

eWriter SolutionsTM

Designed for the way your work flows.



Ricoh eQuill[®] User's Guide

Release 1.0

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Safety and Compliance Information

Read all instructions and safety information before use to avoid injury.

Conventions

In this manual, the following important conventions 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.

Warnings

- This device is not a device intended for use in the diagnosis of disease or other conditions, or in the cure, mitigation, treatment, or prevention of disease, in man or other animals.
- The AC adapter and power cord, available from Ricoh - EWS, is for use with this device only. Do not use the AC adapter with other equipment. Doing so may result in fire, electric shock, or injury.
- Do not use this device with any power voltage other than the indicated voltage because it may cause fire or shock.
- Pull out the power plug immediately if you sense anything unusual such as smoke or an abnormal odor.
- Unless you are a service representative, do not attempt to service this device.
- If you touch the metal connector contacts while the cable plug is still connected to the wall outlet after the main unit is turned off, an electric hazard or short may occur, resulting in fire.
- Before connecting the cable to the wall outlet, be sure to check that the cable connector is not broken and that the connector is not bent or dirty.
- Do not pull the plug from the wall by the cord.



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

Tablet Orientation

- Please do not operate the tablet face-down into your lap.
- Please do not operate the tablet upside-down in your lap.



Caution Failure to follow these safety instructions could result in exposure to RF emissions that exceed federal standards.

Battery Safety

The rechargeable battery in your eQuill Clipboard should be replaced only by an authorized service provider. Charge the battery only in temperatures that range from 32° to 95° Fahrenheit (0° to 35° Celsius).


Do not use the device while it is being charged.



Caution Failure to follow these safety instructions could result in fire, electric shock, or other injury or damage.

Turn Off Wireless Service When Flying


To prevent possible interference with aircraft systems, U.S. Federal Aviation Administration regulations require you to have permission from a crew member to use your device's wireless service. Your eQuill Clipboard uses both Wi-Fi and cellular wireless signals, so while on an aircraft you should not turn your wireless service on unless a crew member has given permission for passengers to use both Wi-Fi and cellular devices. If you have your wireless service turned off, you can use your eQuill Clipboard for reading, once a crew member has given permission for passengers to use electronic devices.

 **Caution** Failure to follow these safety instructions could interfere with the communication between the airplane and the air traffic controller. follow all onboard instructions.

Be Careful Around Other Electronic Devices

The eQuill Clipboard generates, uses, and can radiate radio frequency (RF) energy, and if not used in accordance with its instructions, may cause harmful interference to radio communications and electronic equipment. External RF signals may affect improperly installed or inadequately shielded electronic operating systems, entertainment systems, and personal medical devices.

While most modern electronic equipment is shielded from external RF signals, if in doubt, check with the manufacturer. For personal medical devices (such as pacemakers and hearing aids), consult with your physician or the manufacturer to determine if they are adequately shielded from external RF signals.

 **Caution** Failure to follow these safety instructions could interfere with the communication of other sensitive electronic devices.

Electrical Artifacts

- Nonhazardous, low-level electrical potentials are commonly observed when using devices. These potentials are well within accepted safety standards, but may create artifacts on voltage-sensing equipment such as ECG, EMG, and EEG machines. These artifacts vary. If the monitoring machine is not operating correctly or has loose or defective connections to its sensing electrodes, these artifacts may be accentuated so as to simulate actual physiological signals. To determine if the abnormality in the monitoring equipment is caused by the eQuill Clipboard device instead of some other source in the environment, turn the eQuill Clipboard device off. Disappearance of the abnormality indicates that it was probably caused by the electronic noise generated by the eQuill Clipboard device. Proper setup and maintenance of the monitoring equipment should eliminate the artifact. Refer to the appropriate monitoring equipment system documentation for setup and maintenance instructions.
- The eQuill Clipboard is designed to operate normally in the presence of most encountered electromagnetic interference (EMI) conditions.
- The eQuill Clipboard has been tested and found to comply with the EMC limits for the Medical Device Directive 93/42/EEC (EN 55011 Class B and IEC/EN 60601-1-2:2001). These limits are designed to provide reasonable protection against harmful interference in a typical medical installation. The equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instructions may cause harmful interference to other devices in the vicinity. However, there is no guarantee that interference will not occur in a particular installation. If this equipment causes harmful interference with radio, television, or other devices, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
 - Reorient or relocate the receiving device.
 - Increase the separation between the equipment.
 - Consult the manufacturer or field service technician for help.
- Portable and mobile RF communications equipment, such as cellular telephones, 2-way radios, Bluetooth devices, microwave ovens, in close proximity to this device may affect wireless communication.
- The eQuill Clipboard is compliant to IEC/EN 60601-1-2 (2001) and have been tested and found to comply with EMC limits for the Medical Device Directive 93/42/EEC (EN 55011 Class B and IEC/EN 60601-1-2:2001).

