

Unified Communication Systems *for iPad & iPhone* Quick Start Guide

Initial Set-Up

1. Download app from App Store
 - RICOH UCS app will appear on device
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. At the top, there is a dark grey header with the RICOH logo and the text 'Unified Communication System Settings' and a 'Help' link. Below the header, there is a section for 'Unified Communication System' with two radio buttons: 'Manage Single Contact' (selected) and 'Manage Multiple Contacts'. Underneath, there is a 'Login' section with a 'Language' dropdown menu set to 'English'. The 'Contact ID:' and 'Password:' input fields are highlighted with a red rectangle, and a large black circle with the number '3' is placed to the right of these fields. A 'Login' button is located below the input fields. At the bottom, there is a link that says 'If you forget your password, please click here.'

This card features a person icon on the left. The title is 'Address Book'. The text below reads: 'Editing the address book, sending registration requests, and accepting or declining registration requests sent from another party can be performed.'

This card features a calendar icon on the left. The title is 'Meeting History'. The text below reads: 'The meeting information can be checked.'

This card features a gear icon on the left. The title is 'Basic Settings'. The text below reads: 'Password and email address can be changed.' A red arrow points from a large black circle with the number '4' to the right side of this card.



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

