

**UCS Advanced
and P3500M**

**User Guide and
Instructions**

v2.1



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1. Overview

1.1 UCS Advanced Video Service (powered by Videxio)

UCS Advanced is a cloud-based video conference and interoperability service based on Web Real-time Communication (WebRTC) protocol. This service is sold as a standalone video conference service as well as an interoperability service that connects different types of communication systems into one meeting. The Virtual Meeting Room (VMR) can be accessed from a web browser, mobile devices, P3500M, telephone systems, standards-based video (SIP/H.323 such as Polycom and CISCO), and Skype for Business.

1. Only the host requires a license. Participants join free. (Maximum of 50 users/locations per call.)
2. A host has an ability to invite up to 49 other participants to join a meeting, set up a security preference, and manage meetings during the call (mute others, lock meetings, etc.).
3. Screen share is available for both the host and participants.
4. Comes with the automated contact directory.
5. Point-to-point direct calls are available from both a browser and My Meeting Video app with UCS Advanvned users or standards-based video endpoints.
6. Recording and live streaming on YouTube and other platforms are available upon customer request with no additional charge.
7. One connection requires a minimum 768 kbs bandwidth. Over 1 Mbs is required for screen share.

Compatible	Not Compatible
<ul style="list-style-type: none"> ▪ Skype for Business ▪ Cisco Jabber ▪ Standards-based video conference systems (SIP/H.323 such as Polycom, CISCO, etc) ▪ Phone systems ▪ Google Hangouts (with optional service) 	<ul style="list-style-type: none"> ▪ GoTo Meeting ▪ WebEx ▪ Skype ▪ Face Time

1.2 Unified Communication System (UCS) P3500M Device

P3500M is a compact and lightweight video conference hardware that connects to UCS Advanced video service. It is optimum for group meetings in small huddle rooms and mid-size conference rooms. Its unique all-in-one, portable design is perfect for ad-hoc collaboration projects, business meetings, and remote training.

- Equipped a with wide-angle (125 degree) camera with 4x digital zoom
- HD video resolution (1,280 x 720p)
- Built-in speaker and microphone
- Connect to wired or wireless network
- Can be used with an external camera and speaker/microphone with USB connector (two USB ports)
- Requires a mouse and keyboard to operate
- Requires a display device such as flat panel and projector.



2. UCS Advanced Features

2.1 Host Features

From Virtual Meeting Room, the host can;

- Set up the profile including Host PIN (recommended), Guest PIN, and password
- Copy the browser link and send it to participants (up to 49)
- Manage meetings during a call (mute others, lock meeting, add participants)
- Download My Meeting Video app for PC and Mac
- Log into My Meeting Video mobile app and make calls from iOS and Android devices
- Host a meeting from a browser, app, or P3500M
- Share screen/documents from PC, Mac, and P3500M

2.2 Participant (Guest) Features

- Copy and paste the browser link to a web browser and join a call. (Google Chrome is recommended.) (Internet Explorer requires a plug-in.)
- Use My Meeting Video mobile App and join a call from iOS and Android devices as a guest
- Mute yourself and turn on/off camera
- Join a meeting from P3500M as a guest
- Screen share from PC, Mac, and P3500M

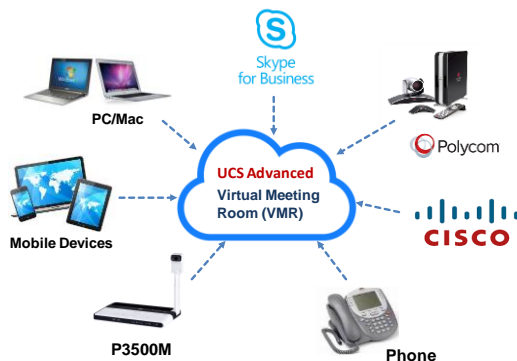
2.3 Browser and My Meeting Video App for PC and Mac



- Requires a log-in credential (available for licensed users only)
- Access to the company directory and to your room
- Ability to make a direct one-on-one call with someone in the directory
- Ability to call other standard videos (SIP/H.323) or UCS Advanced licensed users in or outside of the company

2.4 My Meeting Video Mobile App (iOS and Android)

- A licensed user (a host) can login with the credential to use meeting management features.
- Access to the company directory and to your room
- Ability to make a direct one-on-one call with users in the directory
- Ability to call other standard video (SIP/H.323) or UCS Advanced licensed user outside of the company (Use manual entry from search box.)
- Guests can join a call but do not have access to the company directory or meeting management features.



