Read This First

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.

Disclaimer

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

The machine has the capability to download and use third-party applications. If you download or use any third-party apps on the machine, you are solely responsible for such apps. We make no warranty as to the accuracy, completeness, or quality of any third-party apps.

Please note that we cannot be held responsible for any abnormality in the machine caused by the third-party apps.

Use the machine in accordance with the conditions of use described in this manual and in the Operating Instructions.

About Operating Instructions

Operating Instructions explains how to operate and troubleshoot the machine after it is set up. It also lists the detailed specifications of the machine. You can download Operating Instructions from the RICOH home page.

https://www.ricoh.com/

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1. Safety Information for this Machine

This chapter describes the safety precautions.

Safety Symbols for This Machine

The meanings of the safety symbols for this machine are as follows:

	Caution
	Prohibition
	No disassembly
	Caution, risk of electric shock
	Refer to instruction manual (Please refer to page 13 "Battery safety notice" of Read This First)

Safety Information

Safety During Operation

In this manual, the following important symbols are used:

⚠WARNING

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠CAUTION

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Safety Precautions to Be Followed

This section explains safety precautions that should always be followed when using this machine.

⚠WARNING

- Be sure to install the machine as close as possible to a wall outlet so that you can disconnect the power cord plug easily in an emergency.

- Avoid taking the following actions close to or inside this machine because doing so can result in fire or electric shock:
  - Using flammable sprays, solvents, and so on
  - Placing flammable sprays, solvents, and so on
  - Placing containers holding liquids or small metal objects

- Install the machine so that the power cord and cables do not become tangled or caught. If the cables become caught, they could become damaged, resulting in fire or electric shock.

- Wire the power cord and connection cables so to avoid the possibility of catching the leg/foot of a nearby person. Otherwise, a person passing nearby could trip or the machine could fall over, resulting in injury or causing the machine to become damaged.

- The supplied power cord or cords are for use with this machine only. They cannot be used for appliances other than this machine. Also, do not use power cords other than the power cord or cords supplied with this machine. Doing so can result in fire or electric shock.

- Do not place the machine near water, like a spa or pool, or in a position which will allow the splashing or spraying of water onto the display, like in front of an open window where rain water may enter. Fire or electric shock could result from spillage or from objects or substances falling into the machine.

- When mounting the main unit on a wall, be sure to contact your local dealer. Incorrect mounting may cause the main unit to fall or topple over, resulting in injury.

- When installing the controller, be sure to contact your local dealer. There are high voltage components inside the machine, which can cause electric shock.

- To reduce the risk of electric shock, do not remove covers. No user serviceable parts inside. Refer all servicing to qualified service personnel.

- When mounting the machine on a stand, use a commercially available stand that complies with the VESA standard.
- At minimum, use a stand with a load capacity of 45 kg or more, and use a stand that matches with the display size of the machine.
  - RICOH Interactive Whiteboard A6510:

    45 kg (99.2 lb.)
  - RICOH Interactive Whiteboard A7510:

    60 kg (132.3 lb.)
  - RICOH Interactive Whiteboard A8610:

    80 kg (176.4 lb.)
- If not properly mounted on a suitable stand, it could become unstable and could cause injury.

- The following explains the warning messages on the plastic bag used in this product's packaging:
  - Do not leave the polythene materials (bags, etc.) supplied with this machine close to babies and small children. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

- Do not handle the power cord plug with wet hands. Doing so can result in electric shock.

- To prevent fire or electric shock, disconnect the plug and the power cord from the wall outlet at least once a year and check them. If any of the following conditions exist, do not use the plug and the power cord continuously, and consult your dealer or service representative.
  - There are burn marks on the plug
  - The prongs on the plug are deformed
  - The power cord's inner wires are exposed or broken
  - The power cord's coating is cracked, dented, or damaged
  - When the power cord is bent, the power turns off and on
  - Part of the power cord becomes hot

- If the machine behaves unusually as follows, turn off the power immediately. After turning off the power, make sure to disconnect the power cord plug from the wall outlet, and then contact your service representative and report the problem. Continuously using the power cord can result in fire or electric shock.
  - The machine is emitting smoke
  - The machine is emitting odors
  - Metal objects or other foreign objects have fallen inside the machine
  - Water or other fluids have fallen inside the machine
  - An error message is displayed that indicates that the machine has stopped due to high voltage.

- Avoid taking the following actions because doing so can result in fire or electric shock:
  - Using any power supply voltage or frequencies other than those that match the specifications shown
  - Using multi-socket adaptors
  - Using extension cords
  - Touching the prongs of the power cable's plug with anything metallic

- Avoid applying the following actions to power cords because doing so can result in fire or electric shock:
  - Damaging them
  - Bundling them
  - Modifying them
  - Putting heavy objects on them
  - Pulling them forcibly
  - Bending them forcibly

⚠CAUTION

- Do not place the machine in a humid or dusty environment. Doing so can result in fire or electric shock.

- Do not use in places with high temperature or humidity (vehicles, ships, airplanes, etc.). Failure to do so could result in malfunction.

- Do not use the product on an unstable location with a sloping or uneven surface on which the product cannot be maintained in a horizontal position. Otherwise, the product may tip over, resulting in malfunction or injury.

- Do not place heavy objects on the machine. Doing so can cause the machine to fall or topple over, possibly resulting in injury.

- Do not install the machine in a confined space without proper ventilation and air circulation, such as in a closed cabinet. Allow proper space around the machine for dissipating heat inside. Do not block any vents on the machine. Overheating may result in hazards and electric shock.

- Do not install the machine in a location where it will be exposed to warm air or exhaust air from other equipment. Failure to do so could result in malfunction.

- Avoid placing the display in direct sun or in a location where direct sun or spot lighting will shine onto the LCD panel, as the heat may damage the panel and the external casing of the display and the bright light will make it difficult to view the screen.

- Do not obstruct the machine's vents. Doing so can result in fire as the internal components are overheated.

- Do not allow foreign objects to enter the machine from the machine's vents.

- Do not use the machine continuously for more than 18 hours. Failure to do so could result in malfunction.

- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

- Be sure to push the power cord plug fully into the wall outlet. Also, do not push it into loose and unstable wall outlets likely to cause a contact failure. Doing so can result in heat generation.

- If you do not use the machine for a long period of time such as consecutive holidays, be sure to disconnect the power cord plug from the wall outlet for reasons of safety.

- When disconnecting the power cord from the wall outlet, make sure to pull the plug, not the cord. Do not pull the power cord forcibly. Doing so can damage the power cord, possibly resulting in fire or electric shock.

- When performing maintenance on the machine, disconnect the power cord from the wall outlet for safety.

- When moving the machine, make sure to unplug the power cord from the wall outlet and confirm that line cords and other connecting cables have been removed. Otherwise, the power cord is damaged, possibly resulting in fire or electric shock.

- Avoid the following actions after assembling the stand or mounting the machine on the stand: These actions may deform or damage the stand, causing it to fall down or causing the machine to fall off the stand, resulting in injury.
  - Placing your weight on the stand
  - Hanging on the stand
  - Leaning against the stand
  - Dragging the stand forcibly

- To move this product after mounting the machine on the stand, two or more people are necessary. Otherwise, the product may tip over or the machine may fall off the stand, resulting in injury while the product is being handled.

- Avoid the following actions after mounting the machine on the stand: These actions may damage the cables or cause them to become entangled and fall over, resulting in malfunction, fire, electric shock, or injury.
  - Hang the power cord or cables over the stand or this machine
  - Drape the power cord or cables over the stand or this machine

- Do not place the product outdoors, or in a position which will allow water onto the product. Failure to follow this instruction may lead to rust on the metal parts or deterioration in the moving parts.

Safety notice for remote control

⚠CAUTION

- Do not expose the remote control to water or moisture. Failure to do so could result in malfunction.

Battery safety notice

⚠WARNING

- Always ensure that the batteries are inserted with the positive and negative terminals in the correct direction.

