH Interactive Whiteboard Lt for Windows starts.

Ending RICOH Interactive Whiteboard Lt for Windows

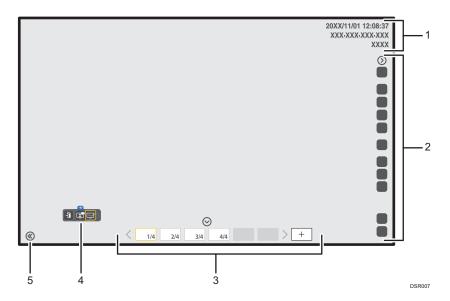
RICOH Interactive Whiteboard Lt for Windows ends.

- 1. Touch **1**, the Quit icon.
- 2. On the screen that appears, touch [Close].

Reference

• To save the whiteboard contents that have been drawn or the screen that has been captured before exiting the whiteboard, touch [Save File] on the screen that appears, and then specify where to save the file. For details about saving files, see page 53 "Saving Pages".

Screen Configuration



1. Information display area

This area displays the following information:

• Date and time

This area displays the current date and time.

The date and time can be changed in Administrator Settings. For details about how to change the date and time, see page 144 "Setting the Date and Time".

• Host name

Indicates the host name of this machine. If no host name is specified, this area is blank. The host name is displayed only when information about this machine is registered in a reverse record on the DNS server.

• IP address

Indicates the IP address of this machine.

• Passcode

Indicates the passcode. The passcode is used to join in a remote whiteboard session. In the administrator settings, you can choose whether to manually enter or automatically set the passcode when the machine starts up. For details about changing the settings, see page 173 "Changing the Security Settings".

The host name, IP address, and passcode can be shown or hidden by pressing ①, the Information display icon. The information is automatically hidden one minute after it is displayed by selecting this icon. To continue displaying the information, change the security settings in Administrator Settings. For details about how to change the settings, see page 173 "Changing the Security Settings".

2. Main operation panel

The icons in this area are used to draw a stroke and perform various other operations on the screen. For details about the icons displayed, see page 22 "Icons Displayed on the Interactive Whiteboard".

The main operation panel can be shown or hidden by pressing \bigcirc / \bigcirc , the Show and Hide icons.

3. Page operation panel

The icons and thumbnails in this area are used to switch and edit pages. For details about the icons displayed, see page 22 "Icons Displayed on the Interactive Whiteboard".

While an externally input image is displayed, the Page operation panel will disappear automatically if no operations are performed for 10 seconds.

The page operation panel can be shown or hidden by pressing \bigcirc / \bigcirc , the Show and Hide icons.

4. Floating toolbar

The floating toolbar is displayed only when the RICOH UCS function is enabled. For details about the RICOH UCS function, see page 87 "Using the RICOH UCS Function".

You can change the position of the floating toolbar.

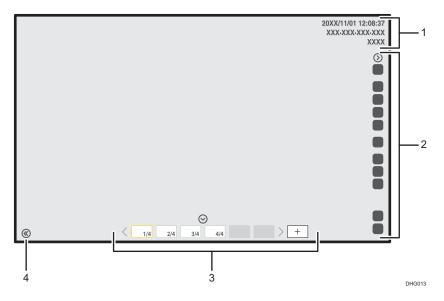
The floating toolbar contains the following icons:

lcon	Description
-1	Changes the machine to the standby mode.
	■ Reference
Standby	page 21 "Screen Display Modes"
r -	Switches to RICOH UCS mode.
ها	☐ Reference
RICOH UCS	page 87 "Using the RICOH UCS Function"
	Switches the screen to whiteboard mode.
ريها	☐ Reference
Whiteboard	page 21 "Screen Display Modes"

5. Move the main operation panel icon

Moves the main operation panel to the opposite side. The IP address, passcode, and date and time also move together with the panel.

By default, this icon is located on the bottom-left corner of the screen. When the main operation panel is moved to the left, the icon moves to the bottom-right corner of the screen.



1. Information display area

This area displays the following information:

Date and time

This area displays the current date and time.

The date and time can be changed in Administrator Settings. For details about how to change the date and time, see page 144 "Setting the Date and Time".

Host name

Indicates the host name of this machine. If no host name is specified, this area is blank. The host name is displayed only when information about this machine is registered in a reverse record on the DNS server.

IP address

Indicates the IP address of this machine.

Passcode

Indicates the passcode. The passcode is used to join in a remote whiteboard session. In the administrator settings, you can choose whether to manually enter or automatically set the passcode when the machine starts up. For details about changing the settings, see page 173 "Changing the Security Settings".

The host name, IP address, and passcode can be shown or hidden by pressing ①, the Information display icon. The information is automatically hidden one minute after it is displayed by selecting this icon. To continue displaying the information, change the security settings in Administrator Settings. For details about how to change the settings, see page 173 "Changing the Security Settings".

2. Main operation panel

The icons in this area are used to draw a stroke and perform various other operations on the screen. For details about the icons displayed, see page 22 "Icons Displayed on the Interactive Whiteboard".

The main operation panel can be shown or hidden by pressing \bigcirc / \bigcirc , the Show and Hide icons.

3. Page operation panel

The icons and thumbnails in this area are used to switch and edit pages. For details about the icons displayed, see page 22 "Icons Displayed on the Interactive Whiteboard".

1

While an externally input image is displayed, the Page operation panel will disappear automatically if no operations are performed for 10 seconds.

The page operation panel can be shown or hidden by pressing \bigcirc/\bigcirc , the Show and Hide icons.

4. Move the main operation panel icon

Moves the main operation panel to the opposite side. The IP address, passcode, and date and time also move together with the panel.

By default, this icon is located on the bottom-left corner of the screen. When the main operation panel is moved to the left, the icon moves to the bottom-right corner of the screen.

1

Screen Display Modes

You can switch the screen display mode only when the RICOH UCS function is enabled. For details about the RICOH UCS function, see page 87 "Using the RICOH UCS Function".

The following two different screen display modes are available:

Display Mode	Description	Selection Method
Whiteboard Mode	Displays the whiteboard screen.	Touch , the Whiteboard icon, on the floating toolbar when you are in RICOH UCS mode.
RICOH UCS Mode	Displays the RICOH UCS screen	Touch , the RICOH UCS icon, on the floating toolbar when you are in whiteboard mode.

Toggling between display modes during a meeting

You can switch to whiteboard mode anytime while you are connected to a meeting in RICOH UCS mode. The connection to the meeting is maintained even after you switch to whiteboard mode.

Main operation panel

lcon	Description
	 Used to host a remote whiteboard session. Used to participate in the hosted remote whiteboard session.
Share	The number of antenna bars that are displayed when connecting from a remote whiteboard may change depending on the communication status of the network.
	Used to share the whiteboard screen in a video conference. (RICOH UCS screen sharing)
	■ Reference
	See page 113 "Opening a Remote Whiteboard Session".
	See page 118 "Participating in a Remote Whiteboard Session".
	See page 126 "Checking the Remote Whiteboard Information".
	See page 84 "Sharing the Whiteboard Screen in a Video Conference".
	Used to draw strokes, text, or figures, or enter a stamp.
Pen	This icon appears when handwritten entry mode is selected from the pen submenu.
Handwritten	Used to change the colors and thickness of the drawing.
Entry Mode	Used to display a grid on the screen.
	The color of the icon changes according to the selected color. Also, the line width of the icon changes according to the selected line width.
	■ Reference
	See page 32 "Writing on the Screen".
	See page 33 "Writing in handwritten entry mode".

1

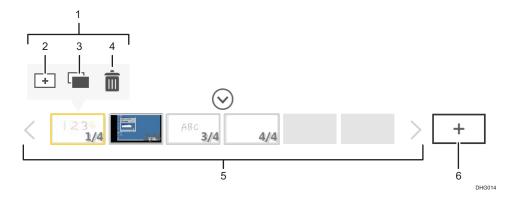
lcon	Description
T	This icon appears when fair copy entry mode is selected from the pen submenu.
Fair Copy Entry Mode	 Used to write handwritten text and have the text recognized and converted to text data.
	The color of the icon changes according to the selected color. Reference
	See page 32 "Writing on the Screen".
	See page 34 "Writing in fair copy entry mode".
	 This icon appears when line entry mode is selected from the pen submenu. Used to draw lines, dotted lines, and arrows.
Line Entry Mode	The color of the icon changes according to the selected color. Also, the shape of the icon changes according to the selected line type.
	□ Reference
	See page 32 "Writing on the Screen".
	See page 35 "Writing in line entry mode".
	This icon appears when stamp entry mode is selected from the pen submenu.
0. 5	Used to select and enter a stamp.
Stamp Entry Mode	 The color of the icon changes according to the selected color. Also, the shape of the selected stamp is displayed. If the entered text is too long, an icon similar to the following appears:
	abc
	☐ Reference
	See page 32 "Writing on the Screen".
	See page 35 "Writing in stamp entry mode".

Description lcon • Used to select a stroke, text, figure, or stamp to edit. • Used to delete a stroke, text, figure, or stamp. Select and • Used to draw strokes, text, figures, or cut/copy/paste stamps. Delete Depending on the function that is selected on the select or delete submenu, one of the following icons appears: DQN021 1. Delete 2. Partially Delete 3. Select 4. Paste Reference • See page 42 "Enlarging, Reducing, or Moving the Strokes". • See page 36 "Deleting Strokes". • See page 44 "Cutting, Copying, or Pasting Strokes". Used to undo a drawn, edited, or deleted stroke, text, figure, or stamp. Reference Undo • See page 48 "Undoing Operations". Used to redo the operation that was undone. Reference Redo • See page 48 "Undoing Operations". • Used to change the display magnification. • Used to move a displayed area. Loupe Reference • See page 47 "Changing the display magnification with the pen".

lcon	Description		
VGA	Displays a screen from a connected device in real time. You can switch the displayed screen by touching the icon.		
Switch External	 This icon appears when an image from any of the external input terminals is being displayed. 		
	The available icons are as follows:		
	1. VGA 2. DP 3. HDM 4. 5. 6. DGM022		
	1. When the image from the VGA Input is selected		
	2. When the image from the DisplayPort Input is selected		
	3. When the image from the HDMI Input is selected		
	When the image of the computer that is connected via Remote Desktop Software is being displayed		
	 When an externally input image of the whiteboard that is shared by remote whiteboard is being displayed 		
	6. If the handwritten entry is still displayed when the external input is disconnected		
	☐ Reference		
	 See page 80 "Connecting a Computer or Tablet to the Machine". 		
	 See page 103 "Using the Machine to Perform Operations on a Computer Screen". 		
	See page 111 "Using a Remote Whiteboard to Share the Screen".		
	Captures a screen or an image of the connected device.		
Import to Page	 This icon appears when an image from any of the external input terminals is being displayed. 		
	■ Reference		
	See page 80 "Connecting a Computer or Tablet to the Machine".		

lcon	Description
Operate Computer	 Used to operate a computer screen displayed on the screen of the machine. This icon appears when an image from any of the external input terminals is being displayed. Reference See page 108 "Using IWB Remote Desktop Software to Perform Operations on a Computer Screen".
Import and Save	 Used to load a file. Used to save pages. Used to send pages by e-mail. Used to print pages. Used when using a QR code. Reference See page 57 "Importing a File". See page 53 "Saving Pages". See page 63 "Sending Pages by E-mail". See page 69 "Printing". See page 71 "Linking with a Smart Device".
Close	Used to put the machine into standby mode. You can temporarily save the page when you put the machine into standby mode. Reference

Page operation panel



1. Captured the page operations icon

Appears when a page in the page list is selected. If no operations are performed for three seconds, the icon will disappear automatically. The following icons are included:

2. Insert Page icon

Adds a new page before the currently selected page. For details, see page 50 "Adding a new page".

3. Page Copy icon

Adds a page by making a copy of the page selected in the page list. For details, see page 51 "Copying a page".

4. Page Delete icon

Deletes the page selected in the page list. For details, see page 51 "Deleting a page".

5. Page List

Displays the thumbnails of pages. To operate a page, touch a thumbnail. Page information is displayed as "page number/total number of pages" at the lower right of the thumbnails.

Up to four pages are displayed. If five or more pages are to be displayed, use \langle / \rangle , the Scroll icons, to move between pages.

6. New Page icon

Adds a new blank page at the end of the page list. For details, see page 50 "Adding a new page at the end of the page list".

Operating the Screen

You can use the pen or your fingers or palm to operate the screen.

To select an icon or button, touch the item you want to use with the pen nib or your finger.

To execute the function of an icon on the desktop, touch the same spot twice quickly with the pen nib or your finger.

When operating a computer from the machine, you can perform a single-click by touching the screen once or a double-click by touching the same location twice.

Also, you can enter up to 4 strokes at one time when using the touch pen to perform handwritten entry.

Major Screen Operations

Input

Several methods of entering text and drawing strokes on the whiteboard such as the handwritten entry, fair copy entry, drawing figures, or stamps are available.

Delete

Deletes a whiteboard entry.

You can select and delete a specific stroke or portion of handwriting, or use the palm of your hand or the balls of your fingers to delete an entry (palm deletion mode).

Select

To select an item, enclose the item with a stroke.

Reduce/Enlarge

The selected item can be enlarged or reduced.

Move

The selected item can be moved to a different position.

Cut/Copy/Paste

The selected item can be cut, copied or pasted.

Marker

To draw a marker, touch the screen with your finger and slide it across the surface.



• For details about the screen operation, see page 31 "Basic Operations".

Notes before operating

- If a shirt sleeve touches the display while you are operating the screen, text or figures may not be written or drawn on the display of the whiteboard correctly.
- When the machine is in palm deletion mode, you cannot perform any operation other than deletion.

- You cannot perform operations such as scaling, moving, or using the marker with your fingers drawing on the screen with Interactive Pen, Touch Pen, or your fingers.
- While you are operating the screen with your fingers to scale or move an object, the touch
 may not be recognized accurately when the distance between your fingers touching the
 screen is too narrow.
- A touch on the top of the screen may not be recognized accurately.

Inserting a USB Flash Memory Device

You can save the pages, log files and various settings that are created or specified on the machine to a USB flash memory device. To use this feature, attach a USB flash memory device to the machine using the following procedure.

ACAUTION

Keep USB flash memory devices out of reach of children. If a child accidentally swallows a
USB flash memory device, consult a doctor immediately.

Important

- If a USB flash memory device is being accessed, do not disconnect it. Doing so can damage the USB flash memory device and corrupt its data.
- The video files stored on a USB flash memory device cannot be played back on the machine.
- Use a USB device that supports USB 2.0.
- Use a USB device that is formatted in FAT16, FAT32, or NTFS file system.
- A USB flash memory device protected by a password cannot be used.
- Move the USB flash memory device in the correct direction, and then push it straight into a vacant USB port.

2. Using a Whiteboard

This chapter explains the basic operations such as writing text or drawing figures on the display, operations of pages, and how to save displayed on the screen.

Basic Operations

You can use the electronic pen, touch pen, or your fingers or palm to perform the following operations:

Operation by the Interactive Pen, Touch Pen, or Your Fingers

- Handwritten entry
- · Fair copy entry
- Line entry
- Stamp entry
- Erase/Reduce/Enlarge/Move
- Cut/Copy/Paste
- Changing the display magnification/moving the display area

Operation by the Electronic Pen, Touch Pen, or Your Fingers or Palm

Erase

Operation by Your Fingers

Marker operation

Operation by the Interactive Pen

 The operations by the pen bottom (erasing the drawn strokes or performing the action similar to right-clicking the mouse of a computer) can be performed.

In this manual, the Interactive Pen, Touch Pen, or your fingers are referred to as the "pen" if the operational procedure is the same for all those methods.



- To shut down the machine, press and immediately release the power button of the display. If one of
 the following actions is performed to turn off the machine instead of using the power button, the
 machine might become damaged:
 - Turning off the main power
 - Disconnecting the power cable
- For details about how to shut down the machine, see the provided manual. The procedure differs
 depending on the machine being used.



• The marker can be operated only when the Interactive Pen is used.

- When using the machine without the Interactive Pen, use the Touch Pen or your fingers to operate the marker, select the menu, manage dialog boxes, and operate the applications on the desktop.
- Depending on the machine model you are using, you may be able to use the Touch Pen instead of
 the Interactive Pen if the electronic pen is lost or its battery runs out. If this is the case, enable
 [Handwritten Entry with Touch Pen] on the system settings. However, operating the marker and the
 operation by the pen bottom will not be possible.

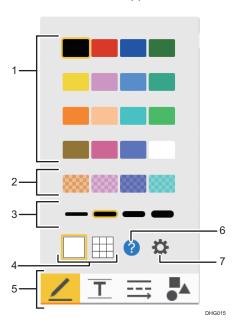
Writing on the Screen

Write text or draw figures using your fingers, the Interactive Pen, or Touch Pen.

Lines, automatically-recognized figures, and fair copy entry text can be automatically aligned to the grid lines when entering, moving, reducing or enlarging the item. The Snap-to-grid function can be enabled or disabled under the Whiteboard Detailed Settings. For details, see page 129 "Changing the Detailed Settings".

1. Touch , the Pen icon.

The Pen icon submenu appears.



1. Line colors

Selects the color of drawn lines.

2. Line colors (semi-transparent)

Selects the color of drawn lines from the semi-transparent colors.

3. Thickness of the line

Selects the thickness of the drawn lines.

4. Grid line

Switches between showing and hiding the grid line on the screen.

5. Entry mode

Selects the type of the item to draw.

- Writing in handwritten entry mode (page 33 "Writing in handwritten entry mode")
- ullet Writing in fair copy entry mode (page 34 "Writing in fair copy entry mode")
- \equiv Writing in line entry mode (page 35 "Writing in line entry mode")
- Writing in stamp entry mode (page 35 "Writing in stamp entry mode")

6. Explanation of the various writing operations

Displays the explanation screen for various operations.

7. Whiteboard Detailed Settings icon

Displays the Whiteboard Detailed Settings. (page 129 "Changing the Detailed Settings")



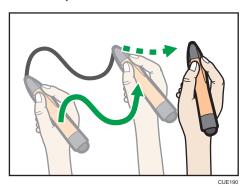
- The selection buttons that correspond to each entry mode are displayed for the following entry modes: copy text entry, line entry, and stamp entry.
- To deepen the color of the grid line, select the [Darken the color of grid/guide line] check box in System Settings. For details, see page 168 "Changing the System Settings".
- 3,000 total strokes, fair copy entry text, figures, and stamps can be drawn on a single page. The maximum number of each item that can be entered on a single page is as follows:
 - 3,000 strokes
 - 1,000 characters (Japanese, Chinese), or 1,000 words (alphanumeric characters)
 - 1,000 figures
 - 500 stamps
- 90,000 total strokes, fair copy entry text, figures, and stamps can be drawn on all pages.

Writing in handwritten entry mode

Write freehand text or draw figures.

- 1. Touch ∠, the Handwritten Entry mode icon.
- 2. Select the color and thickness of the line you are drawing from the submenu.

3. Move the pen on the screen.





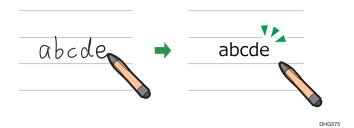
- In handwritten entry mode with the Touch Pen, you can write up to 4 strokes at one time. To enter multiple strokes simultaneously, enable [Handwritten Entry with Touch Pen] in the System Settings, and then enable [Handwritten Entry with Multiple Touch Pens (Cannot operate whiteboard using fingers)] on the Detailed Settings screen of the whiteboard. For details, see page 168 "Changing the System Settings" and page 129 "Changing the Detailed Settings".
 - Operations using your fingers (displaying the enlarged image, switching pages) cannot be performed while this function is used.
 - The input mode cannot be switched to fair copy entry, line entry or stamp entry while an entry
 is being made.

Writing in fair copy entry mode

Write freehand characters and have them automatically recognized and converted to text data.

Horizontal and vertical lines, circles, and rectangles are also recognized and corrected automatically.

- 1. Touch [⊥], the Fair Copy Entry mode icon.
- Select the color, size, and language of the characters to be entered.A guideline that corresponds to the selected character size is displayed.
- Write characters with the pen in the squares on the guideline.
 Handwritten characters are recognized and converted automatically, and displayed as text data.





- Japanese or Chinese characters are recognized and converted into text for each single character.

 Alphanumeric entries are recognized for each single word.
- If a hand-written Japanese or Chinese character is not recognized correctly, touch and hold the character until the list of candidates appears. Then, select the correct character from the list.
- To add an additional available language to the machine, download the appropriate language
 pack for whiteboard from the Ricoh website and use a USB memory device to install it on the
 machine. For details about how to install a language pack for whiteboard, see page 166
 "Updating the System Using a USB Flash Memory Device".
- The size of the character is not affected by changing the line width. An appropriate thickness is automatically applied to the character according to the size of the character.
- A line that protrudes greatly from the guideline is recognized as a separate stroke.
- To deepen the color of the guide line, select the [Darken the color of grid/guide line] check box in System Settings. For details, see page 168 "Changing the System Settings".
- If you change to remote whiteboard in compatible mode, the entered characters are converted to an image and cannot be edited anymore.
- If you want to enter a small figure that may be converted as a character in fair copy entry mode, you can configure the machine to perform figure recognition in the Whiteboard Detailed Settings.
 For details, see page 129 "Changing the Detailed Settings".

Writing in line entry mode

Write freehand lines and arrows.

- 1. Touch ≡, the Line Entry mode icon.
- 2. Select the color, thickness, and type of the line you are drawing.
- Touch the screen surface with the pen nib, and move the pen while keeping the pen on the screen surface.

A line or arrow that connects the start and end points is drawn.



• You cannot draw a line that is less than 10 mm in length.

Writing in stamp entry mode

Select and write a figure or stamp you want to use from the list.

1. Touch , the Stamp Entry mode icon.

2

2. Select the color and type of the figure or stamp you want to use.

Touch </br>/ > to switch to a different figure or stamp list pages.

3. Touch the screen in the position you want. The selected figure or stamp is drawn in the position you touched with the pen nib.

To move the position of the figure or stamp, keep the pen nib in contact with the screen surface after touching the screen and drag the pen to the position you want.

4. Enlarge, reduce, or move the figure or stroke as desired.

For details, see page 42 "Enlarging, Reducing, or Moving the Strokes".



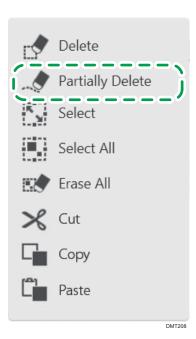
• You cannot select the thickness of the line when a stamp is being selected.

Deleting Strokes

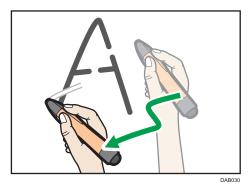
This section explains how to delete written text and drawn figures. You can delete an individual stroke or delete only the specified portions of a stroke.

Deleting a portion of a stroke

1. Touch , the Select and Delete icon, and then touch , the Partially Delete icon.



2. Move the pen over the stroke.



Only the portions of the stroke touched by the pen nib are deleted. The thickness of the deleted portions is equal to the one selected by , the Pen icon.

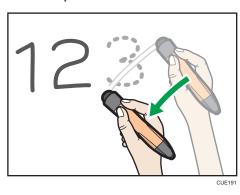


- You cannot partially delete fair copy entry text, figures, or stamps.
- You cannot use this function when using remote whiteboard in compatible mode.

Deleting individual strokes

Deleting using the pen bottom

1. Move the pen bottom across a stroke to erase it.



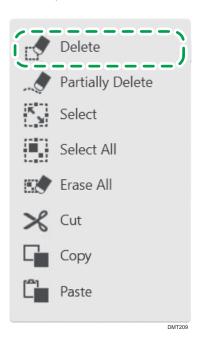
U Note

• This operation can be performed only when the Interactive Pen is used.

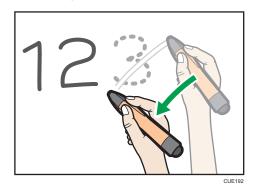
2

Deleting using the pen nib

1. Touch , the Select and Delete icon, and then touch ₫, the Eraser icon.



2. Move the pen nib across a stroke to erase it.

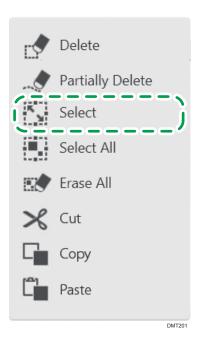


Selecting and deleting multiple strokes

1. Touch

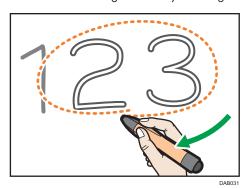
, the Select and Delete icon, and then touch

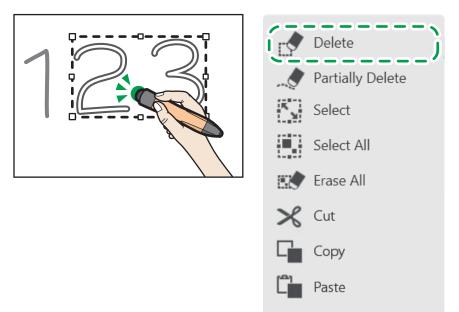
, the Select icon.



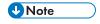
2. Circle a stroke with the pen nib to select the stroke.

You can select a single stroke by touching it.





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• Operations by the pen bottom is possible only when the Interactive Pen is used.

Deleting all strokes

You can erase all strokes on the screen.

- 1. Touch , the Select and Delete icon.
- 2. Touch [Erase All].
- 3. Touch [Delete].

Deleting in palm deletion mode

You can use the palm of your hand or the balls of one or more fingers to delete a whiteboard entry.

When the area of your contact on with the screen with using the palm of your hand or the balls of one or more fingers exceeds a predetermined size, the system automatically changes switches to palm deletion mode. When you release remove the palm of your hand or the balls of one or more fingers from the screen, the system exits from palm deletion mode.

In palm deletion mode, you can delete part or all of an entry written in handwritten entry mode. You can also delete characters written in fair copy entry mode, or graphics, or stamps.

Use the palm of your hand or the balls of your fingers as appropriate, depending on what area of a whiteboard entry you want to delete.

In palm deletion mode, either a large or small icon is displayed, depending on the area of your contact on the screen with your hand or fingers. To delete an entry, move drag the displayed delete icon across the entry.

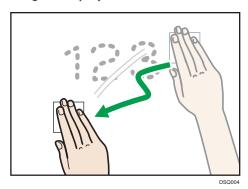


• This operation cannot be performed when the Interactive Pen is used.

Deleting with the palm of your hand

To delete a larger area of an entry, use the palm of your hand.

- 1. Touch the screen with the palm of your hand.
- 2. Drag the displayed delete icons across the entry that you want to delete.

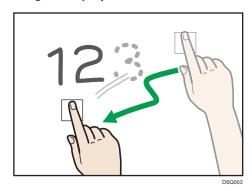


The portion of the entry that you dragged the delete icons across is deleted.

Deleting with the balls of your fingers

To delete a narrower area of an entry, use the ball of your finger.

- 1. Touch the screen with the ball of your finger.
- 2. Drag the displayed delete icon across the entry that you want to delete.



The portion of the entry that you dragged the delete icon across is deleted.



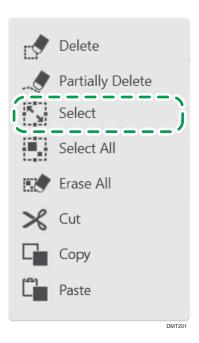
- If the area that your finger touches on the screen is too narrow, the touch may not be recognized correctly, resulting in a deletion failure.
- Fair copy entered, text, graphics, or stamps cannot be partially deleted.
- When the machine is in palm deletion mode, you cannot perform any operation other than deletion.
- Up to 10 deletion icons can be displayed and operated at a time.
- In addition to your finger, the RICOH Interactive Whiteboard D8400/D6500 allows you to use a
 commercially available whiteboard eraser or the like. To avoid damaging the screen, use a
 whiteboard eraser made from soft materials such as cloth.

Enlarging, Reducing, or Moving the Strokes

You can enlarge, reduce, or move the written text or drawn figures after selecting it.

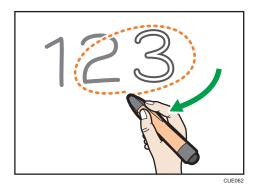
Selecting a stroke

1. Touch , the Select and Delete icon, and then touch , the Select icon.



2. Enclose a stroke with the pen nib to select the stroke.

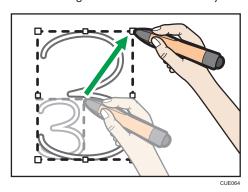
You can select a single stroke by touching it.



Touch 🗓 [Select All] to select all strokes on the page.

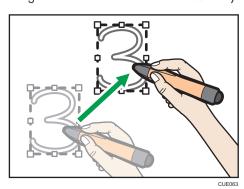
Enlarging or reducing strokes

Place the pen nib on the corner or the center of a side, and then drag the pen nib so that the stroke can be enlarged or reduced to the size you want.



Moving strokes

Drag the selected stroke to the area where you want to place the stroke.

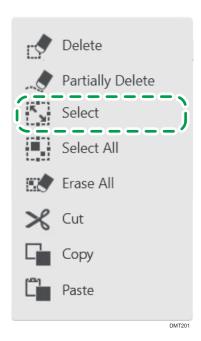


Cutting, Copying, or Pasting Strokes

You can select, cut, copy, or paste a stroke already drawn on the screen.

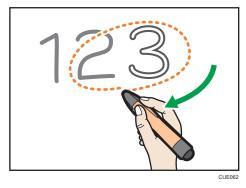
Cutting or Copying Strokes

1. Touch , the Select and Delete icon, and then touch , the Select icon.



2. Circle a stroke with the pen nib to select the stroke you want to cut or copy.

You can select a single stroke by touching it.



Touch 🗓 [Select All] to select all strokes on the page.

3. Touch × [Cut] or □ [Copy].

Touching [Cut], you can erase the stroke.

Pasting Strokes

Pastes the content of the clipboard when it contains strokes that have been cut or copied.

- Touch [Paste] and touch the place on the screen to paste the cut or copied stroke.
 You can perform this operation successively. Also, dragging the pasted stroke continuously, you can move it.
- 2. Enlarge, reduce, or move the figure or stroke as you want.
 For details, see page 42 "Enlarging, Reducing, or Moving the Strokes".



- The cut or copied strokes are saved temporarily until one of the following operations is performed:
 - Another stroke is cut or copied.
 - The machine is shut down.
 - The machine enters standby mode.
 - The whiteboard is closed.
 - A remote whiteboard in compatible mode is opened.

Changing the Display Magnification/Moving the Display Area

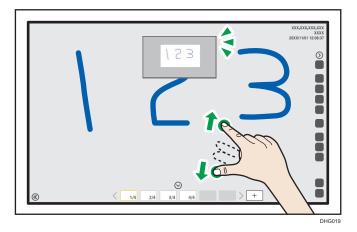
There are two methods for changing the display magnification of a displayed page or moving the display area of an enlarged page. The first is to use your fingers, and the second is to use the pen.



When hosting or participating in a remote whiteboard session, the result of the operation you
perform is applied to all the devices.

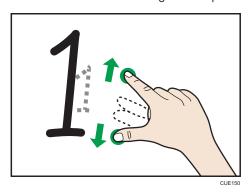
Changing the display magnification using your fingers

When you change the display magnification or move the display area with your fingers, a zoom navigator appears in the top center of the screen. The zoom navigator shows the area displayed on the screen.



Changing the display magnification

Touch the screen with two fingers and spread or pinch them together.



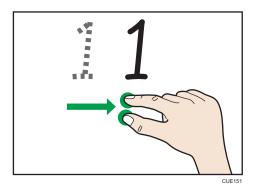
- When you spread your fingers apart, the screen is enlarged, centering on where you originally touched.
- When you pinch your fingers together, the screen is reduced, centering on where you
 originally touched.