2.5 Recording and YouTube Live Streaming



Recording and live streaming option is available without additional cost upon customer's request. At least one administrator will be required to go through video training.

See the training video in the link below. Watch "Videxio Live YouTube Integration"

https://www.youtube.com/watch?v=_Im2UuUYet0&list=PLzn3zYxZl0JczWCGFWbD6BA5Olw-edmTc

2.6 Endpoint Subscription (EPS) for Ricoh (Option for P3500M)

- Unique Video Address - With EPS for Ricoh, P3500M is assigned a unique video address that allows the device to call users and VMRs in the company directory with easy "point and click".
- Point-to-Point Call – It allows the device to make a point-to-point call with any standards-based videos (SIP/H.323) as well as UCS Advanced licenced users.
- Automated Contact Directory - The contact directory automatically updates with users, VMRs, and other video addresses registered in your company network.
- Superior Quality - EPS for Ricoh provides 1.5 Mbps speed for better and superior video quality.
- Seamless Integration - EPS for Ricoh enables one-click screen share for easy data sharing.

2.7 Connectivity with Non-Ricoh Systems

UCS Advanced can be accessed from standard video (SIP/H.323 such as Polycom and CISCO) and Skype for Business. The IT personnel should check the firewall configuration in the link below.

Firewall Requirements: <https://adv.ucs.ricoh.com/test/firewall>

Once the requirements are met, customers can test the connectivity by using an open VMR below. This is a non-secure site that can be accessed by anyone at any time and should be used for connectivity test only. The meeting will start as soon as two parties join the call.

Demo VMR (for connectivity test only)

From browser: <https://adv.ucs.ricoh.com/meet/21830645>

From Standard Video (SIP/H.323): ricoh.demo.vmr@ucsa.ricoh.com or 21830645@91.240.204.151

From Skype for Business: [21830645@vmr.vc](skype://21830645@vmr.vc)

2.8 Endpoint Subscription Premium (Option for Non-Ricoh Video Systems)

"Endpoint Subscription Premium" provides the following additional benefits and features for Polycom and CISCO endpoints. It also serves as a gateway service for Skype for Business customers. This is an option with additional features and not a requirement to connect to UCS Advanced service.

- Assigns a unique UCS Advanced video address and recognizes the unit as an endpoint. The video address will be incorporated into the company directory.
- 3.0 Mbps network speed (vs. 768k basic) for superior video quality

* Endpoint options do NOT come with a VMR. To host a meeting, a license will be required.