- Do not mix old and new batteries. Mixing old and new batteries will shorten battery life or cause chemical leaks from the batteries. Chemicals which leak from batteries may cause skin irritation. If any chemical matter seeps out of the batteries, wipe it up immediately using a dry cloth, and replace the batteries as soon as possible.

⚠CAUTION

- Different types of batteries have different characteristics. Do not mix different types. Using the wrong type of battery could result in malfunction. When replacing batteries, use the specified product. Dispose of used batteries according to the instructions.

Handling the machine's interior

This section explains safety precautions about handling the machine's interior.

⚠WARNING

- Do not remove any covers or screws other than those explicitly mentioned in this manual. There are high voltage components inside the machine, which can cause electric shock. Contact your sales or service representative if any of the machine's internal components require maintenance, adjustment, or repair.
- Do not disassemble or modify this machine. Doing so can result in fire and electric shock.

⚠CAUTION

- Contact your sales or service representative for cleaning the machine's interior. If the machine's interior is not regularly cleaned while dust accumulates, fire and malfunction can result.

Safety Labels of This Machine

This section explains the machine's safety information labels.

Positions of WARNING labels

This machine has labels for ⚠WARNING. For safety, please follow the instructions and handle the machine as indicated.

Symbols for the Power Switch

The meanings of the symbols for the switches on this machine are as follows:

- I: POWER ON
- O: POWER OFF
- ⏻: STANDBY

Important Safety Instructions

1. Read this manual carefully.
2. Keep this manual handy for future reference.
3. Heed all warnings.
4. Follow all instructions.
5. Do not use this machine near water.
6. Clean only with dry cloth.
7. Do not block any ventilation openings. Install in accordance with the manufacturer's instructions.
8. Do not install near any heat sources such as radiators, heat registers, stoves, or other devices (including amplifiers) that produce heat.
9. Do not damage the power plug or the ground connection terminal. If the power plug does not match the shape of the outlet, ask an electrician to replace the outlet.
10. Protect the power cord from being walked on or pinched particularly at plugs, convenience receptacles, and the point where they exit from the machine.
11. Only use attachments and accessories that comply with the VESA standard.
12. Unplug this machine during lightning storms or when unused for long periods of time.
13. Refer all servicing to qualified service personnel. Servicing is required when the machine has been damaged in any way, such as power-supply cord or plug is damaged, liquid has been spilled or objects have fallen into the machine, the machine has been exposed to rain or moisture, does not operate normally, or has been dropped.
14. Ensure that you correctly perform the necessary security updates for the system and applications.

Notes on the LCD Panel of the Machine

- The Liquid Crystal Display (LCD) panel of this display has a very thin protective layer of glass which is liable to marking or scratching, and cracking if struck or pressured. The liquid crystal substrate is also liable to damage under excessive force or extreme temperatures. Please handle with care.
- The response time and brightness of the LCD panel may vary with the ambient temperature.
- The LCD panel consists of individual pixels to display images and is manufactured according to the design specifications. While most of the screen works normally, part of the screen may remain unlit or constantly lit (in red, blue, green or white). This is a technical limitation of the LCD technology and is not a defect.
- Do not display the same image for a long time. Otherwise, the afterimage phenomenon may occur. If the afterimage phenomenon occurs, you can reduce it gradually by displaying moving images etc.
- If the screen is viewed from a certain angle, there may be uneven colors or brightness due to the LED structure of the LCD panel. This is a technical limitation of the LCD technology and is not a defect. It does not affect the performance of the display.

2. Information for This Machine

This chapter describes laws and regulations related to this machine.

Laws and Regulations

EMC Directive

Using the shield cable

Properly shielded and grounded cables and connectors must be used for connections to a host computer (and/or peripheral) in order to meet emission limits.

Warning on Class A Product

Warning:

This equipment is compliant with Class A of CISPR 32. In a residential environment this equipment may cause radio interference.

As this machine is not a household appliance, it does not conform to ErP Directive 2009/125/EC which was revised in 2013.

CE Marking Traceability Information (For EU Countries Only)

Manufacturer:

Ricoh Co., Ltd.

3-6 Nakamagome 1-chome, Ohta-ku, Tokyo. 143-8555, Japan

Importer (CE marking, ProdSG):

Ricoh Europe SCM B.V.

Blankenweg 24, 4612 RC Bergen op Zoom, The Netherlands

Importer (UKCA marking):

Ricoh UK Limited

900 Pavilion Drive, Northampton, NN4 7RG

User Information for Wireless Network (For EU Countries Only)

Declaration of Conformity

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 2014/53/EU.

The CE Declaration of Conformity is available by accessing the URL: https://www.ricoh.com/products/ce_doc2/

and selecting the product applicable.

Outdoor use of the 5.150-5.350GHz band is prohibited.

Operating frequency band: 2400 - 2483.5 MHz

Maximum radio-frequency power: less than 20.0 dBm

Operating frequency band: 5150-5250MHz (W52)

maximum radio-frequency power(e.i.r.p): less than 23.0 dBm

Operating frequency band: 5250-5350MHz (W53)

maximum radio-frequency power(e.i.r.p): less than 20.0 dBm (without TPC)

Operating frequency band: 5470-5725MHz (W56)

maximum radio-frequency power(e.i.r.p): less than 20.0 dBm (without TPC)

Operating frequency: 5725-5875MHz (W58)

maximum radio-frequency power(e.i.r.p): less than 13.98 dBm

*TPC: Transmit Power Control

As this equipment with the radiating part is not intended to be used in close proximity to the human body, it is recommended to use at least 20 cm apart from the user.

Overseas Affiliates and Noise Emission Information

In accordance with TUV “GS Symbol” requirements, details of the EU office or representative company are given below.

Overseas Affiliates

Ricoh Europe SCM B.V.

Blankenweg 24, 4612 RC Bergen op Zoom, The Netherlands

Noise Emission

Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779

User Information on Electrical and Electronic Equipment

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.

The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

Note for the Battery and/or Accumulator Symbol (For EU countries only)

In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Notes to USA Users of FCC Requirements

FCC Rules

Note:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Caution:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

Frequency Tolerance: ±20 ppm

Compliance with FCC requirement 15.407(c)

Data transmission is always initiated by software, which is the passed down through the MAC, through the digital and analog baseband, and finally to the RF chip. Several special packets are initiated by the MAC. These are the only ways the digital baseband portion will turn on the RF transmitter, which it then turns off at the end of the packet. Therefore, the transmitter will be on only while one of the aforementioned packets is being transmitted. In other words, this device automatically discontinues transmission in case of either absence of information to transmit or operational failure.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines. This equipment should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

Supplier's Declaration of Conformity

This device complies with part 15 of the FCC Rules.

Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) This device must accept any interference received, including interference that may cause undesired operation.

Responsible party: Ricoh USA, Inc.

Address: 300 Eagleview Boulevard, Suite 200 Exton, PA 19341, U.S.A.

Telephone number: 610-296-8000

Product Name: RICOH Interactive Whiteboard

Model Number:

- A6510
- A7510
- A8610

Using the shield cable

Caution:

Properly shielded and grounded cables and connectors must be used for connections to a host computer (and/or peripheral) in order to meet FCC emission limits.

Notes to Canadian Users of ICES-003 Conformance

CAN ICES-3 (A)/NMB-3 (A)

Notes to Canadian Users of Wireless Devices

This device contains licence-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada’s licence-exempt RSS(s).

Operation is subject to the following two conditions:

1. This device may not cause interference.
2. This device must accept any interference, including interference that may cause undesired operation of the device.

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment and meets RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

5150-5250 MHz band is restricted to indoor operation only.

Compliance with ISED requirement RSS-247 6.4 a) Data transmission is always initiated by software, which is the passed down through the MAC, through the digital and analog baseband, and finally to the RF chip. Several special packets are initiated by the MAC. These are the only ways the digital baseband portion will turn on the RF transmitter, which it then turns off at the end of the packet. Therefore, the transmitter will be on only while one of the aforementioned packets is being transmitted. In other words, this

device automatically discontinue transmission in case of either absence of information to transmit or operational failure.

