

For safe and correct use, be sure to read the Safety Information in "Read This First" before using the machine.  
Some illustrations in this manual might be slightly different from the machine.

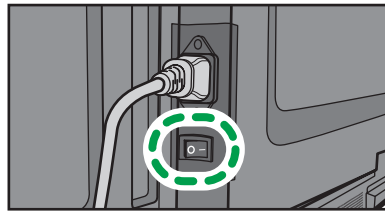
## 1 Turning ON the Power

### ❖ Turning the main power ON and OFF

Press the main power switch on the back side of the machine.

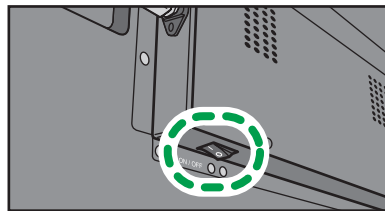
When you turn on the main power switch, the machine will start up.

#### • RICOH Interactive Whiteboard A6500



Y313IX0020

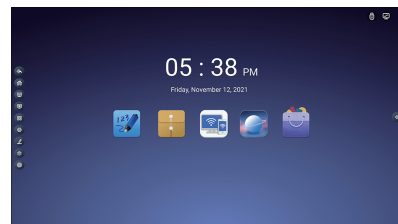
#### • RICOH Interactive Whiteboard A7500/A8600



Y313IX0017

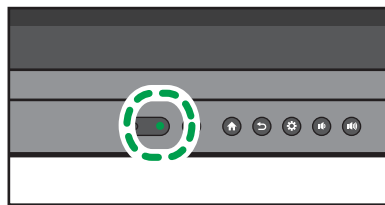
! : ON  
○ : OFF

When the machine starts up, the indicator on the front side of the machine will light up, and the home screen will appear.



#### ↓ Note

- The indicator shows the status of the machine.



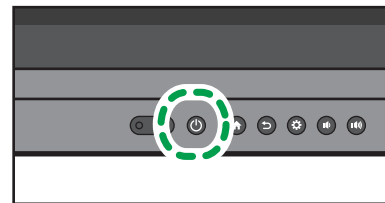
Y313IX0019

Green: Power on / Power save mode  
Red: Standby mode  
Off: Power off

### ❖ Power save mode

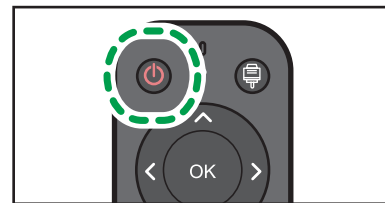
Turn off the screen display and enter power save mode. Press the power button on the front side of the machine or on the remote control.

#### • Front side of the machine



Y313IX0013

#### • Remote control

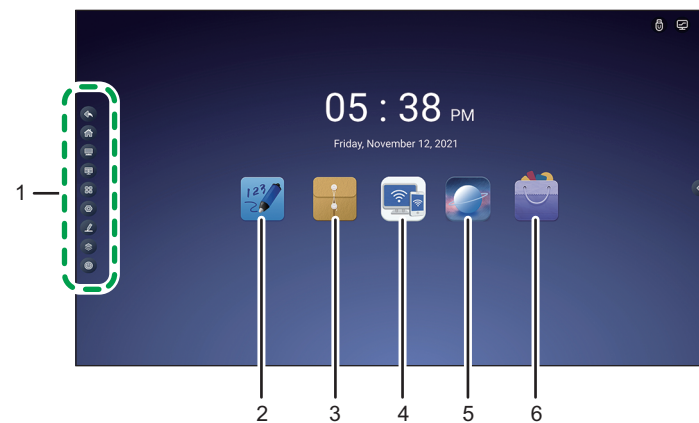


Y313IX0014

To return from power save mode, press the power button again.

## 3 About the Home Screen

### ❖ Icon displayed in the home screen



Y313OX5001

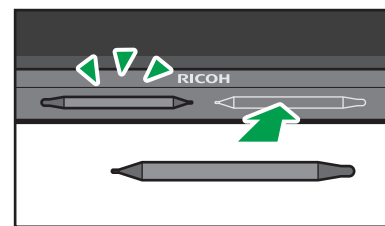
No.	Name	Description
1	Sidebar menu	The sidebar menu allows you to switch the video input and to check or change various settings. If the sidebar menu is not displayed, touch  or  on either side of the screen to display the sidebar menu.
2	Whiteboard app	Use your finger or a pen to write letters, shapes, etc., on the whiteboard.
3	File Manager	Manages the files stored in the machine
4	EShare	Share the screen and files of this machine with devices using Windows, macOS, Android, or iOS. On this machine, you can also display the screen of a device using Windows, macOS, Android, or iOS.
5	Browser	Displays a web page
6	Application box	Displays a list of applications installed on the machine

### ❖ Standby mode

Press and hold the power button on the front side of the machine or on the remote control. A dialog box will appear on the screen. When you touch [OK] or when the countdown reaches 0, the machine turns off and enters standby mode. To return from standby mode, press the power button again.

## 2 Attaching the Pen

Attach the included pens to the pen mark positions on the front side of the machine by magnet.