Operating Instructions

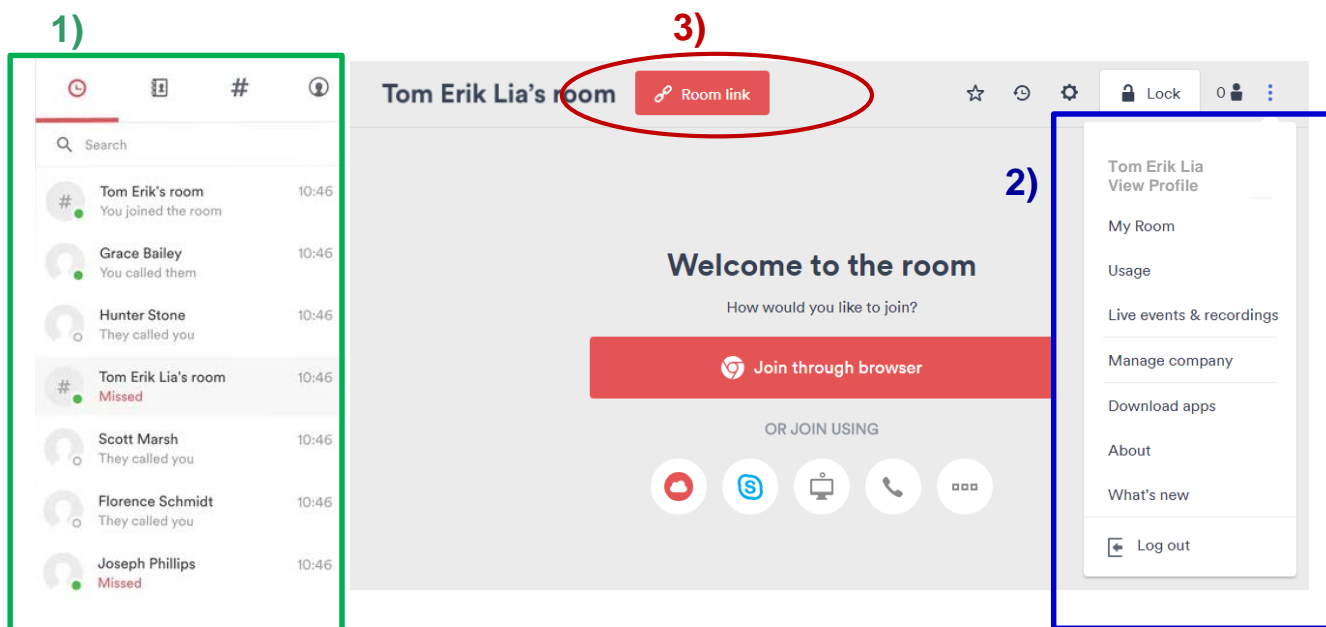
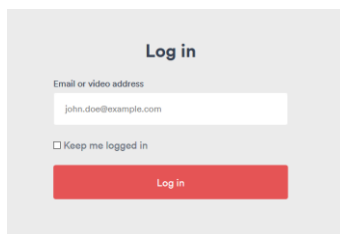


3. UCS Advanced – Host Features

The following instructions are based on Google Chrome browser (recommended).

3.1 Login Page

Go to the login page <https://adv.ucs.ricoh.com> and login with Email address or video address **XXXXX@ucsa.ricoh.com** and password.



3.2 Home Page

1) History and Company Directory (from the left)

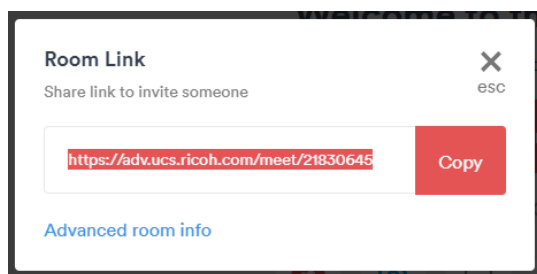
- History - Shows the recent calls
- Contact Name – For one-on-one “point and click” calls for private meeting
- Room Directory – Click to join Virtual Meeting Rooms
- Profile and Account – Account information, password change, and call default setup
- Search Box – 1) Search a user/VMR from the company directory
2) Enter video address manually to call SIP/H.323 standards-based video or UCS Advanced licensed users that are not in the directory

2) Dropdown Menu

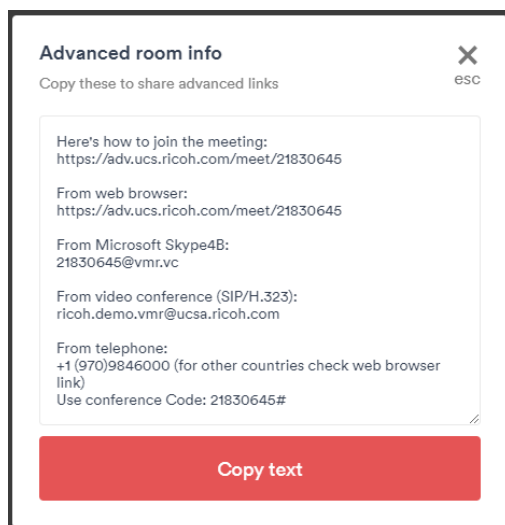
- View Profile - Account information
- Usage – Usage history
- Live Events and Recording – Schedule events and set up recording. See training video in YouTube. https://www.youtube.com/watch?v=_Im2UuUYet0&list=PLzn3zYxZI0JczWCGFWbD6BA5Olw-edmTc
- Download Apps – To download My Meeting Video App, Outlook Add-in, and Endpoint Activation
- About – Language setting, software version, and privacy policy
- What's new – Information about software updates and user instructions

3) Browser Link and Room Information

- Click **“Room Link”** to copy the VMR link. Copy and paste the link to your meeting invitation.