Remarques à l'attention des utilisateurs canadiens d'appareils sans fil

L'émetteur/récepteur exempt de licence contenu dans le présent appareil est conforme aux CNR d'Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempts de licence.

L'exploitation est autorisée aux deux conditions suivantes :

1. L'appareil ne doit pas produire de brouillage;
2. L'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Cet équipement est conforme aux limites d'exposition aux rayonnements énoncées pour un environnement non contrôlé et respecte les règles d'exposition aux fréquences radioélectriques (RF) CNR-102 de l'IC. Cet équipement doit être installé et utilisé en gardant une distance de 20 cm ou plus entre le dispositif rayonnant et le corps (à l'exception des extrémités : mains, poignets, pieds et chevilles).

La bande 5150-5250 MHz est restreinte à une utilisation à l'intérieur seulement.

Conformité à la norme CNR-247 6.4 a) La transmission des données est toujours initiée par le logiciel, puis les données sont transmises par l'intermédiaire du MAC, par la bande de base numérique et analogique et, enfin, à la puce RF. Plusieurs paquets spéciaux sont initiés par le MAC. Ce sont les seuls moyens pour qu'une partie de la bande de base numérique active l'émetteur RF, puis désactive celui-ci à la fin du paquet. En conséquence, l'émetteur reste uniquement activé lors de la transmission d'un des paquets susmentionnés. En d'autres termes, ce dispositif interrompt automatiquement toute transmission en cas d'absence d'information à transmettre ou de défaillance.

Notes to Users in Australia and New Zealand

Model Number:

- A6500
- A7500
- A8600

This device complies with Radiocommunications requirements.

Notes to Users in the State of California (Notes to Users in USA)

Perchlorate Material - special handling may apply. See:
www.dtsc.ca.gov/hazardouswaste/perchlorate

For Customers in USA

Safety Standard for Button Cell or Coin Batteries and Consumer Products Containing Such Batteries

This product contains a non-replaceable Button Cell or Coin Battery.

Do not replace a Button Cell or Coin Battery. This can cause a fire or electric shock.

a) Immediately dispose of used product according to local regulations and keep away from children. Do NOT dispose of the battery in household trash or incinerate.

b) Even used a battery may cause severe injury or death.

c) Call a local poison control center for treatment information.

d) Battery type : CR2032

e) Nominal battery voltage : 3V

f) A non-rechargeable battery is not to be recharged.

g) Do not force discharge, recharge, disassemble, heat above (manufacturer's specified temperature rating) or incinerate. Doing so may result in injury due to venting, leakage or explosion resulting in chemical burns.

Notes for Contractors (in Norway)

This product is also designed for an IT power distribution system with phase-to-phase voltage of 230V.

Notas sobre IFETEL, México

La operación de este equipo está sujeta a las siguientes dos condiciones:

(1) es posible que este equipo o dispositivo no cause interferencia perjudicial y

(2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

Environmental Regulations

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

	This company is a participant in the ENERGY STAR® Program. This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Energy Star standards and logos are internationally uniform.

3. Installing the Machine

Installing the Machine

⚠WARNING

- When mounting the machine on a wall, be sure to contact your local dealer. Incorrect mounting may cause the machine to fall or topple over, resulting in injury.

- When installing the controller, be sure to contact your local dealer. There are high voltage components inside the machine, which can cause electric shock.

- When mounting the machine on a stand, use a commercially available stand that complies with the VESA standard.
- At minimum, use a stand with a load capacity of 45 kg or more, and use a stand that matches with the display size of the machine.
  - RICOH Interactive Whiteboard A6510:

    45 kg (99.2 lb.)
  - RICOH Interactive Whiteboard A7510:

    60 kg (132.3 lb.)
  - RICOH Interactive Whiteboard A8610:

    80 kg (176.4 lb.)
- If not properly mounted on a suitable stand, it could become unstable and could cause injury.

Important

- **This machine cannot stand on its own. Do not stand the machine upright or use it against a wall or other surface.**

The machine can be mounted in the following ways:

By mounting the machine on the stand

See page 30 "Stand Mounting Precautions".

By mounting the machine on a wall

See page 31 "Wall Mounting Precautions".

Installation Precautions

⚠WARNING

- Be sure to install the machine as close as possible to a wall outlet so that you can disconnect the power cord plug easily in an emergency.

- Avoid taking the following actions close to or inside this machine because doing so can result in fire or electric shock:
  - Using flammable sprays, solvents, and so on
  - Placing flammable sprays, solvents, and so on
  - Placing containers holding liquids or small metal objects

- If the machine behaves unusually as follows, turn off the power immediately. After turning off the power, make sure to disconnect the power cord plug from the wall outlet, and then contact your service representative and report the problem. Continuously using the power cord can result in fire or electric shock.
  - The machine is emitting smoke
  - The machine is emitting odors
  - Metal objects or other foreign objects have fallen inside the machine
  - Water or other fluids have fallen inside the machine
  - An error message is displayed that indicates that the machine has stopped due to high voltage.

- Install the machine so that the power cord and cables do not become tangled or caught. If the cables become caught, they could become damaged, resulting in fire or electric shock.

- Wire the power cord and connection cables so to avoid the possibility of catching the leg/foot of a nearby person. Otherwise, a person passing nearby could trip or the machine could fall over, resulting in injury or causing the machine to become damaged.

- The supplied power cord or cords are for use with this machine only. They cannot be used for appliances other than this machine. Also, do not use power cords other than the power cord or cords supplied with this machine. Doing so can result in fire or electric shock.

- Do not place the machine near water, like a spa or pool, or in a position which will allow the splashing or spraying of water onto the display, like in front of an open window where rain water may enter. Fire or electric shock could result from spillage or from objects or substances falling into the machine.

- The following explains the warning messages on the plastic bag used in this product's packaging:
  - Do not leave the polythene materials (bags, etc.) supplied with this machine close to babies and small children. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

⚠CAUTION

- Do not place the machine in a humid or dusty environment. Doing so can result in fire or electric shock.

- Do not use in places with high temperature or humidity (vehicles, ships, airplanes, etc.). Failure to do so could result in malfunction.

- Do not use the product on an unstable location with a sloping or uneven surface on which the product cannot be maintained in a horizontal position. Otherwise, the product may tip over, resulting in malfunction or injury.

- Do not place heavy objects on the machine. Doing so can cause the machine to fall or topple over, possibly resulting in injury.

- Do not install the machine in a confined space without proper ventilation and air circulation, such as in a closed cabinet. Allow proper space around the machine for dissipating heat inside. Do not block any vents on the machine. Overheating may result in hazards and electric shock.

- Do not install the machine in a location where it will be exposed to warm air or exhaust air from other equipment. Failure to do so could result in malfunction.

- Avoid placing the display in direct sun or in a location where direct sun or spot lighting will shine onto the LCD panel, as the heat may damage the panel and the external casing of the display and the bright light will make it difficult to view the screen.

- Do not obstruct the machine's vents. Doing so can result in fire as the internal components are overheated.

- Do not allow foreign objects to enter the machine from the machine's vents.

Important

- **Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely to occur (laboratories, etc.), as doing so will cause the machine to malfunction.**

Stand Mounting Precautions

When mounting the machine on a stand, a commercially available stand that complies with the VESA standard is required.