FCC Information

Declaration of Conformity

Product Name	Electric Writing Tablet Computer	Electric Writing Tablet Computer
Model Number	eQ101/ Ricoh eQuill Nomad+Wi-Fi	eQ102/ Ricoh eQuill Wi-Fi
Responsible Party	Ricoh Innovations, Inc., dba Ricoh EWS	
Address	2077 Gateway Place, Suite 200 San Jose, CA 95110	
Telephone Number	1.855.Go-eWriter (855.463.9748)	

US FCC (Federal Communications Commission) Statement

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

FCC Interference Statement

- This device has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy. If not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this device does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:
 - Reorient or relocate the receiving antenna.
 - Increase the distance between the equipment and the receiver.
 - Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
 - Consult the dealer or an experienced radio/TV technician for help.

Wireless Device Caution

- Operation is subject to the following two conditions: (1) the wireless device may not cause interference, and (2) the wireless device must accept any interference, including interference that may cause undesired operation of the wireless device.

Radio Frequency Exposure Statement for eQuill Wi-Fi

- The eQuill Wi-Fi board has been evaluated and found compliant to the requirements of the following Radio Frequency exposure standards:
 - Federal Communications Commission FCC Part 15.247. The tests were conducted in the following frequency bands: @2400-2483.5 MHz.
- The radiated output power of this Wireless device is far below the FCC radio frequency exposure limits. The Wireless device has been evaluated with zero inch human body separation from the antenna and it was found to be compliant with FCC RF exposure limits.

Radio Frequency Exposure Statement for eQuill nomad + Wi-Fi

- The Ricoh eQuill nomad + Wi-Fi has been evaluated and found compliant to the requirements of the following Radio Frequency exposure standards:
 - Federal Communications Commission Part 22 & Part 24. The tests were conducted at the following frequency bands: 824-849 MHz & 1850-1910 MHz.
 - Federal Communications Commission FCC Part 15.247. The tests were conducted in the following frequency bands: @2400-2483.5 MHz.
- The radiated output power of this Wireless device is far below the FCC radio frequency exposure limits. The Wireless device has been evaluated with zero inch human body separation from the antenna and it was found to be compliant with FCC RF exposure limits.

Guidance on EMC Compatibility

- There is a shared responsibility between manufacturers, customers, and users to ensure that medical equipment and systems are designed and operated as intended. Medical electrical equipment requires precautions regarding electromagnetic compatibility, and must be installed and used according to the electromagnetic compatibility information provided in this manual.
- The device is suitable for use in all establishments, including domestic establishments.
- Always manage the electromagnetic environment. The guidance included in this manual provides information needed to
 - Determine the device's suitability for use in the intended environment.

Chapter 1

- Manage the electromagnetic environment to permit the device to perform as intended without disturbing other equipment.
- Separate the device from all other electronic equipment. If the device must be used near other electrical equipment, monitor the equipment to ensure there is no electromagnetic interference.
- If you suspect external RF sources or other equipment are influencing device operation, contact your service representative for additional guidelines concerning electromagnetic immunity.

CE Information

Product Name	Ricoh eQuill Wi-Fi
Model Number	eQ102
Description	Ricoh eQuill Wi-Fi is a business class tablet. It is about the size of a notepad and weighs about a pound. It connects to corporate workflows through Wi-Fi.

Properly shielded and grounded cables and connectors must be used for connections to the host computer (and/or peripheral) in order to meet CE emission limits. Only Ricoh EWS supplied cables should be used.

