

How to host & operate a UCS Advanced Meeting (UCSA)

April 2020



Log in and manage your UCSA
meeting room (VMR - Virtual
Meeting Room)



STEP 1: Log In To Your UCSA Account (VMR)

Go to website ***adv.ucs.ricoh.com/login*** → Type email address, click “Login” → Continue to type your Password for logging in.

How to know your log-in information: As a user with provided UCSA account, you should receive an email sent by Pexip (Ricoh’s customer management system) so you can activate your account and set your password.

Microsoft Office Home x Documents - OneDrive x RICOH UCS Advanced x RICOH UCS Advanced x +

← → ↻ adv.ucs.ricoh.com/login ☆ ⋮

]pexip[[Download apps](#)

Log in

Email or video address

John.smith@ucsa.ricoh.com

☒ Keep me logged in

Log in

[Privacy policy](#) Proudly brought to you by **RICOH** imagine. change.

STEP 2: Check Your Settings & Find VMR Link For Your Meeting Guests (1/2)

Step 2:

After you've successfully logged in your UCSA (VMR) account, you will be in your VMR homepage as below image and your VMR is now locked for security matter. Please click "**Unlock**" whenever you would like to start a meeting.

In addition, before you start video meeting, please set up your **Host Pin & Guest Pin** for security and privacy matter.

Click on **settings icon**, choose "**Room Settings**" and set your Host pin first, then you can set your Guest pin.

The screenshot displays the Ricoh UCSA VMR interface. The browser address bar shows the URL `adv.ucs.ricoh.com/meet/33292729/`. The interface includes a left sidebar with a search bar and a list of rooms: "John's VMR" (starred), "John's VMR" (recent, 24 Sep), and "Nick Bane" (recent, 24 Sep). The main content area is titled "John's VMR" with the email `John.smith.vmr@ucs.ricoh.com`. It features a "Room link" button and a top navigation bar with icons for star, clock, settings (circled in red), and a lock icon. The lock icon is accompanied by an "Unlock" button, which is also circled in red. A callout box with an arrow pointing to the "Unlock" button contains the text: "Set up your Host pin; Guest pin and check microphone; speaker or camera option". The main display area shows "Welcome to the room" and "How would you like to join?". Below this, a large grey button with a lock icon and the text "Room is locked" is circled in red. Underneath the button is the text "OR JOIN USING" followed by five circular icons representing different joining methods: cloud, chat, monitor, phone, and a grid of four squares.



STEP 2: Check Your Settings & Find VMR Link For Your Meeting Guests (2/2)

Step 2:

2-2. If you would like *to invite non-UCS-Advanced guests*, please click “**Room Link**”, then copy the URL “**adv.ucs.ricoh.com/meet/xxxxxxx**” (these 8 numbers in the end are different for each UCS-Advanced account/VMR).

→ send this **URL and Guest PIN** if any to your guests who are non-UCSA guests.

The screenshot shows the Ricoh VMR interface for a meeting titled "John's VMR" with the email "John.smith.vmr@ucsa.ricoh.com". A "Room link" button is visible in the top bar. A modal dialog titled "Advanced room info" is open, with the subtitle "Copy these to share advanced links". The dialog contains the following text:

Here's how to join the meeting

From web browser & other ways to join:
<https://adv.ucs.ricoh.com/meet/33292729>

From Microsoft Skype4B:
33292729@vmr.vc

From a video system (SIP/H.323):
quyen.nguyenngoc.vmr@ucsa.ricoh.com

From telephone:
+66 20268233 (for other countries check web browser link)
Use conference Code: 33292729#
Use guest PIN: 4321

A "Copy text" button is located at the bottom of the dialog. The URL "https://adv.ucs.ricoh.com/meet/33292729" is circled in red in the original image.



Start and operate your UCSA meeting room (VMR)



STEP 1: Start Your UCSA Meeting

To start any UCSA meeting, all attendants (with or without UCSA account) must receive your VMR address and Guest pin to join your VMR.

When you start your meeting when it comes to meeting time, click on **“Join through browser”** when you’re in your VMR homepage, as shown in below image.

