

RICOH Interactive Whiteboard Controller OP-5/OP-10 Operating Instructions

This section explains how to set up Windows and it also describes precautions when the product is used.

If the product is installed with software in advance, you do not need to do the “Setting Up Windows” and the “Activate Windows” procedures in the following section.

Setting Up Windows

The first time you use the product, a screen for setting up Windows appears.

Set up Windows according to the onscreen instructions.

After Finishing Windows Setup

◆ Confirm the date and time

Confirm that the date and time that appear on the screen are correct.

If the date and time that appear on the screen are not correct, go to [Start] (⊞) ► [Settings] ► [Time & language] to change them.

◆ Activate Windows

To activate Windows, go to [Start] (⊞) ► [Settings] ► [Update & security].

You need to type in the product key to activate Windows. The product key is printed on a label that is affixed to the product.

◆ About security measures

Configure security measures by using the security functions that are equipped as standard with Windows or install commercially available security software.

◆ About backups

We recommend backing up data periodically in case you experience trouble.

To do a backup, go to [Start] (⊞) ► [Settings] ► [Update & security].

Precautions When Using the Product

◆ Do not connect the Bluetooth adapter

Do not use the Bluetooth adapter that is provided with the RICOH Interactive Whiteboard.

The product is equipped with a Bluetooth adapter.

If multiple Bluetooth adapters are used, they may not be recognized.

◆ Check power save mode settings

Set the power save mode of the RICOH Interactive Whiteboard connected to this product, as shown in the table below. You can set or check power save mode in [Power Save] in the [Setting] menu, which you can open by pressing the [Menu] button on the side of the display.


If you configure settings that are different from those in the following table, the recovery screen may appear when you perform special operations or the power button may stop working.

Settings for [Power Save]	When selections are [High], [Low], or [Off] ^{*1}	When selections are [On] or [Off] ^{*1}
Uses and applications		
During normal usage (except as noted below)	[High] (default)	[On] (default)
When the RICOH Interactive Whiteboard is connected to a device via an RS-232C cable	[Low]	-

^{*1} The selections that appear for [Power Save] vary depending on the model of the RICOH Interactive Whiteboard and the firmware version.

◆ Precautions when the RICOH Interactive Whiteboard is connected to a device via an RS-232C cable

Do not configure the following settings or perform operations on the product.

- Settings to enter sleep mode automatically
- Operations on the [Start]  [Power] menu

To turn off the power, use the power off command from the device connected via the RS-232C cable.

About the Windows 10 setup disk

The product is provided with a setup disk for Windows 10.

Use this disk to reinstall Windows if a trouble occurs and Window's standard recovery function cannot perform a normal recovery.

◆ How to use the Windows 10 setup disk

1. Connect the external optical drive and keyboard to the USB ports on the product.
2. Put the Windows 10 setup disk into the external optical drive.
3. Turn on the power to the product and press the [F2] key on the keyboard immediately. The BIOS screen opens.
4. Use the arrow keys on the keyboard to select the [Save & Exit] menu, and then, from the items that are displayed, select the external optical drive that is connected.
5. Install Windows according to the onscreen instructions.

After installing Windows, download and install a device driver from the Ricoh webpage.

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