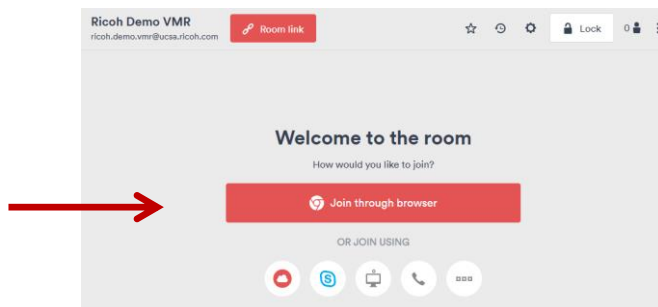
- If participants are calling from SIP/H.323 video systems, Skype for Business, or phone systems, click **“Advanced room info”** and copy and paste to your meeting invitation.



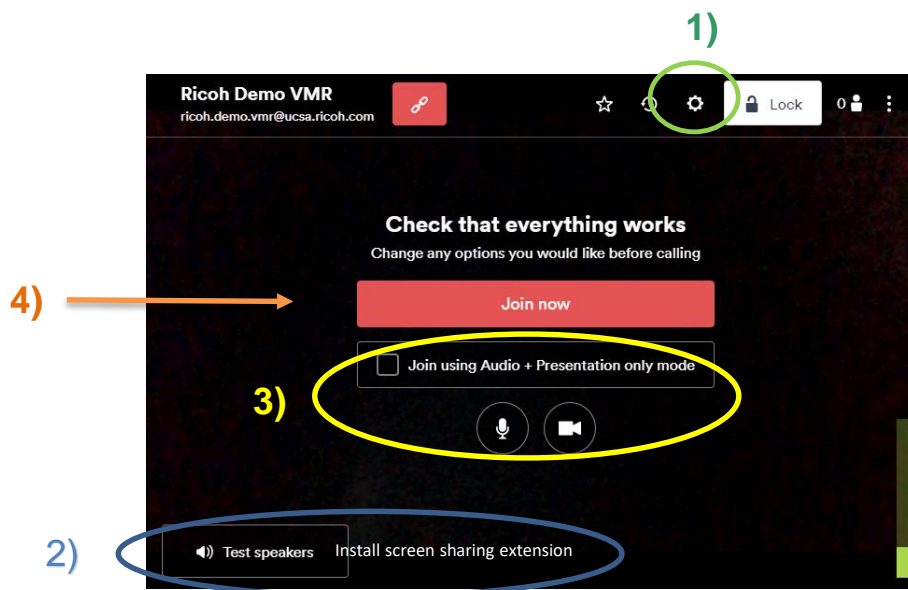
4. Meeting Features - Host

4.1 . Starting a Meeting

- 1) Click 'Join through browser' from a web browser (Google Chrome is recommended) on PC/Mac or from P3500M.