CE Marking Traceability Information

(For EU Countries Only)

Manufacturer:

Ricoh Co., Ltd.

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

Japan Authorized representative: Ricoh Europe PLC

66 Chiltern Street London W1U 4AG U.K.



English



Declaration of Conformity

Noticia to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

The CE Declaration of Conformity is available on the Internet at http://www.ricoh-europe/legal/notice/product_notice

National Restrictions

Outdoor use of the 2.4 GHz band is prohibited in the following country:

- France

Deutsch



Konformitätserklärung

Hinweis für Anwender in den EWG-Ländern:

Dieses Produkt erfüllt die wesentlichen Anforderungen und Bestimmungen der Richtlinie 1999/5/EG des Europäischen Parlaments und des Rates vom 9. März 1999 über Funkanlagen und Telekommunikations-Endgeräten und die gegenseitige Anerkennung ihrer Konformität.

Die CE-Konformitätserklärung ist im Internet unter folgender URL verfügbar: http://www.ricoh.co.jp/faq/ce_doc/

Nationale Beschränkungen

Die Verwendung des 2,4-GHz-Frequenzbereichs außerhalb geschlossener Räume ist im folgenden Land untersagt:

- Frankreich

* Die Verwendung kann auch in anderen Regionen untersagt sein.

Die Verwendung des 5-GHz-Frequenzbereichs außerhalb geschlossener Räume ist untersagt.

Français



Déclaration de conformité

Remarque à l'attention des utilisateurs des pays EEE

Ce produit est conforme aux exigences et aux dispositions essentielles de la Directive 1999/5/CE du Parlement Européen et du Conseil du 9 mars 1999 sur les équipements radioélectriques, les équipements terminaux de télécommunications et la reconnaissance mutuelle de leur conformité.

La déclaration de conformité CE est disponible à l'adresse URL suivante : http://www.ricoh.co.jp/faq/ce_doc/

Restrictions nationales

L'utilisation de la bande de fréquence 2,4 GHz en extérieur est interdite dans les pays suivants :

- France

* Son utilisation peut également être prohibée dans d'autres régions.

L'utilisation de la bande de fréquence 5 GHz en extérieur est interdite.

Italiano



Dichiarazione di conformità

Avviso per gli utenti dei Paesi CEE

Questo prodotto è conforme ai requisiti e alle disposizioni essenziali della Direttiva 1999/5/CE del Parlamento europeo e del Consiglio del 9 marzo 1999 riguardante le apparecchiature radio e le apparecchiature terminali di telecomunicazioni e il reciproco riconoscimento della rispettiva conformità.

La Dichiarazione di Conformità CE è disponibile al seguente indirizzo: http://www.ricoh.co.jp/faq/ce_doc/

Restrizioni nazionali

L'uso in esterni della banda di 2,4 GHz non è consentito nel seguente paese:

- Francia

* L'uso di questa banda potrebbe non essere consentito anche in altre aree.

L'uso in esterni della banda di 5 GHz non è consentito.

Español



Declaración de conformidad

Aviso a los usuarios de los países del AEE

Este producto cumple con los principales requisitos y disposiciones de la Directiva 1999/5/CE del Parlamento Europeo y del Consejo de 9 de marzo de 1999 sobre equipos de radio y equipos terminales de telecomunicaciones y el reconocimiento mutuo de su conformidad.

La declaración de conformidad CE está disponible en la dirección URL: http://www.ricoh.co.jp/faq/ce_doc/

Restricciones nacionales

En el siguiente país está prohibido el uso en exteriores de la banda de 2,4 GHz:

- Francia

* El uso de la banda en exteriores también podría estar prohibido en otras zonas.

Está prohibido el uso en exteriores de la banda de 5 GHz.

Nederlands



Conformiteitsverklaring

Kenngeving voor gebruikers in landen van de Europese Economische Ruimte

Dit product is conform de essentiële vereisten en voorschriften van EU-richtlijn 1999/5/EC van 9 maart 1999, opgesteld door het Europees Parlement en door de Raad, inzake radio- en eindapparatuur voor telecommunicatie en de wederzijdse erkenning van hun conformiteit.