 This operation cannot be performed when [Handwritten Entry with Multiple Touch Pens (Cannot operate whiteboard using fingers)] on the Detailed Settings screen of the whiteboard is selected.

Moving a displayed area

Touch the screen with two fingers, and while maintaining the same distance between them, move them up or down, or left or right.

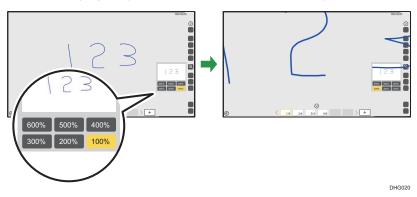


The display area moves with the movement of your fingers.

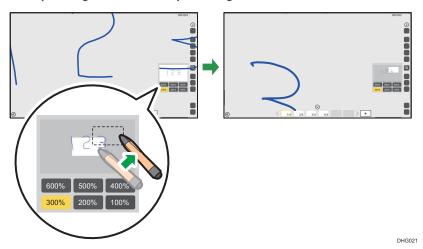
Changing the display magnification with the pen

Select , the Loupe icon, to change the display magnification, or to move a displayed area. The enlarged display area can be moved.

- 1. Touch , the Loupe icon.
- 2. Touch the display magnification, and then select the magnification.



3. To move the display area, touch and press down on the display area with the pen nib. While pressing down with the pen, drag it across the area.





• If no operations are performed in the submenu of , the Loupe icon, for ten seconds, the submenu will disappear automatically. To hide the submenu manually, touch , the Loupe icon, again.

Undoing Operations

You can undo an operation in which a stroke is drawn, edited, or deleted. You can also redo operations that were undone.

1. Touch , the Undo icon.

To redo the undone operation, touch , the Redo icon.



- When participating in a remote whiteboard session, you can only undo or redo the strokes drawn, edited, or deleted on your machine.
- After capturing an externally input image, you cannot undo or redo any of the operations performed on the captured page.
- After copying a captured page, you cannot undo or redo any of the operations performed on the copied page.
- When participating in a remote whiteboard session in compatible mode, you cannot undo or redo any operations.
- When switching pages after writing text or drawing figures on a page and perform "Undo", the
 previous page on which you have written text or drawn figures will be undone. Displayed pages
 will not be switched although "Undo" is applied to a hidden page.
- You can undo up to 100 operations.

Using Markers

A marker is a semi-transparent, thick line drawn with your finger. The drawn marker automatically disappears a few seconds after it is drawn.

A marker is useful when indicating an important portion of written text, drawn figures, or a displayed image to which you want to draw attention. This function can also be used while remote whiteboard is used.



- The marker function can be used only with the Interactive Pen.
- Depending on the machine model you are using, the marker function may become unavailable while lines, or stamps, or manipulating strokes are drawn.
- 1. Touch the screen with your finger and slide it across the surface.



The light blue (cyan) marker runs to the point where you lift your finger off the screen.

Drawing markers during a remote whiteboard session

A marker can be drawn in by all machines hosting or participating in remote whiteboard, and it is displayed on all the machines.

The colors of the markers used during a remote whiteboard session are as follows:

- Host whiteboard: Light blue (Cyan)
- · First participating whiteboard: Pink (Magenta)
- Second participating whiteboard: Green
- Third participating whiteboard: Orange (Yellow)



- You cannot draw markers while you are using the pen.
- You cannot draw markers during a compatible mode for a remote whiteboard session.
- You cannot save, send by e-mail, or print markers.

Operating a Page

This section explains the operation of a page such as adding or deleting a page.

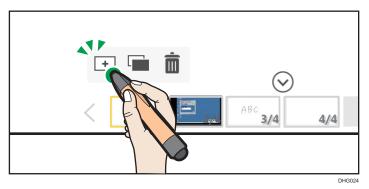
Adding a Page

Adding a new page

1. On the page list, touch the thumbnail of the page that is right before the location where you want to add a page.

The captured page operation panel appears.

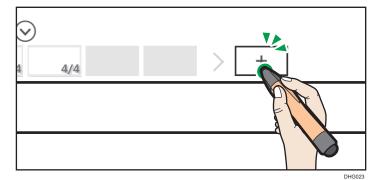
2. Touch —, the New Page icon.



A new blank page is created behind the selected page, and the newly created page is displayed.

Adding a new page at the end of the page list

1. To add a new page, touch +, the Create New Page icon.



2

A new blank page is created at the end of the captured pages list. The added page appears on the screen.

Copying a page

- On the page list, touch the thumbnail of the page that you want to copy.
 The captured page operation panel appears.
- 2. Touch , the Page Copy icon.



A copy of the selected page is added immediately after the displayed page. The added page appears on the screen.

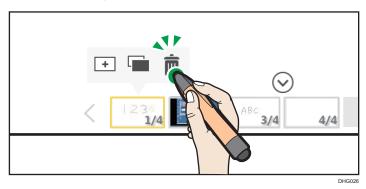


- If there is a total of 90,000 strokes, fair copy entry text, figures, and stamps on all pages, you cannot use the Page, the Create New Page icon and Page Copy icons.
- During a remote whiteboard session, the 🗈 Insert New Page, 📑 Create New Page and 🖻 Copy icons do not work.

Deleting a page

On the page list, touch the thumbnail of the page that you want to delete.
 The captured page operation panel appears.

2. Touch 🗓 , the Page Delete icon.



3. Touch [Delete].

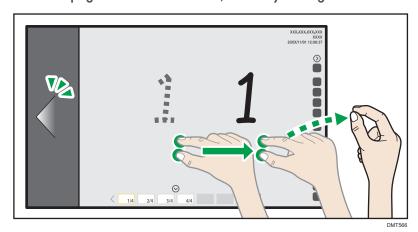
The displayed page is deleted.

The preceding page appears. If the deleted page is the top page, the next page appears.

Turning Pages

You can turn the pages using your fingers.

- 1. Touch the screen with two fingers, and while maintaining the same distance between them, move them to the left or right side of the page.
 - Move your fingers all the way to the left to display the next page.
 - Move your fingers all the way to the right to display the previous page.
- 2. When the page side comes into view, release your fingers from the screen.



₩Note

 This operation cannot be performed when [Handwritten Entry with Multiple Touch Pens (Cannot operate whiteboard using fingers)] on the Detailed Settings screen of the whiteboard is selected.

Operating a File

This section explains how to save or print written text and drawn figures on the display or captured screens.



 Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Saving Pages

You can save written text and drawn figures or captured screens to the locations shown below.

- Shared folder on the network
- USB flash memory device
- Temporary save folder on the machine

All the existing pages are saved as a single PDF file.

You can load saved pages, edit or add strokes, figures, and text, or add strokes on the pages. For details about how to import saved files, see page 57 "Importing a File".

Blank pages are not saved.



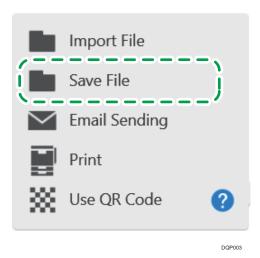
- Before saving pages in a shared folder, register the folder. For details about how to register a shared folder, see page 158 "Managing a Shared Folder List".
- 1. To save pages in a USB flash memory device, insert the flash memory device into the USB port on the side of the display.

Insert only one USB flash memory device.

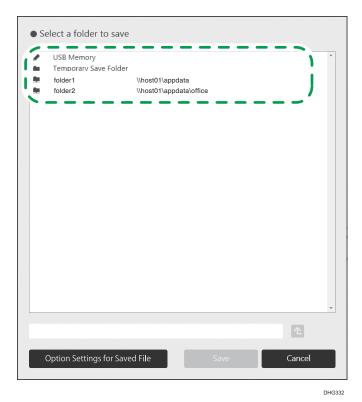
For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device".

2. Touch 🗗, the Import and Save icon.

3. Touch [Save File].



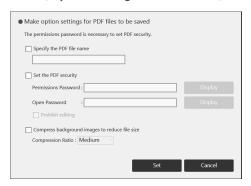
4. Specify the folder in which you want to save a file on the displayed screen.



• Select "USB Memory" to save the pages in the USB flash memory device attached to the

machine.

- When you save a file in a USB flash memory device or shared folder, a sub directory up to 10 layers deep can be specified.
- When you touch the , the Move Up One Folder icon, you can move to the folder one level above.
- 5. To change the file name, specify a password to a PDF file or prohibit editing of a PDF file, touch [Option Settings for Saved File].



- To change the file name, select [Specify the PDF file name], enter a new file name (up to 100 alphanumeric Unicode characters (UTF-8), excluding \, /, ?, :, *, ", >, <) using the touch keyboard, and then touch [Set].
- To specify a password for a PDF file, select the [Set the PDF security] checkbox, and then
 enter the [Permissions Password] and [Open Password] (up to 32 alphanumeric characters
 each) using the touch keyboard. When entering the password, you can choose whether to
 show or hide the password in the password box by touching [Display] or [Hide].

You must specify the [Permissions Password] to specify the [Open Password].

- A password-protected PDF file cannot be read again by the machine.
- To prohibit editing of the PDF file, select the [Prohibit editing] checkbox.
 You must specify the [Permissions Password] to select the [Prohibit editing] checkbox.
- To reduce the file size when saving pages, select the [Compress background images to reduce file size] check box, and then select [High], [Medium] or [Low] in [Compression Ratio].
- 6. Touch [Set].
- 7. Touch [Save].

PDF files are saved as shown below.

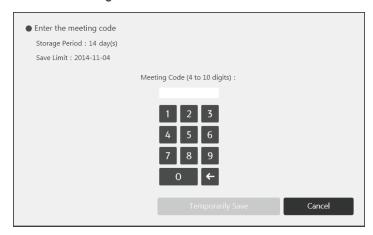
ltem	Specifications
File name (when not changing the file name)	iwb-date-time.pdf • The name of a file saved on January 23, 2014, at 4:56:07 is "iwb-20140123-045607.pdf".
	 If a file of the same name already exists, a suffix number between "-001" to "-100" is added at the end of the file name to distinguish the newly created file from the existing file.
Page size	243.84 × 137.16 mm (9.6 × 5.4 inches)

The stacking order of the fair copy entered texts in a PDF file may appear different from the
order you specified on a Whiteboard when the file is opened in a PDF viewer application
other than the machine's built-in function. They will appear in the correct order when the file is
opened on the machine.

Saving Pages Temporarily

To prevent information leakage that may occur if you forget to delete written text and drawn figures, delete all information when the machine power is turned off and a specific period of time has passed. If you want to stop using the machine before you finish operations, or if there is no external storage available to save information, you can store the information in the machine for a limited period of time.

- 1. Touch 🗗, the Import and Save icon.
- 2. Touch [Save File].
- 3. Specify [Temporary Save Folder].
- 4. Enter the meeting code.



Any number can be specified for the "meeting code".

The meeting code is used to do the following:

- · Import a temporarily saved file and resume from the last item of information you wrote
- Download a temporarily saved file from the Web page

5. Touch [Temporarily Save].

Temporary saved files can be stored for up to 30 days. You can change the storage period. For details about how to change the storage period, see page 168 "Changing the System Settings".



- You can enable or disable the temporary save function in System Settings. For details, see page 168 "Changing the System Settings".
- For details about how to load a temporarily saved file, see page 60 "Importing a Temporarily Saved File".
- You can download a temporarily saved file by accessing the Web page of the machine. For details, see page 97 "Downloading Temporarily Saved Files".

Importing a File

You can import and display a PDF or PowerPoint file on the screen of the machine and write text or draw figures on the displayed file.

You can also open a file saved in the machine and write text, draw figures, or edit the fair copy entered text.

The supported conditions of a file are as shown below.

PDF file

ltem	Condition
File size	100 MB or less
PDF version	PDF 1.3–1.7 (including PDF/A)
Page size	Postcards-A0DD
Document security	No security setting *1

^{*1} A password-protected PDF file cannot be read. Also, a print-prohibited PDF file cannot be read so as to prevent the file from being printed.

PowerPoint files

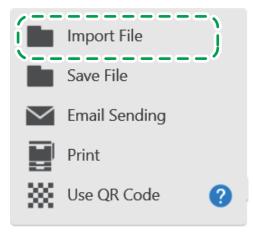
- Microsoft Office PowerPoint 2007
- Microsoft Office PowerPoint 2003
- Microsoft PowerPoint 2002

- Microsoft PowerPoint 2000
- Microsoft PowerPoint 97
- 1. To save pages in a USB flash memory device, insert the flash memory device into the USB port on the side of the display.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device".

- 2. Touch , the Import and Save icon.
- 3. Touch [Import File].



DOP002





DHG333

- Select "USB Memory" to display the files stored in the USB flash memory device that is attached to the machine.
- When you select "Temporary Save Folder", the temporarily saved files to the machine are displayed. For details about how to import a temporarily saved file, see page 60 "Importing a Temporarily Saved File".
- When you import a file that is stored in a USB flash memory device or a shared folder, a sub directory up to 10 layers deep can be specified.
- When you touch , the Move Up One Folder icon, you can move to the folder one level above.

5. Touch [Import].

The machine imports the PDF file from the first page. The imported pages are added in sequence to the end of the page list. When the PDF file has finished importing, the first page of the file is displayed.



• The drawn strokes in a file saved by the Interactive Whiteboard when it was running version 1.3.140.0 or earlier cannot be edited.

- If the contents or properties of a PDF file that was stored by the Interactive Whiteboard have been modified, the contained strokes, figures, and fair copy entry text may not be edited.
- On some machine models, PowerPoint files cannot be imported approximately 2 minutes after the whiteboard screen starts.
- Each page of a PowerPoint file is imported as an image. As a result, any videos or links on the pages of the PowerPoint file are also converted and incorporated into the images.
- If the imported PowerPoint file contains information associated with a font which is not supported by this machine, the information may not be displayed correctly.
- The selected PDF file can only be imported if its first page meets the page size condition. If the
 second or subsequent page of a PDF file does not meet the page size condition, only the preceding
 pages will be imported.
- The maximum number of pages that can be imported to the Interactive Whiteboard is 100. If the
 total number of existing captured pages and pages of temporarily saved files that are to be
 imported exceeds 100 pages, only the first 100 pages will be imported.

Importing a Temporarily Saved File

This section explains how to import a file that is temporarily saved to the Interactive Whiteboard.

The machine imports the PDF file from the first page.



• To import a temporarily saved file, the meeting code that was entered when the file was saved is required.



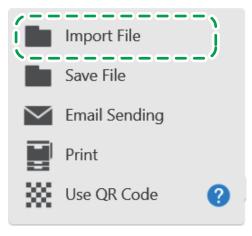
- You can enable or disable the temporary save function in System Settings. For details, see page 168 "Changing the System Settings".
- The maximum number of pages that can be imported to the machine is 100. If the total number of PDF file pages and all the existing pages exceeds 100 pages, only the first 100 pages will be imported.
- If you do not know the meeting code that was entered when the file was saved, you can find it on the Web page screen for managing temporarily saved files. For details about how to manage temporarily saved files, see page 99 "Managing Temporarily Saved Files".

Importing a temporarily saved file after the machine starts up

You can import a temporarily saved file and add it to the page list after the machine starts up.

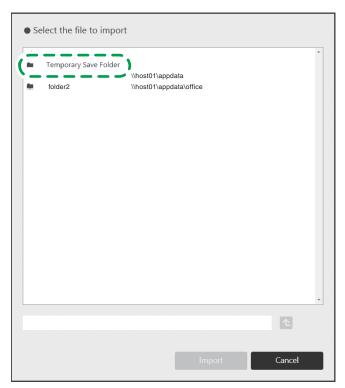
1. Touch 🗗, the Import and Save icon.

1. Touch 🖿 [Import File].



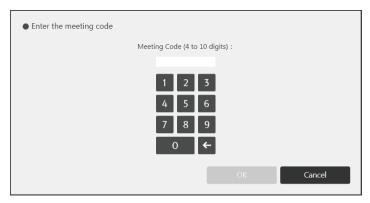
DQP00

2. Touch "Temporary Save Folder".



DHG334

3. Enter the meeting code.



4. Touch [OK].

The saved files which correspond to the entered meeting code are listed.

- 5. Select the file you want to import.
- 6. Touch [Import].

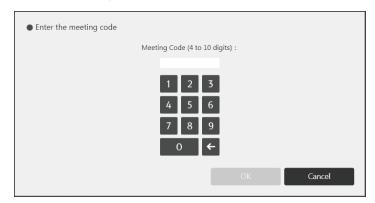
The imported pages are added in sequence to the end of the page list. When the PDF file has finished importing, the first page of the file is displayed.

Importing a temporarily saved file when the machine starts up

You can import a temporarily saved file when the machine starts up or exits standby mode.



- Before using this function, you must specify the corresponding setting in System Settings. For details, see page 168 "Changing the System Settings".
- 1. Press the power button of the machine. The machine starts up or exits standby mode.
- 2. Touch [Import] in the message that appears.
- 3. Enter the meeting code.



4. Touch [OK].

The saved files which correspond to the entered meeting code are listed.

- 5. Select the file you want to import.
- 6. Touch [Import].

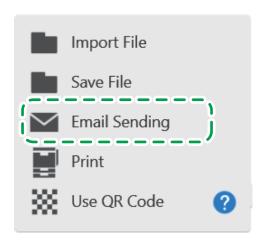
The imported pages are added in sequence to the end of the page list. When the PDF file has finished importing, the first page of the file is displayed.

Sending Pages by E-mail

You can save pages and send them by e-mail. All the existing pages can be combined within a single PDF file.

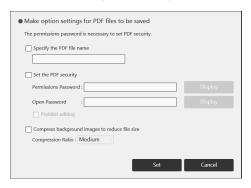


- To send e-mail, it is necessary to configure the network and SMTP Server settings. For details about how to configure the Network Settings, see page 140 "Configuring Network Settings". For details about how to configure the SMTP Server Settings, see page 148 "Configuring SMTP Server Settings".
- 1. Touch , the Import and Save icon.
- 2. Touch [™], [Email Sending].



JQP004

3. To change the file name of a PDF file attached to an email, specify a password to the PDF file, prevent editing of the PDF file from being changed, or reduce the size of the file to be saved, touch [Option Settings for Saved File].



- To change the file name, select [Specify the PDF file name], enter a new file name (up to 100 alpha-numeric Unicode characters (UTF-8), excluding \, /, ?, :, *, ", >, <) using the touch keyboard, and then touch [Set].
- To specify a password for a PDF file, select the [Set the PDF security] checkbox, and then
 enter the [Permissions Password] and [Open Password] (up to 32 alphanumeric characters
 each) using the touch keyboard. When entering the password, you can choose whether to
 show or hide the password in the password box by touching [Display] or [Hide].

You must specify the [Permissions Password] to specify the [Open Password].

- A password-protected PDF file cannot be read again by the machine.
- To prohibit editing of the PDF file, select the [Prohibit editing] checkbox.
 You must specify the [Permissions Password] to select the [Prohibit editing] checkbox.
- To reduce the file size when saving pages, select the [Compress background images to reduce file size] check box, and then select [High], [Medium] or [Low] in [Compression Ratio].
- To use the Mail to Print function, select the [Convert to Mail To Print format] checkbox.
 When the Mail to Print function is used, a password cannot be specified to a PDF, and editing of a PDF file cannot be prohibited.

For details about the Mail to Print function, see page 65 "Printing pages by specifying the multifunction printer (Mail to Print function)".

- 4. Touch [Set].
- Specify the destination.
 For details about how to specify destinations, see page 66 "Specifying Destinations".
- 6. Touch [Send].



- The name of the file attached to an e-mail is "iwb-date-time.pdf" (when not changing the file name). For example, if there is a file that is sent by e-mail on 2014/1/23 4:56:07, iwb-20140123-045607.pdf" will be the name of the attachment file.
- The page that is sent by e-mail is saved temporarily without applying the meeting code. You can
 download the temporarily stored file with no meeting code applied from the Web page by
 entering the administrator password. For details, see page 99 "Managing Temporarily Saved
 Files".
- Automatic temporary saving is a supplemental feature, and a temporarily stored file may be lost
 when a forced termination of the machine occurs. To save pages, enter a meeting code for the
 pages and temporarily save them to the machine, or save them in a shared folder or to a USB flash
 memory device. For details, see page 53 "Saving Pages".

Printing pages by specifying the multifunction printer (Mail to Print function)

You can print a PDF file with a specified multifunction printer by specifying its e-mail address as the destination. You can register the e-mail address of the multifunction printer in Email Address Book in advance, or enter it manually when you are sending an e-mail.

The pages are printed under the following conditions:

- Printing color: Color (when a multifunction color printer is used)
- Paper size: A4□



- To use this function, the multifunction printer must satisfy the following conditions:
 - Support the Mail to Print function.
 - Have a configured SMTP server and destination e-mail address.
- To use this function, configure the necessary Email Settings in Administrator Settings to allow a file
 to be sent in parts. For details about how to configure the settings, see page 148 "Configuring
 SMTP Server Settings".
- A PDF file cannot be printed if it is password-protected.
- You cannot print pages if user authentication is enabled on the multifunction printer.
- When you print on letter size (8¹/₂ × 11 inches) paper, a few mm (inches) on the left and right of
 an image will not be printed. When printing on letter size paper, configure the following settings on
 the multifunction printer. For details about how to configure the multifunction printer settings, see the
 manual provided with the multifunction printer you are using.
 - If there is a paper tray with the paper size set to A4, change the paper size or remove the A4
 paper.
 - Change the paper size setting of the paper tray to letter-size.

Change the settings to automatically select paper size.

Specifying Destinations

There are following methods to specify e-mail destinations:

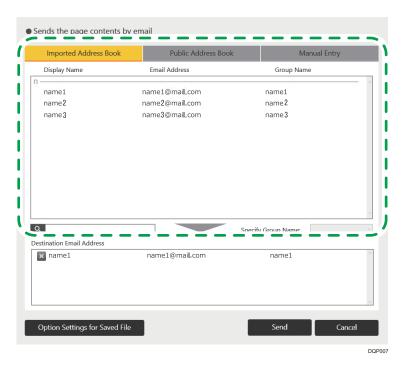
- Select a destination registered to the email address book of the machine
- Select a destination registered in a public address book (Active Directory / LDAP server address)
 that has been downloaded to the machine.
- Enter an e-mail address manually
- Select a destination from Email Address Entry History



- You can specify up to 30 e-mail addresses.
- You can add new entries to the email address book by selecting [Added Data Management] in Administrator Settings. See page 154 "Managing an Email Address Book".
- To use a public address book, select the [Use Public Address Book Function] check box in the "Network Settings" window, and configure the settings to access the public address book. See page 140 "Configuring Network Settings".
- To use the Mail to Print function, touch [Option Settings for Saved File:] to display the option settings, and then select the [Convert to Mail To Print format] checkbox.
- If RICOH Streamline NX is used for authentication, the e-mail address of the logged-in user is automatically set as the destination address.

Select from Email Address Book

- Select the e-mail address of the destination to which you want to send the pages from [Imported Address Book] tab.
 - Touch keyboard appears when you touch, the Search icon or the input box.
 An incremental search of a destination is performed as you enter characters in the input box.
 Also, you can perform AND search by entering multiple words separated by a space.
 - When you select a group name in [Specify Group Name], you can display only the
 destinations of the selected group names.

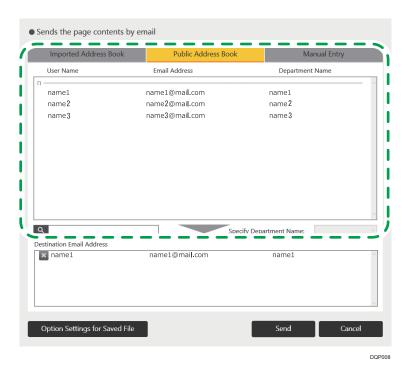


The selected e-mail address is added to the "Destination Email Address" list.

When you delete the selected e-mail address, touch the e-mail address you want to delete on the list.

Select from Public Address Book

- Select the e-mail address of the destination to which you want to send the pages from [Public Address Book] tab.
 - Touch keyboard appears when you touch, the Search icon or the input box.
 An incremental search of a destination is performed as you enter characters in the input box.
 Also, you can perform AND search by entering multiple words separated by a space.
 - When you select a group name in [Specify Group Name], you can display only the
 destinations of the selected group names.



The selected e-mail address is added to the "Destination Email Address" list.

When you delete the selected e-mail address, touch the e-mail address you want to delete on the list.



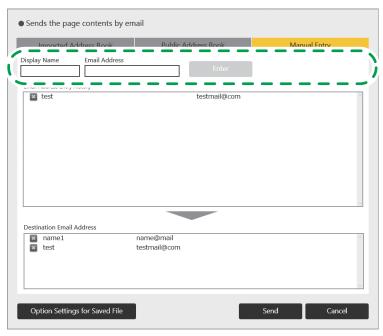
- The [Public Address Book] tab appears only when the settings to use a public address book are configured.
- Even when the necessary settings are specified, the [Public Address Book] tab does not appear if no public address book exists.
- Even when the setting to use the public address book is selected, the destination address is not displayed if [Download Public Address Book and Search] in the Network Settings is not selected. Enter a keyword in the input box next to , the Search icon, to search for the destination.

Entering e-mail addresses manually

- 1. Enter the name of the destination in "Display Name" in [Manual Entry] tab.
- 2. Enter the e-mail address of the destination in "Email Address".

The touch keyboard appears when you touch the input field.

It may take approximately 2 seconds until the touch keyboard is displayed.



DQP101

3. Touch [Enter].

A confirmation message about adding the e-mail address to the history appears.

4. Touch [OK].

The name and e-mail address of the destination is added to the "Destination Email Address" list.

When you delete the entered e-mail address, touch the e-mail address you want to delete on the list.

Selecting e-mail addresses from Email Address Entry History

Touch the e-mail address of the destination in the "Email Address Entry History" list.

The selected e-mail address is added to the "Destination Email Address" list.

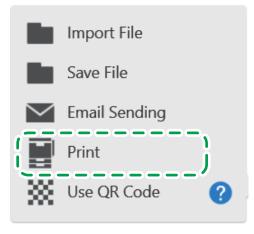
Printing

This section explains how to print pages.



 Before printing, configure the network and print settings. For details about how to configure the network settings, see page 140 "Configuring Network Settings". For details about how to configure the print settings, see page 176 "Changing the Print Settings".

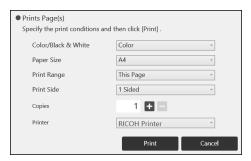
- Printer types supported for printing are listed below.
 - Printer or multifunction printer supporting Universal Printer Driver
 - Inkjet printer
 - Wide format multifunction printer
- To use an inkjet printer or wide format multifunction printer, download an appropriate printer driver for Whiteboard from the Ricoh website, and install it in the machine. To do so, use a USB memory device. For details about how to install a printer driver, see page 166 "Updating the System Using a USB Flash Memory Device".
- To configure inkjet printer or wide format multifunction printer settings, use [Others] on the [Print Settings] screen that can be displayed from Administrator Settings. For details about the Administrator Settings, see page 133 "Opening Administrator Settings", and for details about the Print Settings, see page 176 "Changing the Print Settings".
- For details about models that support Universal Print Driver, see the driver download page on the RICOH website.
- For details about supported inkjet printers and wide format multifunction printers, see the RICOH
 website or consult your sales representative.
- If you are using RICOH Streamline NX, you will need to pre-configure the environment appropriately. For details, see page 221 "Managing the Machine with RICOH Streamline NX".
- 1. Touch , the Import and Save icon.
- 2. Touch 📱 [Print].



DQP005

A window for specifying the printing conditions appears.

3. Specify the print conditions.



- When you select "This Page" in "Print Range", you can print only the displayed page.
- When multiple copies are selected, the pages are collated and the specified number of copies is printed.
- An available printer or multifunction printer is displayed in "Printer".
- If you are using RICOH Streamline NX, select "Ricoh Standard Printer".

4. Touch [Print].

Each page is printed with the images and information centered horizontally.



- Depending on the model of the machine you are using, printing cannot be performed for approximately 2 minutes after the whiteboard screen starts.
- If the window for specifying printing conditions is open while the remote whiteboard is being used, no operations can be performed on the screens of the machines that are sharing the remote whiteboard.
- You can print pages by sending them to a multifunction printer via e-mail. For details, see page 65
 "Printing pages by specifying the multifunction printer (Mail to Print function)".

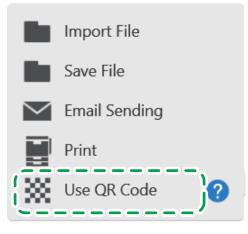
Linking with a Smart Device

By using RICOH Smart Device Connector, you can connect to the machine from smart devices.

To display the files shown on a smart device on the machine or to save the pages displayed on the machine to a smart device, scan the QR code from the machine that is displayed on the smart device.

1. Touch 🗗, the Import and Save icon.

2. Touch I [Use QR Code].



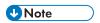
DQP006

3. Scan the QR code on a smart device.

When the page is finished saving, a message appears on the screen.

4. Touch [Close] on QR Code screen.

If you touch [Close] before the file is imported, a message is displayed to indicate that a file is being received. Touch [Close] again to cancel the importation of the file.



- The effective period of QR Code is 10 minutes from the time the code is displayed. The code cannot be used after the effective period expires. If this happens, scan the connecting code again.
- For details about how to scan QR Code, see the operating instructions of the external application.
- When multiple files are sent from the external application, the files are displayed in the order in which they are imported.
- The maximum number of pages that can be imported to the machine is 100. If the total number of
 captured pages and pages in the files to be imported from the smart device exceeds 100, only the
 first 100 pages are imported.

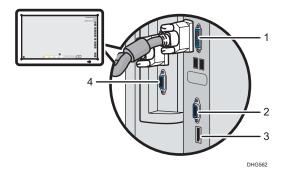
3. Connecting Devices

This chapter explains how to display an image from an image output device, and write text or draw figures on the displayed screen.

Devices That Can Be Connected to the Machine

The input terminals, output terminals, and devices that can be connected to the machine are as follows:

Interactive Whiteboard D5500



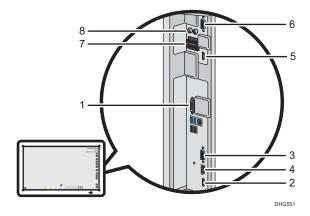
- 1. DVI Output
- 2. VGA Input
- DisplayPort Input
 DisplayPort 1.1a compliant

4. VGA Input 2

Terminal	Devices	Connection method
DVI Output	Projector	See page 85 "Using a Projector to Project a Screen".
VGA Input	ComputerTabletDocument camera	See page 80 "Connecting a Computer or Tablet to the Machine".
DisplayPort Input	ComputerTabletDocument camera	See page 80 "Connecting a Computer or Tablet to the Machine".

Terminal	Devices	Connection method
VGA Input 2	Video conferencing device	See page 82 "Connecting a Video Conferencing Device to the Machine".