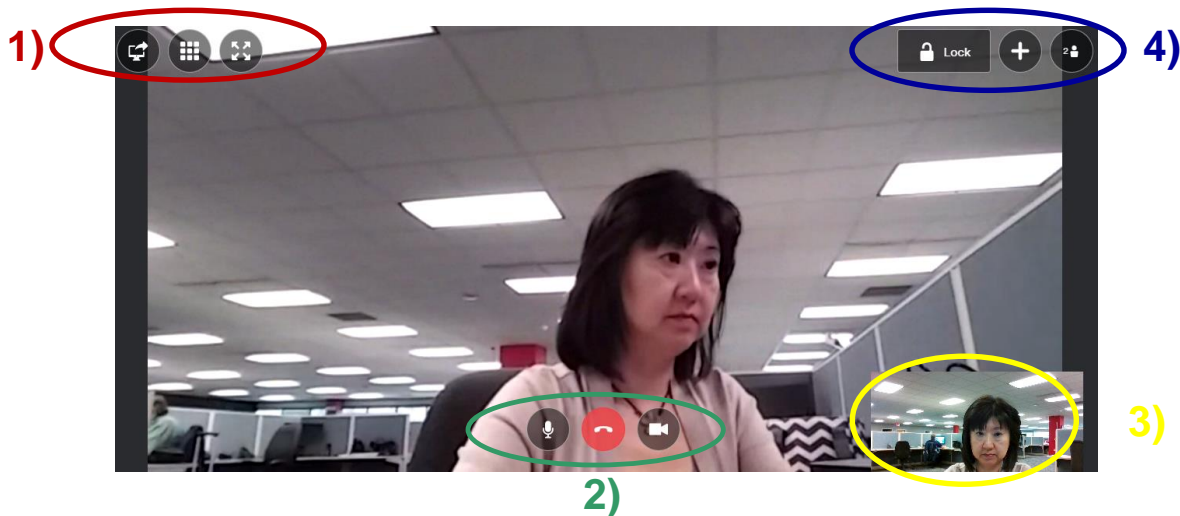


4.2 Setting up a Camera and Speaker/Microphone

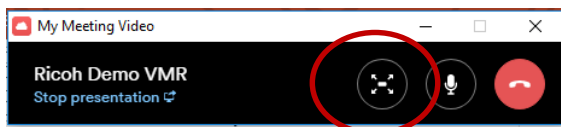


- 1) Set up a camera, speaker, and microphone from the gear icon at top right.
- 2) Only for the first time, install the screen share extension. Click “Add Chrome” and click “Add extension”. Test the speaker here.
- 3) If you want to mute the camera all through the call and just want to join with audio and presentation, click “Join using Audio + Presentation only mode”. You can also mute the microphone or camera
- 4) Start a meeting from “Join now”.

4.3 Meeting Management Features for a Host



1-1) Click the left icon for a screen share. When you share the entire screen, the video window will be reduced as below. If you click the extension icon, you will see a small video window.



1-2) Key pad for dialing

1-3) To extend the image to the entire screen

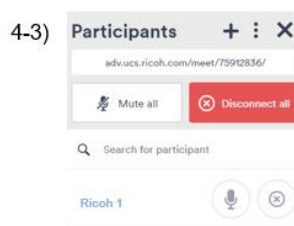
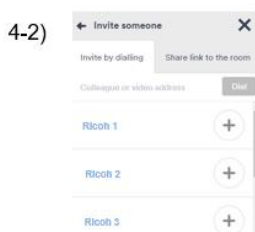
2) Mute audio, turn off camera, or end the call

3) Self-view

4-1) Lock meeting (to prevent others from joining)

4-2) If you click “+”, it will show the address book. You can call someone from the directory during the call or manually enter someone’s video address.

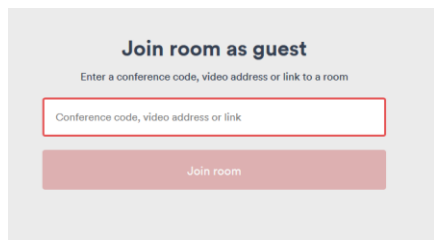
4-3) From the participants list, as a host you can mute or disconnect individuals or all participants.



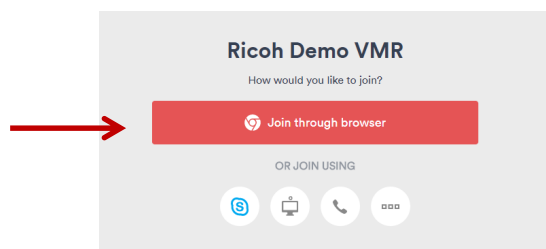
5. UCS Advanced – Participant (Guest)

5.1 Join a Call as a Guest

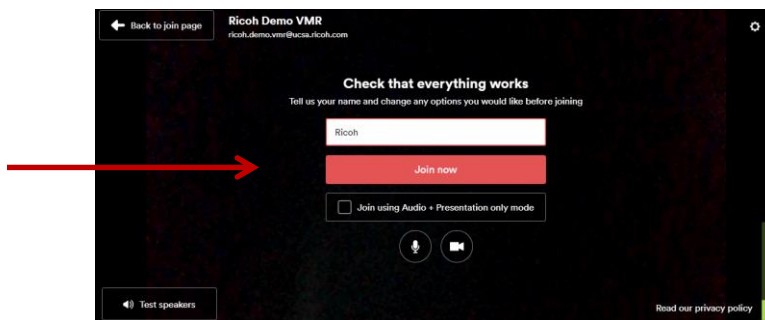
From a log in page (<https://adv.ucs.ricoh.com/meet/>), enter the conference number (8-digit code) and click “Join room”.