De CE-conformiteitsverklaring kan worden nagelezen op de volgende locatie: http://www.ricoh.co.jp/faq/ce_doc/

Nationale beperkingen

In het volgende land is het verboden de 2,4 GHz-band buitenshuis te gebruiken:

- Frankrijk

* Het gebruik kan ook in andere gebieden verboden zijn.

In het verboden de 5 GHz-band buitenshuis te gebruiken.

Svenska



Konformitetsdeklaration

Information for användare inom EEA-länder

Denna produkt uppfyller de grundläggande kraven och villkoren i Europaparlamentets och Rådets direktiv 1999/5/EC av den 9 mars 1999 om radioutrustning och teleterminalutrustning och om ömsesidigt erkännande av utrustningens överensstämmelse.

En konformitetsdeklaration i enlighet med ovanstående EU-direktiv finns på: http://www.ricoh.co.jp/faq/ce_doc/

Nationella begränsningar

Det är förbjudet att använda 2,4 GHz-båndet utomhus i följande land:

- Frankrike

* Det kan vara förbjudet i andra områden också.

Det är förbjudet att använda 5 GHz-båndet utomhus.

limba română



Declarație de conformitate

Înștiințare pentru utilizatori din țările aflate în Zona Economică Europeană

Acest produs respectă cerințele și măsurile de precauție esențiale ale Directivei 1999/5/CE a Parlamentului European și a Consiliului European din 9 martie 1999 referitoare la echipamentele radio și echipamentele de telecomunicații și recunoașterea reciprocă a conformității acestora.

Declarația de conformitate CE este disponibilă pe Internet la URL-ul: http://www.ricoh.co.jp/faq/ce_doc/

Restricții naționale

Utilizarea în spații deschise a benzii de 2,4 GHz este interzisă în următoarea țară:

- Franta

* Este posibil ca utilizarea să fie interzisă și în alte țări.

Utilizarea în spații deschise a benzii de 5 GHz este interzisă.

Dansk



Overensstemmelseserklæring

Bemærkning til brugere i EES-lande

Dette produkt overholder de grundlæggende krav og forskrifter i Europa-Parlamentets og Rådets direktiv 1999/5/EC af 9. marts 1999 om radio- og teleterminaludstyr samt gensidig anerkendelse af udstyrets overensstemmelse.

CE-overensstemmelseserklæringen er tilgængelig på internettet på adressen: http://www.ricoh.co.jp/faq/ce_doc/

Nationale restriktioner

Udenders brug af 2,4 GHz-båndet er forbudt i følgende land:

- Frankrig

* Brug af båndet kan også være forbudt i andre områder.

Udenders brug af 5 GHz-båndet er forbudt.

Suomi



Vaatumustenmukaisuusvakuutus

Huomautus ETA-maissa oleville käyttäjille

Tämä tuote täyttää Euroopan parlamentin ja neuvoston 9.3.1999 päivätyn radioalaitteita ja televiestintälaitteita sekä niiden keskinäistä yhteensopivuutta koskevan direktiivin 1999/5/ET' ennennähty vaatimukset.

Vaatumustenmukaisuusvakuutus on luettavissa seuraavassa URL-osoitteessa: http://www.ricoh.co.jp/faq/ce_doc/

Kansalliset rajoitukset

2,4 GHz -kaistan käyttäminen ulkoilmassa on kielletty seuraavassa maassa:

- Ranska

* Käyttämisen saatava olla kiellettyä myös muilla alueilla.

5 GHz -kaistan käyttäminen ulkoilmassa on kielletty.

Portugués



Declaração de Conformidade

Aviso para Utilizadores em Países do EEE

Este produto está em conformidade com os requisitos e disposições essenciais da Directiva 1999/5/CE do Parlamento Europeu e do Conselho, de 9 de Março de 1999, relativa aos equipamentos de rádio e equipamentos terminais de telecomunicações e ao mútuo reconhecimento da sua conformidade.

A Declaração de Conformidade CE encontra-se disponível acedendo ao URL: http://www.ricoh.co.jp/faq/ce_doc/

Restrições Nacionais

A utilização no exterior da banda de 2,4 GHz é proibida no seguinte país:

- França

* A utilização também pode ser proibida noutras áreas.

A utilização no exterior da banda de 5 GHz é proibida.