Important

- **Please consult with a professional technician for stand mount installation. The manufacturer accepts no liability for installations not performed by a professional technician.**
- **If you are using RICOH Interactive Whiteboard A6510/A7510, at least three people are required to mount or remove the machine from the stand, or to move the machine.**
- **If you are using RICOH Interactive Whiteboard A8610 at least five people are required to mount or remove the machine from the stand, or move the machine.**
- **When you are using RICOH Interactive Whiteboard A6510 and mounting a VESA-compliant bracket, use a bracket that is 600 × 400 mm (23.6 × 15.7 inches) in size.**
- **When you are using RICOH Interactive Whiteboard A7510 and mounting a VESA-compliant bracket, use a bracket that is 800 × 400 mm (31.5 × 15.7 inches) in size.**
- **When you are using RICOH Interactive Whiteboard A8610 and mounting a VESA-compliant bracket, use a bracket that is 800 × 400 mm (31.5 × 15.7 inches) in size.**
- **If you are using RICOH Interactive Whiteboard A6510, the weight of the machine is about 45 kg (99.2 lb.). Use a stand with a load capacity of at least 45 kg (99.2 lb.).**
- **If you are using RICOH Interactive Whiteboard A7510, the weight of the machine is about 60 kg (132.3 lb.). Use a stand with a load capacity of at least 60 kg (132.3 lb.).**
- **If you are using RICOH Interactive Whiteboard A8610, the weight of the machine is about 80 kg (176.4 lb.). Use a stand with a load capacity of at least 80 kg (176.4 lb.).**
- **Use a stand that is designed for the display size of this machine.**
- **When mounting the machine on a stand, use M8 screws.**
- **Use all the VESA screw holes on the back.**
- **Screw all holes for mounting.**
- **The stand should be placed on a level floor with no inclination.**

Note

- Contact your local dealer for details about stands.

Wall Mounting Precautions

A VESA-compliant bracket is required to mount the machine on a wall.

Important

- **Please consult a professional technician for wall mount installations. The manufacturer accepts no liability for installations not performed by a professional technician.**
- **If you are using RICOH Interactive Whiteboard A6510 / A7510, at least three people are required to mount or remove a bracket, or move the machine.**
- **If you are using RICOH Interactive Whiteboard A8610 at least five people are required to mount or remove a bracket, or move the machine.**
- **When you are using RICOH Interactive Whiteboard A6510 and mounting a VESA-compliant bracket, use a bracket that is 600 × 400 mm (23.6 × 15.7 inches) in size.**
- **When you are using RICOH Interactive Whiteboard A7510 and mounting a VESA-compliant bracket, use a bracket that is 800 × 400 mm (31.5 × 15.7 inches) in size.**
- **When you are using RICOH Interactive Whiteboard A8610 and mounting a VESA-compliant bracket, use a bracket that is 800 × 400 mm (31.5 × 15.7 inches) in size.**
- **Use a bracket that creates 20 mm (0.8 inches) or more of clearance when the machine is mounted on a wall or the ceiling. For details, see page 34 "Installation Space Requirements".**
- **If you are using RICOH Interactive Whiteboard A6510, the weight of the machine is about 45 kg (99.2 lb.). Use a mounting bracket with a load capacity of at least 45 kg (99.2 lb.).**
- **If you are using RICOH Interactive Whiteboard A7510, the weight of the machine is about 60 kg (132.3 lb.). Use a mounting bracket with a load capacity of at least 60 kg (132.3 lb.).**
- **If you are using RICOH Interactive Whiteboard A8610, the weight of the machine is about 80 kg (176.4 lb.). Use a mounting bracket with a load capacity of at least 80 kg (176.4 lb.).**
- **When mounting the machine on a wall or the ceiling, select a location that can withstand four times the combined weight of the machine and mounting bracket, such as a concrete wall or pillar.**
- **When mounting a bracket, use M8 screws.**
- **Use all the VESA screw holes on the back.**
- **Screw all holes for mounting.**

Note

- Contact your local dealer for details about the recommended wall-mounting bracket for the machine.

Environmental Specifications

The following table lists the environmental specifications for the machine:

Environment	Specifications
Temperature	0-40°C (32-104°F)
Humidity	10-80% (without condensation)
Maximum altitude	5,000 m (16,404 feet)
Power	AC 100-240 V, 50/60 Hz

- The machine is designed for indoor use.
- The machine is equipped with an infrared touch panel. Do not use the machine in a location exposed to strong light, such as direct sunlight. If you use the machine in a location exposed to strong light, the machine may not operate properly.
- We recommend that you take the necessary measures to prevent the machine from falling over after it is installed. Consult with your local dealer for specific fall prevention measures.

Note

- If you install the machine in a location exposed to high temperatures, we recommend that you specify a low humidity (60% or lower) when operating the machine.
- This machine uses an infrared touch panel. Do not put close to this machine any equipment that uses infrared. Doing so may affect the operation of the equipment or may make operation of the remote control ineffective.
  - When using other equipment with an infrared receiver, keep it as far away from this machine as possible (3m (118.2 inches) or more is recommended). Or, place the equipment so that the infrared light emitted directly from the inside of the main body frame and the indirect light from reflection/diffraction do not enter the remote control light receiver of the equipment.
  - When you use more than two of these machines, the infrared from the touch sensors may affect each other and cause malfunctions. Position them and use them as far away from each other as possible.

Installation Space Requirements

Secure a sufficient amount of clearance around the machine to allow for cable routing and better airflow.

Important

- **When using multiple machines in close proximity, the touch pens may not operate correctly. In such cases, either place some distance between the machines or arrange them so they are parallel to each other.**

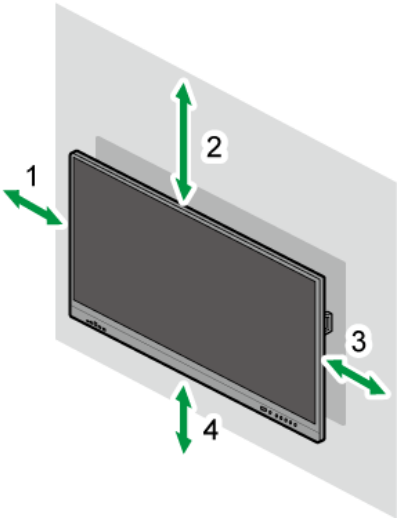
When Mounting the Machine on a Stand

Read the instruction manual for the stand that you are using and follow the instructions carefully.

When Mounting the Machine on a Wall

Please consult a professional technician for wall mount installations. The manufacturer accepts no liability for installations not performed by a professional technician.

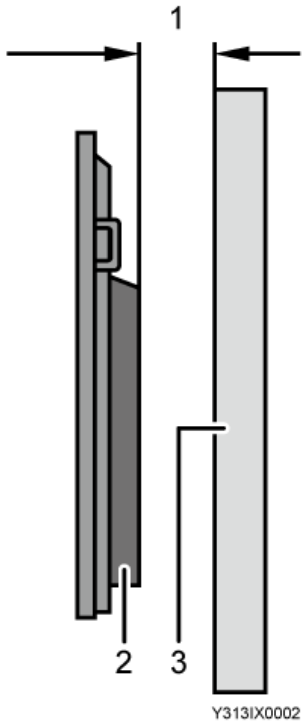
Sides



1. **Left: 10 cm (3.9 inches) or more**
2. **Top: 30 cm (11.8 inches) or more**
3. **Right: 10 cm (3.9 inches) or more**
4. **Under: 10 cm (3.9 inches) or more**

Rear

To maintain adequate ventilation, maintain at least 20 mm (0.8 inches) of clear space between the back cover of the display and the wall.



1. **20 mm (0.8 inches) or more**
2. **Back cover**
3. **Wall**

4. Preparations for Using the Machine

Checking the Accessories

If anything is missing or damaged, contact your sales representative or service representative.