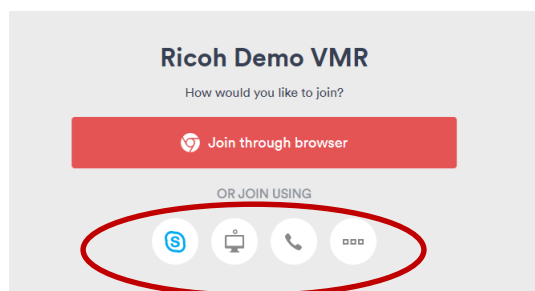
OR, from a web browser link that was sent by a host – Copy and paste the link to Google Chrome browser (recommended) and click “Join through browser”.



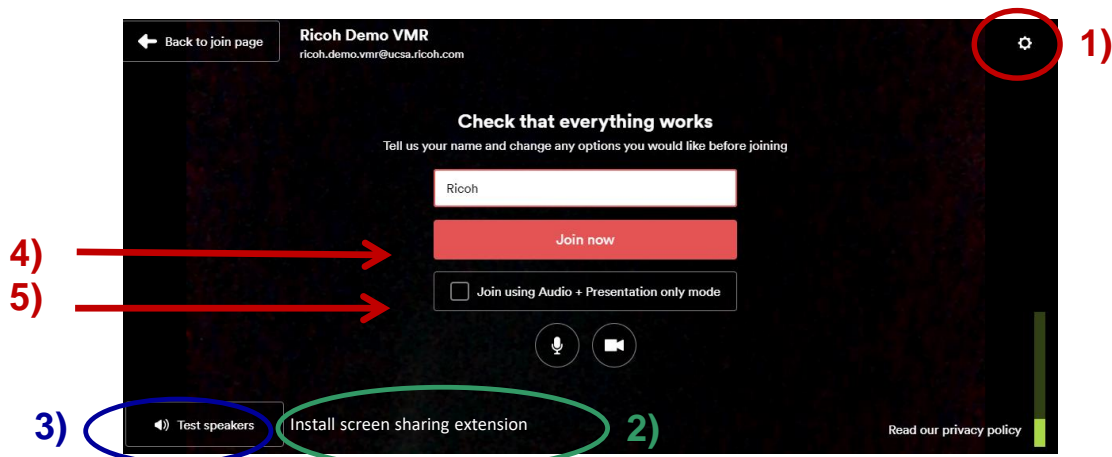
Enter your display name and click “Join now”.



If you are calling from a non-Ricoh video system such as Skype for Business or other standard video device, click one of the options. There are instructions how to call the VMR.

