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

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

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

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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.

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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.

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

Room link

Unlock

Search

★ STARRED

John's VMR

RECENTS

John's VMR   24 Sep

Nick Bane   24 Sep

Welcome to the room

How would you like to join?

🔒 Room is locked

OR JOIN USING

Set up your Host pin; Guest pin and check microphone; speaker or camera option

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/xxxxxxxx**" (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.

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.

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.

How to Operate your VMR

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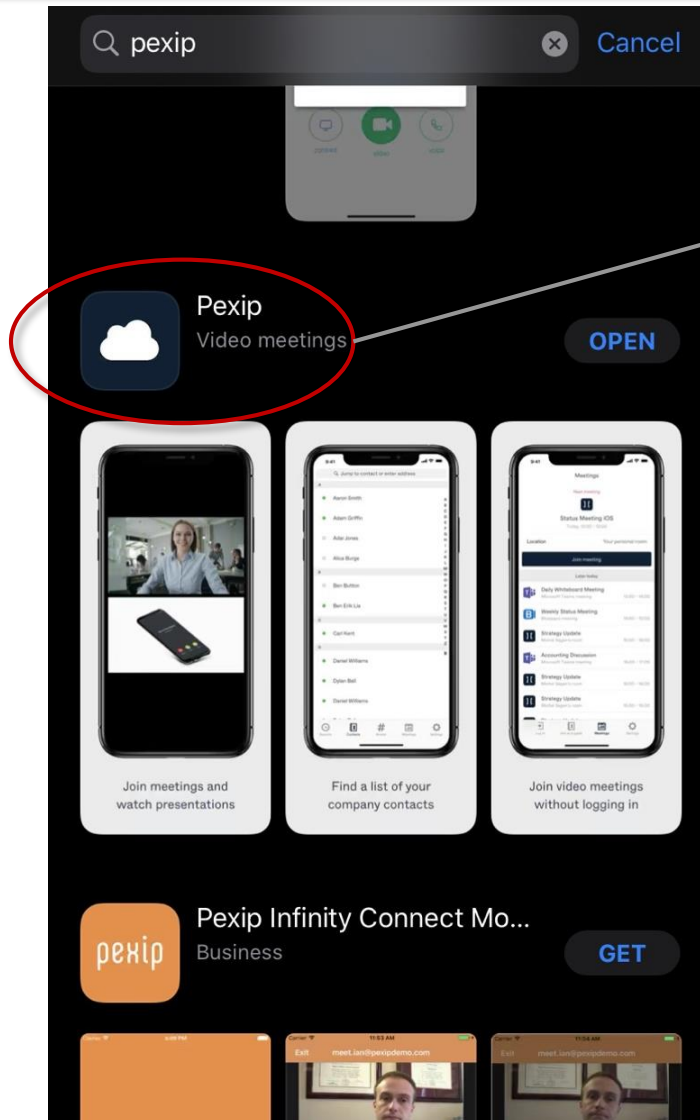
How to manage your Ricoh UCS Advanced from mobile device (smartphone or tablet)

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

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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.

2. Manager your meeting from Pexip application on mobile device

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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.
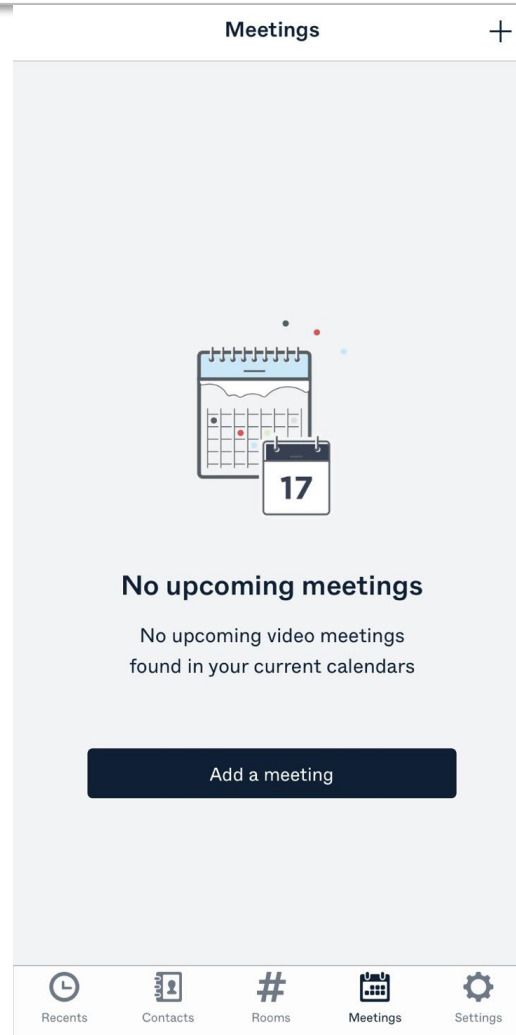
For technical support:

Contact us at www.ricoh.com.vn

Thank you.