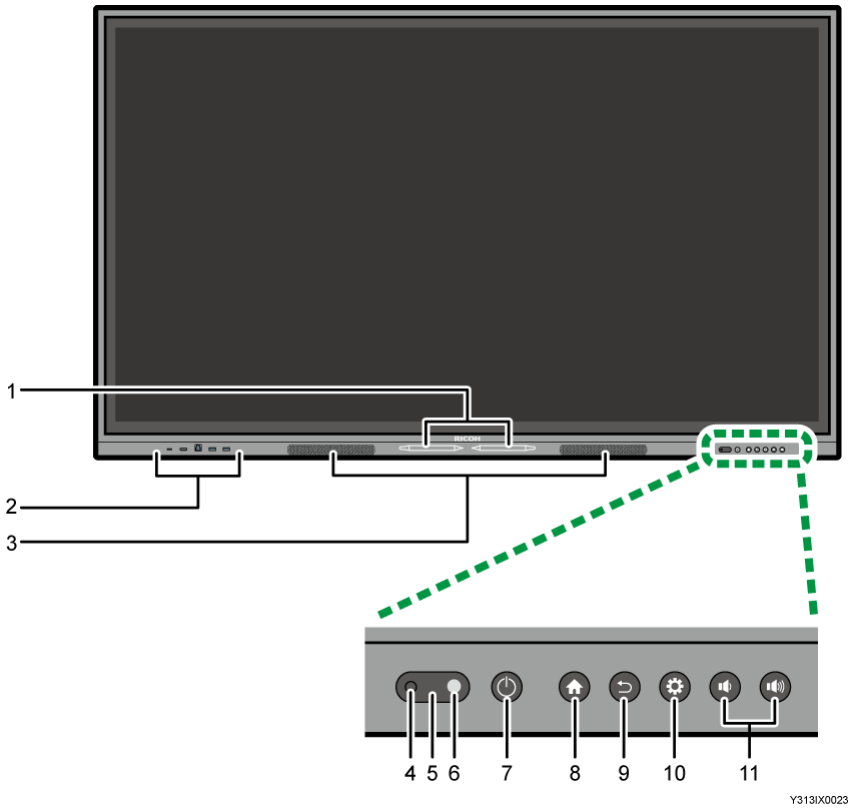
- Read This First
- Quick Guide
- Power cord
- USB cable
- HDMI cable
- Remote control
- Pen × 2
- AAA batteries × 2
- Cable clamp × 6
- Warranty card
- Other documents

Note

- Before discarding the package, check that you haven't left any accessories inside the box.
- Dispose of packaging materials wisely. You can recycle the cardboard carton. Consider storing the package for future transport of the machine if possible.
- Do not leave plastic bags within reach of young children or infants.

Component Names and Functions

Front Side



1. **Pen attachment position**

   Attaches the supplied pens

2. **Input/Output terminals**

   For details, see page 42 "Input/Output Terminals".

3. **Built-in speaker**

   Outputs the audio input from the machine or the connected device

4. **Light sensor**

   Detects the brightness of the operating environment

5. **Remote control sensor window**

   Receives command signals from the remote control

6. **Indicator**

   Shows the status of the machine

   - Lights up green: Power on / Power save mode
   - Lights up red: Standby mode
   - Off: Power off

7. **Power button**

   Used to switch to power save mode or standby mode, or to return to power on
8. **Home button**

   Used to display the home screen
9. **Return button**

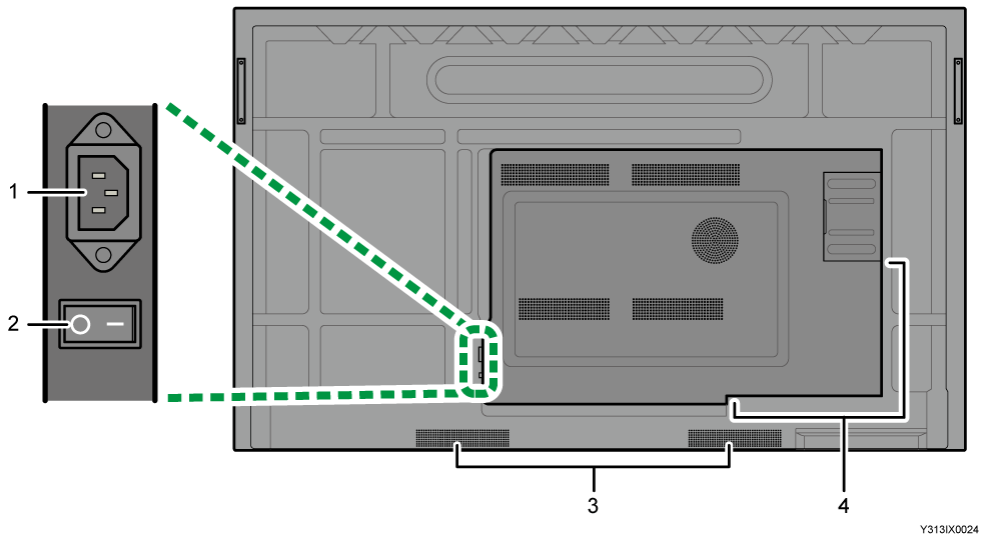
   Used to return to the previous screen
10. **System settings button**

    Used to display the system setting screen
11. **Volume buttons**

    Used to adjust the volume

Back Side

RICOH Interactive Whiteboard A6510



1. **AC IN**

   Connects to a power outlet via the supplied power cord
2. **Main power switch**

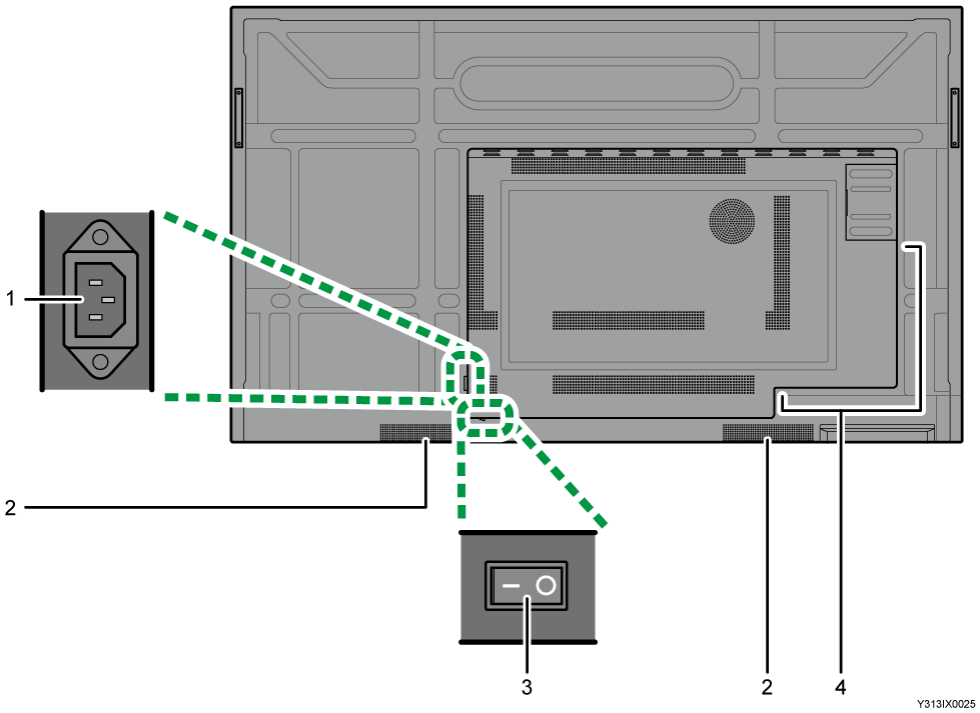
   Turns on or off the main power
   - I: MAIN POWER ON
   - O: MAIN POWER OFF
3. **Built-in speaker**

   Outputs the audio input from the machine or the connected device

4. **Input/Output terminals**

   For details, see page 42 "Input/Output Terminals".