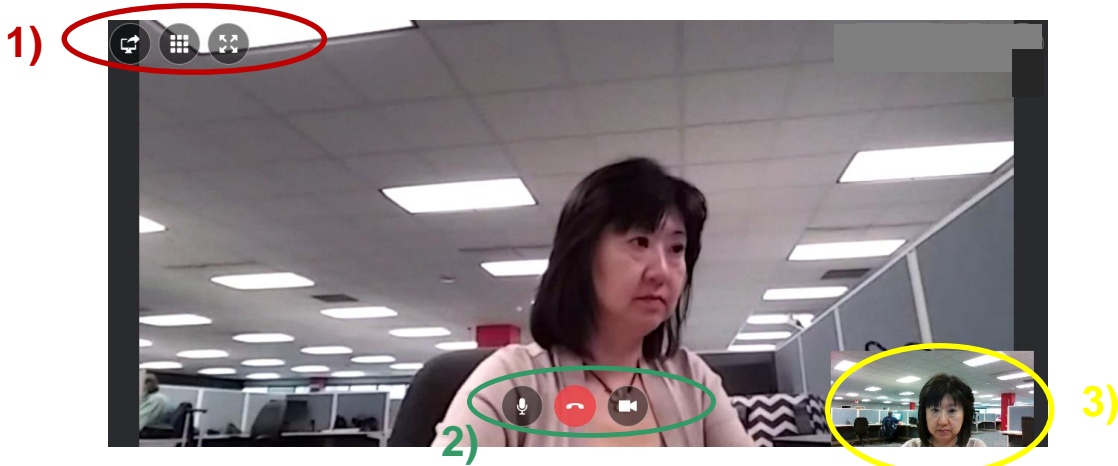


5.2 Camera/Speaker Setup Page



- 1) Set up a camera, speaker, and microphone from the gear icon at top right.
- 2) Only for the first time, install the screen share extension. Click “Add Chrome” and click “Add extension”. This is a one-time operation and you will not see this message once it is installed.
- 3) You can test the speaker here.
- 4) Click “Join now” to start a video conference.
- 5) If you want to mute the camera all through the call and just want to join audio and presentation, click “Join using Audio and Presentation only mode”.

5.3 Call Features for a Guest



- 1-1) Click the left icon for a screen share. When you share the entire screen, the video window will be reduced as below. If you click the extension icon, you will see a small video window.

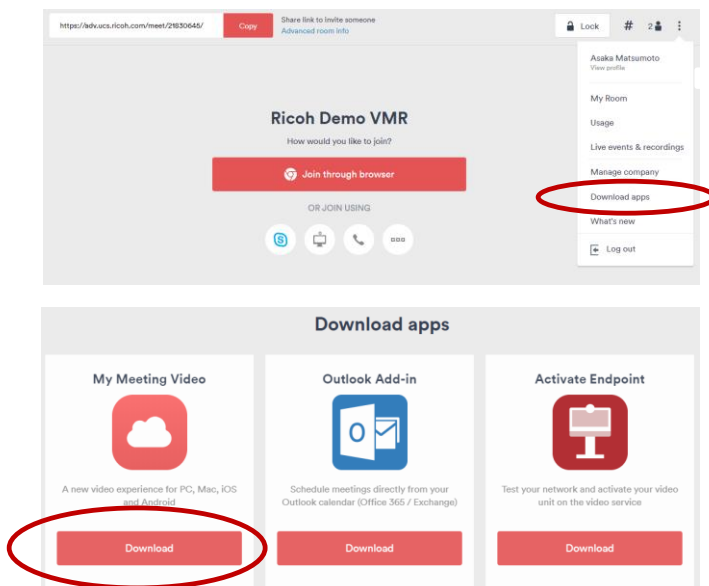


- 1-2) Key pad for dialing
- 1-3) To extend the image to the entire screen
- 2) Mute audio, turn off camera, or end the call
- 3) Self-view

6. My Meeting Video App (for PC and Mac)

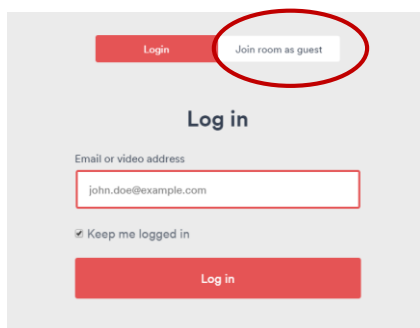
6.1 Downloading “My Meeting Video” App

Download the software from “Download Apps” dropdown menu from the VMR home page



6.2 Log in and Video Calls

Login with your video address or e-mail address and password. If you are a guest without a license, click “Join room as guest”.



* The rest of the user instructions are the same as the browser.

7. My Meeting Video App (for iOS and Android)


- Search “My Meeting Video” in App Store or Play Store
- Log in with your video address and password, or click “Join as a Guest” if you are a participant without a license.
- The features are similar to PC/Mac App, except that screen share cannot be initiated from iOS/Android.

8. Administrator's Features

(From a browser only. Not available from MMV app)

Each company must assign an administrator who manages the video licenses. The administrator can issue/delete video licenses, reset password, and check usage.

Issue new licenses for other users in the company

- From your Virtual Meeting Room home page, click the three dots at top right  and go to **"Manage Company"**.
- Click "+" mark and a create license for other users.

Delete a user

- Select the users you want to delete and click the trash can icon.