The screenshot displays the UCSA VMR homepage in a web browser. The address bar shows the URL `adv.ucs.ricoh.com/meet/33292729`. The page header includes the title **John's VMR**, the email `John.smith.vmr@ucsa.ricoh.com`, a **Room link** button, and controls for **Lock**, **0** participants, and a menu. The left sidebar shows a search bar, a **★ STARRED** section with **John's VMR**, and a **RECENTS** section with **John's VMR** (11:21) and **Nick Bane** (24 Sep). The main content area features the heading **Welcome to the room**, the question **How would you like to join?**, and a large **Join through browser** button highlighted with a red box. Below this, the text **OR JOIN USING** is followed by five circular icons representing different joining methods: a cloud, a speech bubble with 'S', a computer monitor, a telephone handset, and a three-dot menu.



STEP 2: Join Your UCSA Meeting

Below is sample VMR waiting status using web browser. When your guests have already joined your VMR, the real-time number of meeting room attendants will be shown in #1 mark as below.

Once you're ready with speaker and microphone for your meeting, click "**Join now**".

IMPORTANT: If you're host of the meeting, without your joining, guests may not be able to join the meeting from the beginning. As a host, you can also disconnect attendants if they're preferred to leave meeting anytime.

m/meet/33292729/conference/preflight

John's VMR
John.smith.vmr@ucsa.ricoh.com

Room link

Lock

0

#1

Check that everything works
Change any options you would like before calling

Join now

☐ Join using Audio + Presentation only mode

Test speakers



How to Operate your VMR

- ❑ You can always resend your VMR address anytime by click on icon as #1 below. ***Remember that your VMR address (or also called “conference code”) is unique and remaining unchanged.***
- ❑ **Maximum guest number** can join meeting in a VMR is **30** including 01 host.
- ❑ **Non-UCSA guests** who join the meeting room may experience lower video or audio quality compared to host or any users using UCSA accounts. The host can advise non-UCSA guests to reduce video/camera quality in settings button to improve transmitting quality: Click (#2), choose “**Quality/Device settings**”.
- ❑ You can install **Pexip (My Meeting Video)** application on your smartphone or tablet to start meetings or manage your UCSA account/VMR more conveniently.