RICOH Interactive Whiteboard A7510 / A8610



1. **AC IN**

   Connects to a power outlet via the supplied power cord

2. **Built-in speaker**

   Outputs the audio input from the machine or the connected device

3. **Main power switch**

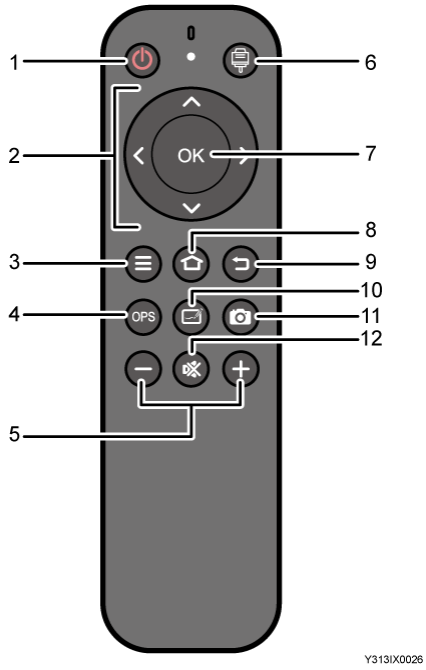
   Turns on or off the main power

   - I : MAIN POWER ON
   - O: MAIN POWER OFF

4. **Input/Output terminals**

   For details, see page 42 "Input/Output Terminals".

Remote Control



1. **Power button**

   Used to switch to power save mode or standby mode, or to return to power on
2. **Select button**

   Used to operate the screen and the settings
3. **Sidebar menu button**

   Displays/hides the sidebar menu
4. **OPS button**

   This button is only available when a controller that supports the OPS (Open Pluggable Specification) standard is installed.
5. **Volume buttons**

   Used to adjust the volume
6. **Source button**

   Displays/hides the list of video input sources
7. **OK button**

   Confirms your selection or save changes
8. **Home button**

   Used to display the home screen
9. **Return button**

   Used to return to the previous screen

10. **Writing button**

    Enters a mode in which you can write to the currently displayed content

11. **Screenshot button**

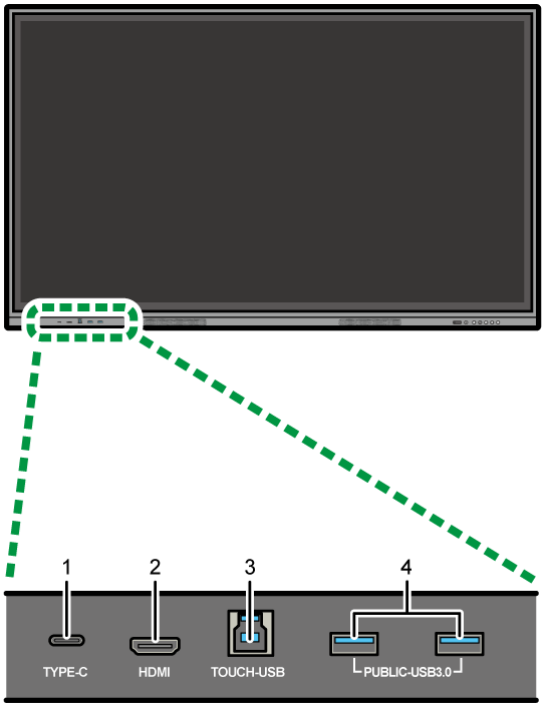
    Takes a screenshot of the screen that is displayed

12. **Mute button**

    Turns on or off the mute function. Used to temporarily disable audio input on the machine.

Input/Output Terminals

Front Side



Y313IX0003

1. **TYPE-C (USB Type-C)**

   Connects the machine to the external device so that they can communicate; when you connect a device that supports the alternate mode, you can output video from the device.

2. **HDMI (HDMI input)**

   Connects to a HDMI compatible device

3. **TOUCH-USB**

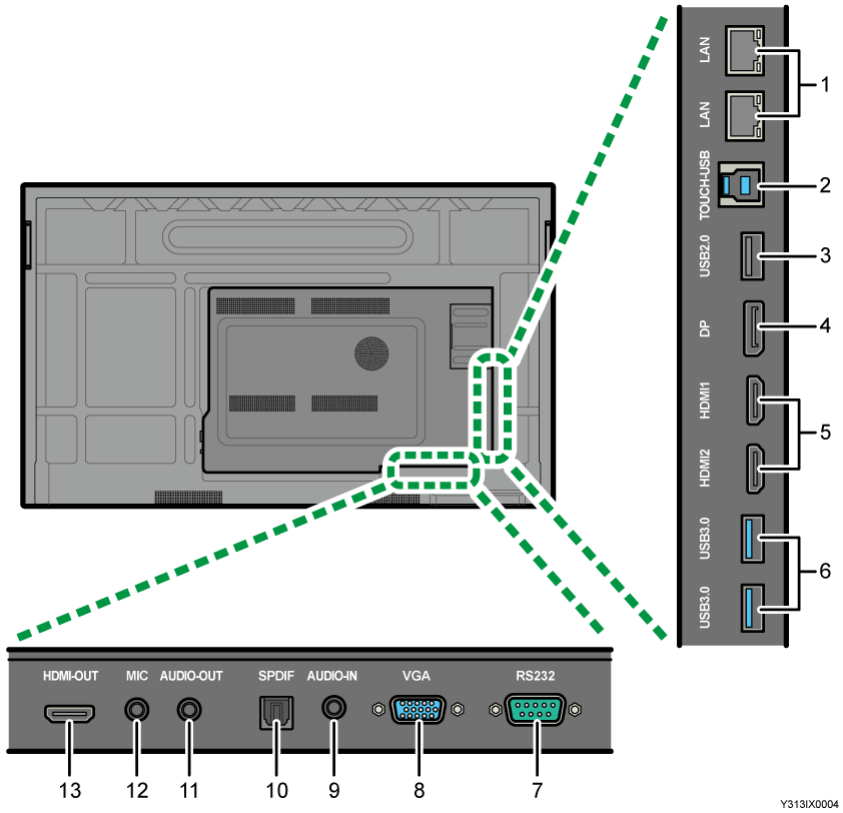
   To control the display of a computer from the machine, use the supplied USB cable to connect the machine to the computer.

4. **PUBLIC-USB3.0 (USB 3.0 Type-A)**

   Connects the machine to the external device so that they can communicate

Back Side

This section uses RICOH Interactive Whiteboard A6510 as an example.



1. **LAN (Ethernet interface)**

   Connects the Ethernet cable to connect the machine to the network

   Connect either one of the Ethernet interfaces to the network

   If you connect an external device to the other Ethernet interface, you can connect the external device to the network through this machine.

   It is not possible to connect to two different networks.

2. **TOUCH-USB**

   To control the display of a computer from the machine, use the supplied USB cable to connect the machine to the computer.

3. **USB2.0 (USB 2.0 Type-A)**

   Connects the machine to the external device so that they can communicate

4. **DP (DisplayPort input)**

   Connects to a DisplayPort compatible device

5. **HDMI (HDMI input)**
   Connects to a HDMI compatible device
6. **USB3.0 (USB 3.0 Type-A)**
   Connects the machine to the external device so that they can communicate
7. **RS-232 (RS-232 input)**
   Receives control signals from a computer or another display
8. **VGA (VGA input)**
   Connects to a VGA compatible device
9. **AUDIO-IN (LINE input)**
   Receives audio signals from an external device (such as a computer)
10. **SPDIF (SPDIF output)**
    Outputs audio signals to external devices (such as speakers)
11. **AUDIO-OUT (Audio output)**
    Outputs audio signals to external devices
12. **MIC (MIC input)**
    Receives audio signals from an external device (such as microphones)
    The input audio will be output from the built-in speaker.
13. **HDMI-OUT (HDMI output)**
    Outputs video to an external device

Connecting the Touch Module

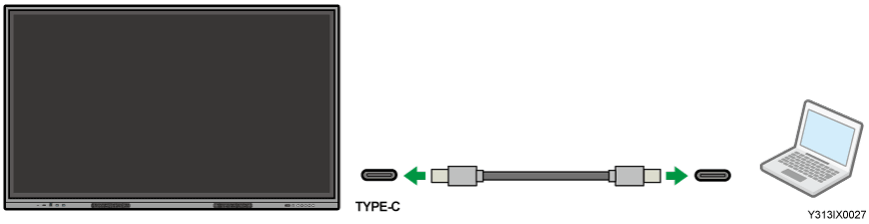
Connect the port on the machine that supported the touch module to the USB port of a computer, by using the USB cable.

