

Unified Communication Systems *for Windows/Mac*

Quick Start Guide

Initial Set-Up



1. Download app from website and install on PC or Mac
 - RICOH UCS shortcut will appear on desktop (PC)
 - RICOH UCS will appear in Applications folder (Mac)
2. Go to <https://ucs.ricoh.com/util/login>
3. Enter assigned Contact ID and initial password you received at registration to log in.
4. Choose Basic Settings

The screenshot shows the 'RICOH Unified Communication System Settings' page. The main heading is 'Unified Communication System'. Below it, there are two radio buttons: 'Manage Single Contact' (selected) and 'Manage Multiple Contacts'. The 'Login' section contains a 'Contact ID:' field and a 'Password:' field, both highlighted with a red border. A large black circle with the number '3' is positioned to the right of the password field. Below the fields is a 'Login' button. At the bottom, there is a link: 'If you forget your password, please click here.'

The screenshot shows the navigation menu on the RICOH Unified Communication System Settings page. It consists of three rectangular buttons stacked vertically. The first button is 'Address Book' with a person icon and the description 'Editing the address book, sending registration requests, and accepting or declining registration requests sent from another party can be performed.' The second button is 'Meeting History' with a calendar icon and the description 'The meeting information can be checked.' The third button is 'Basic Settings' with a gear icon and the description 'Password and email address can be changed.' A large black circle with the number '4' and a red arrow points to the 'Basic Settings' button.

5. Enter your name , change the default password , and register your e-mail address.

 **Basic Settings**
Password and email address can be changed.

Contact ID: 999210007214

Name: <Required>

• When you change the login password, please enter the following items.


 Change your password.

Current Password:

New Password: <8 or More Charas.>

Confirmation Password: <8 or More Charas.>

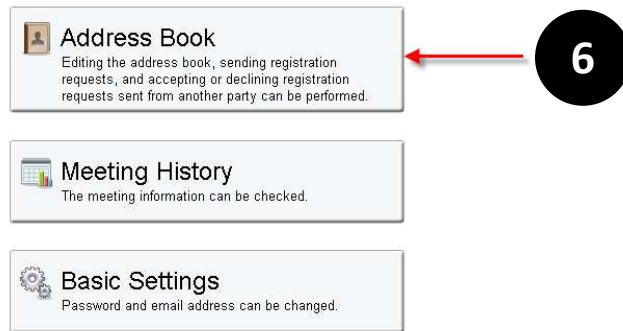
• The following email address will be used to confirm your identity if you forget your password.

 Register an email address.

Current Email Address Unregistered [Change from here](#)

You will receive a confirmation e-mail. **Click the link to complete the process.** If successful, you will see a message that says the confirmation process is completed.

6. Go back to Home screen and choose Address Book
7. Click “Register Contact” and enter CID of the person you want to communicate with.
8. Click “Send Request.” When the other person accepts the request, he/she will show up in your address book. Now you’re ready to have a meeting



Contact ID	Name ▲
999200013244	Matt PC
999210006767	Victor Jacksier PC

New Contact Registration

Enter the Contact ID and name of the contact you want to register, then click the [Send Request] button.

Contact ID: <Required>
! Enter the Contact ID you want to register.

Name: <Required> <Max 100 Charas.>

Send Request Cancel