RICOH Interactive Whiteboard D5510



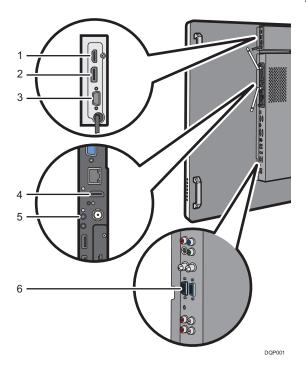
- 1. DVI Output (DVI-D)
- 2. HDMI Input 1
- 3. VGA Input 1
- 4. DisplayPort Input
 DisplayPort 1.1a compliant
- 5. HDMI Input 2
- 6. VGA Input 2
- 7. Audio Output 1
- 8. Audio Output 2

Terminal	Devices	Connection method
	Projector	See page 85 "Using a Projector to Project a Screen".
DVI Output (DVI-D)		

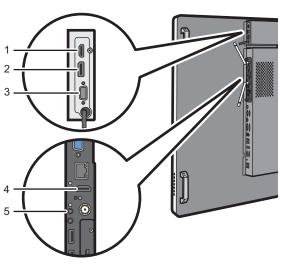
Terminal	Devices	Connection method
HDMI Input 1	 Computer Tablet Document camera Digital still camera Digital video camera 	You cannot display copyright-protected content such as DVD and Blu-ray discs. See page 80 "Connecting a Computer or Tablet to the Machine".
VGA Input 1	ComputerTabletDocument camera	See page 80 "Connecting a Computer or Tablet to the Machine".
DisplayPort Input	ComputerTabletDocument camera	You cannot display copyright-protected content such as DVD and Blu-ray discs. See page 80 "Connecting a Computer or Tablet to the Machine".
HDMI Input 2	Audio Visual device	Connects an audio-visual device to the machine. You can display copyright-protected content.
VGA Input 2	Video conferencing device	See page 82 "Connecting a Video Conferencing Device to the Machine".
Audio Output 1	Stereo speaker	Use this terminal to connect external speakers (10W+10W, 8 ohm).
O Audio Output 2	Self-powered speaker or other audio device	Use this terminal to connect to the line input terminal of an amplifier.

RICOH Interactive Whiteboard D6500/D8400

The following are the input/output terminals on the Capture Board and Controller Unit and their descriptions. For the input/output terminals of the main unit and other parts of the machine, see "Read This First" of RICOH Interactive Whiteboard D6500/D8400.



- 1. HDMI Input
- DisplayPort InputDisplayPort 1.1a compliant
- 3. VGA Input
- 4. HDMI Output
- 5. Audio Output
- 6. VGA Input (D6500 is used as an example in the figure)



DSR008

- 1. HDMI Input
- 2. DisplayPort Input
 DisplayPort 1.1a compliant
- 3. VGA Input
- 4. HDMI Output
- 5. Audio Output

Terminal	Devices	Connection method
HDMI Input	Computer Tablet Document camera Digital still camera Digital video camera	You cannot display copyright-protected content such as DVD and Blu-ray discs. See page 80 "Connecting a Computer or Tablet to the Machine". Note To display a copyright-protected material, connect to the HDMI Input of the main unit. For the input/output terminals of the main unit and other parts of the machine, see "Read This First" of RICOH Interactive Whiteboard D6500/D8400.

Terminal	Devices	Connection method
DisplayPort Input	 Computer Tablet Document camera 	You cannot display copyright-protected content such as DVD and Blu-ray discs. See page 80 "Connecting a Computer or Tablet to the Machine". • Note • To display a copyright-protected material, connect to the HDMI Input 1/2 of the main unit. For the input/output terminals of the main unit and other parts of the machine, see "Read This First" of RICOH Interactive Whiteboard D6500/D8400.
VGA Input	ComputerTabletDocument camera	See page 80 "Connecting a Computer or Tablet to the Machine".
HDMI Output	Audio Visual device External monitor Projector	Use this terminal to output the image and sounds being played on the whiteboard to an audio-visual device, external monitor or projector. See page 85 "Using a Projector to Project a Screen".
O Audio Output	Self-powered speaker or other audio device	Use this terminal to connect to the line input terminal of an amplifier.
VGA Input	Video conferencing device.	See page 82 "Connecting a Video Conferencing Device to the Machine".

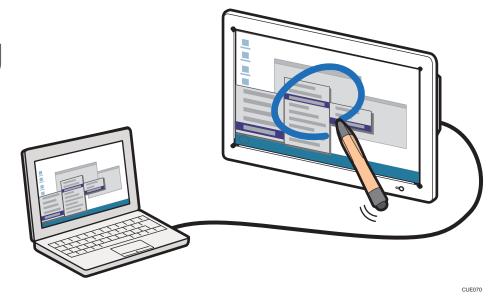


- A device that supports full-HD can be connected to DVI Output.
- For details about the input signals that are supported, see page 241 "List of Video Input Signals Supported by the Machine".
- The audio signals of the HDMI Input and DisplayPort Input are output to the audio output terminals.

- When more than one device is connected to the input terminals, priority is given to the terminals in the order of HDMI Input, DisplayPort Input, and VGA Input.
- To display an externally input still or video image on the machine in cases other than for citation, the material must be created by yourself and you must own the copyright, or you must be granted permission to use the material from the rightful owner of the copyright.
- A delay may occur when an image is displayed that is input from the HDMI, DisplayPort, or VGA input terminal due to various composite processing methods such as overlaying entries.

Connecting a Computer or Tablet to the Machine

You can connect a computer, tablet, or document camera to the machine, and see its screen on the machine. You can also write text or draw figures on the displayed screen using a pen.



You can capture written text and drawn figures on an externally input image as a "Captured page".

A captured page is added to the page list. You can continue the operation such as writing.

When you touch the "Switch External Input" icon while operating a captured page, the screen of an image output device is displayed in real time.

When multiple devices are connected to the machine, you can switch the image of the device displayed on the screen to other images by touching the "Switch External Input" icon. You can check which image of the device is displayed from the letters displayed on the Switch External Input icon. For details about icons, see page 22 "Icons Displayed on the Interactive Whiteboard".

This section explains how to display the computer screen and write text or draw figures on it.



- Under the Whiteboard Detailed Settings, you can configure the machine to automatically display
 the computer screen when there is any change in the screen content. For details, see page 129
 "Changing the Detailed Settings".
- 1. Connect the computer to any of the following input terminals on the side of the display:

 For the input terminals to connect external devices, see page 73 "Devices That Can Be Connected to the Machine".

2. Switch the video output on the computer to display the computer screen on the screen of the machine.

To switch between image outputs on the computer, press the appropriate function key while holding down the [Fn] key.

The key combinations on computers from major computer manufacturers are as follows:

Examples of key combinations on computers from major computer manufacturers are as follows:

For details, see the manual of the computer that is being used.

Computer brand	Key combination
MSI	[Fn] + [F2]
Everex, Mitsubishi, NEC, Panasonic, Sotec	[Fn] + [F3]
Gateway, HP	[Fn] + [F4]
acer, SHARP, Sotec, Toshiba	[Fn] + [F5]
Hitachi, IBM, Ienovo, Sony	[Fn] + [F7]
Asus, Dell, EPSON, Hitachi	[Fn] + [F8]
Fujitsu	[Fn] + [F10]

- 3. Write text or draw figures on the screen of the machine using a pen.
- 4. To capture the Whiteboard screen to a page, touch , the Import to Page icon.

 The captured page is added at the end of the page list and displayed on the screen.



- When you start writing on the screen, a message prompting you to capture the screen appears. You can capture the screen by touching [Import to Page]. To continue operation without capturing the screen, close the message by touching [x]. You can choose whether to enable or disable the message. For details, see page 129 "Changing the Detailed Settings".
- You can also write text or draw figures after importing a screen by touching •, the Import to Page icon.
- If there are already 100 captured pages, 🖭, the Import to Page icon, cannot be used.
- If there is a total of 90,000 strokes, fair copy entry text, figures, and stamps on all pages, you cannot use the Import to Page icon.
- The "NO SIGNAL" message may be displayed while switching to an externally input image.

Connecting a Video Conferencing Device to the Machine

This machine can be used as a monitor for a video conference.

You can connect a video conferencing device to the machine and share the screen of the machine
in a video conference using the computer screen sharing the application software (RICOH UCS) of
this machine.

■ Reference

- To hold a video conference by using the RICOH UCS function instead of connecting a video conferencing device to the machine, see page 87 "Using the RICOH UCS Function".
- By using the remote whiteboard function, you can share the memo or document that is displayed
 on the screen with other devices connected via the network. For details about sharing screen on a
 remote whiteboard, see page 111 "Overview of Remote Whiteboard".



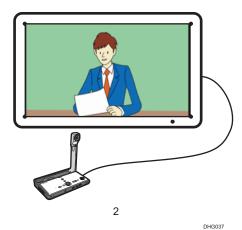
Connecting a Video Conferencing Device (RICOH UCS Screen Sharing)

The video conferencing device is connected as follows:

- 1. Turn off the video conferencing device.
- 2. Connect the video conferencing device to VGA Input on the side of the display.
 For the input terminals to connect external devices, see page 73 "Devices That Can Be Connected to the Machine".
- 3. Turn on the video conferencing device.

The images from the video conferencing device can be displayed as follows:





1. Subwindow display

You can operate the machine displaying the images from the video conferencing device on the subwindow located at the upper right of the screen.

You can display the image in a subwindow or hide the image by pressing the [PIP] button on the side of the display.

2. Full screen display

You can expand the image to full screen or hide the image by pressing the [Enter/Input] button on the side of the display.

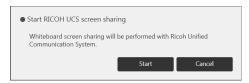


- When the machine is in the process of recognizing a video conferencing device, a message
 indicating that is displayed. If the machine successfully recognizes the device, a confirmation
 screen for starting screen sharing is displayed.
- You cannot write to an image input from a video conferencing device.
- You cannot use an image input from a video conferencing device in the whiteboard application or recorded as a captured page.
- For details about how to use a video conferencing device, see the manual of the device you are
 using.
- If the main operation panel is hidden by the subwindow, touch ®, the Move Main Operation Panel icon, and move the main operation panel.
- You can move the displayed subwindow. For details about how to move the subwindow, see page 235 "Adjusting the Display".
- The machine will automatically adjust the display area of a video conferencing device image when
 it is expanded to full screen. For details about how to adjust the display position, see page 235
 "Adjusting the Display".

The screen of the machine can be shared in a video conference using the computer screen sharing application software of the machine. (RICOH UCS screen sharing)

- 1. Connect the video conferencing device to the machine via USB.
- 2. Start a video conference.

A confirmation message for sharing the computer screen appears.



3. Touch [Start].

Sharing of the machine screen starts.

To cancel sharing of the machine screen, touch [Cancel].

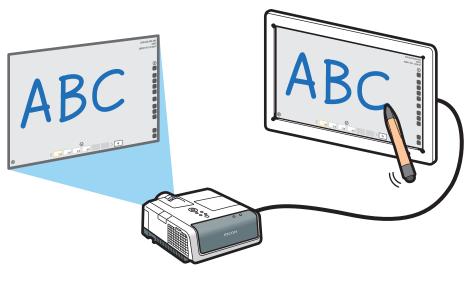
You can start sharing the screen even after the video conference has started by touching , the Sharing icon.



- If you want to stop sharing the machine screen, touch , the sharing icon, and then touch [RICOH UCS screen sharing will be stopped].
- When compatible mode is active, the machine screen cannot be shared.
- The machine screen is shared at a resolution of 720p.
- The following video conferencing devices can be used to share the screen of the machine that is connected via USB during a video conference:
 - Ricoh Unified Communication System S7000/P3500/P3000/P1000
- When multiple video conferencing devices are connected to the machine, the machine screen can only be displayed on the screen of the device that is connected first.
- When a Whiteboard screen in a Video Conference is shared, the sub-window display cannot be shared.
- If the machine does not support the language setting specified on the video conferencing device, the machine's screen cannot be shared.

Using a Projector to Project a Screen

You can connect a projector that supports full-HD to the machine to project its screens.



DHG038

• The machine cannot be connected to an analog input terminal such the VGA input of a projector.

A Ricoh projector which supports full-HD is recommended for use with the machine. Supported models are as follows:

- PJ WX3231N/X3241N
- PJ WX3340N/WX3340/X3340N/X3340
- PJ WX4130N/WX4130
- PJ WX4240N/X4240N
- PJ WX4141/WX4141N/WX4141NI
- PJ WX5350N/X5360N
- PJ WX5361N/X5371N
- RICOH PJ X3351N/WX3351N
- RICOH PJ X4241N/WX4241N
- 1. Connect a projector to the output terminal on the side of the machine.

For the input terminals to connect external devices, see page 73 "Devices That Can Be Connected to the Machine".

2. Project the screen.

For details about how to use a projector to project screens, see the manual of the projector.



• If there is a cover on DVI Output, contact your service representative.

4. Connecting to a Video Conference

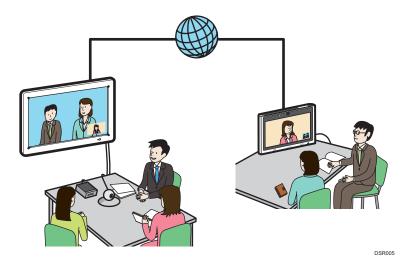
This section explains how to use this machine as a video conferencing device in order to connect to a video conference.

Using the RICOH UCS Function

You can use this machine for RICOH Unified Communication System (RICOH UCS)-based video conferencing.



- The RICOH UCS function is only available to RICOH UCS service users. For details about RICOH UCS, consult the distributor where you purchased the machine or your sales representative.
- To use the RICOH UCS function, you will need to reconfigure the Video Conference Settings. For details, see page 178 "Changing the Video Conference Settings".
- Video Conference Settings cannot be configured from Administrator Settings on the machine. To do so, use the Administrator Settings Web page.



What you can do with this machine

Hold a meeting

You can use the machine to connect or reply to a remote contact to start a meeting.

• Share a screen

You can share the whiteboard screen or the screen of a computer connected to the machine with the other parties connected to the meeting.

• Approve a registration request

You can approve a registration request from a contact to add them to your available contacts list.

• Update firmware

You can update the RICOH UCS function firmware.



- This machine cannot perform the following operations when it is in RICOH UCS mode. If you need
 to perform these operations, use RICOH Unified Communication System Settings.
 - Changing account information
 - · Re-registering a password
 - · Registering a new contact or editing or deleting a contact

Preparing for Use

This section explains the preparations necessary to use the RICOH UCS function.



- When using the RICOH UCS function for the first time, be sure to change the password and register your e-mail address in RICOH Unified Communication System Settings.
- If the RICOH UCS function needs to be updated, a relevant message is displayed. Update the RICOH UCS function according to the message.
- Do not turn off the machine while the RICOH UCS function is being updated.

Configuring Video Conference Settings

Select the [Use RICOH UCS Function] check box in Video Conference Settings on the Administrator Settings Web page and enter your contact ID and password.

For details about Video Conference Settings, see page 178 "Changing the Video Conference Settings".

Changing the password and registering your e-mail address

When using RICOH UCS from your account for the first time, change the initial password and register your e-mail address in RICOH Unified Communication System Settings.

You can access RICOH Unified Communication System Settings from [Open Account Settings], within Video Conference Settings.

Registering a contact with whom you want to have a meeting

You can register contacts with whom you want to have a meeting in RICOH Unified Communication System Settings.

Send a registration request to the contact. When the request is approved, the contact is registered. For details, see help in RICOH Unified Communication System Settings.

This machine can also be used to approve registration requests from contacts. If a registration request is received, a message is displayed. Check the contact according to the message, and approve the registration request as appropriate.

Connecting a device (If using an external device)

You can connect an external camera, microphone, or speaker to the machine.

Depending on the model, your machine may have a built-in camera, microphone, or speaker. Even if your machine has such a built-in device, you can still use an external device.

For details about how to connect these types of external devices, see page 73 "Devices That Can Be Connected to the Machine".

Switching to RICOH UCS mode

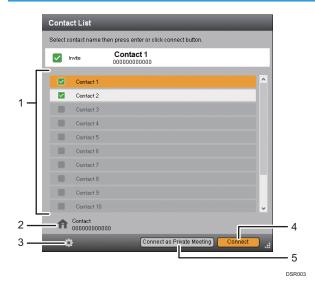
You can use the floating toolbar to switch the screen display mode to RICOH UCS mode. For details, see page 21 "Screen Display Modes".

Specifying the settings

Before connecting to a contact to have a meeting, you must first specify the audio and camera settings. For details, see page 92 "Specifying the Settings".

Holding a Meeting

Calling a contact



1. Contact List

From this list, select a contact with whom you want to have a meeting.

You can select any contact that has a or icon.

2. Your own contact information

Check your contact name and Contact ID.

3. Settings button

For details, see page 92 "Specifying the Settings".

4. Connect button

Call the selected contact to start a meeting.

5. Connect as Private Meeting button

You can limit participants in meetings.

Determine a four-digit meeting code in advance and share it with the other contacts with whom you want to have the meeting.

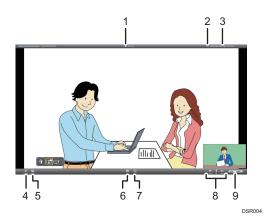
It is not possible to limit participants in a meeting once the meeting has started.

To join a limited participants meeting that has already started, you will need to obtain the meeting code before joining the meeting.

Replying to an incoming call

When there is an incoming call, an incoming call dialog box is displayed. Check the caller and reply to the call.

What you can do during a meeting



1. A Private meeting icon

This icon is displayed during meetings in which participants are limited.

2. Limited network bandwidth icon

This icon is displayed when the bandwidth of the network that you are using is limited.

3. ↓||||| 2000 kbps ↑||···· 50 kbps: Bandwidth status

Show the network bandwidth available for reception () and transmission (). You can check whether the network environment you are using meets the operating environment requirements for the machine, and whether it is possible to hold a meeting normally.

4. Settings button

Use this button to reconfigure the settings.

For details, see page 92 "Specifying the Settings".

5. 🖺 Participants

Shows the number of participants in the meeting.

6. Wiew button

Use this button to change the screen to one of the following layouts:

•

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 in 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 in full screen.

• 🗐

Only the whiteboard screen being shared is displayed. This button is only available during screen sharing.

7. Share button

Use this button to share the whiteboard screen with the other meeting participants.

During screen sharing, the displayed contents of the selected screen are displayed on the other participants' screens.

8. 🔤 Camera button / 🖳 Mic button / 🖤 Volume button

Adjust the audio volume and temporarily mute the microphone.

You can also temporarily disable the camera.

9. Leave button

Use this button to leave the meeting.



- Video from up to 9 contacts, including you, can be displayed.
- Displayed contents vary depend on the number of contacts connected.

Specifying the Settings

You can configure the following settings in Settings screen.

Audio/Video tab

ltem	Description
Select Devices	Specify the device used for meetings.
A/V Control	 Volume adjustment Camera Off Adjusting the camera While looking at your displayed image, adjust the camera's orientation and position. 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. • Auto Set Mic. Gain
	Automatically corrects to an appropriate range the level of the sound sent to the other party.
	If you use this function, you do not need to adjust [Mic. Adjustment] in Advanced.
	Impulse Noise Reduction
	Auto Set Video Quality
	Automatically adjusts the resolution of the image from this machine.
	If this function is not selected, the image will be sent with a fixed resolution.
	Even if this function is not selected, the resolution might be adjusted depending on the status of the network environment.

ltem	Description	
Advanced	Mic. Adjustment Adjusts the input volume of the microphone. To enable Microphone Boost, slide the Microphone Gain bar all the way to the left, and then click the [Microphone Boost] checkbox. After you enable Microphone Boost, slide	
	the Microphone Gain bar to the desired level. To achieve the optimal input volume, slide the Microphone Gain bar to the recommended input volume area.	
	If the input volume is low, enable Microphone Boost, and then increase the volume.	
	Output Volume Adjustment Adjusts the output volume.	

Network Settings tab

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

General tab

o on or an rain	
ltem	Description
Select Language	Select your preferred language.
Version	You can check the software version of the RICOH UCS function that you are using.

Others tab

Item	Description
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.
Display Settings in Meeting	You can specify whether to display the contact names during a meeting.

5. Using the Web Page of the Machine

This chapter explains what you can do on the Web page of the machine, and how to access the Web page.

Things You Can Do on the Web Page

View a remote whiteboard

You can view the contents of an open remote whiteboard session.

For details, see page 121 "Participating from the Web Browser".

Download temporarily saved files

You can download a temporarily saved file. For details, see page 97 "Downloading Temporarily Saved Files".

Manage the temporarily saved files

You can manage all the files temporarily saved on the machine. For details, see page 97 "Downloading Temporarily Saved Files".

Download IWB Remote Desktop Software

After you install IWB Remote Desktop Software on your computer, you can display the screen of the computer on the machine via a network. You can also operate the computer from the screen of the machine.

For details about how to download the software, see page 104 "Downloading IWB Remote Desktop Software".

Downloading RICOH Interactive Whiteboard Client

After installing RICOH Interactive Whiteboard Client on your Windows PC or Android or iOS smart device, you can participate in a remote whiteboard (remote conference) that is hosted on the whiteboard. RICOH Interactive Whiteboard Client for Windows or Android OS can be downloaded from the menu on the Web page.

The procedure to download RICOH Interactive Whiteboard Client varies depending on the operating system you are using. For details, see "RICOH Interactive Whiteboard Client Startup Guide".

Open the Administrator Settings

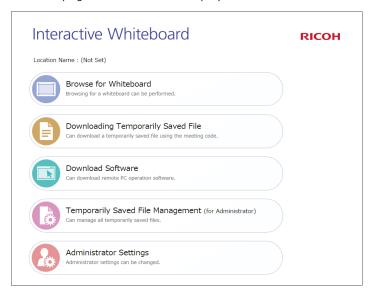
You can configure the machine settings, such as the network settings, and adjust the system clock. For details, see page 133 "Opening Administrator Settings".

Displaying the Top Page

To access the Web page for the machine, one of the following web browsers is required:

- Internet Explorer 8/9/10/11
- Firefox
- Safari for OS X
- Safari for iOS *1
- Chrome for Android *2
- Chrome for Windows
- Microsoft Edge
- * 1 For iPad only. iPhone is not supported.
- *2 For tablet PC only. Smartphones are not supported.
- Check the IP address displayed at the top of the machine screen.
 If no IP address is displayed, use 1, the Information display icon, to display the IP address.
- 2. Start your web browser.
- 3. Enter "http://(machine's IP address, host name, or fully qualified domain name)/" in your web browser's URL bar.

The Web page for the machine is displayed.

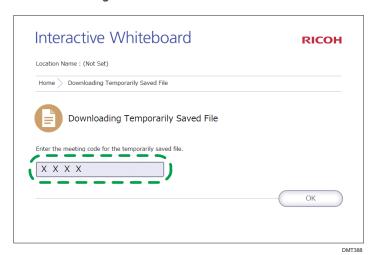




- Up to 20 web browsers can access the machine at the same time.
- You cannot access the Web page when the power of the machine is off.
- If the administrator password is not changed from its initial setting, [Administrator Settings] is displayed, but cannot be accessed. Change the administrator password. For details about changing the administrator password, see page 134 "Administrator Settings".

Downloading Temporarily Saved Files

- To download a temporarily saved file, the meeting code entered when saving the file is required.
 For more details about the meeting code, see page 56 "Saving Pages Temporarily".
- Use your computer to access the Web page for the machine.
 For details about how to access the Web page, see page 95 "Displaying the Top Page".
- 2. Click [Downloading Temporarily Saved File].
- 3. Enter the meeting code.



4. Click [OK].

Save Date ▼	Number of Pages	Size	Save Limit	
2015-09-02 16:07:19	1	3	кв 2015-09-16	Download
2015-09-02 16:07:12	1	3	кв 2015-09-16	Download
2015-09-02 16:07:08	1	3	кв 2015-09-16	Download
2015-09-02 16:06:59	1	3	кв 2015-09-16	Download

DMT390

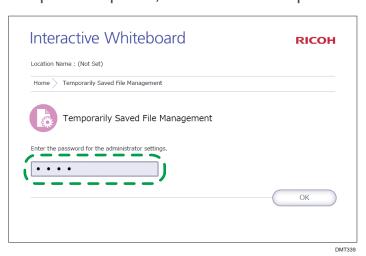
6. Rename the file, if necessary, and then click [Save].



• If you do not know the meeting code that was entered when the file was saved, you can find the meeting code on the Web page screen for managing temporarily saved files. For details about how to manage temporarily saved files, see page 99 "Managing Temporarily Saved Files".

Managing Temporarily Saved Files

- 1. Click [Temporarily Saved File Management] on the top page of the Web page.
- 2. In the password input field, enter the administrator password.

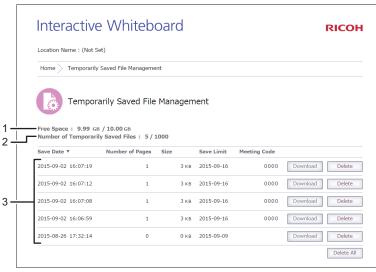


3. Click [OK].

The Temporarily Saved File Management screen appears. Delete or download the necessary files.



- Temporarily saved files with no meeting code specified can be managed only on the Temporary Saved File Management screen.
- Automatic temporary saving is a supplemental feature, and a temporarily stored file may be lost
 when a forced termination of the machine occurs. To save pages, enter a meeting code for the
 pages and temporarily save them to the machine, or save them in a shared folder or to a USB flash
 memory device. For details, see page 53 "Saving Pages".



DMT338

1. Free Space

Indicates the amount of free space and the maximum storage capacity of the space for temporarily saved files.

2. Number of Temporarily Saved Files

Indicates the number of temporarily saved files and the maximum number of files that can be temporarily saved.

3. File List

Displays a list of the temporarily saved files.

Opening Administrator Settings

☆ Important

- For security reasons, be sure to change the initial administrator password. If you do not change the
 password, [Administrator Settings] is displayed on the Web page, but cannot be accessed. For
 details about changing the administrator password, see page 134 "Administrator Settings".
- 1. On the top page of the machine's Web page, click [Administrator Settings].
- 2. Enter the administrator password in the password entry field.
- 3. Click [OK].

The configuration screen for the administrator appears. Confirm and modify the device settings as required.



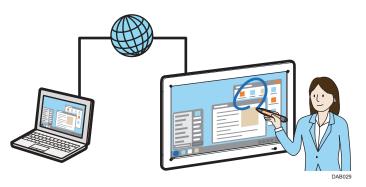
- If the administrator setting is configured on the machine's Web page, the setting becomes valid when the machine restarts.
- If no operations are performed for 10 minutes, the configuration screen for the administrator will disappear automatically.
- The administrator settings screen cannot be opened from the Web page while the administrator settings are being configured on the control panel of the machine.
- You cannot login to [Administrator Settings] for 10 minutes after the Web page has been closed.
- For details about the administrator settings, see page 134 "Administrator Settings".
- Some settings cannot be configured from the Web page. Also, some settings such as the network settings cannot be configured from the machine.

6. Using the Machine to Perform Operations on a Computer Screen

This chapter explains how to perform operations on a computer screen displayed on the machine using IWB Remote Desktop Software.

IWB Remote Desktop Software Overview

After you install IWB Remote Desktop Software on your computer, you can display a computer screen via a wireless LAN. You can also perform operations on the computer screen from the display of the machine.



Downloading IWB Remote Desktop Software

- 1. Start your web browser.
- 2. Enter "http://(machine's IP address or host name)/" in your web browser's URL bar and display the Web page for the machine.
- 3. Click [Download Software].
- 4. Click [Download].
- 5. Click [Download] under IWB Remote Desktop Software.



DSR006

6. Click [Save].

IWB Remote Desktop Software is downloaded.

Installing IWB Remote Desktop Software

 To install IWB Remote Desktop Software on a computer, log on as a user with administrator privileges.

Operating environment

ltem	Specifications		
Operating system	Windows 7 Home Premium/Professional/Ultimate/Enterprise SP 1 or later (32 bit/64 bit)		
	 Windows 8/Pro/Enterprise (32 bit/64 bit) 		
	 Windows 8.1/Pro/Enterprise (32 bit/64 bit) 		
	 Windows 10 Home/Pro/Enterprise (32bit/64bit) 		
CPU	Recommended: Intel [®] Core TM 2 Duo 2 GHz or more		
	Minimum: Intel Core Solo U1300		
Memory	Windows 7 (32 bit): 1 GB or more		
	• Windows 7 (64 bit): 2 GB or more		
	Windows 8 (32 bit): 1 GB or more		
	• Windows 8 (64 bit): 2 GB or more		
	• Windows 8.1 (32 bit): 1 GB or more		
	• Windows 8.1 (64 bit): 2 GB or more		
	Windows 10 (32 bit): 1 GB or more		
	Windows 10 (64 bit): 2 GB or more		
HDD	100 MB or more free space		
Network	Line speed		
	Minimum: 200 Kbps		
	* When not using network services other than IWB Remote		
	Desktop Software		
Wireless LAN	IEEE802.11a/b/g/n		

1. Double-click the downloaded file from the Web page of the machine to execute it.

For details about how to download IWB Remote Desktop Software, see page 104 "Downloading IWB Remote Desktop Software".

- 2. Specify the language you want to use during the installation process, and then click [OK].
- 3. If .NET Framework 4 is not installed on your computer, click [Install].
 If .NET Framework 4 has already been installed, the message [Install] does not appear. Proceed to the next step.
- 4. Click [Next].
- The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the terms in the license agreement], and then click [Next].
- 6. Specify the installation folder, and then click [Next].
- 7. Click [Install].
- 8. Click [Finish].

6

Uninstalling IWB Remote Desktop Software

- Log on to the computer as a user with administrator privileges to uninstall the software.
- 1. On the [Start] menu of the computer, select [Control Panel].

If you are using a computer that is running Windows 8/8.1, click [Search] on the Charm Bar, and then click [Control Panel].

When using Windows 10, right-click the [Start] menu and then click [Control Panel].

- 2. Select [Programs and Features].
- 3. Click [Uninstall a program].
- 4. Select "IWB Remote Desktop Software" and click [Uninstall].
- 5. Confirm the messages and click [OK].

Using IWB Remote Desktop Software to Perform Operations on a Computer Screen

Open IWB Remote Desktop Software, and then connect the machine to a computer. When the machine is connected, the screen displayed on the computer appears on the screen of the machine.



- You cannot connect if the machine is in standby mode or the power is off.
- While the machine is connected to the computer, a message is displayed every 15 minutes which
 asks whether you want to maintain the connection. If one minute elapses without clicking [Continue]
 in the message, the connection is lost automatically. This message setting can be changed when the
 machine starts.
- 1. On the [Start] menu of the computer, select [All Programs].

If you are using a computer that is running Windows 8/8.1, right-click where tiles are not displayed on the Start screen, and then click [All apps].

If you are using a computer that is running Windows 10, click [All apps] on the [Start] menu.

2. Select [Ricoh], and then click [IWB Remote Desktop Software].

If you are using a computer that is running Windows 8/8.1, proceed to the next step.

- 3. Click [IWB Remote Desktop Software].
- 4. Enter the IP address and passcode displayed at the top of the machine screen.

If no IP address or passcode is displayed, use ①, the Information display icon, to display the IP address.

You can also enter the host name or fully qualified domain name of the machine.

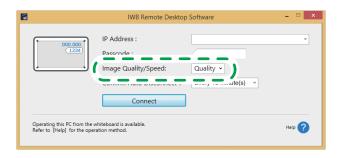
If you have already entered the IP address, host name, or fully qualified domain name, you can select it from the pull-down menu.



DHG102

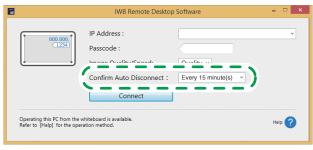
5. Change the [Image Quality/Speed] setting as required.

Select [Quality], [Standard Image Quality], or [Speed], according to the specified quality under the image transfer settings. The default is [Speed]. To give priority to speed over quality, select [Speed]. The print quality, however, may be degraded.



6. Change auto disconnection settings as needed.

To enable auto disconnection while the machine is connected to a computer, open the pull-down menu, and then select the length of time the auto disconnect message is displayed. When the setting is enabled, the auto disconnect message is displayed at specified intervals. If one minute elapses without clicking [Continue] in the message, the connection is lost automatically.



DHG57

7. Click [Connect].

The screen of the computer appears on the machine screen.

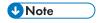
8. When you operate the computer from the machine, touch 🗹, the Operate Computer icon.