The touch module of the machine supports easy Plug-and-Play operation. There is no need to install additional drivers on the computer.

The combinations of ports and cables of the machine that supports the touch module are as follows:

TYPE-C (USB Type-C)

When using TYPE-C, connect the machine to a computer via a USB type-C cable.



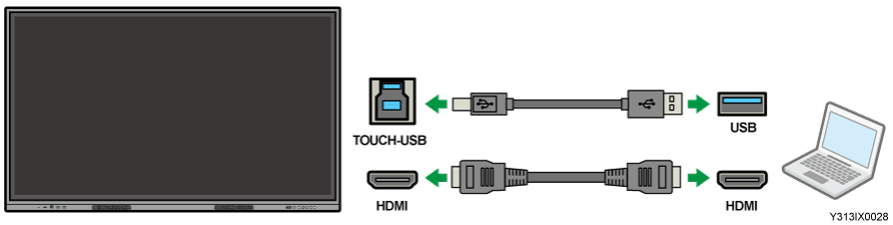
TOUCH-USB

When using TOUCH-USB, it is necessary to connect the video input terminal of the machine to the video output terminal of the computer via a cable, separate from the USB cable.

Connect the supplied USB cable to the TOUCH-USB port on the front or back of the machine according to the video input terminal that you want to use.

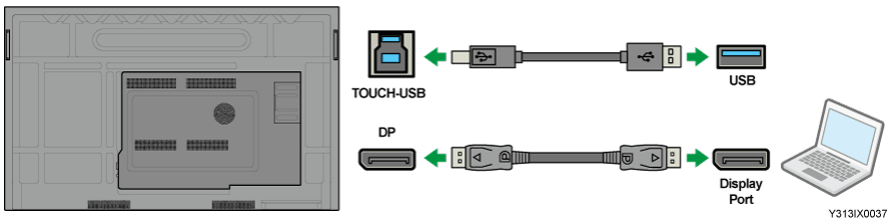
- When using HDMI on the front side of the machine

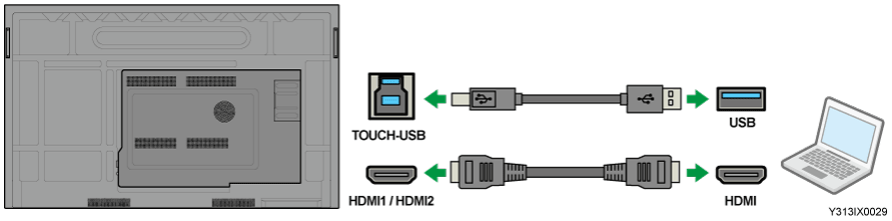
  Connect the supplied USB cable to the TOUCH-USB on the front side of the machine.



- When using any of DP, HDMI1, or HDMI2 on the back side of the machine

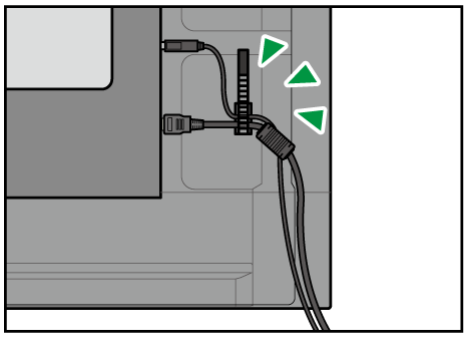
  Connect the supplied USB cable to the TOUCH-USB on the back side of the machine.





Note

- Do not touch the display while connecting the machine to a computer or turning the machine on.
- When connecting cables to HDMI and TOUCH-USB on the back side of the machine, use the supplied cable clamp to secure the HDMI cable and USB cable.



Connecting Power

⚠WARNING

- The supplied power cord or cords are for use with this machine only. They cannot be used for appliances other than this machine. Also, do not use power cords other than the power cord or cords supplied with this machine. Doing so can result in fire or electric shock.

- Avoid taking the following actions because doing so can result in fire or electric shock:
  - Using any power supply voltage or frequencies other than those that match the specifications shown
  - Using multi-socket adaptors
  - Touching the prongs of the power cable's plug with anything metallic

- Avoid applying the following actions to power cords because doing so can result in fire or electric shock:
  - Damaging them
  - Bundling them
  - Modifying them
  - Putting heavy objects on them
  - Pulling them forcibly
  - Bending them forcibly

- Do not handle the power cord plug with wet hands. Doing so can result in electric shock.

⚠CAUTION

- Be sure to push the power cord plug fully into the wall outlet. Also, do not push it into loose and unstable wall outlets likely to cause a contact failure. Doing so can result in heat generation.

- If you do not use the machine for a long period of time such as consecutive holidays, be sure to disconnect the power cord plug from the wall outlet for reasons of safety.

- When disconnecting the power cord from the wall outlet, make sure to pull the plug, not the cord. Do not pull the power cord forcibly. Doing so can damage the power cord, possibly resulting in fire or electric shock.

- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

- When performing maintenance on the machine, disconnect the power cord from the wall outlet for safety.

- When moving the machine, make sure to unplug the power cord from the wall outlet and confirm that line cords and other connecting cables have been removed. Otherwise, the power cord is damaged, possibly resulting in fire or electric shock.

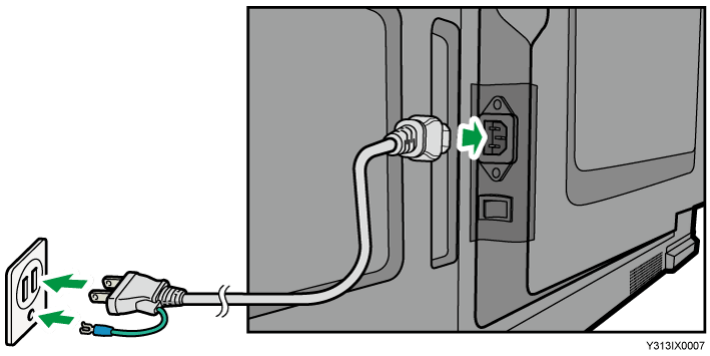
Important

- **Never use a power cord which appears damaged or frayed, or change the plug type on the power cord.**
- **Be aware of the power loading when you use extension cords or multiple outlet power boards.**
- **Do not turn the main power switch off or remove the power cord while power is being supplied to the machine. Doing so may ruin the flash memory drive or cause other damage.**

1. Plug one end of the power cord into the AC IN on the machine and the other end into an appropriate power outlet.

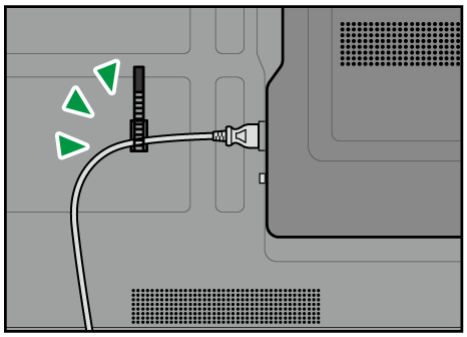
   If the outlet is switched, turn on the switch.

   The following illustration uses RICOH Interactive Whiteboard A6510 as an example.



Note

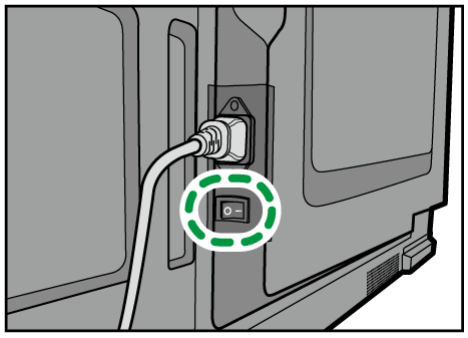
- When connecting the power cord to AC IN on the back side of the machine, use the supplied cable clamp to secure the power cord.