Y313IX0018

### ❖ Icon displayed in the sidebar menu

Icon	Description
	Returns the sidebar menu to hidden
	Displays the home screen
	Displays the source settings In the source settings, you can change the video input (source) settings, display a preview that allows you to check all video inputs, and switch to the video input screen.
	Lowers the top edge of the displayed screen
	Displays the utility menu The following utilities are available: <ul style="list-style-type: none"> <li>Countdown</li> <li>Eye Protection Mode</li> <li>Calculator</li> <li>Vote</li> <li>Screencapture</li> <li>Screen Recorder</li> <li>Stopwatch</li> <li>Spotlight</li> <li>Touch Sound</li> </ul> You can also adjust the volume and brightness, as well as add app shortcuts.
	Displays the system settings You can check and change the system settings of this machine.
	Enters a mode in which you can write to the currently displayed content You can write to the video input screen from an external device, the display screen of a document file, or a web page.
	Displays a list of screens that are processing in the background You can switch the display to another processing screen or exit the screen.
	Turn OFF the power of this machine

#### ↓ Note

- The [Turn Off OPS] option is only available when a controller that supports the OPS (Open Pluggable Specification) standard is installed.

#### ↓ Note

- For details about setting items in the sidebar menu, see Operating Instructions.

## 4 Connecting Devices for Display

If you want to display images, you can use a cable to connect devices such as computers, tablets, document cameras, or other devices to this machine.

### 1 Connect the device that you want to use as a display to the video input terminal of this machine.

#### • Front side of the machine

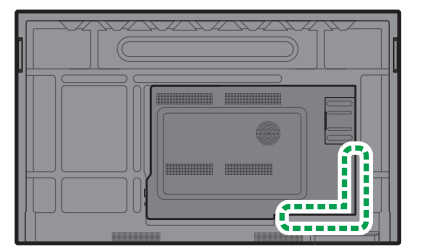


Y313IX0015

HDMI  
TYPE-C (USB Type-C)\*1

\*1 Only devices that support the alternate mode can be connected.

#### • Back side of the machine



Y313IX0016

VGA  
HDMI1  
HDMI2  
DP (DisplayPort)


### 2 Touch in the sidebar menu to select the video input terminal to which the device is connected.

You can also select a screen from the [Source Preview] list.

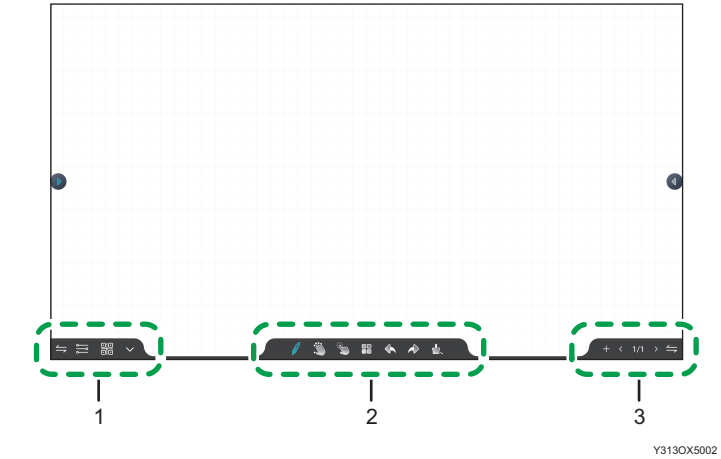
#### ↓ Note












- The screen of a device connected via a network using Eshare can also be displayed on this machine. For details, see Operating Instructions.
- For details about connecting devices, see Operating Instructions.

















# 5 Using the Whiteboard App

Touch  on the home screen to launch the whiteboard app.

## ❖ Icons displayed on the whiteboard screen




No.	Icon	Description
1		Toggles the whiteboard menu bar display between left and right
		Displays a sub-menu
		: Loads a file into the page
		: Saves the page
		: Sends a page by email
		: Uploads the page to a drive on the network <Supported services> OneDrive, Google Drive
		: Sets the mode to reduce the blue light of the screen
		: Quits the whiteboard app
		Displays a QR code that can be used to access the whiteboard from a smart device or other device Scan the QR code with your smart device to see what you have written.
		<b>Note</b> <ul style="list-style-type: none"><li>The machine must be connected to the network.</li></ul>
		Shows or hides the whiteboard menu bar

No.	Icon	Description
2		Displays writing settings You can switch between pen/handwriting input and marker input. You can also change the color and thickness of the writing.
		This is used when multiple people want to perform touch operations, such as writing.
		: Only one can be written. When multiple fingers or palms touch the screen, the display magnification will be changed.
		: Multiple people can write and perform other operations at the same time.
		Encloses the written content, selects it, and moves or transforms it
		Displays the whiteboard screen settings
		: Loads a video file <Supported files> mp4, mkv, avi
		: Loads an image file <Supported files> jpg, png, bmp
		: Splits the whiteboard screen (up to three sections)
		: Selects a shape and writes on it
3		: Changes the background of the whiteboard screen
		Undoes writing, editing, or erasing, or redoes an undo operation
		Erases everything on the page
		Creates a new page
		Operates the page
		Toggles the whiteboard menu bar display between left and right

## ❖ Basic operations


### • Writing


Touch  and then use the supplied pen or your finger to write on the screen by moving the pen/your finger around.

Both ends of the pen can be used as a pen nib. Depending on the thickness you want to use, use a different pen nib.


### • Erasing

Touch the display with the palm of your hand and intersect the content.


To select and erase, use  to enclose the written content, and then press [x].

To erase everything on the page, touch  and then slide the left part of the displayed bar to the right.


### • Enlarging/reducing the written content




Use  to enclose the written content, and then touch the screen with two fingers and spread them or pinch them together.

### • Moving written content

Use  to enclose the written content, and then touch it within the selected area and move it.

### • Changing the display magnification

Make sure that  is set, and then touch the screen with two fingers and spread them or pinch them together.

If  is set, touch  to set it to , and then change the display magnification.

### Note

- For details about how to operate the whiteboard application, see Operating Instructions.
- For details about how to operate applications other than the whiteboard app, see Operating Instructions.

## About Operating Instructions

For information not found in this manual, see the online manuals available on our web site (<https://www.ricoh.com/>).



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