A pen nib and pen bottom can be used to perform the following:

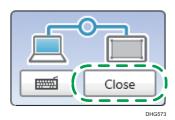
- Pen nib
 - A left-click or drag operation
- Pen bottom

A right-click operation

When you click the touch keyboard icon, you can enter text using the touch keyboard displayed on the computer. It may take approximately two seconds until the touch keyboard is displayed.

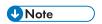


- When Touch Pen is used, the operation by pen bottom cannot be performed.
- 9. When you close IWB Remote Desktop Software, click [Close] in the "Connected" window.



10. Click [Close].

IWB Remote Desktop Software closes.



- You can also close IWB Remote Desktop Software by operating the computer from the machine screen
- In the Whiteboard Detailed settings, you can choose whether or not to automatically recognize a click and double-click during a handwritten entry. For details, see page 129 "Changing the Detailed Settings".
- You can connect to Whiteboard Version 1.3.X.X from IWB Remote Desktop Software Version
 1.5.X.X or later. In such case, the machine operates in "Standard Image Quality" even if the [Image Quality/Speed] setting is specified.
- When a touch keyboard is used, the keyboard of the computer may become unresponsive. If this
 occurs, or if the touch keyboard does not respond, perform the following procedure on the
 computer:
 - 1. Set "User Account Control Settings" to [Never Notify].
 - 2. Configure the following settings to run IWB Remote Desktop Software as an administrator:
 - 1. Right-click the shortcut icon of IWB Remote Desktop Software, and select [Properties].
 - 2. Select the [Run this program as an administrator] checkbox under [Privilege Level] on the [Compatibility] tab.

7. Using a Remote Whiteboard to Share the Screen

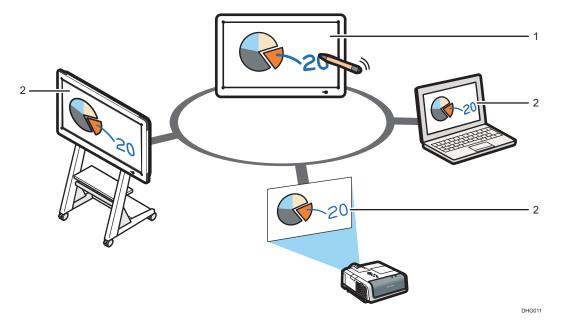
This chapter explains how to share a screen or written text and drawn figures of the Interactive Whiteboard with other devices at remote locations.

Overview of Remote Whiteboard

You can share a screen with multiple devices connected via a network.



To share a screen, you need to configure the network settings and add your Remote License. For
details about how to configure the network settings, see page 140 "Configuring Network
Settings". For details about how to add your Remote License, see page 146 "Adding or Deleting
Your Remote License".



1. Hosting remote whiteboard

The host whiteboard hosts a remote whiteboard session that allows other devices to view and perform operations on the shared screen.

2. Participating remote whiteboards

The participating whiteboards connect to the host device and perform operations on the shared screen. The results of the operations performed are displayed simultaneously on the other devices.

You can use the following other than the whiteboard to participate in a remote whiteboard session:

• Web browser (Viewing only)

- Remote Viewer (Viewing only)
- · Projector with interactive functionality
- RICOH Interactive Whiteboard Client

In addition, photos taken with a terminal (smart device only) on which RICOH Interactive Whiteboard Client is installed or image files stored on such a terminal can be uploaded to the machine. For details, see "RICOH Interactive Whiteboard Client Start Guide".



- When the network settings are configured accordingly and the remote whiteboard license is
 added, you can view the screen of the machine from a remote location using a Web browser
 application without hosting the whiteboard by changing the settings. For details about changing the
 settings, see page 140 "Configuring Network Settings".
- For details about how to open a remote whiteboard session, see page 113 "Opening a Remote Whiteboard Session".
- For details about how to participate in a remote whiteboard session, see page 118 "Participating
 in a Remote Whiteboard Session".
- For details about how to install Remote Viewer, see page 226 "Installing Remote Viewer on a Computer".
- For details about how to participate in a remote whiteboard session from a projector, see the manual of the projector or Interactive Kit.
- Smart devices that can connect to a remote whiteboard using RICOH Interactive Whiteboard Client are as follows:
 - iPad (3nd generation or later) (iOS8/9)
 - Android tablet (Android 4.1-6.0)
 - Windows PC (Windows 7/8.1/10)
- To use RICOH Interactive Whiteboard Client, a network speed of 200 kbps or faster is required.
- For details about RICOH Interactive Whiteboard Client, see "RICOH Interactive Whiteboard Client Start Guide".

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Opening a Remote Whiteboard Session

This section explains how to open a remote whiteboard session.

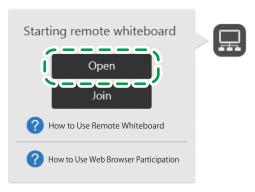
You may need to select Compatible mode according to the type of a participating device or its version. When you select Compatible mode, the functions available will be limited.

For details about how to check the system version, see page 132 "Opening General Settings".

Participating remote whiteboards	Normal hosting (system running version 1.6.0.0 or later)	Compatible mode
System running version 1.6.0.0 or later	0	O*1
System running version 1.5.X.X or earlier	×	0
Projector with interactive functionality	×	0
Remote Viewer	x*2	0
Web browser	0	0
RICOH Interactive Whiteboard Client	0	×

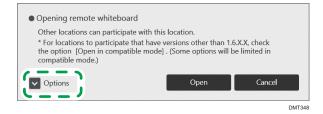
- O: Can participate.
- ×: Cannot participate.
- *1 If a participating whiteboard running system version 1.6.0.0 or later participates in a remote whiteboard session opened in compatible mode or by a machine running system version 1.1 or earlier, a message is displayed and the remote whiteboard enters compatible mode.
- *2 If a web browser is used instead of Remote Viewer, there are no restrictions on the functions that can be used while viewing the remote whiteboard.
- 1. Touch 🗐, the Share icon.

2. Touch [Open].

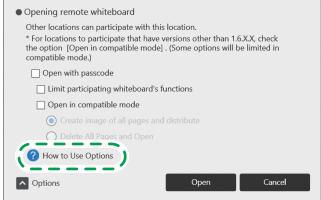


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- When a video conferencing device is connected to the machine via USB, a confirmation screen to start screen sharing is displayed upon starting a video conference using the device.
 Touch the [Start] button to share the image displayed on the machine screen. For details, see page 84 "Sharing the Whiteboard Screen in a Video Conference".
- When you activate compatible mode, the [Start] button is not displayed.
- 3. Touch "Options", and then specify the conditions for opening a remote whiteboard session.



For details about the options, see "How to Use Options".



DMT349

- When the "Open with passcode" check box is selected, you can limit the number of participating devices.
- When the "Limit participating whiteboard's functions" check box is selected, the participating whiteboards cannot save files, print pages, or send e-mail during the session.
- When the "Open in compatible mode" check box is selected, the remote whiteboard session
 is opened in compatible mode. For details about how to open a session in compatible mode,
 see page 115 "Opening a Remote Whiteboard Session in Compatible Mode".

4. Touch [Open].

A remote whiteboard session is opened.

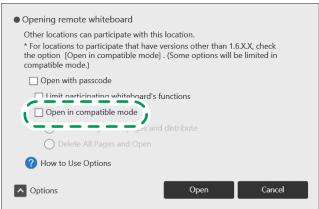
When you select "Open with passcode", a message will appear. Confirm the details of the message, and then touch [Open].



- You can use , the Share icon, to check the communication status while participating in a remote whiteboard session. For details about the communication status, see page 126 "Checking the Remote Whiteboard Information".
- During the remote whiteboard session, the participating whiteboards are displayed in the submenu
 of , the Share icon. For details about how to view the submenu, see page 126 "Checking the
 Remote Whiteboard Information".

Opening a Remote Whiteboard Session in Compatible Mode

 Select "Open in compatible mode" in the option settings of opening remote whiteboard session screen.



DMT350

2. Specify other conditions as needed.

- If you select "Create image of all pages and distribute", the pages being used will be
 converted to images and displayed on the participating whiteboards. You cannot edit the
 strokes on the pages converted to images.
- If you select "Delete All Pages and Open", all the pages being used will be deleted.

3. Touch [Open].

A remote whiteboard session is opened in compatible mode.



- You can use , the Share icon, to check the communication status while participating in a remote
 whiteboard session. For details about the communication status, see page 126 "Checking the
 Remote Whiteboard Information".
- During the remote whiteboard session, the participating whiteboards are displayed in the submenu of , the Share icon. For details about how to view the submenu, see page 126 "Checking the Remote Whiteboard Information".

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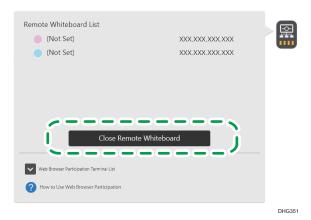
Closing a Remote Whiteboard Session

This section explains how to close a remote whiteboard session.

When the host whiteboard closes the remote whiteboard session, the session will be closed on the participating whiteboards as well.



- When you finish using the machine, quit the remote whiteboard session, and then turn off the power.
- 1. Touch , the Share icon.
- 2. Touch [Close Remote Whiteboard].



- When compatible mode is active, touch [Close].
- When a video conferencing device is connected to the machine via USB, a confirmation screen to start screen sharing is displayed upon starting a video conference using the device.
 Touch the [Start] button to share the image displayed on the machine screen. For details, see page 84 "Sharing the Whiteboard Screen in a Video Conference".
- When you activate compatible mode, the [Start] button is not displayed.
- 3. Touch [Close].



 When you exit compatible mode, the page displayed immediately before joining the remote whiteboard session is loaded as an image.

Participating in a Remote Whiteboard Session

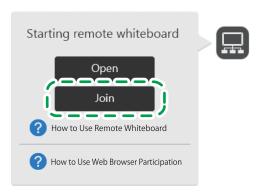
This section explains how to participate in a remote whiteboard session.



- When you join a remote whiteboard session, all the pages that existed prior to joining the session
 are deleted and the contents of the host whiteboard are imported.
- You cannot participate in a remote whiteboard if the version of the host differs from that of the participating whiteboard.

Participating from the Interactive Whiteboard

1. Touch [Join] of 🗐, the Share icon.



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- 2. When a message appears, touch [Proceed].
- 3. Specify the remote whiteboard session you want to join.

For details about how to specify a remote whiteboard session, see page 119 "Specifying the remote whiteboard session to join".

4. Touch [Join].

To join a remote whiteboard session for which options have been set, check the message that is displayed, and then touch [Join].

5. Check how long it will take to finish reading the page, and then touch [Join].

The host whiteboard page begins reading.



The indicated shared page import time is an estimate, depending on the actual environment.

- When the remote whiteboard you want to join is open with available functions limited, the
 participating whiteboards cannot save files, print pages, or send e-mail. When the remote
 whiteboard session is closed, all the pages are deleted.
- When you attempt to participate in a remote whiteboard session opened in compatible mode or by a machine running system version 1.1 or earlier, a message which asks whether or not you want to participate in the session. Touch [Join] inside the message to participate is displayed.



- During a remote whiteboard session, the screen sharing status is displayed in the submenu of , the Share icon. For details about how to view the submenu, see page 126 "Checking the Remote Whiteboard Information".
- If the page size of a file imported to the host whiteboard is larger than the maximum file size that can be imported by a participating whiteboard, the imported file may not be displayed.

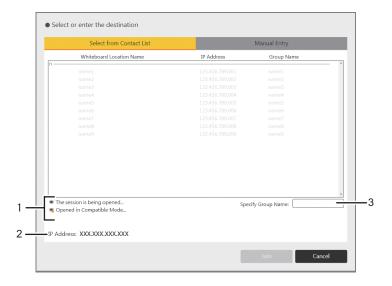
Specifying the remote whiteboard session to join

The host whiteboard can be specified as follows:

- Select a host whiteboard session from the contact list you have added in advance
- Specify the IP address of the host whiteboard

Selecting from the contact list

Select the host whiteboard from the list of the whiteboard location names you have added in advance.



DMT312

1. Status of the host whiteboard

Displays an icon which indicates the session status of the host whiteboard.

2. [IP Address]

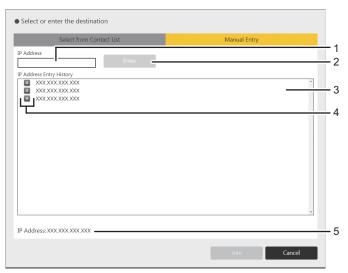
Displays the IP address of a whiteboard location that is selected from the contact list.

3. Specify Group Name

Select the group you want to display in the "Contact List".

Specifying by entering manually

Specify the host whiteboard by entering its IP address.



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1. Manual Entry

Enter the IP address, host name, or fully qualified domain name of the host whiteboard. The touch keyboard appears when you touch the input field.

2. [Enter]

Adds the entered IP address of the host whiteboard to the IP Address field.

3. IP Address Entry History

Displays a list of host whiteboards that were manually entered. Select one of the host whiteboards in the list.

"IP Address Entry History" can hold up to 100 entries. When "IP Address Entry History" reaches capacity, the oldest entry is deleted from the history.

4. Delete History

Deletes a manually entered remote whiteboard from the history. When you touch [Delete] in the message, the selected remote whiteboard is deleted from the history.

5. [IP Address]

Displays the IP address of a whiteboard location that was entered.



- It may take approximately two seconds until the touch keyboard is displayed.
- For details about how to add a contact list, see page 150 "Managing a Remote Contact List".

Participating from the Web Browser

This section explains how to view the contents of a remote whiteboard session by accessing the Web page of the machine.

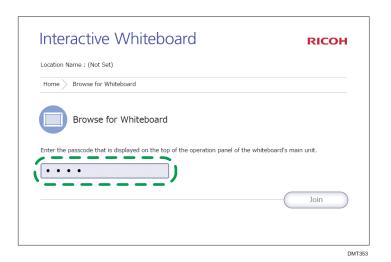


- To view a remote whiteboard session, you need to configure the network settings and add your Remote License. For details about how to configure the network settings, see page 140
 "Configuring Network Settings". For details about how to add your Remote License, see page 146
 "Adding or Deleting Your Remote License".
- A remote whiteboard session opened by a machine running system version 1.3.140.0 or earlier or a projector that has interactive functionality cannot be viewed from a web browser.
- 1. Access the Web page for the machine.

For details about how to access the Web page, see page 95 "Displaying the Top Page".

- 2. Click [Browse for Whiteboard] on the Web page.
- 3. Enter the password in the passcode box.

The passcode entered is the code displayed at the top of the screen of the host whiteboard.



4. Click [Join].

The remote whiteboard screen is displayed.

The page you are viewing is refreshed once every two seconds.



 You can change the display magnification by using the zoom-in and zoom-out function of your web browser.

Participating from Remote Viewer

When you install Remote Viewer to the computer, you can view the contents of a remote whiteboard session opened with Compatible mode or version earlier than 1.3.140.0. For details about Remote Viewer, see page 225 "Using Remote Viewer".

When you view the contents of a remote whiteboard session opened with a system of version 1.3.0.0. or later, access the remote whiteboard from the web browser. For details, see page 121 "Participating from the Web Browser".

- 1. Click the [Start] menu on the computer.
- 2. From [All Programs], select [Ricoh], [Interactive Whiteboard Remote Viewer].
- ${\bf 3.} \ \ {\bf Click} \ [{\bf Interactive} \ {\bf Whiteboard} \ {\bf Remote} \ {\bf Viewer}].$

The Remote Viewer screen appears.

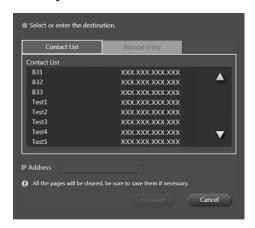
- 4. Click [Join] from ##, the Share icon.
- 5. Specify the IP address of the host whiteboard on the displayed screen.
- 6. Click [Connect].

The host whiteboard is imported.

- 7. If a passcode is set by the host whiteboard, enter the passcode.
- 8. If a connection is established, the time to import pages of the host whiteboard is displayed. Click [OK].

There are two methods for specifying a host whiteboard. The first is to select from the contact list, and the second is to enter the IP address manually.

[Contact List] tab



Specify the IP address of the host whiteboard by selecting it from the "Contact List".

A contact list can be added with "Add Remote Contact List" in General Settings of Remote Viewer. See page 229 "Creating a Remote Contact List".

[Manual Entry] tab



- Specify the IP address of the host whiteboard by entering it manually. After entering the address, click [Enter]. A confirmation message about the history appears. If you do not want to keep the entered IP address in the history, click [Cancel].
- You can also specify a previously entered IP address by selecting it from "IP Address Entry History".



- "IP Address Entry History" can hold up to 100 entries. If there are already 100 entries, the oldest entry is deleted from the history.
- The indicated shared page import time may differ depending on the actual environment.
- You can use $\stackrel{\text{LLL}}{\longrightarrow}$, the Share icon, to check the communication status while participating in a remote whiteboard session. For details about the communication status, see page 126 "Checking the Remote Whiteboard Information".

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Leaving a Remote Whiteboard Session

- When you finish using the Interactive Whiteboard, leave the remote whiteboard session, and then turn off the power.
- 1. Touch 🖃, the Share icon.
- 2. Touch [Close Remote Whiteboard].



If you are participating in a remote whiteboard session while compatible mode is active, touch [Leave].

3. Touch [Leave].

• When you have participated in a remote whiteboard session from Remote Viewer, click ###, the Share icon, and then select [Leave].



When you have participated in a remote whiteboard session from the web browser, quit
viewing by closing the browser window.

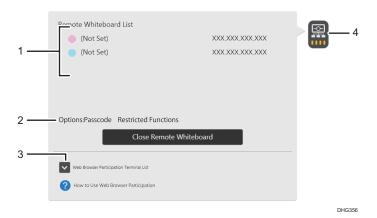


- If the host whiteboard side closes the remote whiteboard session, viewing automatically ends.
- When you exit compatible mode, the page displayed immediately before joining the remote whiteboard session is loaded as an image.

Checking the Remote Whiteboard Information

When you touch \blacksquare , the Share icon, during a remote whiteboard session, you can check the information of the devices joining the remote whiteboard session.

When you touch \blacksquare , the Share icon, the following submenu appears. The submenu indicates the status of the remote whiteboard.



1. Remote Whiteboard List

- Indicates the name and IP address of the device hosting the remote whiteboard session.
- Indicates the names and IP addresses of the devices participating in the remote whiteboard session.

2. Options

Indicates the options that have been set.

3. Web Browser Participation Terminal List

Indicates the IP addresses of the devices participating in the remote whiteboard session via a web browser.

4. Share icon

Indicates the network status in the bottom part of the icon.

Checking the communication status during a remote whiteboard session

You can check the communication status during a remote whiteboard session. The communication status is indicated by , the Share icon. When you are using compatible mode, you can check the communication status by the color of the icon.

Normal mode icon/Compatible mode icon	Communication status	Communication speed
	Excellent	1.5 Mbps or more
Antenna 4/ee		

Normal mode icon/Compatible mode icon	Communication status	Communication speed
Antenna 3/	Good	512 kbps–1.5 Mbps
Antenna 2/	Low	200 kbps–512 kbps
Antenna 1/	Very Low	200 kbps or less



- On the host whiteboard, the icon indicates the participating whiteboard with the worst communication status.
- As the number of whiteboard locations or the amount of data to be transferred increases, screen updates may take longer and the response time for user operations may increase.
- As communications improve, screen updates and response time for user operations become faster.
- If there are no participating whiteboards, 🗒, the Antenna 1 icon, is displayed on the host whiteboard.
- If you are using Remote Viewer to view shared screens, an icon which indicates the machine is in compatible mode is displayed.

8. Changing the Interactive Whiteboard Settings

This chapter explains how to change the machine settings in General Settings and Administrator Settings.

Changing the Detailed Settings

To configure the whiteboard display and writing settings, open the whiteboard detailed settings.

1. Touch (Pen) or (Switch External Input) on the main operation panel with the pen nib, and then touch (Detailed Settings) from the menu that appears.

The whiteboard detailed settings screen is displayed.

- 2. Select the check box of the functions you want to use.
 - [Automatically switches to the external input when the external input display screen has changed]

The machine automatically switches to the computer screen when the screen content changes.

- [Do not display pen entry operation guidance while displaying external input]
 When you start writing on the external input screen, a message prompting you to capture the screen will not appear.
- [Automatically recognize a click during a handwritten entry on remote PC image]
 When you are using the computer screen in IWB Remote Desktop Software, the machine automatically recognizes a click or double-click during a handwritten entry.
- [On fair copy entry, only graphics will be fair copied (texts will not be fair copied)]
 If a small figure is converted to a character in fair copy entry mode, select this setting to make fair copies of figures only.
- [Automatically aligns the position of the texts and graphics]
 Fair copy entered text, figures, and lines are flush against the grid line when they are moved or reduced/enlarged.
- [Handwritten Entry with Multiple Touch Pens (Cannot operate whiteboard using fingers)]
 You can draw up to 4 strokes at a time when using handwritten entry mode. This setting is available only when [Handwritten Entry with Touch Pen] is enabled For details, see page 168 "Changing the System Settings".
- 3. Touch [Close].



 When any of the (Stamp Entry mode) icons other than (Select and Delete) or (Operate Computer) is selected, clicks cannot be automatically recognized while making a handwritten entry on a remote computer screen.

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 To save the changes made to the settings after the machine is turned off, specify [Default Whiteboard Detailed Settings] in System Settings. For details, see page 168 "Changing the System Settings".

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Displaying the Desktop

You can open General Settings or Administrator Settings from the desktop.

The procedure for displaying the desktop is as follows:

- 1. Press and hold on 1, the close icon, with the pen nib until a message appears.
- 2. Touch [Close].

The displayed page closes and the desktop is displayed.

Icons on the Desktop

Touch an icon twice in quick succession with the pen nib to activate an icon on the desktop.

The operations performed with the activated icons are as follows:

lcon	Behavior	Reference
*	Opens Administrator Settings.	See page 133 "Opening Administrator Settings".
AdminSettings		
	Displays the main screen of the machine.	See page 17 "Screen Configuration".
Interactive Whiteboard		
O	Turns the power off.	-
PowerOFF		
*	Opens General Settings.	See page 132 "Opening General Settings".
Settings		
Keyboard	Displays the touch keyboard. It may take approximately two seconds until the touch keyboard is displayed.	-

Opening General Settings

To perform operations such as checking the system information, open General Settings.

- 1. Display the desktop.
- 2. Touch [Settings] two times in quick succession.



• When you finish configuring General Settings, touch [Close].

General Settings Icons

Touch the icon with the pen nib to activate an icon on General Settings.

The operations performed with the activated icons are as follows:

lcon	Behavior
Adjust Touch Sensor Position	Adjusts the position detected when the screen is touched by the pen. For details about how to adjust positions, see page 138 "Adjusting Touch Sensor Positions".
Touch Sensor Sensitivity Adjustment * 1	Adjusts the sensitivity detected when the screen is touched by the pen or your fingers. For details about how to adjust sensitivities, see page 139 "Adjusting the Touch Sensor Sensitivity".
Version Information	Displays the version information and Windows license agreement.
Copyright Information	Displays the copyright information.

 $\ ^{\star}$ 1 This item is only displayed on some models.

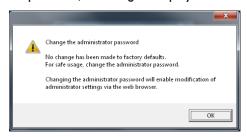
8

Opening Administrator Settings

Open Administrator Settings to configure machine settings such as network or date and time settings.



• For security reasons, make sure to change the initial administrator password. If you do not change the password, a message is displayed each time you open Administrator Settings.



- 1. Display the desktop.
- 2. Touch [AdminSettings] two times in quick succession.
- 3. Display the touch keyboard and enter the administrator password.

The method to display the touch keyboard varies depending on the machine. It may take approximately 2 seconds until the touch keyboard is displayed.

- If the [keyboard] icon is displayed on the desktop, touch this icon twice quickly.
- If the [keyboard] icon is not displayed on the desktop, use the pen nib to move the point to the upper left corner of the display and touch the frame that appears.

The initial administrator password is "admin". Touch 🎍 , the Change Administrator Password icon, to change the password.

4. Touch [OK].

If the entered password is incorrect, an error message appears. Check the password and enter the correct one.



- When you finish configuring Administrator Settings, touch [Close].
- If no operations are performed for 10 minutes, the configuration screen for the administrator will disappear automatically.
- You can also configure the administrator settings from the Web page of the machine.
 - For details about opening the administrator settings screen, see page 101 "Opening Administrator Settings".
 - For settings that can be configured on the Web page, see page 134 "Administrator Settings".
- The administrator settings screen cannot be opened on the control panel of the machine while the administrator settings are being configured from the machine's Web page.

Administrator Settings

Touch the icon with the pen nib to activate an icon in Administrator Settings.



Certain settings for using a network cannot be configured from Administrator Settings on the
machine. To configure such settings, use the Administrator Settings Web page. For details about
how to access the Administrator Settings Web page, see page 101 "Opening Administrator
Settings".

The operations performed with the activated icons are as follows:

lcons displayed on this machine	Items on the Web	Behavior
System Settings	System Settings	Changes the System Settings. For details about how to configure the settings, see page 168 "Changing the System Settings".
Security Settings	Security Settings	Configures the security settings. For details about configuring the settings, see page 173 "Changing the Security Settings".
Network Settings	Network Settings	Configures the IP Address and Default Gateway settings. These settings are necessary to use the following functions: Remote whiteboard Send by e-mail Print pages Web page IWB Remote Desktop Software For details about how to configure the settings, see page 140 "Configuring Network Settings".
Print Settings	Print Settings	Configures the Printer Address and Print Authentication settings. These settings are necessary to print pages. For details about how to configure the settings, see page 176 "Changing the Print Settings".

Icons displayed on this machine	Items on the Web	Behavior
S	Email Settings	Configures the SMTP Server Settings. These settings are necessary to send saved pages or logs by e-mail.
Email Settings		For details about how to configure the settings, see page 148 "Configuring SMTP Server Settings".
-	Video Conference Settings	For details about how to configure the settings, see page 178 "Changing the Video Conference Settings".
	Set Date/Time	Sets the date and time displayed at the top of the main operation panel.
Set Date/Time		For details about how to configure the settings, see page 144 "Setting the Date and Time".
	Region and Language Settings	Specifies the display language and the region where the machine is used.
Region and Language		For details about how to configure the settings, see page 145 "Configuring Region and Language Settings".
≣₽	Remote Whiteboard License Management	Adds or deletes a remote license. This setting is necessary to use remote whiteboard.
Add/Delete Remote License		For details about how to add or delete a remote license, see page 146 "Adding or Deleting Your Remote License".
	_ *1	Updates the system to the latest version. For details about how to update the system, see
System Update		page 166 "Updating Your System".

Icons displayed on this machine	Items on the Web	Behavior
○	Added Data Management	Imports or exports the Email Address Book, Contact List, or Shared Folder List.
Added Data Management		 For details about how to add or export the Email Address Book, see page 154 "Managing an Email Address Book".
		 For details about how to add or export the Contact List, see page 150 "Managing a Remote Contact List".
		 For details about how to add or export the Shared Folder List, see page 158 "Managing a Shared Folder List".
□	Device Configuration Management	Exports and then backs up the information set in Administrator Settings to a USB flash memory device.
Export Device Configuration		For details about how to back up the machine configuration, see page 181 "Restoring Configuration Settings".
•		Imports and then restores the exported Administrator Settings information from a USB flash memory device.
Import Device Configuration		For details about how to restore the machine configuration, see page 180 "Performing a Configuration Settings Backup".
	Log Download	Records the start times and errors in a file. The log file can be saved as follows:
Log Collection		Save to a USB flash memory deviceSend by e-mail
		For details about the information saved in a log file or how to save the file, see page 163 "Collecting Logs".
O	_ *1	Resets the information configured in Administrator Settings to the factory default values.
Initialize to Factory Defaults		For details about how to reset the information, see page 183 "Restoring the Factory Default Settings".

Icons displayed on this machine	Items on the Web	Behavior
Change Administrator Password	Change Administrator Password *2	You can change the administrator password. Enter the current password together with the new password to change the password.
Display Touch Keyboard	_ *3	Displays the touch keyboard. This keyboard is used to enter text, such as an e-mail address or password.
Wireless Network Settings	_*1*4	Configures the wireless network. It also displays the MAC address of the device. For details about how to configure the settings, see page 142 "Configuring Wireless Network Settings".

- *1 This setting cannot be configured from the machine's Web page.
- *2 The initial password ("admin") cannot be specified from the Web page of the machine. The new password becomes valid after the machine is restarted.
- *3 This item cannot be displayed from the machine's Web page.
- *4 This item is only displayed on some models.

Adjusting Touch Sensor Positions

If the position detected when the screen is touched by the pen is out of place, you can adjust the touch sensor position.



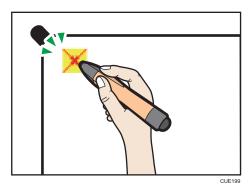
- This function is only available on RICOH Interactive Whiteboard D5500/D5510.
- 1. Touch =, the Adjust Touch Sensor Position icon, in General Settings.

A screen for sensor adjustment is displayed on the entire display screen.



2. Touch each highlighted area in turn to configure the position of the touch sensor.

The highlighted area to be touched moves from the upper left to the lower left, lower right, and then upper right.



When the last area is completed, a message appears.

When ten seconds have elapsed after the message appears, [OK] is automatically selected and the adjustment is finished.

3. Touch [OK].

Adjustment is carried out.

Adjusting the Touch Sensor Sensitivity

If you experience problems drawing strokes or markers, you can adjust the sensitivity of the touch sensor.



- This function is only available on RICOH Interactive Whiteboard D5500/D5510.
- Do not touch the screen with the pen while adjusting the sensitivity of the touch sensor.
- 1. Touch , the Touch Sensor Sensitivity Adjustment icon, in General Settings.
- 2. Check the message that appears, and then touch [OK].
- 3. When adjustment is finished, touch [Close].

Configuring Network Settings

You can configure the following settings on the "Network Settings" window in Administrator Settings. When the configuration is complete, the machine automatically restarts.

ltem	Description	Initial value
Network Auto Settings *3	Specify whether or not to configure the Network Settings automatically.	Selected
	If you clear this check box, specify the following settings:	
	IP Address	
	Subnet Mask	
	Default Gateway	
DNS Auto Settings *3	Specify whether or not to configure the DNS server settings automatically if you do not want to configure the Network Settings automatically.	Selected
	If you clear this check box, specify the following settings:	
	Preferred DNS Server	
	Alternate DNS Server	
Proxy Server Settings *1	Specify whether or not to configure the proxy server manually.	Not selected
	Enter the following:	
	Address	
	Port Number	
	User name	
	Password	
	A user name and password can be entered only when proxy user authentication is specified.	
Ethernet Rate *3	Selects an Ethernet speed.	Auto Settings
MAC Address *3	Indicates the MAC address of the wired LAN adapter.	-

ltem	Description	Initial value
Use Public Address Book Function *2	Specifies whether or not to use a public address book (Active Director / LDAP server address). When this check box is selected, enter the following items to access a public address book:	Not selected
	Active Directory/LDAP Server	
	User name	
	Password	
	Distinguished Name (DN)	
	Also enter associated attribute names as follows:	
	User name	
	Email Address	
	Department Name	
	Phonetic Names	
Download Public Address Book and Search	Specifies whether or not to download a public address book when the whiteboard starts. When this check box is selected, items in the public address book will be updated every time the whiteboard starts. When this check box is cleared, the whiteboard accesses the public address book on the server and perform a search.	Selected

- *1 When the machine settings are being configured from the Web page of the machine, this item is displayed as [Use the proxy server].
- *2 Displayed only when configured from the Web page of the machine.
- *3 Only applied on the wired LAN.