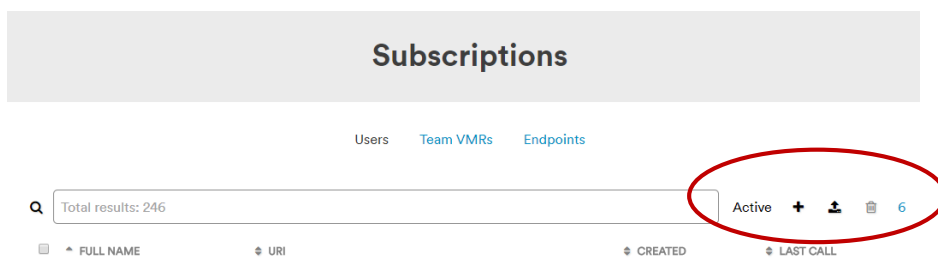
Manage user's profile and reset password

- Click user's name and you will go to the user's profile page. You can see their Host/Guest PIN (1st tab) and reset the password (2nd tab).

Check the usage

- Click "Usage" on top right area and you will see the total usage as well as individual usage.

Manage Company



User Profile

Ricoh Demo VMR

Settings Owners

Name

Video address

Host PIN

Guest PIN

PIN code changes may take up to an hour to take effect on the service

9. P3500M Device

9.1 P3500M Setup

Connect the unit to the power cord, network, a display device (such as a flat panel and projector), and mouse & keyboard.

Press “**Menu**” and go to “**System Setting**”. Set up the items below.

- Region and Language
 - Date and Time
 - Network
 - Default Setting**
- The recommended default is “**Browser (Startup Page)**”
URL: (<https://adv.ucs.ricoh.com>)
 - OR “My Meeting Video App”

After it is set up, press “Done (Save Settings and Restart)” and it will reboot.

9.2 How the Video Service Works

Once the default is set up, the video service on P3500M works the same as that of PC/Mac.

Follow the instructions from page 9.

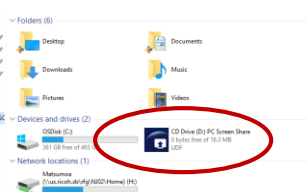
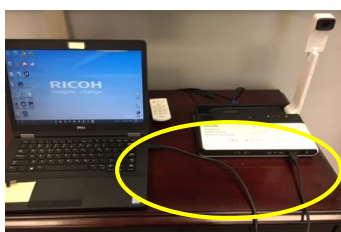


9.3 P3500M Screen Share

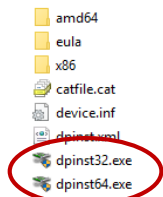
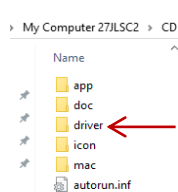
Preparation for a Screen Share (One-time operation for the first time)

1. Installing the screen share extension for P3500M (See Page 9-10)
In the Setup page, click “Install Screen Share Extension” in bottom left area and install the plug-in for screen share by clicking “Add to Chrome”, then “Add Extension”.
2. Download the driver for PC
 - 1) Connect PC to P3500M via USB cable that comes with the unit. (The flat end goes to the front of P3500M and the USB goes to PC.) The screen share driver will show up as a removable hard drive in ‘My Computer’.
 - 2) Download the driver from a ‘driver’ file (choose 32 or 64).
 - 3) After download the driver, click ‘app’ file to execute. You can create a shortcut by using the right click of the mouse.

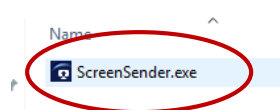
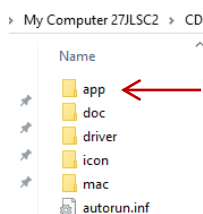
1)



2)



3)



Screen Share Process

If you create a short cut, you will see the icon (Screen Send) on the desktop.



- 1) Keep the USB cable connected. When you want to start a screen share during a call, click the “Screen Send” icon on your PC. This will not work if you have not started a meeting.
- 2) Then go to P3500M and click the screen share icon from the top left corner.



****OR you can join the meeting (as an additional participant) from PC/Mac, turn off camera/mute mic/speaker, and share the entire screen to avoid the above process. This method will take one seat in the meeting as well as additional bandwidth.**