neet/33292729/conference/preflight

John's VMR
John.smith.vmr@ucsa.ricoh.com

Room link

★ ⌚ ⚙️ #2 🔒 Lock 0 👤 #1

11:22
24 Sep

Check that everything works
Change any options you would like before calling

Join now

☐ Join using Audio + Presentation only mode

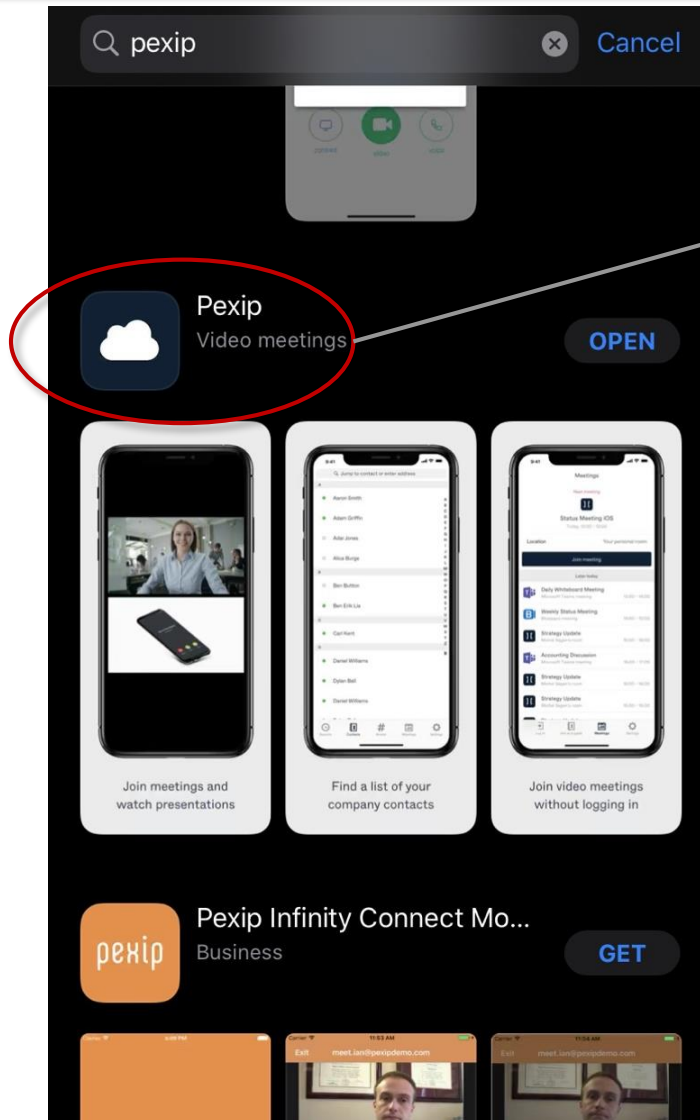
🎤 📺



How to manage your Ricoh UCS Advanced from mobile device (smartphone or tablet)

1. Search & install Pexip (My Meeting Video) application

Search for application Pexip on AppStore or Google Play. Then install it onto your mobile device (smartphone/tablet).



Make sure to install the application with this icon



2. Start meeting from Pexip application on mobile device

Now you need to open the application when you want to join a meeting.
Press “Log in” button then input your log in email & password.

The image displays two sequential screenshots of the Pexip mobile application's login interface. A large red arrow points from the first screen to the second, indicating the flow of the login process.

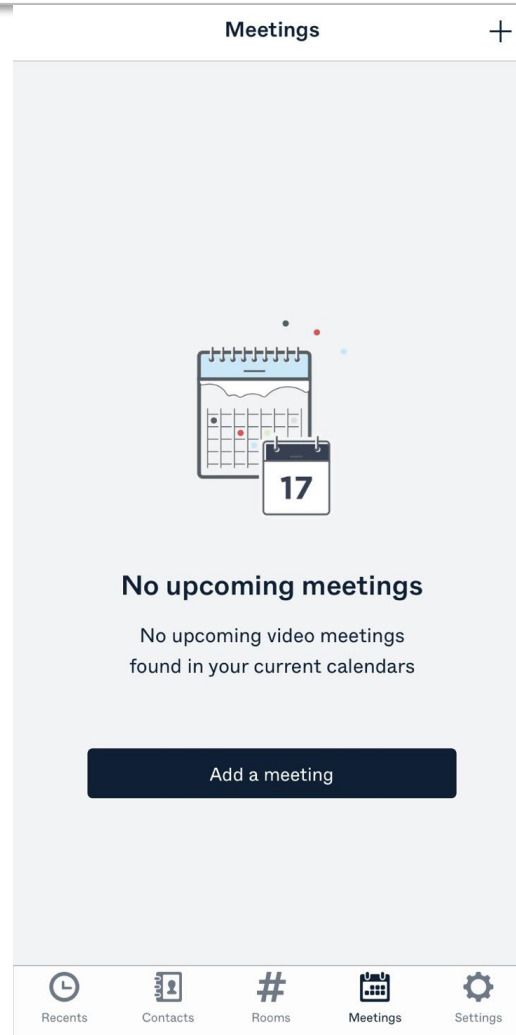
Left Screenshot: The screen is titled "Log in". It features a text input field containing the email address "john.smith@ricoh.com.vn". Below the input field is a dark blue button labeled "Continue". At the bottom, there is a navigation bar with four icons: "Log in" (a right arrow), "Join room as guest" (a person icon), "Meetings" (a calendar icon), and "Settings" (a gear icon).

Right Screenshot: The screen is titled "< Log in". It features a text input field with a placeholder text "Your password for john.smith@ricoh.com.vn". Below the input field is a dark blue button labeled "Continue". Below the "Continue" button is a white button labeled "I forgot my password". At the bottom, there is a navigation bar with four icons: "Log in" (a right arrow), "Join room as guest" (a person icon), "Meetings" (a calendar icon), and "Settings" (a gear icon).



2. Manager your meeting from Pexip application on mobile device

This is the interface of your UCSA meeting application after you've logged in. You can schedule a meeting; check your history of video meeting or change meeting room settings from your mobile apps.





For technical support:
Contact us at www.ricoh.com.vn





Thank you.