- Dynamic DNS is not supported. If "Network Auto Settings" is selected, the IP address is obtained automatically, but the host name is not set.
- The public address book of this machine is updated when the machine starts up.
- The public address book of this machine is erased when the function is disabled.

Configuring Wireless Network Settings

You can configure the following settings on the "Wireless Network Settings" window in Administrator Settings.

When the configuration is complete, touch [Save settings by restarting]. The machine restarts automatically.



• This function is only available on RICOH Interactive Whiteboard D6500/D8400.



 For details about how to configure a wireless network, see Windows 8 Help and the manual of the device to be connected.

ltem	Description	Initial value
Connect to access point etc.	Configures the settings to connect to a network node such as the access point.	-
	Touch [Connect to access point etc.] to display the list of access points that can be connected. From the list, select the network name (SSID) to which to connect, and then enter the network security key to connect to the access point.	
	If the network name (SSID) of the access point you want to connect to is not found on the list, touch [Manually connect wireless network] to open the configuration screen, and manually configure the wireless network.	

ltem	Description	Initial value
Manually connect wireless network	Manually adds a wireless network configuration.	-
	To add a setting, touch [Manually connect wireless network] to open the configuration screen, and enter the following information of the access point to connect:	
	Network name	
	Security type	
	Encryption type	
	Security Key	
	Also, select the following settings if necessary:	
	• [Start this connection automatically]	
	 [Connect even if the network is not broadcasting] 	
MAC Address	The MAC address of the wireless LAN adapter is displayed.	-

Setting the Date and Time

You can change the settings of the date and time or the time zone on the "Set Date/Time" window in Administrator Settings.



• If you select the link for time setting, Internet Explorer may open. If Internet Explorer opens, close it.

Configuring Region and Language Settings

You can configure the following settings on each tab of "Region and Language" window in Administrator Settings.

Depending on the machine model you are using, you may need to touch [Region] or [Language] in the [Region and Languages] dialog box to display the following tab or screen.

[Formats] tab

Specify the language you want to use to display the information such as date or time.

[Location] tab

Specify the current region.

[Keyboards and Languages] tab *1

Specify the keyboard language and the text display language you want to use.

[Change your language preference] configuration screen *1

Specify the keyboard language and text display language you want to use.

Use the following procedure to select the language to use:

- 1. From the list, select the language you want to use.
- 2. Touch [Move up] to move the language you want to use to the top of the list.
- 3. Close the window.

[Administrative] tab

Specify the language you want to use to display a text from a program that does not support Unicode.

* 1 This item is not displayed on some models.



- If you select the link for language setting, Internet Explorer may open. If Internet Explorer opens, close it.
- After you finish changing the settings, the login screen may appear. In such case, quickly press and
 release the power button of the display. When the machine shuts down, press the power button
 again to restart the machine.
- If you use [Change system locale] in the [Administrative] tab to change the locale, a message is
 displayed which asks whether to shut down the system. When you close the message, the system
 restarts. If you want to change the region or language, we recommend using [Change system
 locale] after completing the other changes.
- From the Web page of the machine, you can specify [Current Location] and [Display Language].

Adding or Deleting Your Remote License

This section explains how to enable the remote whiteboard session by adding a license code of Remote License, which is an external option.

Adding Your Remote License

- 1. Touch , the Add/Delete Remote License icon, in Administrator Settings.
- 2. Display the touch keyboard and enter your license code.



The method to display the touch keyboard varies depending on the machine. It may take approximately 2 seconds until the touch keyboard is displayed.

- If the [keyboard] icon is displayed on the desktop, touch this icon twice quickly.
- If the [keyboard] icon is not displayed on the desktop, use the pen nib to move the point to the upper left corner of the display and touch the frame that appears.

The license code is not case-sensitive. You can enter the license code in either uppercase or lowercase.

3. Touch [Add].

When your license code is authenticated, a completion message appears.

If the entered license code is incorrect, an error message appears. Check the license code and enter the correct one.

4. Touch [OK].

After the registration is complete, close the administrator settings screen, start the main screen of the machine, and then check that [Open] and [Join] in the remote Whiteboard submenu that appears when you touch the Sharing icon are enabled.

Deleting a Remote License

- 1. Touch , the Add/Delete Remote License icon, in Administrator Settings.
- 2. Touch [Delete].

O

3. Touch [OK] in the message that appears.

[Open] and [Join] in the remote Whiteboard submenu that appears by touching the 🖫 Sharing icon are disabled.

Configuring SMTP Server Settings

You can configure the following settings of the SMTP Server on the "SMTP Server Settings" window in Administrator Settings.

ltem	Description	Initial value
Address	Enter the address of the SMTP server. You can also enter the host name. When you enter the host name, you must configure the DNS server settings.	-
Port Number	Enter the port number for SMTP.	25
Sender Email Address	Specify the e-mail address of the sender. If you are using RICOH Streamline NX-based authentication, the e-mail address of the loggedin user will be used as the sender e-mail address.	-
Require Authentication	Specify whether or not SMTP server authentication is required. If you select this check box, enter the account and password for the SMTP server.	Not selected
Security	Specify whether or not to encrypt e-mails destined for the SMTP server with STARTTLS.	Not selected
Set the max size for attached files	Specify whether or not to split an attached file to be sent. If you select this check box, specify the upper limit for the size of an attached file.	Selected (5MB)



Windows CAL might be required to use the Windows server functionality on the SMTP server. For
details about the Windows CAL license, see the Microsoft home page.

Settings for Using the Mail to Print Function

When using the Mail to Print function, select "Set the max size for attached files", and then specify the maximum file size.

The maximum file size set on the machine should be at least 1.4 times smaller than the maximum size of incoming mail sent to the destination device.

- If the maximum incoming mail size on the destination device is 2 MB, then the maximum file size set on the machine should be 1 MB.
- If the maximum file size set on the machine is 5 MB, then the maximum size of incoming mail sent to the destination device should be set to 7 MB.



• For details about Mail to Print, see page 65 "Printing pages by specifying the multifunction printer (Mail to Print function)".

Managing a Remote Contact List

A contact list contains the names and addresses of the devices using remote whiteboard. After a contact list has been added, you can select a host whiteboard from the list.

To add or change a contact list, export the list first, and then make changes and save the list. Finally, register the list again.



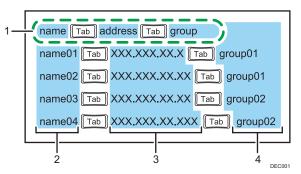
 Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Creating a Remote Contact List

Use a text editor, spreadsheet software, or other similar application to create a contact list.

In the first row, enter the label for each column. In the second and subsequent rows, enter
the corresponding information for each host whiteboard you want to register to the
contact list.

Up to 1,000 entries can be added from the second line.



1. Label row

Enter "name", "address", and "group" by separating them with a tab.

2. Name column

Enter the name of the host whiteboard. The number of characters must be 255 or less. If you omit the name, a blank entry is added.

3. Address column

Enter the IP address or host name of the host whiteboard. If you omit even one of the IP addresses or host names, the contact list is not added.

- An IP address must consist of four sets of numbers, each set separated by a period (.). The numbers
 must be decimal numbers between 0 and 255.
- The host name must contain 1 to 255 characters. The available characters are as follows:

• Uppercase letters: A-Z

• Lowercase letters: a-z

Numbers: 0-9

• Symbols: -.

4. Group column

Enter the group name of the host whiteboard. When you enter a group name, you can sort or filter the rows by group. The number of characters must be 255 or less. If you omit the name, a blank entry is added.

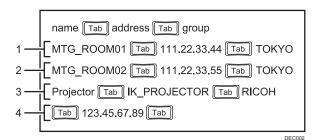
2. Save the file.

- You can specify any name for a file.
- Save the file as a Unicode little endian text file (.txt) with comma-separated values.
- There are different character encodings for Unicode. If the file is saved as a non-Unicode little
 endian file, the file cannot be used. The screen which allows you to choose the format used to
 save files differs according to the text editor or spreadsheet software you are using.

Display examples for Unicode little endian format	Display examples for unavailable format
Unicode	Unicode big endian
Unicode text	• UTF-16BE
Unicode little endian	• UTF-8
• UTF-16LE	

Sample contact list

Using a text editor such as Notepad to create a contact list



Using spreadsheet software such as Excel to create a contact list

	name	address	group
1—[MTG_ROOM01	111.22.33.44	TOKYO
2—	MTG_ROOM02	111.22.33.55	TOKYO
3—	Projector	IK_PROJECTOR	RICOH
4—		123.45.67.89	

DEC008

1. First entry (2nd row)

The host whiteboard with an IP address of "111.22.33.44" is registered.

- Name column: The entry is named "MTG_ROOM01".
- Address column: "111.22.33.44" is entered.
- Group column: The entry is included in the group "TOKYO".

2. Second entry (3rd row)

The host whiteboard with an IP address of "111.22.33.55" is registered.

- Name column: The entry is named "MTG_ROOM02".
- Address column: "111.22.33.55" is entered.
- Group column: The entry is included in the group "TOKYO".

3. Third entry (4th row)

The host whiteboard with the host name "IK_PROJECTOR" is registered.

- Name column: The entry is named "Projector".
- Address column: "IK_PROJECTOR" is entered.
- Group column: The entry is included in the group "RICOH".

4. Fourth entry (5th row)

The host whiteboard with an IP address of "123.45.67.89" is registered.

- Name column: The entry is not named.
- Address column: "123.45.67.89" is entered.
- Group column: The entry is not included in a group.

Adding a Remote Contact List



- When the import is complete, the contact list is overwritten.
- 1. Create a contact list in the root directory (the topmost directory) of a USB flash memory.
- Insert the USB flash memory device containing the contact list into a USB port on the side of the display.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device".

- 3. Touch , the Added Data Management icon, in Administrator Settings.
- 4. Touch [Import] of "Contact List".

When registering the contact list from the Web page of the machine, click [Upload].

- 5. Select the saved contact list.
- 6. Touch [OK].

Import of the contact list begins. When the import is complete, a message is displayed.

7. Touch [OK].

Exporting a Remote Contact List

1. Insert a USB flash memory device into a USB port on the side of the display.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device".

- 2. Touch , the Added Data Management icon, in Administrator Settings.
- 3. Touch [Export] of "Contact List".

Export of the contact list begins. When the export is complete, a message is displayed.

When registering the contact list from the Web page of the machine, click [Download].

4. Touch [OK].

Managing an Email Address Book

If an email address book is added, you can select a destination e-mail address from the added email address book when saving and sending pages.



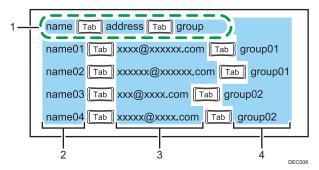
 Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Creating an Email Address Book

Use a text editor, spreadsheet software, or other similar application to create an email address book.

In the first row, enter the label for each column. In the second and subsequent rows, enter
the corresponding information for each e-mail address you want to register to the email
address book.

Up to 1,000 entries can be added from the second line.



1. Label row

Enter "name", "address", and "group" by separating them with a tab.

2. Name column

Enter the name of the e-mail address. The number of characters must be 255 or less. If you omit the name, a blank entry is added.

3. Address column

Enter the e-mail address. If you omit even one of the e-mail addresses, the email address book is not added.

The e-mail address must contain 1 to 255 characters. The available characters are as follows:

Uppercase letters: A-Z

• Lowercase letters: a-z

• Numbers: 0-9

• Symbols: ! # \$ % & ' * + - . / = ? @ ^ _ ` { | } ~

4. Group column

Enter the group name of the e-mail address. When you enter a group name, you can sort or filter the rows by group. The number of characters must be 255 or less. If you omit the name, a blank entry is added.

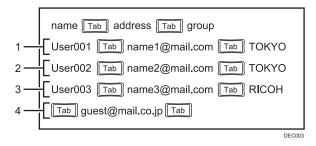
2. Save the file.

- You can specify any name for a file.
- Save the file as a Unicode little endian text file (.txt) with comma-separated values.
- There are different character encodings for Unicode. If the file is saved as a non-Unicode little endian file, the file cannot be used. The screen which allows you to choose the format used to save files differs according to the text editor or spreadsheet software you are using.

Display examples for Unicode little endian format	Display examples for unavailable format
Unicode	Unicode big endian
Unicode text	• UTF-16BE
Unicode little endian	• UTF-8
• UTF-16LE	

Sample email address book

Using a text editor such as Notepad to create an email address book



Using spreadsheet software such as Excel to create an email address book

	name	address	group
1—[User001	name1@mail.com	TOKYO
2—	User002	name2@mail.com	TOKYO
3—	User003	name3@mail.com	RICOH
4 —		guest@mail.co.jp	

DEC009

1. First entry (2nd row)

The e-mail address "name 1@mail.com" is registered.

- Name column: The entry is named "User001".
- Address column: "name 1@mail.com" is entered.
- Group column: The entry is included in the group "TOKYO".

2. Second entry (3rd row)

The e-mail address "name2@mail.com" is registered.

- Name column: The entry is named "User002".
- Address column: "name2@mail.com" is entered.
- Group column: The entry is included in the group "TOKYO".

3. Third entry (4th row)

The e-mail address "name3@mail.com" is registered.

- Name column: The entry is named "User003".
- Address column: "name3@mail.com" is entered.
- Group column: The entry is included in the group "RICOH".

4. Fourth entry (5th row)

The e-mail address "guest@mail.co.jp" is registered.

- Name column: The entry is not named.
- Address column: "guest@mail.co.jp" is entered.
- Group column: The entry is not included in a group.

Adding an Email Address Book

- Create an email address book in the root directory (the topmost directory) of a USB flash memory device.
- 2. Insert the USB flash memory device containing the email address book into a USB port on the side of the display.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device".

- 3. Touch , the Added Data Management icon, in Administrator Settings.
- 4. Touch [Import] of "Email Address Book".

When registering the contact list from the Web page of the machine, click [Upload].

- 5. Select the saved email address book.
- 6. Touch [OK].

Import of the email address book begins. When the import is complete, a message is displayed.

7. Touch [OK].

Exporting an Email Address Book

1. Insert a USB flash memory device into a USB port on the side of the display.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device".

- 2. Touch , the Added Data Management icon, in Administrator Settings.
- 3. Touch [Export] of "Email Address Book".

When registering the contact list from the Web page of the machine, click [Download].

Export of the email address book begins. When the export is complete, a message is displayed.

4. Touch [OK].

Managing a Shared Folder List

If a shared folder list is added, you can select a shared folder from the added shared folder list when saving pages and importing a file.

ACAUTION

 Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Mportant (

• Shared folders only support CIFS format. They do not support SMB or NTFS format.



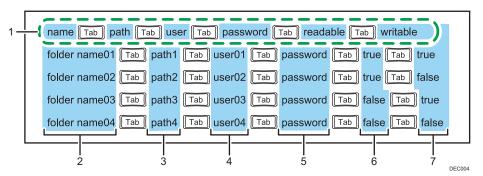
- Windows CAL might be required to use the Windows server functionality on the shared folder. For
 details about the Windows CAL license, see the Microsoft home page.
- The machine cannot join a domain. To access a folder that is under control of a domain, specify a user name that is allowed to participate in the domain (User Principal Name in the format of "User Name" @ "FQDN domain name", for example, or configure other settings to allow access to the folder from outside the domain.) This machine conforms to the specifications for accessing shared folders set by Microsoft. For details, see the Microsoft web site.

Creating a Shared Folder List

Use a text editor, spreadsheet software, or other similar application to create a shared folder list.

In the first row, enter the label for each column. In the second row, enter the
corresponding information for each shared folder you want to register to the shared
folder list.

Up to 20 entries can be added from the second line.



1. Label row

Enter "name", "path", "user", "password", "readable", and "writable" by separating them with a tab.

8

2. Name column

Enter the name of the shared folder. The number of characters must be 255 or less. If you omit the name, a blank entry is added.

3. Path column

Enter the path of the shared folder. If you omit even one of the paths of the shared folder, the shared folder list is not added.

The path of the shared folder must contain 1 to 1024 characters. Enter the path as follows:

\\computer's IP address or host name\shared folder name

To specify the host name, enter its fully qualified domain name (FQDN, e.g. host name.ricoh.co.jp).

4. User column

Enter the user name of the user allowed to access the shared folder. If you omit the name, a blank entry is added.

The available characters are as follows:

- Uppercase letters: A-Z
- Lowercase letters: a-z
- Numbers: 0-9
- Symbols: (space)!"#\$%&'()*+,-./:;<=>?@[\]^_`{|}~

To specify a shared folder under domain management, enter its UPN (e.g. user name@ricoh.co.jp).

5. Password column

Enter the password of the user allowed to access the shared folder. If you omit the password, a blank entry is added.

The available characters are as follows:

- Uppercase letters: A-Z
- Lowercase letters: a-z
- Numbers: 0-9
- Symbols: (space)!"#\$%&'()*+,-./:;<=>?@[\]^_`{|}~

6. Readable column

Touch , the Import and Save icon, and then specify whether or not to list the entry in the file list displayed by touching [Import File]. To include the entry, enter "true". To exclude the entry, enter "false".

7. Writable column

Touch , the Import and Save icon, and then specify whether or not to list the entry in the file list displayed by touching [Save File]. To include the entry, enter "true". To exclude the entry, enter "false"

2. Save the file.

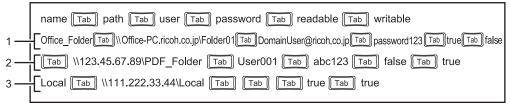
- You can specify any name for a file.
- Save the file as a Unicode little endian text file (.txt) with comma-separated values.

There are different character encodings for Unicode. If the file is saved as a non-Unicode little
endian file, the file cannot be used. The screen which allows you to choose the format used to
save files differs according to the text editor or spreadsheet software you are using.

Display examples for Unicode little endian format	Display examples for unavailable format
Unicode	Unicode big endian
Unicode text	• UTF-16BE
Unicode little endian	• UTF-8
• UTF-16LE	

Sample shared folder list

Using a text editor such as Notepad to create a shared folder list



DMT111

Using spreadsheet software such as Excel to create a shared folder list

	name	path	user	password	readable	writable
1-[Office_Folder	\\Office-PC.ricoh.co.jp\Folder01	DomainUser @ricoh.co.jp	password123	true	false
2—		\\123.45.67.89\PDF_Folder	User001	abc123	false	true
3—[Local	\\111.222.33.44\Local			true	true

DMT112

1. First entry (2nd row)

The shared folder "Folder01" on the computer whose host name is "Office_PC" is registered.

- Name column: The entry is named "Office_Folder".
- Path column: "\\Office-PC.ricoh.co.jp\Folder01" is entered.
- User column: "DomainUser@ricoh.co.jp" is entered.
- Password column: "password 123" is entered.
- Readable column: The entry is listed in the file list.
- Writable column: The entry is not listed in the file list.

2. Second entry (3rd row)

The shared folder "PDF_Folder" on the computer whose IP address is "123.45.67.89" is registered.

Ω

- Name column: The shared folder is not named.
- Path column: "\\123.45.67.89\PDF Folder" is entered.
- User column: The user name "User001" is allowed to access the shared folder.
- Password column: The password of the user "User001" is "abc123".
- · Readable column: The entry is not listed in the file list.
- Writable column: The entry is listed in the file list.

3. Third entry (4th row)

The shared folder "Local" on the computer whose IP address is "111.222.33.44" is registered.

- Name column: The entry is named "Local".
- Path column: "\\111.222.33.44\Local" is entered.
- User column: No user name
- Password column: No password
- · Readable column: The entry is listed in the file list.
- Writable column: The entry is listed in the file list.

Importing a Shared Folder List



- When the import is complete, the shared folder list is overwritten.
- Create a shared folder list in the root directory (the topmost directory) of a USB flash memory device.
- 2. Insert the USB flash memory device containing the shared folder list into a USB port on the side of the display.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device".

- 3. Touch , the Added Data Management icon, in Administrator Settings.
- 4. Touch [Import] of "Shared Folder List".

When registering the contact list from the Web page of the machine, click [Upload].

- 5. Select the saved shared folder list.
- 6. Touch [OK].

Import of the shared folder list begins. When the import is complete, a message is displayed.

7. Touch [OK].

Exporting a Shared Folder List

1. Insert a USB flash memory device into a USB port on the side of the display.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device".

- 2. Touch , the Added Data Management icon, in Administrator Settings.
- 3. Touch [Export] of "Shared Folder List".

When registering the contact list from the Web page of the machine, click [Download].

Export of the shared folder list begins. When the export is complete, a message is displayed.

4. Touch [OK].

Collecting Logs

ACAUTION

 Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Mportant (

• It is not usually necessary to collect the dedicated problem analysis log.

There are the following two types of logs:

• Event Log

This is a log for the user administrator. It can only be downloaded from the Web page of the machine.

For details about how to access the Administrator Settings Web page, see page 101 "Opening Administrator Settings".

• Dedicated problem analysis log

This is a log for problem analysis. It is only used when a problem occurs.

The information that is saved in the collection of logs is as follows:

- Event Log
 - Startup time
 - Shutdown time
 - User authentication log (if RICOH Streamline NX is used)
- Dedicated problem analysis log
 - Start time
 - End time
 - Screen operations
 - Error occurrence information
 - Page saved times
 - Page saving destination information
 - Remote whiteboard start time
 - Remote whiteboard end time
 - Remote whiteboard participating information

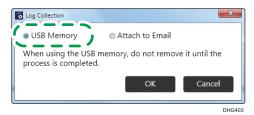
Saving the Log to a USB Flash Memory Device

1. Insert a USB flash memory device into a USB port on the side of the display.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device".

- 2. Display Administrator Settings, and then touch 🗐, the Log Collection icon.
- 3. Select "USB Memory".



4. Touch [OK].

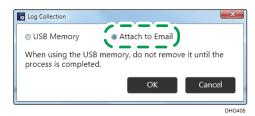
The log is saved to the root directory (the topmost directory) of the USB flash memory device.

5. Touch [OK].

Attaching the Log to E-mail

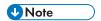
You must first configure the network and SMTP server settings to send a log by e-mail. For details about how to configure the Network Settings, see page 140 "Configuring Network Settings". For details about how to configure the SMTP Server Settings, see page 148 "Configuring SMTP Server Settings".

- 1. Display Administrator Settings, and then touch 🗐, the Log Collection icon.
- 2. Select "Attach to Email".



3. Touch [OK].

- 4. Enter the destination e-mail address.
- Touch [Send].
- 6. Touch [OK].



• If the amount of log information exceeds 10 MB, it is automatically split into multiple files. The maximum file size is 10 MB.

Updating Your System

You can update the system version by touching 🚇 , the System Update icon, in Administrator Settings.



 Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Mportant !

- Do not turn off the main unit power while the system update is in progress.
- If the system is updated after the version is downgraded, the settings may be changed.
- You can download the driver for a printer or multifunction printer from the RICOH website and
 install on the machine as you download the firmware. For the installation procedure, see the
 installation guide that is included in the compressed file to be downloaded.

The system can be updated as follows:

[Update from Network]

Checks and updates the latest version of the system via a network.

About 5 minutes after Ricoh Interactive Whiteboard starts, the latest firmware is checked and downloaded.

The system is not updated immediately but at the next startup.

For the settings required for updating the system via a network, see page 168 "Changing the System Settings".

[Update from USB Memory]

Uses a system file saved in a USB flash memory device to update the system.

For the settings required for updating the system using a USB flash memory device, see page 166 "Updating the System Using a USB Flash Memory Device".

Updating the System Using a USB Flash Memory Device

Insert a USB flash memory device which contains the firmware, and then update the system manually. The firmware can be downloaded from the Ricoh home page.

- 1. Save the downloaded firmware to your computer, and then decompress the file.
- Select the system file that is created, and then copy and save the file to the root directory (the topmost directory) of a USB flash memory device.

The file name is "RIWB_Version.zip". For example, if the system version is 1.2.3.1, the file name will be "RIWB_1.2.3.1.zip".

3. Insert the USB flash memory device containing the saved system file into the USB ports on the side of the display.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device".

- 4. Touch , the System Update icon, in Administrator Settings.
- 5. Select the system file, and then touch [OK].
- 6. Touch [OK].

Interactive Whiteboard starts updating the system. When the update is finished, Interactive Whiteboard will restart automatically.

Changing the System Settings

You can configure the following settings on the "System Settings" window in Administrator Settings.

ltem	Description	Initial value
Whiteboard Location Name	To change the name, touch [Change]. Specifies the name of the location where the machine is installed. The location name can consist of a string of 0 to 255 characters.	Blank
Update system from network on startup	Specify whether or not to automatically update the system when the whiteboard starts.	Selected
Check the Latest Version	Touch [Check the Latest Version] to check if a newer version of the system is available for update on the network.	-
Display confirmation dialog box before system update	Specify whether or not to show a confirmation message before updating when [Update system from network on startup] is selected.	Selected
Auto Shutdown Time	Specifies the time interval before the machine automatically shuts down. If no operations are performed on the screen, the machine will shut down automatically when the set time interval elapses.	5 hours
Auto Restart Time	Specifies the time at which the machine automatically restarts. If the setting is configured on the machine's Web page, the setting becomes valid when the machine restarts. Auto restart occurs when the machine is in standby mode. If [Auto Standby Time] is set to	4:00
	[Off], the machine will not be automatically restarted even if [Auto Restart Time] is set.	

ltem	Description	Initial value
Auto Standby Time	Specifies the time interval before the machine automatically enters standby mode. If no screens or images from the connected	30 minutes
	device are displayed on the machine, and if no operations are performed on the screen that is displayed, the machine will enter standby mode automatically when the set time interval elapses.	
Image Quality on Remote Whiteboard * 1	Specifies the image quality (five levels) of the pages sent from participating devices when hosting a remote whiteboard session.	Standard Image Quality
	Scanned pages or images input on the machine are always displayed in the highest quality.	
	Scanned pages or images input on other devices are displayed as specified on the host whiteboard.	
Use the temporary save function	Specifies whether or not to use the temporary save function for pages. If you do not want to use the function, clear this check box.	Selected
Check the import of temporarily saved files on starting the whiteboard	Can be set when the "Use the temporary save function" check box is selected. Using this function allows you to specify whether to check if the temporarily saved files are imported when the machine starts up.	Not selected
	If this check box is selected, a message is displayed when the machine starts up. This message asks whether to import temporarily saved files.	
Save Period	Specifies the save period when the "Use the temporary save function" check box is selected.	14 days
Darken the color of grid/ guide line	Specifies the color density of grid and guide lines. When this setting is specified, the color of the grid and guide lines becomes darker.	Selected

Item	Description	Initial value
Default Whiteboard Detailed Settings	Specifies the default whiteboard detailed settings. The default setting for each item is as follows:	-
	 [Automatically switches to the external input when the external input display screen has changed]: Selected 	
	[Do not display pen entry operation guidance while displaying external input]: Not selected	
	[Automatically recognize a click during a handwritten entry on remote PC image]: Selected	
	 [On fair copy entry, only graphics will be fair copied (texts will not be fair copied)]: Not selected 	
	 [Automatically aligns the position of the texts and graphics]: Selected 	
	[Handwritten Entry with Multiple Touch Pens (Cannot operate whiteboard using fingers)]: Not selected	
	For details about each item, see page 129 "Changing the Detailed Settings".	
Use Function RICOH Interactive Whiteboard Client *2 *4	Specifies whether or not to use the "RICOH Interactive Whiteboard Client" function to access a remote whiteboard from an iPad, Android tablet, or Windows PC.	Selected
Switch External Input/Switch Page/Add Page/Upload File *2 *4	Specifies whether or not to use RICOH Interactive Whiteboard Client to switch to an external input, switch pages, add a page, or upload an image.	Use
Handwritten Entry/Deletion/ Marker *2 *4	Specifies whether or not to use the handwritten entry/deletion/marker functions in RICOH Interactive Whiteboard Client.	Using Handwritten Entry/Deletion/ Marker

ltem	Description	Initial value
Use Crestron Control System *2	Specifies whether or not to use the Crestron function. When this check box is selected, the Crestron function becomes enabled, and you can then enter the IP address, port number, and IP ID of Crestron Control System.	Not selected
Address *2	Specify the IP address or host name (up to 255 characters) of Crestron Control System.	Blank
Port Number *2	Specify the port number (an integer from 0 to 65536) of Crestron Control System.	41794
IP ID *2	Specify the IP ID (an integer between 3 and 254) of Crestron Control System.	3
Enable External Application Connection *2	Specify whether or not to link with applications that are not dedicated to the whiteboard such as RICOH Smart Device Connector.	Selected
Authenticate with Password *2	Can be set when the connection from external applications is enabled. Specify whether or not to use a password to authenticate the applications.	Not selected
Password *2	Choose 4 characters to be used as a password to authenticate external applications.	Blank
Handwritten Entry with Touch Pen *3 *4	Select this setting to use the handwritten entry mode with Touch Pen or your fingers. However, you cannot use the marker function and the bottom of the Interactive Pen (erase, right-click) if this setting is specified. Also, the recognition accuracy may decrease, or the strokes may become connected when the lines are drawn too fast.	Not selected
Restore the previous whiteboard on startup	Specify whether or not to retain the whiteboard contents for a specific period of time when the machine is shut down without saving the whiteboard contents. If the machine is turned on again before the specific period of time elapses, its contents will be restored.	Not selected

ltem	Description	Initial value
Restore Timeout	Specify how long the machine retains its contents after it is shut down.	2 minute(s)

- * 1 When the machine settings are being configured from the Web page of the machine, this item is displayed as [Remote Whiteboard Settings Background Image Quality].
- *2 Displayed only when configured from the Web page of the machine.
- *3 Displayed only when configured on the machine.
- *4 This item is not available on some models.



- Pages are temporarily stored without applying meeting codes when the machine enters standby mode. Temporarily stored files with no meeting code applied can be downloaded from the Web page by entering the administrator password. For details, see page 99 "Managing Temporarily Saved Files".
- Automatic temporary saving is a supplemental feature, and a temporarily stored file may be lost
 when a forced termination of the machine occurs. To save pages, enter a meeting code for the
 pages and temporarily save them to the machine, or save them in a shared folder or to a USB flash
 memory device. For details, see page 53 "Saving Pages".

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Changing the Security Settings

You can configure the following settings on the Security Settings screen under the administrator settings:



RICOH Streamline NX settings cannot be configured from Administrator Settings on the machine.
 To do so, use the Administrator Settings Web page. For details about how to access the
 Administrator Settings Web page, see page 101 "Opening Administrator Settings".

ltem	Description	Initial value
Limit domain of email address	Select this item so that only domains that are specified under [Specify Domain] can be selected as the destination of an outgoing e-mail.	Not selected
Specify Domain *1	Up to 100 domain names can be specified when [Limit domain of email address] is enabled. Create a text file (.txt) in the root directory of a USB flash memory device. Enter the label name "Domain" in the first line, and in each following line, enter a domain name using up to 255 characters. Save the file, and then touch [Specify Domain] to import the file.	-
Prohibit direct entry of email address	Specifies whether or not to prohibit direct entry of an e-mail address when sending e-mail.	Not selected
Invalidate email address history	Specifies whether or not to disable the record of e-mail addresses that are directly entered.	Not selected
Minimum passcode digits	Specifies the number of digits to be used as a passcode.	4
Specify passcode on starting whiteboard	Specifies whether or not to display the password entry screen when starting the whiteboard.	Not selected

ltem	Description	Initial value
Display IP Address, Host Name and Passcode	Specifies whether or not to automatically mask the following information in the upper part of the mail control screen:	Auto Hide
	Host Name	
	IP Address	
	Passcode	
	When [Auto Hide] is selected, the entered passcode is automatically masked one minute after it has been displayed.	
Fix to [Open with Passcode]	Specifies whether or not to require a passcode when starting a remote whiteboard.	Not selected
Prohibit direct entry of host whiteboard	Specifies whether or not to prohibit direct address entry when selecting a host whiteboard.	Not selected
Invalidate host whiteboard history	Specifies whether or not to disable the record of direct address entry when selecting a host whiteboard.	Not selected
Enter passcode on connecting	Specifies whether or not to enter a passcode when joining a remote whiteboard session using a Web browser.	Selected
Allow connection only while remote whiteboard is being performed	Specifies whether or not to allow connection from a Web browser while a remote whiteboard is being performed.	Selected
Perform User Authentication on Starting Whiteboard *2	Specifies whether or not to use the RICOH Streamline NX-based authentication function.	Not selected
AAM Server Address*2	Enter the address of the AAM (Authentication and Accounting Manager) server if the RICOH Streamline NX-based authentication function is used.	Blank
Port Number*2	Enter the port number and the address of the AAM server if the RICOH Streamline NX-based authentication function is used.	Blank

ltem	Description	Initial value
Login Screen Image*2	Uploads or deletes an image used as the background on the login screen if the RICOH Streamline NX-based authentication function is used.	-
Prohibit usage of USB memory	Prohibits access to a USB flash memory device.	Not selected
Display confirmation dialog box before starting RICOH UCS screen sharing	Specifies whether or not to display a confirmation screen to start RICOH UCS screen sharing upon starting a video conference when a video conferencing device is connected to the machine via USB.	Selected

^{*1} When the machine settings are being configured from the Web page of the machine, this item is displayed as [Upload Domain Name List].