Y313IX0031

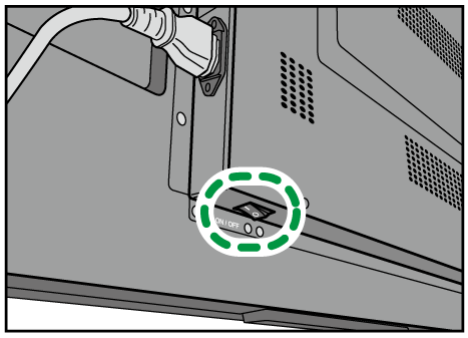
Turning ON the Power

1. Press the main power switch on the back side of the machine.
   - RICOH Interactive Whiteboard A6510



Y313IX0033

   - RICOH Interactive Whiteboard A7510 / A8610



Y313IX0032

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

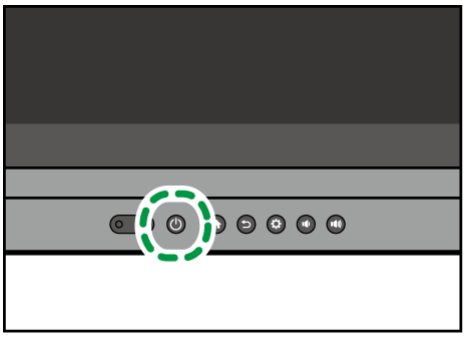
When the machine starts up, the indicator on the front side of the machine will light up, and the home screen will appear.

When you use the machine for the first time, the setting screen will appear. See page 52 "When Using the Machine for the First Time" to make settings.

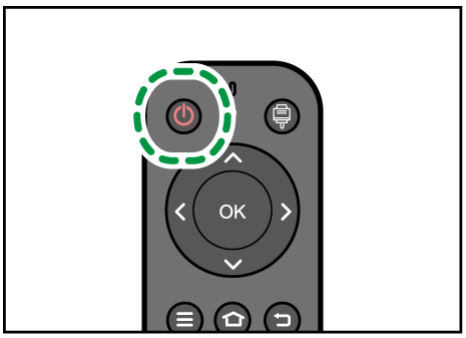
Power save mode

Turn off the screen display and enter power save mode.

1. Press the power button on the front side of the machine or on the remote control.
   - Front side of the machine



   - Remote control



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

Standby mode

1. 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.
2. When you touch [] or when the countdown reaches 0, the machine turns off and enters standby mode.
3. To return from standby mode, press the power button again.

When Using the Machine for the First Time

When using the machine for the first time, the settings screen will appear after you turn ON the power.

Follow the instructions displayed on the screen to complete the settings.

1. Selecting the display language

   Select the language to be used.

2. Selecting the date and time settings

   Select the time zone.

3. Selecting the network to be used

   Select wireless or wired (Ethernet) and configure the network settings as necessary.

4. Specifying the super password

   The super password is used to initialize the administrator password.

5. Specifying the administrator password

   The administrator password is used to display settings in the system settings that can only be changed by the administrator.

6. Specifying the

   The is used to unlock the screen when returning from standby mode.

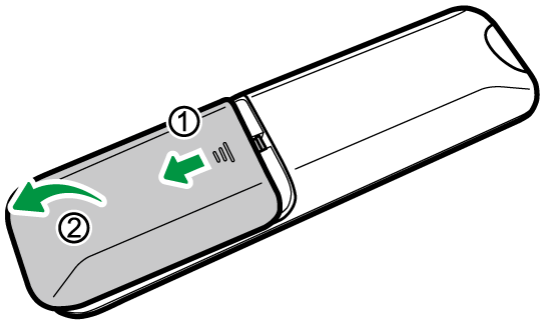
5. Appendix

This chapter describes how to load batteries into the remote control.

Installing the Batteries into the Remote Control

- When batteries fail to function, replace them immediately.
- There may be local restrictions on the disposal or recycling of batteries. Consult your local regulations or waste disposal provider.

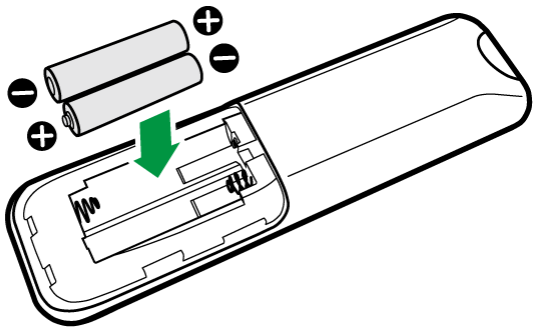
1. Open the remote control battery cover.



Y313IX0008

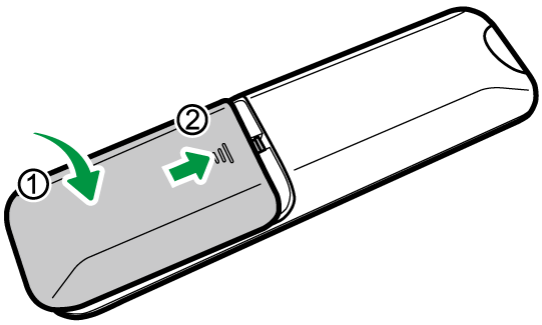
2. Insert the supplied batteries ensuring that the positive and negative marked battery terminals match the (+) and (-) marks in the battery compartment.

   You should replace the supplied batteries as soon as possible.



Y313IX0009

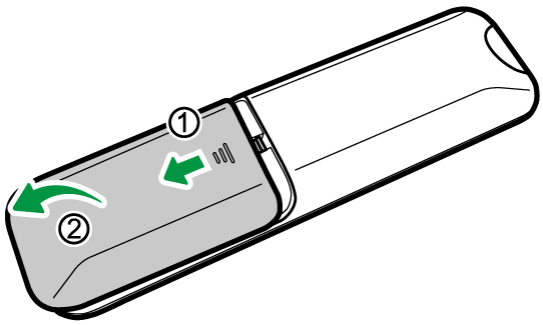
3. Refit the battery cover.



Y313IX0010

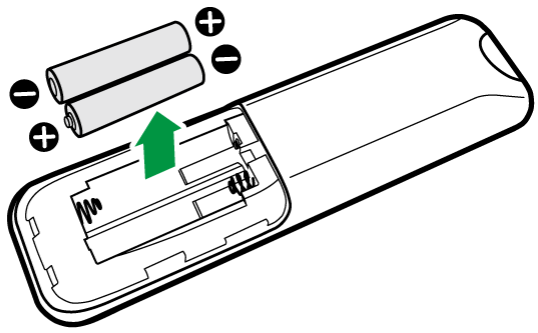
Removing the Batteries from the Remote Control

1. Open the remote control battery cover.



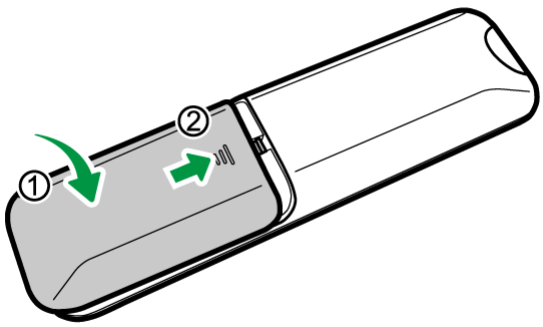
Y313IX0008

2. Remove the batteries.



Y313IX0011

3. Refit the battery cover.



Y313IX0010

MEMO

FCC statement:

changes or modifications not expressly approved by the party responsible for compliance could void the user’ s authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

This equipment must be installed and operated in accordance with provided instructions and the antenna(s) used for this transmitter must be installed to provide a separation distance of at least 20 cm from all persons and must not be co-located or operating in conjunction with any other antenna or transmitter. End-users and installers must be provided with antenna installation instructions and transmitter operating conditions for satisfying RF exposure compliance.