^{*2} Use the Administrator Settings Web page to configure these settings.

Changing the Print Settings

You can configure the following settings on the "Print Settings" window in Administrator Settings.

When using a printer using Universal Print Driver for this machine, be sure to configure the following settings:

ltem	Description	Initial value
Printer Address	Sets the IP address of the printer. You also can enter the host name. If you are using RICOH Streamline NX-based authentication, enter the SPM (Secure Print Manager) server address of the printer.	Blank
Print Authentication	Specifies the type of Print Authentication. • "No" Do not authenticate printing. • "User Code Authentication" Use a user code for Print Authentication. • "User Authentication" Use a user name and password for Print Authentication.	No
User Code	If "User Code Authentication" is selected in "Print Authentication", enter a user code of 0 to 8 digits.	Blank
User Name	If "User Authentication" is selected in "Print Authentication", enter a user name that consists of a character string of 0 to 128 characters.	Blank
Password	If "User Authentication" is selected in "Print Authentication", enter a password that consists of a character string of 0 to 128 characters.	Blank
Encrypt	If "User Authentication" is selected in "Print Authentication", specify whether or not to encrypt the entered information. To encrypt the entered information, select this check box.	Not selected
Driver Encryption Key	If "Encrypt" is selected, enter encryption text that consists of a character string of 0 to 32 characters.	Blank

ltem	Description	Initial value
Others	From the "Others" screen, you can open the printer driver properties screen to reconfigure the driver properties.	Priority printer not selected
	If you are using RICOH Streamline NX-based authentication, you will need to reconfigure your settings appropriately.	
	If the driver properties are configured, the settings become valid when the machine restarts.	
	This setting is available only when the following conditions are met.	
	 A printer driver for a wide format multifunction printer or inkjet printer is installed. 	
	RICOH Streamline NX-based authentication is in use.	

^{*1} When the machine settings are configured from the Web page of the machine, this item is displayed as [Driver Encryption Key].

Changing the Video Conference Settings

You can configure the following settings from the [Video Conference Settings] screen in Administrator Settings:



Video Conference Settings cannot be configured from Administrator Settings on the machine. To do
so, use the Administrator Settings Web page. For details about how to access the Administrator
Settings Web page, see page 101 "Opening Administrator Settings".

ltem	Description	Initial value
Use RICOH UCS Function	Specifies whether or not to use the RICOH UCS function.	Not selected
Contact ID	Enter your contact ID used to log in to the RICOH UCS service if the [Use RICOH UCS Function] check box is selected.	Blank
Password	Enter your password used to log in to the RICOH UCS service if the [Use RICOH UCS Function] check box is selected.	Blank
Open Account Settings	Displays RICOH Unified Communication System Settings.	-
Priority Start Screen	If the [Use RICOH UCS Function] check box is selected, select the display screen mode to be applied when the machine is restarted.	Whiteboard

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Managing the Device Settings

You can export and back up the information set in Administrator Settings. If a problem occurs, you can import the backup file again to return the settings to their previous states.

You can also synchronize the settings of multiple whiteboards at remote locations using the setting information of a single whiteboard.

CAUTION

 Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Mportant !

- Do not edit an exported configuration file. If an edited configuration file is imported, the system will not work correctly.
- Do not change the file name of an exported configuration file. A configuration file whose name has been changed cannot be restored.
- Do not remove a USB flash memory device while backing up or restoring a configuration file.

The following settings information can be backed up:

- Display color profile *2
- Network Settings
- Set Date/Time
- Region and Language
- Email Settings
- Video Conference Settings
- Email Address Book *1
- Contact List *1
- Shared Folder List
- System Settings
- · Security Settings
- Print Settings
- Version Information
- * 1 No history can be backed up.
- *2 This setting is not available on some models.

The following setting information that is specific to each device cannot be synchronized:

- System Settings
 - Whiteboard Location Name

- Network Settings
 - Network Auto Settings
 - IP Address
 - Subnet Mask
 - Default Gateway
- Wireless Network Settings
- Video Conference Settings
- Remote License
- Administrator Password
- Display color profile
- Device Configuration Management
 - Use Synchronous Function on Device Configuration
 - Whiteboard Address of Synchronization Source
 - Administrator Password of Synchronization Source Whiteboard
- Version Information

Performing a Configuration Settings Backup

The configuration settings can be backed up using the Web page of the machine or the Administrator Settings of the main unit.

When backing up the settings from the Web page of the machine, click [Device Configuration Management] > [Download], and then specify how to save the file on the computer and the destination.

When backing up the settings in the Administrator Settings, use the following procedure:

- Touch , the Export Device Configuration icon, in Administrator Settings.
 A confirmation message appears.
- 2. Insert a USB flash memory device into a USB port on the side of the display.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device".

3. In response to the message that appears, touch [OK].

The backup begins. The configuration information is exported to the USB flash memory device.

When the backup is complete, the name of the exported file is displayed. The exported file name is in the format "iwb-settings-system version-date-time.zip". For example, if your system version is 1.0.0.0 and the file is exported at 04:56:07 on January 23, 2013, the file name is "iwb-settings-1.0.0.0-20130123-045607.zip".

4. Touch [OK].



• The exported configuration file is protected by a password. It cannot be extended.

Restoring Configuration Settings

The configuration settings can be restored using the Web page of the machine or the Administrator Settings of the main unit.

When loading the settings from the Web page of the machine, click [Device Configuration Management] > [Download], and then select the setting information file that is stored on a computer.

When restoring the settings in the Administrator Settings, use the following procedure:



- If your system version does not match the version of the file being restored, the restoration will fail.
- If you do not want to load the device specific settings, select the [Device Configuration
 Synchronization] check box in [Do not import the following device unique setting value(s) while
 uploading is being performed] on the Web page. For the synchronization settings, see page 182
 "Synchronizing Settings on Multiple Whiteboards".



- To restore the Web page, select the [Whiteboard Location Name], [Network Auto Settings], [IP address], [Subnet Mask], and [Default Gateway] check boxes in [Do not import the following device unique setting value(s) while uploading is being performed] if you do not want to load the device specific settings.
- 1. Save a file containing configuration settings to the root directory (the topmost directory) of a USB flash memory device.
- 2. Touch , the Import Device Configuration icon.

A confirmation message appears.

3. Insert the USB flash memory device containing the file into a USB port on the side of the display.

Insert only one USB flash memory device.

For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device".

4. In response to the message that appears, touch [OK].

If you do not want to import unique device settings, select [The following device unique setting value(s) will not be imported], and press [OK].

Select the file that you want to restore from the displayed list and touch [OK].

The restoration will then begin. When the restoration is complete, a message for confirming restart is displayed.

6. Touch [OK].



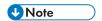
• If an error occurs during the restoration process, the settings that were restored before the error occurred will be applied.

Synchronizing Settings on Multiple Whiteboards

Perform the following procedure on the whiteboard that you want to synchronize:



- The synchronization setting can only be configured on the Web page of the machine.
- To configure the synchronization setting, the IP address or host name of the source whiteboard to
 which to synchronize and its administrator password are required. Change the factory-set
 administrator password.
- Manage the password and other information carefully to prevent the setting information from being unintentionally leaked.
- To synchronize the information, turn the source whiteboard on.
- Information is synchronized and setting information is updated every 10 minutes.
- 1. Open Administrator Settings of the Web page of the machine.



- See page 133 "Opening Administrator Settings".
- 2. Click [Device Configuration Management].
- 3. Select the [Use Synchronous Function on Device Configuration] check box.
- 4. Enter [Whiteboard Address of Synchronization Source] and [Administrator Password of Synchronization Source Whiteboard].

To check if the source whiteboard is properly connected, click [Connection Test].

5. Click [Set].



 When synchronized, the device setting is displayed if synchronization is enabled for the device setting and if Administrator Settings of the Web page of the machine is opened.

Restoring the Factory Default Settings

You can reset the settings changed in Administrator Settings to the factory default values.

In addition, all the entered data and logs are deleted.

However, the following settings are retained:

- Date/Time settings
- Regional and Language options
- Touch sensor settings *1
- Display color profile *1
- * 1 This setting is not available on some models.
- 1. Touch , the Initialize to Factory Defaults icon, in Administrator Settings.

 A confirmation message appears.
- 2. Touch [Initialize].



• The machine cannot be reset to its factory default from the machine's Web page.

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9. Troubleshooting

This chapter explains what to do when a message is displayed or when the Interactive Whiteboard cannot be operated as wanted.

If a Message is Displayed during Operation

The following table lists the main messages and their recommended actions.



 Your service representative may ask you to collect logs for problem diagnosis if the system has a problem. For details about log collection, see page 163 "Collecting Logs".

If an Error Message is Displayed during Startup

Message	Causes	Solutions
A fatal error has occurred	Instead of pressing the power button normally, one of the following actions was performed to force the machine to shut down the last time it was running: • Turning off the main power • Disconnecting the power cable	Quickly press and release the power button of the display. When the machine shuts down, press the power button again to restart the machine. If the message appears again, contact your service representative.

If the machine power is turned on and one of the following messages is displayed after the startup screen appears, there is a problem with the system. Contact your service representative.

- A bootable device has not been detected.
- Reboot and Select proper Boot device or Insert Boot Media in selected Boot device and press a key_
- CMOS Battery Low
- CMOS Checksum Bad
- Memory Size Decreased
- No Boot Device Available

Message Related to Sensor Adjustment

Problem	Causes	Solutions
During startup, the "Processing" or "Adjusting" message is displayed at the top of the screen.	The sensor adjustment function may have started automatically.	Wait a while until the message disappears. If a message prompting for user action appears, take the appropriate actions according to the message.

Error Messages Related to Drawing/Editing/Erasing Strokes

Message	Causes	Solutions
The number of handwritten entries exceeds the limit Page XX and after will be imported as images.	The number of stroke entries exceeds the limit.	 Delete unnecessary pages containing strokes. Delete unnecessary strokes.
Nothing more can be entered because the total number of entries on the whiteboard has reached the limit. Reduce the total number of entries by deleting handwritten entries/texts/lines/graphics/pages.	You have reached the maximum number of strokes, fair copy entry text, figures, and stamps that can be drawn in total on a single page. The total number of strokes, fair copy entry text, figures, and stamps on all pages has reached 90,000.	Delete unnecessary strokes, fair copy entry text, figures, and stamps, and then try again.

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Error Messages Related to Remote Whiteboard

Message	Causes	Solutions
The version of the host whiteboard and that of the software differ. Open remote whiteboard in compatible mode or update the host/participating whiteboard's software to the latest version.	The version of the protocol used by the host whiteboard differs from that of the protocol used by the participating whiteboard, so that they cannot be connected.	 Update the system. For details about how to update the system, see page 166 "Updating Your System". Use the compatible mode.
Open remote whiteboard in compatible mode or update the host/participating whiteboard's software to the latest version. You can participate with the current version but it is possible there may be unexpected problems. Are you sure you want to continue?	The versions of the software on the host and participating whiteboards do not match.	Update the system of the host and/or participating whiteboards. For details about how to update the system, see page 166 "Updating Your System".
Cannot start remote whiteboard A communication error has occurred. Restart the remote whiteboard.	The destination device is not responding for 30 seconds.	Start the remote whiteboard again.
A communication failure has occurred. Save the created page and restart the application.	 A timeout occurred while you were opening a whiteboard session. An internal error occurred while you were using remote whiteboard. 	Save the page as needed. Next, quickly press and release the power button of the display. When the Interactive Whiteboard shuts down, press the power button again to restart the Interactive Whiteboard.

Message	Causes	Solutions
A communication timeout has occurred. Possible causes may be as follows. - Not connected to the network - A failure has occurred on the host terminal	 The network cable is not connected or is broken. The network bandwidth is too low, or the reception is poor (for Remote Viewer only). The host device is having a problem. 	 Check that the network cable is connected or is not broken. Check the network band width or the radio reception (for Remote Viewer only). Access Administrator Settings and check the Network Settings. Be sure to set the IP address. For details about how to configure the Network Settings, see page 140 "Configuring Network Settings".
Cannot use the host name because the DNS server is not set	No DNS server is configured.	Configure the DNS server in the Network Settings of Administrator Settings.
Cannot participate in remote whiteboard because the host name has not been found	The specified host name is incorrect.	Check the specified host name and enter the host name again.
Cannot continue remote whiteboard because of a communication error Try again later or contact your administrator.	 The network cable is not connected. The IP address is not set. No IP address can be obtained over DHCP. 	Check the network status and open the session again. For details about how to configure the Network Settings, see page 140 "Configuring Network Settings".
Cannot start remote whiteboard A communication error has occurred. Try again later or contact your administrator.	The computer that is being used has been disconnected from the network.	Connect to the network and start the remote whiteboard again.
Cannot delete the page Try again later.	The file that you are trying to delete is still being downloaded.	Wait for a while and then try to delete the page again.
Cannot add the page(s)	A network failure may occur on a device using remote whiteboard.	Wait for a while and then try to add the page again.

Error Messages Related to PDF File Importing/Saving

Message	Causes	Solutions
Cannot add the page(s) The number of pages has reached the limit (100 pages). Delete some pages and try again.	The number of pages has reached the upper limit.	Delete unnecessary pages, and then import the file again.
Cannot access the folder Access control is set on the folder. Cancel access control on the folder and try again.	Access control is set on the folder.	Cancel access control on the folder and try again.
Cannot import the file Security is set on this file. Select another PDF file.	 Security setting is specified for the PDF file. Printing the PDF file is prohibited. 	Select another PDF file.
Cannot import the file The file may be corrupted. Select another PDF file.	 The PDF file is corrupted. The file is not a PDF file. For instance, the file extension of a text file was changed to .pdf. 	Select another PDF file, or check that the PDF file opens on a computer, and then try again.
Cannot add all of the pages Only XX page(s) could be imported because the limit (100 pages) has been reached while importing. Are you sure you want to continue with this process?	All of the pages cannot be added. The total number of pages in the PDF file exceeds the maximum number of pages that can be added.	To continue importing the file, select "Yes". To import another PDF file, select "No", and then select the PDF file to be imported.
Cannot add all of the pages Set a page size from 100 x 148 mm to A0.	A file import failure occurred because the page size is inappropriate.	Delete unnecessary pages before converting pages to images.

Message

Cannot add all of the pages

Cannot import all the pages because an unexpected error has occurred while importing the file.

Cannot add all of the pages

Only XX page(s) could be

An unexpected problem occurred while importing. The file may be corrupted. Check the file and try again.

permission to write to the USB flash memory

device.

Causes

The file is corrupted and a

file import failure occurred.

The number of pages that

can be added reached the

Solutions

Delete unnecessary pages before

Delete unnecessary pages before

information to be written.

converting pages to images.

converting pages to images.

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Message	Causes	Solutions
Cannot save the page Try again after checking the USB memory mount, the free disk space and if it is write protected or not.	 The USB flash memory device was disconnected when the file was saved. The USB flash memory device has insufficient free space to save the file. The USB flash memory device is write-protected. 	 Delete unnecessary data from the USB flash memory device or connect a USB memory device that has sufficient free space. Configure the USB flash memory device properties to write information.
You do not have the authority to write to the mounted USB memory	You do not have the authority to write to the USB flash memory device.	Configure the USB flash memory device properties to allow information to be written.
Cannot access the USB memory The following are possible causes. • The USB memory has been removed. • The USB memory is corrupted. Check the USB memory and then try again.	 Access to the USB flash memory device is restricted. The USB flash memory device is corrupted. The USB flash memory device has been disconnected while being accessed. The USB flash memory device was corrupted while being accessed. 	Check the status of the USB flash memory device, and then try to save the data again.

Message	Causes	Solutions
Cannot access the shared folder Cannot access to the network. Try again later. If there is no improvement contact your administrator.	 The shared folder does not work correctly. The server with the shared folder is not correctly connected to the network. The shared folder is not configured to use CIFS protocol. The network cable is not properly connected. The IP address is not configured. The DNS server is not configured. The IP packet cannot reach the shared folder because a different subnet mask is specified. SMB communication is prohibited in the network. 	Make sure that the shared folder can be accessed from a computer, and then try to save the data again.
Cannot access the shared folder The following are possible causes.	The network settings are incorrect.	Check the network settings, and then try again.
The network settings are incorrect		
The network cable is not connected		
Check the network status and then try again.		

Message	Causes	Solutions
Change the file name Try again after changing the file name or deleting the file with the same name.	All suffixes from 1 to 100 are already used. The file cannot be saved under the specified name.	 Delete files of the specified file name with unnecessary suffixes. Specify a different file name. Change the save location.
Cannot save because all the pages are blank.	There is no content to be saved such as a handwritten stroke or external input display.	Add any content to be saved such as a handwritten stroke or external input display on the pages, and then save the file.
Failed to save the file. Try again after checking the USB memory connection, free disk space, the presence of write protect etc.	The USB flash memory device was disconnected when the file was imported.	Connect the USB flash memory device, and then try again. Do not disconnect the USB flash memory device while importing a file.
Failed to send the email because the size of the attached file is too large. Use the [Save in USB Memory] function.	The attempt to send the e- mail failed because the size of the attached file exceeds the set limit.	Save the file to a USB flash memory device or in a shared folder.
There is an incorrect entry. Try again after checking the nickname and the email address.	 The number of characters in the nickname is greater than 20. No e-mail address has been specified, or the number of characters in the e-mail address is greater than 256. 	Enter a nickname of 20 characters or less. Enter an e-mail address of 256 characters or less.
There is an incorrect entry. Try again after checking the nickname.	The number of characters in the nickname is greater than 20.	Enter a nickname of 20 characters or less.
There is an incorrect entry. Try again after checking the email address.	No e-mail address has been specified, or the number of characters in the e-mail address is greater than 256.	Enter an e-mail address of 256 characters or less.

Message	Causes	Solutions
The sender's email address is incorrect. Check the sender's email address and try again.	 The sender's e-mail address is not specified. The format of the sender's e-mail address is incorrect. 	Specify the correct e-mail address of the sender.
Failed to send the email. The following are possible causes. Failed to connect to the SMTP server. Failed to authenticate with the SMTP server. The operation to connect to the SMTP server has timed out.	 The network cable is not connected, or the cable is broken. There is an error in the Network Settings (such as the DNS). There is an error in the SMTP Server Settings (IP address, host name, or port number). There is an error in the authentication settings for the SMTP server (authentication, account, or password). 	 Check whether the network cable is connected, or the cable is broken. Access Administrator Settings and check the Network Settings. For details about how to configure the Network Settings, see page 140 "Configuring Network Settings". Access Administrator Settings and check the SMTP Server Settings. For details about how to configure the SMTP Server Settings, see page 148 "Configuring SMTP Server Settings".
Cannot continue sending the email because of a communication error The following are possible causes. • The network settings are incorrect • The network cable is not connected	 The network cable is not properly connected. The IP address is not configured. The IP address cannot be obtained via DHCP. 	 Make sure the network cable is properly connected. Configure the IP address.

Message	Causes	Solutions
There is no data to send Either add a page or make a handwritten entry and then try again.	Corresponds to one of the following: There is no captured page. There is no handwritten entry on the externally inputted image. There is no screen image of a computer on the externally inputted image.	Perform one of the following, and then send the e-mail again: • Add a captured page. • Add a handwritten entry on the externally inputted image. • Display the computer screen.
Failed to create the PDF file. Please call service.	 Memory is running short. The system is having a problem. 	Contact your service representative.
There is no data to save Either add a page or make a handwritten entry and then try again.	Corresponds to one of the following: There is no captured page. There is no handwritten entry on the externally inputted image. There is no screen image of a computer on the externally inputted image.	Perform one of the following actions and then try again: • Add a captured page. • Add a handwritten entry on the externally inputted image. • Display the screen of a computer.

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Error Messages Related to Temporarily Saved Files

Message	Causes	Solutions
Cannot save temporarily saved files Insufficient free space in the temporary save folder. Contact your administrator.	The temporary save folder does not have sufficient free space.	Ask your administrator to delete unnecessary files that are temporarily saved from the administrator settings.
Cannot save temporarily saved files The number of temporarily saved files has reached the limit. Contact your administrator.	The number of temporarily saved files has reached the upper limit (1,000 files).	Ask your administrator to delete unnecessary files that are temporarily saved from the administrator settings.
The meeting code is incorrect Enter the correct meeting code.	 The specified meeting code is incorrect. There is no temporarily saved file associated with the specified meeting code. 	 Enter the meeting code set when temporarily saving the file. Check that the save period of the file has not expired.

Error Messages Related to the RICOH UCS Function

When the machine is in whiteboard mode

Message	Causes	Solutions
Cannot login	The entered contact ID or password is incorrect.	Check that the correct contact ID and password were entered. If they are incorrect, enter the correct ones.

Message	Causes	Solutions
Cannot login	There is an error in the proxy authentication settings.	Reconfigure the proxy authentication settings correctly. To configure proxy authentication settings, use [Proxy Server Settings], under [Network Settings] in [Administrator Settings]. For details about Proxy Server Settings, see page 140 "Configuring Network Settings".
Cannot login	 There is an error in the network settings. Cannot access the server. Cannot access the network. 	 Check the network settings and reconfigure them correctly. Contact your network administrator to check that there is no problem with the network environment. Wait for a while, switch to RICOH UCS mode, and restart the RICOH UCS function.
Logged out	The contact ID being used for the machine has been used to log in to another device supporting the RICOH UCS function.	Switch to RICOH UCS mode and restart the RICOH UCS function.
RICOH UCS function for this device and screen sharing function for RICOH UCS P3000/3500 cannot be used at the same time. If you want to use the screen sharing function for RICOH UCS P3000/3500, change the RICOH UCS function usage setting to off on Video Conference Settings in the administrator settings.	An external device supporting RICOH UCS has been connected when the RICOH UCS function was enabled.	When using an external device supporting RICOH UCS, clear the [Use RICOH UCS Function] check box in [Video Conference Settings] of [Administrator Settings].

Message	Causes	Solutions
Network connection has been lost	The network connection was disconnected while the machine was starting up.	Check the network environment that you want to use and reconnect to the network.
Error has occurred	A system error occurred.	Switch to RICOH UCS mode and restart the RICOH UCS function.

When the machine is in RICOH UCS mode

Message	Causes	Solutions
Failed to Login. Please check User ID and password.	The entered contact ID or password is incorrect.	Check that the correct contact ID and password were entered. If they are incorrect, enter the correct ones.
Failed to connect due to proxy authentication error.	There is an error in the proxy authentication settings.	Reconfigure the proxy authentication settings correctly.
Failed to connect.	 There is an error in the network settings. Cannot access the server. Cannot access the network. 	 Check the network settings and reconfigure them correctly. Contact your network administrator to check that there is no problem with the network environment. Wait for a while after switching to whiteboard mode, and then switch back to RICOH UCS mode.
You have been signed out as another user signed in with same Contact ID.	The contact ID being used for the machine has been used to log in to another device supporting the RICOH UCS function.	Switch to whiteboard mode, and then switch back to RICOH UCS mode.
The machine has been disconnected from the network.	The network connection was disconnected while the machine was starting up.	Check the network environment that you want to use and reconnect to the network.
An error occurred. This application will be closed.	A system error occurred.	Switch to whiteboard mode, and then switch back to RICOH UCS mode.

Error Messages Related to the Authentication Function Using RICOH Streamline NX

Message	Causes	Solutions
Only file sizes up to 20MB can be uploaded. Select a file under 20MB.	The file that you attempted to upload exceeds 20 MB.	 Select and upload an image file with a size of 20 MB or less. Edit the selected image file to reduce its size to a maximum of 20 MB.
Cannot login whiteboard	 The IC card used is not supported by authentication. Cannot log in to the server. The server has a problem. 	 Use an appropriate IC card that supports authentication. Check the network settings and reconfigure them correctly. Contact your network administrator to check that there is no problem with the network environment. Contact your server administrator to check that there is no problem with the server.
The user name or the password is not correct.	 The entered user name or password is incorrect. Cannot log in to the server. The server has a problem. 	 Enter the correct user name and password again. Check the network settings and reconfigure them correctly. Contact your network administrator to check that there is no problem with the network environment. Contact your server administrator to check that there is no problem with the server.
Please close whiteboard to login with another IC card	You are using a different IC card from that used when logging in.	Use the same IC card as you used when logging in.

Error Messages Related to the System

Message	Causes	Solutions
Remote whiteboard sharing has been cancelled because the computer was in sleep mode.	The computer using Remote Viewer changed to sleep mode when participating in a remote whiteboard session.	Try to join the remote whiteboard session again.
Remote whiteboard sharing has been closed because the computer was in sleep mode.	The computer using Remote Viewer changed to sleep mode during remote whiteboard.	Try to join the remote whiteboard session again.
An error has occurred on the whiteboard closing. Turn the power off and then on again.	Machine initialization may have failed because the system did not enter standby mode.	Quickly press and release the power button of the display. When the machine shuts down, press the power button again to restart the machine.

Error Messages Related to Configuration Settings

Message	Causes	Solutions
Cannot import.	The import has failed due to an unknown reason.	Contact your service representative.
Cannot import because the email address format is incorrect. Use the correct email address format.	The format of the e-mail address is invalid.	Check whether any of the following apply: • The e-mail address is left blank. • More than 64 characters are used for the local block of the e-mail address. • More than 255 characters are used for the domain of the e-mail address. • More than 256 characters are used for the e-mail address.

Message	Causes	Solutions
Cannot import the shared folder list Check the contents of the file. The last allowed character of a column and the first of the next column must be separated with a tab character.	 The number of items in the shared folder settings is incorrect. Each item in the main shared folder settings does not meet the required condition. 	Correct the content of the shared folder list file.
Cannot import. Try again after checking the file format.	 The domain name contains an unusable character. The domain name is empty or contains more than 256 characters. 	Correct the content of the domain list file.
Check the proxy settings.	The proxy server setting is incorrect.	Specify the correct proxy server setting.
Returned to factory defaults. Make the settings again on administrator settings. The configuration file may be corrupted if the main power was forcibly switched off.	Instead of pressing the power button normally, one of the following actions was performed to force the machine to shut down the last time it was running: • Turning off the main power. • Disconnecting the power cable.	Open Administrator Settings and reconfigure the machine settings. For details about Administrator Settings, see page 133 "Opening Administrator Settings".
Another user is using administrator settings Please re-enter later.	 The administrator settings are being configured remotely from another computer. The administrator settings are being configured on the machine. 	Wait a while and try again later.

Error Messages Related to Web Page

Message	Causes	Solutions
The number of simultaneous connections exceeds the limit. Try again later.	The number of devices accessing the Web page and viewing remote whiteboard has already exceeded the limit.	Wait until one of the devices finishes viewing remote whiteboard, and then try to connect to the remote whiteboard.
The passcode is not correct.	The entered passcode does not match the passcode displayed on the upper right or left corner of the device.	Enter the passcode displayed on the upper right or left corner of the device you are accessing.
The meeting code is incorrect Enter the correct meeting code.	 The specified meeting code is incorrect. There is no temporarily saved file associated with the specified meeting code. 	 Enter the meeting code set when temporarily saving the file. Check that the save period of the file has not expired.

Other Error Messages

Message	Causes	Solutions
Applications on the desktop cannot be double started	You are attempting to open two of the following at the same time: the main screen, General Settings, or Administrator Settings.	The main screen, General Settings, or Administrator Settings are already running. Stop the currently running application, and then start the other application.
Cannot start RICOH UCS screen sharing	There is a USB connection problem between the video conferencing device and the machine.	Restart the video conferencing device. Reconnect the USB cable connecting the machine to the video conferencing device. If these problems persist, contact your service representative.

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Message	Causes	Solutions
Cannot confirm the latest version Check the network status.	The machine is not connected to the network.	Check the network settings.Make sure the network cable is properly connected.
The file is corrupted. Check the file and try again.	Downloading of the system firmware file is not completed.	Download and apply the system file again.
Cannot display the externally inputted image An error has occurred on the captured device. Either reconnect the cable or connect with another resolution.	The computer screen cannot be displayed because an unsupported resolution or improper connection of the VGA display cable was used.	 Change the resolution of the computer to a resolution the machine supports. Disconnect the display cable, and then connect the cable again.
Cannot display the externally inputted image Change the resolution or the refresh rate.	The resolution of the computer screen is not supported.	Change the resolution of the computer to a resolution the machine supports.
Cannot display copyright protected contents on the external input terminal named "Computer In". Connect to another external input terminal and select the input source by pressing [Input] on the monitor or remote control. The whiteboard function cannot be used on external input terminals other than "Computer In".	It was attempted to display copyright-protected contents from an external input terminal that does not support such contents.	Connect the source to the external input terminal that supports copyright protected contents, and try again. For details about the external input terminals, see page 73 "Devices That Can Be Connected to the Machine".

Error Massages Related to IWB Remote Desktop Software

Message	Causes	Solutions
Cannot start remote PC operation The passcode is wrong. Check the passcode that is displayed on the top of the whiteboard's main unit and then try again.	The entered passcode is incorrect.	Enter the passcode that is displayed on the upper part of the screen of the device to be connected.
Connect with the web browser to the IP address of the whiteboard's main unit, then click [Download] from [Download Software]. Download Setup.exe and run it, then perform installation following the screen instructions. A shortcut for the remote PC operation software will be created on the desktop.	The version of the software is not the latest one.	Download the latest version from the machine and install it. For details about downloading and installing IWB Remote Desktop Software, see page 104 "Downloading IWB Remote Desktop Software" and page 105 "Installing IWB Remote Desktop Software".
Cannot start remote PC operation Cannot access the network. Check the network settings of this PC and then try again.	 The computer cannot access the network. The destination device cannot access the network, or its IP address is incorrect. 	 Check that the computer can access the network. Specify the correct settings, and then try again. Check that the LAN cable of the destination device is properly connected and the device can connect to the network, and then try again. Enter the correct IP address of the destination device and try again.

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Message	Causes	Solutions
Cannot start remote PC operation The following are possible causes. • The IP address is	The destination device did not respond for a certain period of time. Connection failed.	 Check that the destination device can access the network. Check that the computer can access the network. Wait a while and try again later.
 This PC is not connected to the network. The whiteboard has not been started or is on standby. Check the IP address, this PC's network settings, and that the whiteboard is started, then try again. 	 The IP address of the destination device is incorrect. The IP address of the destination device is not specified. The LAN cable of the destination device is not connected properly. The destination device is in standby mode or turned off. 	 Enter the correct IP address of the destination device and try again. Check that the IP address of the destination device is correctly configured. Check that the LAN cable of the destination device is properly connected. Restart the destination device and try again.

When You Cannot Use the Interactive Whiteboard As You Want

This section explains what to do when the Interactive Whiteboard cannot be operated as you want.



- The laser pointer light may be hard to see when it is pointed at the display. For details about the laser pointer, see the user manual for the laser pointer.
- When the main unit does not start or the screen is not displayed, check the following:
 - Is the power cord properly connected?
 - Is the main power switch turned on?
- For information about the power cord and main power switch, see "Read This First".
- If you cannot resolve problems by yourself, contact your service representative.

When Turning the System On/Off

For details about how to shut down the machine, see the provided manual. The procedure differs
depending on the machine being used.

Problem	Causes	Solutions
 The power button is pressed, but the system does not start up. The power button is pressed, but the power lamp does not turn on. 	 The power cable is not connected correctly. The main power is turned off. 	 Reconnect the power cable. Turn on the main power switch.
The power lamp turns on, but nothing appears on the screen.	The system is in sleep mode.	Touch the screen. If nothing appears when the screen is touched, contact your service representative.
An abnormal sound is heard from the area surrounding the output/input terminals on the back of the display.	There may be a problem inside the controller.	Quickly press and release the power button of the display. When the machine shuts down, switch off the main power and contact your service representative.

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When Using the Interactive Pen

Problem	Causes	Solutions
 The Interactive Pen does not respond. The battery indicator does not turn on. 	The Interactive Pen's battery is fully used up.	Replace the battery. For details about how to replace the battery, see page 231 "Replacing the Pen Nib".
The Interactive Pen does not respond.	Stickers or pieces of tape are stuck on the black cover of the Interactive Pen. When the Interactive Pen is held by the nib or the bottom, the position of the pen will not be recognized correctly by the machine.	 If you have placed stickers or pieces of tape on the Interactive Pen, peel them off. Hold the middle of the Interactive Pen.
The battery indicator turns on, but no stroke appears.	There may be a software problem.	Quickly press and release the power button of the display. When the machine shuts down, switch off the main power. Next, switch on the main power, and then press the power button to restart the machine.
The pen nib is broken and lost.	If too much stroke pressure is applied or if the display is hit with the pen nib, the pen nib may break due to the impact.	Contact your service representative and order replacement nibs. For details about how to replace the pen nib, see page 231 "Replacing the Pen Nib".

When Displaying an Image

Problem	Causes	Solutions
Only a monochrome image is displayed.	 The cable is not connected correctly. An incorrect cable is used. 	Reconnect the cable. Check that the correct cable is used. If any of these actions do not fix the problem, contact your service representative.
The display is too dark.The display is too bright.	The brightness of the display is not set appropriately.	Press the [Menu] button on the side of the display and adjust the brightness. For details about how to adjust the brightness, see page 235 "Adjusting the Display".
The display does not respond when the [Menu] button is pressed.	When no image appears on the display, the display does not respond even if the [Menu] button is pressed.	Display an image on the display and press the [Menu] button.
The screen is corrupted.	The cable is not connected correctly.	Check that the cable is connected correctly. Quickly press and release the power button of the display. When the machine shuts down, press the power button again to restart the machine. If any of these actions do not fix the problem, contact your service representative.
The system time is incorrect.	The internal battery of the system may be used up.	Reset the time in Administrator Settings. For details about setting the time, see page 144 "Setting the Date and Time". If the system time is still incorrect, contact your service representative.

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When Using the System as a Whiteboard

Problem	Causes	Solutions
 It is impossible to draw any strokes or markers. A stroke is not displayed at the correct position. A stroke or a marker is broken halfway. 	The touch sensor sensitivity may have become offset as the result of transporting the system, an impact to the system, or an extreme temperature change.	Adjust the touch sensor sensitivity. For details about Touch sensor sensitivity adjustment, see page 139 "Adjusting the Touch Sensor Sensitivity". If this fails to fix the problem, contact your service representative.
A stroke is not displayed at the correct position.	 There is something on the display frame. The display is dirty. The adjusted position of a touch sensor may move out of position due to the impact caused to the system during transportation or from extreme temperature change. 	 Do not leave the Interactive Pen or any material on the display frame. Do not leave any material on the display frame. Clean the display. For details about how to clean the display, see page 233 "Cleaning the Display". Adjust the touch sensor. For details about touch sensor adjustment, see page 139 "Adjusting the Touch Sensor Sensitivity". If any of these actions do not fix the problem, contact your service representative.

Problem	Causes	Solutions
A stroke is suddenly displayed in an unintended direction halfway.	 Something other than the pen is touching the display. There is something on the display frame. If too much stroke pressure is applied, a line stroke may be displayed in an unintended direction. The display frame is being pressed strongly. If the pen is used near a window, under direct sunlight or bright lighting, a stroke may be displayed in an unintended direction. The display was pressed strongly. 	 Keep anything other than the pen from touching the display. Do not leave anything that can serve as an obstacle on the display frame. Be careful not to apply too much stroke pressure. Keep your hands away from the display frame. Change the location of the system. Do not apply too much force to the display. If any of these actions do not fix the problem, contact your service representative.
If two or more machines are used side-by-side and if strokes are drawn on them at the same time, the strokes are not displayed correctly.	Two or more Interactive Pens are being used within 15 m (49.2 feet) of each other.	If you use two or more machines within 15 m (49.2 feet) of each other, contact your service representative.
An unknown error that is not related to the whiteboard function occurs.	There may be a problem with the system.	Contact your service representative.

 For details about the supported input image signals, see page 241 "List of Video Input Signals Supported by the Machine".

While Using Remote Whiteboard

Problem	Causes	Solutions
A connection is not established although the previously used passcode has been entered.	The entered passcode is incorrect.	A different passcode is generated each time the Interactive Whiteboard starts up. To participate in a remote whiteboard session, check and use the correct passcode.

When Using a USB Flash Memory Device

Problem	Causes	Solutions
A USB flash memory device is not recognized.	The "Use USB Memory" check box in Administrator Settings is not selected.	Select the "Use USB Memory" check box in Administrator Settings. For details about how to change the system settings, see page 168 "Changing the System Settings".
A message prompting for restart appears when a USB flash memory device is inserted.	A configuration change requiring system restart has been made.	Quickly press and release the power button of the display. When the machine shuts down, press the power button again to restart the machine.

When Accessing the Web Page

Problem	Causes	Solutions
The web browser refreshes slowly.	 The memory in the computer you are using is insufficient. 	Quit all applications other than the Web browser that you are using for viewing.
	 The CPU in the computer you are using is overloaded. 	

When Printing

Problem	Causes	Solutions
The printing-in-progress dialog box does not disappear.	 The machine is disconnected from the network. The printer address is incorrect. The power to the printer is turned off. 	 Press the [Cancel] button. Check that the machine is connected to the network. Check that the printer address specified on the machine matches the IP address configured on the printer. Turn on the power of the printer.
The printing-in-progress dialog box disappears, but printing does not start.	 The printer is out of ink or paper. The printer is in sleep mode. An error has occurred on the printer. 	 Check the setting menu of the printer. To print on a device that requires authentication, authenticate the device. Add paper or replace the ink. If an error occurs on the printer, contact the service representative.

When Exporting or Importing Registration Data

Problem	Causes	Solutions
The email address book cannot be imported.	The email address book is not created correctly.	Check that the email address book is created correctly. For details about how to create an email address book, see page 154 "Managing an Email Address Book".
The contact list cannot be imported.	The contact list is not created correctly.	Check that the contact list is created correctly. For details about how to create a contact list, see page 150 "Managing a Remote Contact List".

Problem	Causes	Solutions
The shared folder list cannot be imported.	The shared folder list is not created correctly.	Check that the shared folder list is created correctly. For details about how to create a shared folder list, see page 158 "Managing a Shared Folder List".
The email address book, contact list, or shared folder list cannot be exported.	 No USB flash memory device is connected. The USB flash memory device has insufficient free space. You do not have the authority to write to the USB flash memory device. 	 Insert a USB flash memory device to a USB port on the side of the display. For details about how to connect a USB flash memory device, see page 30 "Inserting a USB Flash Memory Device". Delete unnecessary data from the USB flash memory device or connect a USB flash memory device that has sufficient free space. Configure the USB flash memory device properties to allow information to be written.

When Synchronizing Device Settings

Problem	Causes	Solutions
Settings cannot be defined in Device Configuration Management.	 The [Use Synchronous Function on Device Configuration] check box is selected, and the factory default password is specified in [Administrator Password of Synchronization Source Whiteboard]. The [Use Synchronous Function on Device Configuration] check box is selected, and either [Whiteboard Address of Synchronization Source] or [Administrator Password of Synchronization Source Whiteboard] or both of them are not specified. 	 Change the administrator password of the source whiteboard, and then also change [Administrator Password of Synchronization Source Whiteboard] on the whiteboard to be synchronized. Enter [Whiteboard Address of Synchronization Source] and [Administrator Password of Synchronization Source Whiteboard].

Problem	Causes	Solutions
The settings of the source device cannot be synchronized. The message, "The status of device configuration synchronization: Error" message is displayed on the top page of Administrator Settings of the machine's browser, along with the one of the following: • The synchronization source device does not respond • The synchronization source does not correspond to the device configuration synchronization • The system version is different from that of the synchronization source • The administrator password settings for the synchronization source whiteboard are incorrect. • Cannot obtain/reflect the device configuration of the synchronization source	 The source device is turned off, or it is not a whiteboard. RICOH Whiteboard is specified as the source device, but is does not support the sync function. The source whiteboard supports the sync function, but the version of the whiteboard software does not match that of the source whiteboard. The password does not match the one specified in [Administrator Settings] > [Change Administrator Password] on the source whiteboard. The source file is corrupted. 	 Turn on the power of the source whiteboard, or change the IP address. Update the system of the source device to the version that supports the sync function. Update the system to the same version as the source device. Enter the password specified in [Administrator Settings] > [Change Administrator Password] on the source whiteboard. The network may have been disconnected temporarily. Check the network environment.

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10. Appendix

This appendix explains how to use the RICOH Streamline NX-based authentication management function, the Crestron linkage function, and Remote Viewer. It also explains how to maintain this machine and adjust the display and provides contact and trademark information.

Managing the Machine with RICOH Streamline NX

This section explains how to use an authentication function to manage this machine in an environment using RICOH Streamline NX.



 For details about RICOH Streamline NX, consult the distributor where you purchased the product or your sales representative.

Preparing for Use

This section explains the preparations necessary in order to use the authentication function.

Connect a device used for authentication

Connect your IC card reader or the keyboard used for authentication to the machine.

Configure Security Settings

Select the [Perform user authentication on starting whiteboard] checkbox in Security Settings on the Administrator Settings Web page, and enter the address and port number for the AAM (Authentication and Accounting Manager) server used for authentication.

For details about Security Settings, see page 173 "Changing the Security Settings".

Reconfigure Print Settings

To support the RICOH Streamline NX SPM (Secure Print Manager) server, reconfigure Print Settings, in Administrator Settings on the machine as follows:

- 1. Enter the SPM server address as the printer address.
- 2. Select "User Authentication" in [Print Authentication].
- 3. Open [Others].
- 4. Open [Printer Properties] for the printer or multifunction printer that you are using.
- 5. On the [Ports] tab, select "IWB_RICOH_PRINTER".
- 6. Open [Configure Port].
- 7. Open [Configure TCP/IP Port Monitor].

- 8. Under [Protocol], select "LPR".
- Under [LPR Settings], in Queue Name, specify the name of the printer installed on the server.
- 10. Under [LPR Settings], select the [LPR Byte Counting Enabled] checkbox.

Specify a background for the login screen

You can specify an image to be used as the background for the login screen from Security Settings on the Administrator Settings Web page.



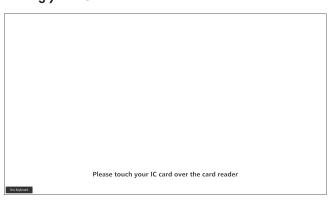
- Before reconfiguring Print Settings as described above, check that a supported printer or multifunction printer is correctly connected to the machine.
- The image file to be used as the background for the login screen should be a JPEG file of less than 20 MB.
- If RICOH Streamline NX-based authentication is enabled, the e-mail address of the logged-in user being logged in will be automatically set as the destination and sender addresses.

Logging in

If the authentication function of the machine is enabled, the login screen is displayed when the machine starts up or returns from the standby mode.

Once you have successfully logged in, all whiteboard functions will be available.

When using your IC card



1. Hold your IC card over the card reader.

When using the keyboard



1. Press

The touch keyboard appears

2. Enter your user name and password, and then touch [Login].



- To print a page, first select [RICOH Standard Printer] in [Printer]. For details, see page 69 "Printing",
- If you are saving and sending a page by e-mail, the e-mail address of the logged-in user will be automatically set as the destination and sender addresses.

Logging out

To log out, perform one of the following operations:

- Hold your IC card over the card reader while logging in.
- Touch 1 on the whiteboard screen or 1 on the floating toolbar to switch to the standby mode.
- Turn the machine off.

Using the Crestron Function

You can connect and control the machine on a network from Crestron system as a Crestron supported device.

The following operations can be performed from Crestron system:

- Turning the power on and off (Whiteboard enters standby mode when its power is turned off)
- Switching input (including a computer that is connected via IWB Remote Desktop Software)
- Adjusting the volume (turning up or down the volume, mute on or off)



 To use the Crestron function, enable it in System Settings. For details, see page 168 "Changing the System Settings".

Using Remote Viewer

When you install Remote Viewer to the computer, you can view the contents of a remote whiteboard session opened with Compatible mode or version earlier than 1.3.140.0.

To use Remote Viewer, a computer must meet the following environmental requirements:

ltem	Specifications		
Operating system	Windows 7 Home Premium/Professional/Ultimate/ Enterprise/.NET Framework 4 SP 1 or later (32 bit/64 bit)		
	Windows8 Pro/Enterprise/.NET Framework 4 (32bit/64bit)		
	Windows8.1 Pro/Enterprise/.NET Framework 4 (32bit/64bit)		
	Windows 10 Home/Pro/Enterprise/.NET Framework 4 (32bit/ 64bit)		
	English, Japanese, Simplified Chinese		
СРИ	Recommended: Intel [®] Core TM 2 Duo 2 GHz or more		
	Minimum: Intel Core Solo U1300		
Memory	Windows 7 (32 bit): 1 GB or more		
	• Windows 7 (64 bit): 2 GB or more		
	Windows 8 (32 bit): 1 GB or more		
	• Windows 8 (64 bit): 2GB or more		
	Windows 8.1 (32 bit): 1GB or more		
	• Windows 8.1 (64 bit): 2GB or more		
	Windows 10 (32 bit): 1GB or more		
	Windows 10 (64 bit): 2GB or more		
HDD	2 GB or more free space		
Display resolution	• Height: 768–1080 pixels		
	• Width: 1024–1920 pixels		
	For a horizontal display type only		

ltem	Specifications	
Network	Line speed	
	Recommended: 512 kbps or higher	
	Minimum: 200 kbps	
	Communication port	
	 TCP: 80, 50000, 50001, 50002, or 61616 must be available for communication. 	

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• Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Installing Remote Viewer on a Computer

Download Remote Viewer from the Ricoh home page.



- To install Remote Viewer on a computer, log on as a user with administrator privileges.
- Remote Viewer is available to any user who has installed it.
- 1. Double-click the downloaded file to execute it.
- 2. Specify the language you want to use during the installation process, and then click [OK].
- 3. If .NET Framework 4 is not installed on your computer, click [Install].
 If .NET Framework 4 has already been installed, the message [Install] does not appear. Proceed to the next step.
- 4. Click [Next].
- The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the terms in the license agreement], and then click [Next].
- Specify the installation folder, and then click [Next].
- 7. Click [Install].
- 8. Click [Finish].

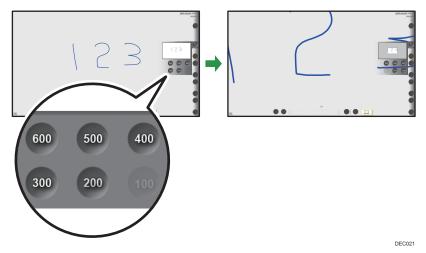
Uninstalling Remote Viewer from the Computer

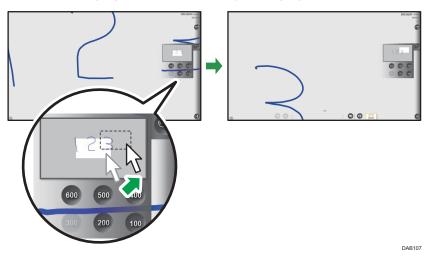
- Log on to the computer as a user with administrator privileges to uninstall the software.
- 1. On the [Start] menu, select [Control Panel].
- 2. Select [Programs and Features].
- 3. Click [Uninstall a program].
- 4. Select "RICOH Interactive Whiteboard Remote Viewer Type 1" and click [Uninstall].
- 5. Confirm the messages and click [OK].

Changing the Display Magnification of Remote Viewer

Click , the Loupe icon, to change the display magnification, or to move a displayed area. The enlarged display area can be moved.

- 1. Click , the Loupe icon.
- 2. Click the display magnification.





Configuring the Remote Viewer Settings

This section explains General Settings of Remote Viewer.

The icons displayed in the General Settings screen are as follows:

• 10, the Version Information icon

Displays the Remote Viewer version information.

When you touch [Display License Agreement], the software license agreement is displayed.

• 1, the Copyright Information icon

Displays the Remote Viewer copyright information.

• L, the Add Remote Contact List icon

You can register a host whiteboard to specify in advance when you use a remote whiteboard.

- 1. Click the [Start] menu on the computer to display the screen.
- 2. From [All Programs], select [Ricoh], [Interactive Whiteboard Remote Viewer].
- 3. Click [Settings].

The General Settings screen for Remote Viewer appears.



- If Remote Viewer is running, General Settings cannot be displayed.
- When adding a remote contact list, do not insert any memory storage devices other than a USB flash memory device, such as a CD-ROM.

Creating a Remote Contact List

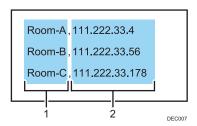
This section explains how to create a contact list using a text editor or spreadsheet software, and to add it.

When the import is complete, the contact list is overwritten.



- When adding a remote contact list, do not insert any memory storage devices other than a USB flash memory device, such as a CD-ROM.
- In the first column of each row, enter the name (nickname) of a host whiteboard. In the second column, enter the corresponding IP address of the host whiteboard.

The maximum number of IP addresses that can be registered is 100. Although you can enter a 101st address, it cannot be registered.



1. Nicknames

Enter the name of the device that uses a remote whiteboard. The number of characters must be 20 or less. If you omit the nickname, a blank entry is added. The available characters are as follows:

- Uppercase letters: A-Z
- Lowercase letters: a-z
- Numbers: 0-9
- Symbols: (space)!"#\$%&'()*+,-./:;<=>?@[\]^_`{|}~

2. IP addresses

An IP address must consist of four sets of numbers, each set separated by a period (.). The numbers must be decimal numbers between 0 and 255.

If an invalid IP address is specified, such as the ones below, the contact list is not registered:

- IP address containing a set starting with 0 or 00 (Example: 111.222.033.004)
- 0.0.0.0
- 255.255.255.255
- 127.0.0.1
- Save the contact list to the root directory (the topmost directory) of a USB flash memory device under the file name "iwb_contact_address.csv".

The file is saved in CSV (comma-separated value) format.

3. Insert the USB flash memory device into the computer.

- 4. Select , the Remote Contact List Management icon.
- 5. Select [Import].
- 6. Select [OK].

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Maintenance

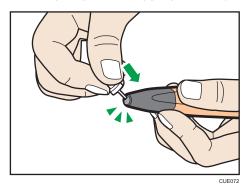
Replacing the Pen Nib



• Use a pushpin or similar solid pointed tool to replace the pen nib. Be careful not to injure yourself.

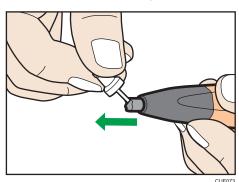
If the pen nib becomes damaged, replace it with a replacement pen nib.

1. Insert a pushpin at an appropriate angle into the edge of the pen nib.

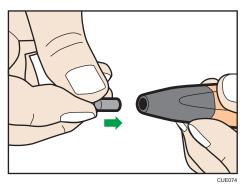


Fully insert the pushpin into the other end of the pen nib.

2. Slowly remove the pen nib from the Interactive Pen body so that the inserted pushpin does not detach from the pen nib.



3. When the pen nib is removed from the Interactive Pen body, insert and press the new pen nib straight onto the pen body.



Do not twist when pressing the pen nib. This might cause the pen nib to break.

Replacing the Pen Bottom

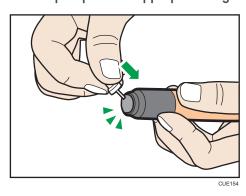
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• Use a pushpin or similar solid pointed tool to replace the pen bottom. Be careful not to injure yourself.

If the pen bottom becomes damaged, replace it with a replacement pen bottom. Contact your service representative to obtain a replacement pen bottom.

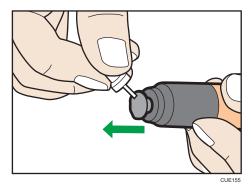
This example describes how to replace the pen bottom using a pushpin.

1. Insert a pushpin at an appropriate angle into the edge of the pen bottom.

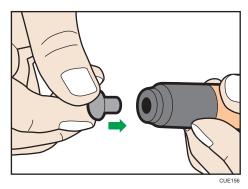


Fully insert the pushpin into the other end of the pen bottom.

2. Slowly remove the pen bottom from the Interactive Pen body so that the inserted pushpin does not detach from the pen bottom.



3. When the pen bottom is removed from the Interactive Pen body, insert and press the new pen bottom straight onto the pen body.



Do not twist when pressing the pen bottom. This might cause the pen bottom to break.

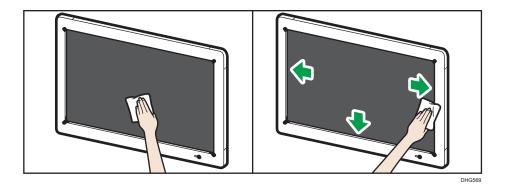
Cleaning the Display



 When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

If the display surface or the inside of the display frame of the whiteboard becomes dirty, clean it with a soft dry cloth.

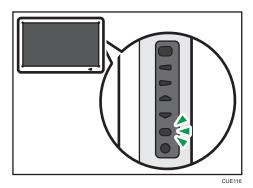
If the display is used without cleaning, a position touched on the display may not be recognized correctly.



Adjusting the Display

To adjust the display, use the [Menu] button on the side to display the menu.

This section explains how to adjust the display setting of RICOH Interactive Whiteboard D5500/D5510.





- For the procedure to adjust the display setting of RICOH Interactive Whiteboard D6500/D8400, see Operating Instructions of RICOH Interactive Whiteboard D6500/D8400. ("If the controller designed to comply with OPS (Open Pluggable Specification) standard is connected to this display" in the Operating Instructions corresponds to the regarding description.)
- If no button is pressed for 15 seconds, the menu automatically disappears. To hide the menu manually, press the [Menu] button again.
- Only those items that can be set are displayed on the menu.

Adjusting the Image Quality of the Display

Press the [Menu] button to display the menu, press the [or [] button on the side of the display to select "Picture", and then press the [Enter/Input] button.



The "Picture" menu has the following items that can be adjusted:

ltem	Setting	Initial value	Value range
Contrast	Adjusts the contrast.	50	0-100
Sharpness	Adjusts the sharpness.	2	0–10
Brightness	Adjusts the brightness. The brightness can also be	3	0–5
	adjusted by pressing the [] or [] button, regardless of whether the menu is displayed.		

- Press the [] or [] button, and then select the item you want to adjust.
- 2. Press the [Enter/Input] button.
- 3. Press the [or [button to adjust the item.
- 4. Press the [Menu] button.
- 5. To close the "Picture" menu, press the [Menu] button.

Adjusting the sound settings

This function is available for RICOH Interactive Whiteboard D5500/D5510 only.

Press the [Menu] button to display the menu, press the [or [] button on the side of the display to select "Sound", and then press the [Enter/Input] button.



The "Sound" menu has the following items that can be adjusted:

Item	Setting	Initial value	Value range
Volume	Adjusts the volume level.	50	0-100

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ltem	Setting	Initial value	Value range
Mute	Turns on or off the audio mute function.	OFF	• OFF • ON
Speaker	Selects the speaker output for playing the sound.	Line-out	External(Audio Output 1)Line-out(Audio Output 2)

Adjusting the volume level

- 1. Press the [] or [] button, and then select "Volume".
- 2. Press the [], [] button to adjust the volume level.
- 3. To close the "Sound" menu, press the [Menu] button.

Specifying the mute settings

- 1. Press the [or [Just on, and then select "Mute".
- 2. Press the [Enter/Input] button.
- 3. Press the [or [Dutton to select "ON" or "OFF".
- 4. Press the [Enter/Input] button.
- 5. To close the "Sound" menu, press the [Menu] button.

Selecting the speaker output

- 1. Press the [] or [] button, and then select "Speaker".
- 2. Press the [Enter/Input] button.
- 3. Press the [or [] button, and then select the item you want to set.
- 4. Press the [Enter/Input] button.
- 5. To close the "Sound" menu, press the [Menu] button.

Adjusting the Position or Size of a Subwindow

Press the [Menu] button to display the menu, press the [] or [] button on the side of the display to select "Option", and then press the [Enter/Input] button.



The "Option" menu has the following items that can be adjusted:

ltem	Setting	Initial value	Value range
Aspect Ratio	When it is set to "Full", the image is expanded to full screen.	Original	Full Original
PIP-PIP Size	Selects the sub-window size displayed when the [PIP] button is pressed.	Middle	 Small (384 × 288) Middle (480 × 360) Large (576 × 432)
PIP-PIP Position	Adjusts the position of sub- windows displayed when the [PIP] button is pressed. This item only works when the sub-windows are displayed.	Upper right corner	-
Auto Adjustment	Automatically adjusts the position of the screen switched to with the [Enter/Input] button. This item only works when screens are switched.	-	-

Adjusting the aspect ratio

- 1. Press the [or [] button, and then select "Aspect Ratio".
- 2. Press the [Enter/Input] button.
- 3. Press the [or [] button, and then select the item you want to set.
- 4. Press the [Enter/Input] button.

5. To close the "Option" menu, press the [Menu] button.

Setting the PIP size

- 1. Press the [] or [] button, and then select "PIP".
- 2. Press the [Enter/Input] button.
- 3. Press the [] or [] button, and then select "PIP Size".
- 4. Press the [Enter/Input] button.
- 5. Press the [] or [] button, and then select a sub-window size.
- 6. Press the [Enter/Input] button.
- 7. Press the [Menu] button to close the "PIP" menu.
- 8. To close the "Option" menu, press the [Menu] button.

Adjusting the PIP position

- 1. Press the [] or [] button, and then select "PIP".
- 2. Press the [Enter/Input] button.
- 3. Press the [] or [] button, and then select "PIP Position".
- 4. Press the [Enter/Input] button.
- 5. Press the [], [], or [] button, and then move the sub-window to a different position.
- 6. To close the "Option" menu, press the [Menu] button.

Using Auto Adjustment

- 1. Press the [] or [] button, and then select "Auto Adjustment".
- 2. Press the [Enter/Input] button.

The menu is closed, and the screen position is automatically adjusted.

Changing the Menu Settings

Press the [Menu] button to display the menu, press the [] or [] button on the side of the display to select "Setting", and then press the [Enter/Input] button.



The "Setting" menu has the following items that can be adjusted:

ltem	Setting	Initial value	Value range
OSD Rotation	Rotates the menu display 90 degrees.	0 Degree	0 Degree90 Degree
Advanced -Restore User Default	Initializes all settings to their defaults.	-	• Confirm • Return

Using OSD rotation

- 1. Press the [] or [] button, and then select "OSD Rotation".
- 2. Press the [Enter/Input] button.
- 3. Press the [] or [] button, and then select an angle of rotation.
- 4. Press the [Enter/Input] button.
- 5. To close the "Setting" menu, press the [Menu] button.

Using restore user default

- 1. Press the [] or [] button, and then select "Advanced".
- 2. Press the [Enter/Input] button.
- 3. Check that "Restore User Default" is selected, and then press the [Enter/Input] button.
- 4. Press the [or [] button, and then select "Confirm".
- 5. Press the [Enter/Input] button.

The menu is closed, and all settings are reset to their default values.

List of Video Input Signals Supported by the Machine

This section describes input signals supported for each of the HDMI, DisplayPort, and VGA input terminals.

Interactive Whiteboard D5500

VGA Input and DisplayPort Input must satisfy the following conditions:

The signal must comply with one of the following VESA standards:

- Industry Standards and Guidelines for Computer Display Monitor Timing (DMT)
 Standard- Version 1 Revision 12
- Coordinated Video Timings (CVT) Standard Version 1.1
- Generalized Timing Formula (GTF) Version 1.1

The signal must also be one of those marked with a O symbol in the "VGA Input" column or "DisplayPort Input" column of the following table:

Signal format	Resolution	Frequency (Hz)	VGA Input	DisplayPort Input
VESA GTF	640 × 350	85	0	0
VESA DMT	640 × 350	85	0	0
VESA CVT	640 × 400	60	0	-
VESA CVT	640 × 400	85	0	0
VESA GTF	640 × 400	85	-	0
VESA DMT	640 × 400	85	0	0
VESA CVT	640 × 480	60	0	-
VESA GTF	640 × 480	60	0	-
VESA DMT	640 × 480	60	0	0
VESA GTF	640 × 480	72	0	0
VESA DMT	640 × 480	72	0	0
VESA CVT	640 × 480	75	0	0
VESA GTF	640 × 480	75	0	0
VESA DMT	640 × 480	75	0	0

Signal format	Resolution	Frequency (Hz)	VGA Input	DisplayPort Input
VESA CVT	640 × 480	85	0	0
VESA GTF	640 × 480	85	0	0
VESA DMT	640 × 480	85	0	0
VESA GTF	720 × 400	85	0	0
VESA DMT	720 × 400	85	0	0
VESA GTF	800 × 600	56	0	0
VESA DMT	800 × 600	56	0	0
VESA CVT	800 × 600	60	0	0
VESA GTF	800 × 600	60	0	0
VESA DMT	800 × 600	60	0	0
VESA GTF	800 × 600	72	0	0
VESA DMT	800 × 600	72	0	0
VESA CVT	800 × 600	75	0	0
VESA GTF	800 × 600	75	0	0
VESA DMT	800 × 600	75	0	0
VESA CVT	800 × 600	85	0	0
VESA GTF	800 × 600	85	0	0
VESA DMT	800 × 600	85	0	0
VESA CVT	848 × 480	60	0	0
VESA GTF	848 × 480	60	-	0
VESA DMT	848 × 480	60	0	0
VESA CVT	1024 × 768	60	0	0
VESA GTF	1024 × 768	60	-	0
VESA DMT	1024 × 768	60	0	0

Signal format	Resolution	Frequency (Hz)	VGA Input	DisplayPort Input
VESA GTF	1024 × 768	70	0	0
VESA DMT	1024 × 768	70	0	0
VESA CVT	1024 × 768	75	0	0
VESA DMT	1024 × 768	75	0	0
VESA CVT	1024 × 768	85	0	0
VESA DMT	1024 × 768	85	0	0
VESA CVT	1152 × 864	60	0	0
VESA GTF	1152 × 864	60	0	0
VESA CVT	1152 × 864	75	0	0
VESA GTF	1152 × 864	75	0	0
VESA DMT	1152 × 864	75	0	0
VESA GTF	1280 × 600	60	-	0
VESA CVT	1280 × 720	60	0	0
VESA GTF	1280 × 720	60	0	0
VESA DMT	1280 × 720	60	0	0
VESA CVT	1280 × 720	75	0	0
VESA GTF	1280 × 720	75	0	0
VESA CVT	1280 × 720	85	0	0
VESA GTF	1280 × 720	85	0	0
VESA GTF	1280 × 768	60	-	0
VESA DMT/CVT (RB)	1280 × 768	60	0	0
VESA DMT/CVT	1280 × 768	60	0	0
VESA GTF	1280 × 768	75	0	0

Signal format	Resolution	Frequency (Hz)	VGA Input	DisplayPort Input
VESA DMT/CVT	1280 × 768	75	0	0
VESA GTF	1280 × 768	85	0	0
VESA DMT/CVT	1280 × 768	85	0	0
VESA GTF	1280 × 800	60	0	0
VESA DMT/CVT (RB)	1280 × 800	60	0	0
VESA DMT/CVT	1280 × 800	60	0	0
VESA GTF	1280 × 800	75	0	0
VESA DMT/CVT	1280 × 800	75	0	0
VESA DMT/CVT	1280 × 800	85	0	0
VESA GTF	1280 × 800	85	0	0
VESA CVT	1280 × 960	60	0	0
VESA GTF	1280 × 960	60	0	0
VESA DMT	1280 × 960	60	-	0
VESA CVT	1280 × 960	85	0	0
VESA GTF	1280 × 960	85	0	0
VESA DMT	1280 × 960	85	0	0
VESA CVT	1280 × 1024	60	0	0
VESA GTF	1280 × 1024	60	0	0
VESA DMT	1280 × 1024	60	0	0
VESA CVT	1280 × 1024	75	0	0

Signal format	Resolution	Frequency (Hz)	VGA Input	DisplayPort Input
VESA GTF	1280 × 1024	75	0	0
VESA DMT	1280 × 1024	75	0	0
VESA CVT	1280 × 1024	85	0	0
VESA GTF	1280 × 1024	85	0	0
VESA DMT	1280 × 1024	85	0	0
VESA CVT	1360 × 768	60	0	0
VESA GTF	1360 × 768	60	0	0
VESA DMT	1360 × 768	60	0	0
VESA GTF	1366 × 768	60	-	0
VESA DMT (RB)	1366 × 768	60	0	0
VESA DMT	1366 × 768	60	0	0
VESA GTF	1400 × 1050	60	-	0
VESA DMT/CVT (RB)	1400 × 1050	60	0	0
VESA DMT/CVT	1400 × 1050	60	0	0
VESA DMT/CVT	1400 × 1050	75	0	0
VESA GTF	1440 × 900	60	-	0
VESA DMT/CVT (RB)	1440 × 900	60	0	0
VESA DMT/CVT	1440 × 900	60	0	0
VESA GTF	1440 × 900	75	0	0

Signal format	Resolution	Frequency (Hz)	VGA Input	DisplayPort Input
VESA DMT/CVT	1440 × 900	75	0	0
VESA GTF	1440 × 900	85	0	0
VESA DMT/CVT	1440 × 900	85	0	0
VESA GTF	1400 × 1050	75	0	0
VESA CVT	1600 × 900	60	0	0
VESA CVT (RB)	1600 × 900	60	0	0
VESA GTF	1600 × 900	60	0	0
VESA DMT (RB)	1600 × 900	60	0	0
VESA CVT	1600 × 1200	60	0	0
VESA GTF	1600 × 1200	60	0	0
VESA DMT	1600 × 1200	60	0	0
VESA GTF	1680 × 1050	60	0	0
VESA DMT/CVT (RB)	1680 × 1050	60	0	0
VESA DMT/CVT	1680 × 1050	60	0	0
VESA DMT	1920 × 1080	60	0	0
VESA DMT/CVT (RB)	1920 × 1200	60	-	0

- VESA DMT: Industry Standards and Guidelines for Computer Display Monitor Timing (DMT) Standard- Version 1 Revision 12
- VESA CVT: Coordinated Video Timings (CVT) Standard Version 1.1
- VESA GTF: Generalized Timing Formula (GTF) Version 1.1

• RB: Reduced Blanking

RICOH Interactive Whiteboard D5510/D6500/D8400

Each input terminal supports input signals if they satisfy the following conditions:

The signal must comply with one of the following VESA standards:

- Industry Standards and Guidelines for Computer Display Monitor Timing (DMT)
 Standard- Version 1 Revision 12
- Coordinated Video Timings (CVT) Standard Version 1.1
- Generalized Timing Formula (GTF) Version 1.1

The signal must also be one of those marked with a O symbol in the "HDMI Input" column, "DisplayPort Input" column or "VGA Input" column of the following table:

Signal format	Resolution	Frequency (Hz)	HDMI Input	DisplayPor t Input	VGA Input
VESA CVT	1024 × 768	60	0	0	-
VESA GTF	1024 × 768	60	0	0	-
VESA DMT	1024 × 768	60	0	0	-
VESA GTF	1024 × 768	70	0	0	-
VESA DMT	1024 × 768	70	0	0	-
VESA CVT	1024 × 768	75	0	0	-
VESA DMT	1024 × 768	75	0	0	-
VESA CVT	1024 × 768	85	0	0	-
VESA DMT	1024 × 768	85	0	0	-
VESA CVT	1152 × 864	60	0	0	-
VESA GTF	1152 × 864	60	0	0	-
VESA CVT	1152 × 864	75	0	0	-
VESA GTF	1152 × 864	75	0	0	-
VESA DMT	1152 × 864	75	0	0	-
VESA GTF	1280 × 600	60	0	0	-
VESA CVT	1280 × 720	60	0	0	0

Signal format	Resolution	Frequency (Hz)	HDMI Input	DisplayPor t Input	VGA Input
VESA GTF	1280 × 720	60	0	0	0
VESA DMT	1280 × 720	60	0	0	0
VESA CVT	1280 × 720	75	0	0	-
VESA GTF	1280 × 720	75	0	0	-
VESA CVT	1280 × 720	85	0	0	-
VESA GTF	1280 × 720	85	0	0	-
VESA GTF	1280 × 768	60	0	0	0
VESA DMT/CVT (RB)	1280 × 768	60	0	0	-
VESA DMT/CVT	1280 × 768	60	0	0	0
VESA GTF	1280 × 768	75	0	0	0
VESA DMT/CVT	1280 × 768	75	0	0	0
VESA GTF	1280 × 768	85	0	0	0
VESA DMT/CVT	1280 × 768	85	0	0	0
VESA GTF	1280 × 800	60	0	0	0
VESA DMT/CVT (RB)	1280 × 800	60	0	0	0
VESA DMT/CVT	1280 × 800	60	0	0	0
VESA GTF	1280 × 800	75	0	0	0
VESA DMT/CVT	1280 × 800	75	0	0	0
VESA DMT/CVT	1280 × 800	85	0	0	0
VESA GTF	1280 × 800	85	0	0	0
VESA CVT	1280 × 960	60	0	0	-
VESA GTF	1280 × 960	60	0	0	-
VESA DMT	1280 × 960	60	0	0	-

Signal format	Resolution	Frequency (Hz)	HDMI Input	DisplayPor t Input	VGA Input
VESA CVT	1280 × 960	85	0	0	-
VESA GTF	1280 × 960	85	0	0	-
VESA DMT	1280 × 960	85	0	0	-
VESA CVT	1280 × 1024	60	0	0	-
VESA GTF	1280 × 1024	60	0	0	-
VESA DMT	1280 × 1024	60	0	0	-
VESA CVT	1280 × 1024	75	0	0	-
VESA GTF	1280 × 1024	75	0	0	-
VESA DMT	1280 × 1024	75	0	0	-
VESA CVT	1280 × 1024	85	0	0	-
VESA GTF	1280 × 1024	85	0	0	-
VESA DMT	1280 × 1024	85	0	0	-
VESA CVT	1360 × 768	60	0	0	0
VESA GTF	1360 × 768	60	0	0	0
VESA DMT	1360 × 768	60	0	0	0
VESA GTF	1366 × 768	60	0	0	0
VESA DMT (RB)	1366 × 768	60	0	0	-
VESA DMT	1366 × 768	60	0	0	0
VESA GTF	1400 × 1050	60	0	0	0
VESA DMT/CVT (RB)	1400 × 1050	60	0	0	0
VESA DMT/CVT	1400 × 1050	60	0	0	0
VESA DMT/CVT	1400 × 1050	75	0	0	0
VESA GTF	1440 × 900	60	0	0	0

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Signal format	Resolution	Frequency (Hz)	HDMI Input	DisplayPor t Input	VGA Input
VESA DMT/CVT (RB)	1440 × 900	60	0	0	-
VESA DMT/CVT	1440 × 900	60	0	0	-
VESA GTF	1440 × 900	75	0	0	0
VESA DMT/CVT	1440 × 900	75	0	0	0
VESA GTF	1440 × 900	85	0	0	0
VESA DMT/CVT	1440 × 900	85	0	0	0
VESA GTF	1400 × 1050	75	0	0	0
VESA CVT	1600 × 900	60	0	0	0
VESA CVT (RB)	1600 × 900	60	0	0	-
VESA GTF	1600 × 900	60	0	0	0
VESA DMT (RB)	1600 × 900	60	0	0	-
VESA CVT	1600 × 1200	60	0	0	-
VESA GTF	1600 × 1200	60	0	0	-
VESA DMT	1600 × 1200	60	0	0	0
VESA GTF	1680 × 1050	60	0	0	0
VESA DMT/CVT (RB)	1680 × 1050	60	0	0	0
VESA DMT/CVT	1680 × 1050	60	0	0	0
VESA DMT	1920 × 1080	60	0	0	0
VESA DMT/CVT (RB)	1920 × 1200	60	-	-	-

- VESA DMT: Industry Standards and Guidelines for Computer Display Monitor Timing (DMT) Standard- Version 1 Revision 12
- VESA CVT: Coordinated Video Timings (CVT) Standard Version 1.1
- VESA GTF: Generalized Timing Formula (GTF) Version 1.1

IL

• RB: Reduced Blanking



- For details about the locations of the input terminals, see page 73 "Devices That Can Be Connected to the Machine".
- For the VGA Input 2 signal supported of Interactive Whiteboard D5500 is following:

Signal format	Resolution	Frequency
VESA DMT	1024 × 768	60 Hz

- For the VGA Input 2 and HDMI Input 2 signal supported of RICOH Interactive Whiteboard D5510 is following:
 - VGA Input 2

Signal format	Resolution	Frequency
VESA DMT	1024 × 768	60 Hz

• HDMI Input 2

Resolution	Frequency (Hz)	Pixel Rate (MHz)
640x480	60	25.175
640x480	72	31.5
640x480	75	31.5
720x400	70	28.32
800x600	60	40
800x600	75	49.5
1024x768	60	65
1024x768	75	78.75
1280x768	60	79.5
1280x800	60	83.5
1280x960	60	108
1280x1024	60	108
1360×768	60	85.5

Resolution	Frequency (Hz)	Pixel Rate (MHz)
1360x768	60	85.5
1920x1080	60	148.5

- For the input signal supported by the Capture Board of RICOH Interactive Whiteboard D6500/ D8400, see Operating Instructions of RICOH Interactive Whiteboard D6500/D8400.
- If resolutions or signal frequencies that are not compatible with this machine are entered, the images may flicker, blur, be displayed as stretched images horizontally or vertically, or not be displayed correctly.
- This machine only supports devices that use progressive scanning.

10

Specifications

Interactive Whiteboard D5500

LCD panel

ltem	Specifications
Size	55 inch wide (diagonal 1387 mm)
Effective display area (H × V)	1209 .6 × 680.4 mm (47.6 × 26.8 inches)
Display type	VA liquid crystal method
Backlight	LED system
Maximum resolution	1920 × 1080 pixels
Aspect ratio	16:9
Display color	Approximately 16.77 million colors
Pixel pitch (H × V)	0.63 × 0.63 mm (0.03 × 0.03 inches)
Maximum brightness	300cd/m ²
	↓ Note
	Brightness changes in accordance with the image settings. In addition, the brightness fades as the product ages. It does not maintain a consistent level of brightness.
Contrast ratio	2670 : 1
View angles	160° in the horizontal field; 160° in the vertical field
	(Contrast ratio = 10 or more)
Response speed	6.5 ms (Gray to Gray, Average)

Touch panel

Item	Specifications
Electronic pen detection system	Light interception
Guard glass (With AR coating)	Thickness : Approximately 2.0 mm (0.08 inches)

External Interface

Item	Specifications
Input connector	Controller unit
	DisplayPort terminal×1
	DisplayPort Input
	Mini D-Sub15Pin×1
	VGA Input
	Display unit
	Mini D-Sub15Pin×1
	VGA Input 2 (for PIP)
	↓ Note
	 For details about the video input signals that are supported, see page 241 "List of Video Input Signals Supported by the Machine".
Output connector	DVI-D terminal×1
	DVI Output
USB Port	USB2.0 TypeA × 4
	USB3.0 TypeA × 2
Communication connector	10BASE-T/100BASE-TX/1000BASE-T

Network

ltem	Specifications
Line speed	Recommended: 512 kbps or more Minimum: 200 kbps
Communication port	Remote whiteboard sharing • TCP: 80, 50000, 50001, 50002, and 61616 are available for communication
	E-mail transmission Communication with the port number specified in the SMTP server settings is available for communication. (page 148 "Configuring SMTP Server Settings")

10

Power source

ltem	Specifications
Power source used	100–240 V, 50 Hz/60 Hz
Maximum power consumption	198 W
Power consumption in standby mode	45 W

Weight / Dimensions

ltem	Specifications
Weight (Main unit)	Approximately 47 kg (103.6 lb.)
Physical dimensions (W × H × D)	1360 × 830 × 170 mm
	(53.5 × 32.7 × 6.7 inches)

Operating range

Item	Specifications
Temperature	10–32 °C (50–89.6 °F) •• Note
	The temperature range varies according to the conditions of the installation location.
Humidity	 15-80% Note The humidity range varies according to the conditions of the installation location.
	A low humidity (60% or less) is recommended when the product is installed in a high temperature environment.
Altitude	0-2000 m (0-6600 feet)

RICOH Interactive Whiteboard D5510

LCD panel

Item	Specifications
Size	55 inch wide (diagonal 1387 mm)

Touch panel

Item	Specifications
Detection method	IR Camera Type
Guard glass (With AR coating)	Thickness : Approximately 2.0 mm (0.08 inches)

10

External Interface

ltem	Specifications
Input connector	Digital Input (Correspond to HDMI)×2
	Digital Input 1 (Copyright-protected content not supported)
	 Digital Input 2 (Copyright-protected content supported / 2- screen display not supported: for audio-visual devices)
	DisplayPort terminal×1
	 DisplayPort Input (Copyright-protected content not supported)
	Mini D-SUB15Pin×2
	VGA Input 1
	VGA Input 2 (for PIP)
	Note
	 For details about the video input signals that are supported, see page 241 "List of Video Input Signals Supported by the Machine".
Output connector	DVI-D terminal×1
	DVI Output (DVI-D: For projectors)
	Speaker terminal (L/R)
	Audio Output 1 (Speaker/Stereo: 10W×10W/8 ohm)
	RCA_1pin×2
	Audio Output 2 (Line Out/Stereo)
USB Port	USB2.0 TypeA × 4
	USB3.0 TypeA × 2
Communication connector	10BASE-T/100BASE-TX/1000BASE-T

Network

Item	Specifications
Line speed	Minimum: 200 kbps

ltem	Specifications
Communication port	Remote whiteboard
	• TCP: 80, 50000, 50001, 50002, and 61616 are available for communication
	E-mail transmission
	Communication with the port number specified in the Email settings is available for communication. (page 148 "Configuring SMTP Server Settings")
	RICOH UCS function
	When no proxy is used
	TCP: 80, 443, 5222, 17990, 17992
	UDP: 50000 – 65535 (Maximum 6 ports)
	When a proxy is used
	TCP: 80, 443
	TCP443 transmission
	TCP: 80, 443
	Folder sharing on external storages
	TCP 445, UDP 53, and TCP/UDP 137 are available for communication

Power source

ltem	Specifications
Power source used	100-240 V, 50 Hz/60 Hz
Maximum power consumption	180 W
Power consumption in standby mode	58 W

Weight / Dimensions

Weight / Difficusions	
ltem	Specifications
Weight (Main unit)	Approximately 45 kg (99.3 lbs.)
Physical dimensions (W × H × D)	1360 × 830 × 125 mm
	(53.5 × 32.7 × 5.0 inches)

Operating range

ltem	Specifications
Temperature	10–32 °C (50–89.6 °F)
	↓ Note
	The temperature range varies according to the conditions of the installation location.
Humidity	15–80%
	U Note
	 The humidity range varies according to the conditions of the installation location.
	A low humidity (60% or less) is recommended when the product is installed in a high temperature environment.
Altitude	0-2000 m (0-6600 feet)

RICOH Interactive Whiteboard D6500

LCD panel

Item	Specifications
Size	65 inch wide (diagonal 1651 mm)
Effective display area (H × V)	1428.5 × 803.5 mm (56.3 × 31.7 inches)
Display type	VA liquid crystal method
Backlight	LED system
Maximum resolution	1920 × 1080 pixels
Aspect ratio	16:9
Display color	Approximately 1.06 billion colors (10 bit each for R, G, and B)
Pixel pitch (H × V)	0.744 × 0.744 mm (0.03 × 0.03 inches)

Touch panel

ltem	Specifications
Detection method	IR Matrix Type
Guard glass	Thickness: Approximately 4.0 mm (AG Anti-Glare Glass)
(With AR coating)	

10

External Interface (Controller)

ltem	Specifications
Input connector	Capture Board
	Digital Input (Correspond to HDMI)×1
	 Digital Input (Copyright-protected content not supported)
	DisplayPort terminal×1
	 DisplayPort Input (Copyright-protected content not supported)
	Mini D-SUB15Pin×2
	VGA Input
	Controller Unit
	Microphone Input×1
	Audio Input
	↓ Note
	 For details about the video input signals that are supported, see page 241 "List of Video Input Signals Supported by the Machine".
Output connector	Controller Unit
	Digital Output (Correspond to HDMI)×1
	Digital Output (For audio-visual devices)
	Speaker terminal
	Audio Output (Line Out/Stereo)
USB Port	Controller Unit
	USB2.0 TypeA (1): For connecting USB device such as a USB flash memory device.
	USB2.0 TypeA (2): For connecting the Pen Sensor Kit. This terminal can also be used for connecting a device such as a USB flash memory device when the Pen Sensor Kit is not connected.
	USB3.0 TypeA:
	For connecting the Capture Board only. This terminal cannot be used for other purposes.

Item	Specifications
Communication connector	Controller Unit
	10BASE-T/100BASE-TX/1000BASE-T



• For the external interfaces other than Capture Board and Controller Unit, see "Read This First".

Network

ltem	Specifications
Line speed	Minimum: 200 kbps
Communication port	Remote whiteboard
	• TCP: 80, 50000, 50001, 50002, and 61616 are available for communication
	E-mail transmission
	 Communication with the port number specified in the Email settings is available for communication. (page 148 "Configuring SMTP Server Settings")
	RICOH UCS function
	When no proxy is used
	TCP: 80, 443, 5222, 17990, 17992
	UDP: 50000 – 65535 (Maximum 6 ports)
	When a proxy is used
	TCP: 80, 443
	TCP443 transmission
	TCP: 80, 443
	Folder sharing on external storages
	TCP 445, UDP 53, and TCP/UDP 137 are available for communication

Power source

ltem	Specifications
Power source used	100-240 V, 50 Hz/60 Hz
Maximum power consumption	Less than 300 W

ltem	Specifications
Power consumption in standby mode	Less than 12 W

Weight / Dimensions

ltem	Specifications
Weight (Main unit)	Main body and controller: Less than approximately 76 kg (167.6 lbs.)
Physical dimensions (W × H × D)	All options attached:
	1531 × 901 × 126 mm
	(60.3 × 35.5 × 5.0 inches)
	Including the tray:
	1531 × 937 × 196 mm
	(60.3 × 36.9 × 7.8 inches)

Operating range

Item	Specifications
Temperature	10-32 °C (50-89.6 °F) Note The temperature range varies according to the conditions of the installation location.
Humidity	 10-80% ◆ Note • The humidity range varies according to the conditions of the installation location. • A low humidity (60% or less) is recommended when the product is installed in a high temperature environment.
Altitude	Maximum: 2500 m (8200 feet)

RICOH Interactive Whiteboard D8400

LCD panel

Item	Specifications
Size	84 inch wide (diagonal 2134.62 mm)
Effective display area (H × V)	1860.48 × 1046.52 mm (73.3 × 41.3 inches)
Display type	IPS liquid crystal method
Backlight	LED system
Maximum resolution	3840 × 2160 pixels (1960 × 1080 pixels when using the Interactive Whiteboard)
Aspect ratio	16:9
Display color	Approximately 1.06 billion colors (10 bit each for R, G, and B)
Pixel pitch (H × V)	0.4845 × 0.4845 mm (0.019 × 0.019 inches)
Maximum brightness	350cd/m ²
	↓ Note
	Brightness changes in accordance with the image settings. In addition, the brightness fades as the product ages. It does not maintain a consistent level of brightness.
Contrast ratio	1400 : 1
View angles	178° in the horizontal field; 178° in the vertical field
	(Contrast ratio = 10 or more)
Response speed	5 ms (Gray to Gray, Average)

Touch panel

Item	Specifications
Detection method	IR Matrix Type
Guard glass	Thickness: Approximately 4.0 mm (AG Anti-Glare Glass)
(With AR coating)	

10

External Interface (Controller)

ltem	Specifications
Input connector	Capture Board
	Digital Input (Correspond to HDMI)×1
	 Digital Input (Copyright-protected content not supported)
	DisplayPort terminal×1
	 DisplayPort Input (Copyright-protected content not supported)
	Mini D-SUB15Pin×2
	VGA Input
	Controller Unit
	Microphone Input×1
	Audio Input
	↓ Note
	 For details about the video input signals that are supported, see page 241 "List of Video Input Signals Supported by the Machine".
Output connector	Controller Unit
	Digital Output (Correspond to HDMI)×1
	Digital Output (For audio-visual devices)
	Speaker terminal
	Audio Output (Line Out/Stereo)
USB Port	Controller Unit
	USB2.0 TypeA (1): For connecting USB device such as a USB flash memory device.
	USB2.0 TypeA (2): For connecting the Pen Sensor Kit. This terminal can also be used for connecting a device such as a USB flash memory device when the Pen Sensor Kit is not connected.
	USB3.0 TypeA:
	For connecting the Capture Board only. This terminal cannot be used for other purposes.

ltem	Specifications
Communication connector	Controller Unit
	10BASE-T/100BASE-TX/1000BASE-T



• For the external interfaces other than Capture Board and Controller Unit, see "Read This First".

Network

ltem	Specifications
Line speed	Minimum: 200 kbps
Communication port	Remote whiteboard
	• TCP: 80, 50000, 50001, 50002, and 61616 are available for communication
	E-mail transmission
	 Communication with the port number specified in the Email settings is available for communication. (page 148 "Configuring SMTP Server Settings")
	RICOH UCS function
	When no proxy is used
	TCP: 80, 443, 5222, 17990, 17992
	UDP: 50000 – 65535 (Maximum 6 ports)
	When a proxy is used
	TCP: 80, 443
	TCP443 transmission
	TCP: 80, 443
	Folder sharing on external storages
	 TCP 445, UDP 53, and TCP/UDP 137 are available for communication

Power source

ltem	Specifications
Power source used	100-240 V, 50 Hz/60 Hz
Maximum power consumption	Less than 564 W

ltem	Specifications
Power consumption in standby mode	Less than 50 W

Weight / Dimensions

Item	Specifications
Weight (Main unit)	Main body and controller: Less than approximately 110 kg (242.6 lbs.)
Physical dimensions (W × H × D)	All options attached:
	(76.2 × 46.5 × 5.2 inches)
	Including the tray:
	1935 ×1216 ×201 mm
	(76.2 × 47.9 ×8.0 inches)

Operating range

Item	Specifications
Temperature	10-32 °C (50-89.6 °F) Note The temperature range varies according to the conditions of the installation location.
Humidity	 10-80% Note The humidity range varies according to the conditions of the installation location. A low humidity (60% or less) is recommended when the product is installed in a high temperature environment.
Altitude	Maximum: 2500 m (8200 feet)

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The proper names of the Windows operating systems are as follows:

• The product names of Windows 7 are as follows:

Microsoft® Windows® 7 Home Premium

Microsoft® Windows® 7 Professional

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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About Added or Changed Features

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

Version 1.9.0.0

Feature	Description	Reference
RICOH UCS function	You can use the machine for video conferencing by connecting an	See page 87 "Using the RICOH UCS Function"
	external camera, microphone, and speaker, and then switching to RICOH UCS mode.	See page 178 "Changing the Video Conference Settings"
RICOH Streamline NX- based authentication management function	You can manage the machine as a RICOH Streamline NX-supporting device with input from your IC card or keyboard.	See page 221 "Managing the Machine with RICOH Streamline NX"
Palm deletion mode	You can delete a whiteboard entry with the palm of your hand or the ball of your finger.	See page 40 "Deleting in palm deletion mode"
Image file upload from RICOH Interactive Whiteboard Client	When participating in a remote whiteboard session, you can upload to the machine photos taken with or image files stored in a terminal on which RICOH Interactive Whiteboard Client is installed.	See RICOH Interactive Whiteboard Client Start Guide
Added devices supporting printing	You can use the machine to print to a wide format multifunction printer that supports larger documents.	See page 69 "Printing"
Languages for non- handwritten input mode	You can add a language to use with fair copy entry mode.	See page 34 "Writing in fair copy entry mode"

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Version 1.8.0.0

Feature	Description	Reference
Downloading RICOH Interactive Whiteboard Client for Windows or Android OS from the Web page	RICOH Interactive Whiteboard Client for Windows or Android OS can be downloaded from the menu on the Web page.	See page 95 "Things You Can Do on the Web Page"
Configuring restrictions on the functions of RICOH Interactive Whiteboard Client	You can specify whether or not to allow selecting the external inputs and use the page switching, add-page, handwritten entry, delete and marker functions from RICOH Interactive Whiteboard Client.	See page 168 "Changing the System Settings"
Simultaneously writing the handwritten entry mode from multiple Touch Pens	You can write up to four strokes from multiple Touch Pens in handwritten entry mode on the whiteboard.	See page 33 "Writing in handwritten entry mode"
The search function of the address book	You can search for a destination of an email from the Imported Address Book or Public Address Book.	See page 66 "Specifying Destinations"
The compression function to reduce the file size of PDF files	You can compress a PDF file to reduce its file size when saving and sending the file via e-mail.	See page 53 "Saving Pages" See page 63 "Sending Pages by E-mail"

Version 1.7.0.0

Feature	Description	Reference
Linking with smart devices	You can use a QR code to link the machine with a smart device, and display the file in the smart device on the machine or save the contents of the machine in the smart device.	See page 71 "Linking with a Smart Device"

Version 1.6.110.0

Feature	Description	Reference
Selecting and deleting multiple strokes using the Touch Pen or your fingers	You can use the Touch Pen or your fingers to select multiple strokes and erase them.	See page 39 "Selecting and deleting multiple strokes"
Adding the print condition settings	You can specify the side to print (1-sided/2-sided) and the printer to output from.	See page 69 "Printing"
The upload conditions when restoring the settings	You can specify whether or not to upload the device synchronization settings when restoring the machine settings.	See page 181 "Restoring Configuration Settings"
Restoring the whiteboard	You can configure the settings so that the items that was written on the whiteboard are restored even if the machine has been shut down without saving its contents.	See page 168 "Changing the System Settings"

Version 1.6.0.0

Feature	Description	Reference	
Writing on the screen with Touch Pen or your fingers * 1	On RICOH Interactive Whiteboard D6500, you can use the Touch Pen or your fingers to write on the screen.	See page 28 "Operating the Screen"	
Wireless Network settings *1	You can connect to a wireless network. Also, the MAC address of the wireless LAN adapter can be displayed.	See page 142 "Configuring Wireless Network Settings"	
Copy and Paste function	You can select the stroke that is already drawn on the screen to cut, copy, or paste it.	See page 44 "Cutting, Copying, or Pasting Strokes"	
Use of a public address book	You can select the destination address of an e-mail from a public address book (Active Director / LDAP server address).	See page 66 "Specifying Destinations"	
Density setting of the grid and guide line colors	You can adjust the color density of the grip and guide lines that are displayed.	See page 168 "Changing the System Settings"	

Feature	Description	Reference
Whiteboard Detailed settings	You can retain the changes made to the settings after the machine is turned off by specifying [Default Whiteboard Detailed Settings] in System Settings.	See page 168 "Changing the System Settings"
Synchronizing the device settings	You can synchronize the configuration of multiple whiteboards at remote locations with the configuration information of a single whiteboard.	See page 181 "Restoring Configuration Settings"
Crestron Cooperation function	As a Crestron-supported device, you can connect and control the machine on a network from the Crestron system.	See page 224 "Using the Crestron Function"
RICOH Interactive Whiteboard Client function	You can participate in a remote whiteboard from the iPad that is installed with RICOH Interactive Whiteboard Client.	See RICOH Interactive Whiteboard Client Start Guide

 $^{^{\}star}$ 1 The feature may not be supported on some machine models.

Version 1.5.0.0

Feature	Description	Reference	
Fair Copy Entry mode	You can write and convert freehand written characters to text data as you write them. You can also draw freehand horizontal or vertical lines, circles, or rectangles and have them automatically corrected or aligned.	See page 34 "Writing in fair copy entry mode".	
Line entry mode	You can write freehand lines and arrows.	See page 35 "Writing in line entry mode".	
Stamp entry mode	You can draw figures or enter stamps by selecting them from the list.	See page 35 "Writing in stamp entry mode".	
Insert New Page	You can insert a new blank page at any selected location.	See page 50 "Adding a Page".	

Feature	Description	Reference	
Editing the saved figures and text data	You can open and display saved figures and text data, and edit fair copy entry text figures and stamps on the pages.	See page 57 "Importing a File".	
Changing a file name of a saved file	You can change the file name when saving a file to a USB flash memory device or in a shared folder or sending a file via e-mail.	See page 53 "Operating a File".	
Setting a password when saving a file	You can set a password for a PDF file when saving the file to a USB flash memory device or in a shared folder or sending the file via e-mail.	See page 53 "Operating a File".	
RICOH UCS screen sharing	During a video conference, you can share the screen of the machine that is connected to a video conferencing device via USB.	See page 84 "Sharing the Whiteboard Screen in a Video Conference".	
Changing the Administrator settings from the Web page	You can make various changes to the settings including network settings or the system clock from the Web page of the machine.	See page 101 "Opening Administrator Settings".	
[Quality/Speed] setting in IWB Remote Desktop Software	You can choose whether to give priority to image quality or transfer speed when displaying the computer screen on the machine in IWB Remote Desktop Software.	See page 108 "Using IWB Remote Desktop Software to Perform Operations on a Computer Screen".	
Viewing the whiteboard in a Web browser	You can view the screen of the machine from a remote location using a Web browser without hosting the whiteboard if the network settings are configured accordingly and a remote whiteboard license has been added.	See page 111 "Overview of Remote Whiteboard".	
Whiteboard Detailed Settings	You can view and change the settings of a whiteboard on the whiteboard.	See page 129 "Changing the Detailed Settings".	

Feature	Description	Reference
Security Settings	The security settings screen has been added so that viewing and configuring all security related settings is possible.	See page 173 "Changing the Security Settings".
Manually specifying a passcode	You can choose whether or not to specify a passcode manually in the security settings when starting a whiteboard.	-

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