Norsk



Samsvarserklæring

Merknad til brukere i EES-land

Dette produktet overholder de sentrale krav og forskrifter i direktiv 1999/5/EF fra Europaparlamentet og Europarådet av 9. mars 1999 om radioutstyr og telekommunikasjonsutstyr, og den gjensidige anerkjennelsen av dette samsvaret.

CE-samsvarserklæringen er tilgjengelig på Internett på følgende adresse: http://www.ricoh.co.jp/faq/ce_doc/

Nasjonale restriksjoner

Utendørs bruk av 2,4 GHz -båndet er forbudt i følgende land:

- Frankrike

* Det kan være forbudt å bruke båndet i andre land.

Utendørs bruk av 5 GHz-båndet er forbudt.

Safety Information Summary

Safety Information

When using this product, the following safety precautions should always be followed.

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.

⚠ WARNING:

- *The wireless signals from this product may disrupt other electronic devices. Do not use this product in areas where the use of wireless functions are restricted.*
- *Turn off the product during flight. Using wireless functions during flight may cause wireless signals to interrupt aeronautical instruments. Because of this, the Federal Communications Commission (FCC) and Federal Aviation Administration (FAA) rules prohibit the use of any wireless devices.*
- *Do not use flammable sprays or solvents in the vicinity of this product. Doing so could result in fire or electric shock.*
- *For the AC adapter, use the option specific to this product. Do not use any AC adapter other than the supplied AC adapter. Doing so may result in fire or electric shock.*
- *Do not attempt to disassemble, repair, or modify this product. Doing so risks electric shock. Disassembling, repairing, or modifying this product also may result in malfunction.*
- *If the product emits smoke or an odor, or if it behaves unusually, turn off the power immediately. If the product is connected to a wall outlet, be sure to disconnect the power cord plug from the wall outlet. Otherwise, fire or electric shock may result.*
- *Do not use a microwave or dryer to dry this product if it is wet. An accident may result.*
- *Keep this product and its fittings out of the reach of infants and children.*
- *A stylus pen, pen holder, and other fittings are used for this product. Keep these objects out of the reach of infants and children so that they do not swallow those objects. If they swallow such objects, consult your doctor immediately.*
- *Make sure that the strap of this product does not wrap around the neck of infants or children. Suffocation is likely to result if they are caught by the strap.*

⚠ CAUTION:

- *Do not subject this product to physical shock.*
- *Do not place the product on an unstable or tilted surface. If it topples over, an injury might occur.*
- *For an airbag equipped vehicle, do not place this product and its options within working range of the airbag. When the airbag system starts, an accident may result.*
- *Do not wipe this product using benzene, acetone, or other organic solvents. The surface of the product may deteriorate.*
- *If you attach a strap to this product, make sure that the strap does not catch objects. If the strap catches objects, malfunction or injury can result.*

Notes to users of individual medical devices

WARNING:

- *This product emits electromagnetic waves. If you use an individual medical device (pacemaker, hearing aid, etc.), consult your doctor before using this product. If you detect an abnormality, keep some distance from the product.*

IMPORTANT:

- *To ensure safe and proper use, be sure to read the Ricoh eQuill User's Guide before using this product.*
- *In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the product.*
- *For precautions about telecommunication and radio waves, read the Ricoh eQuill User's Guide that is built in the product or specified on the related Web page.*
- *Safety regulations (regulations on radio waves or material, etc.) vary from country to country. If you violate those regulations and export this product and its expendables to an overseas country, you may be subject to penalty. If problems occur from the use of this product outside the United States, we assume no liability, expressly or implicitly, nor do we make any warranty.*
- *The wireless signals from this product may disrupt the vehicle electronic systems.*
- *Do not use this product in places where the temperature may become high. An accident or malfunction may result.*
- *When you replace the battery of this product, contact your service representative or dealer.*
- *Specific absorption rate (SAR) is used as the exposure criterion for high-frequency products. This product conforms to the FCC SAR standards.*
- *This product conforms to the FCC SAR standards. However, to further reduce the effects of high-frequency exposure, keep this product a significant distance away from your body during operation.*

Chapter 2

Before You Start

The Ricoh eQuill is a portable, lightweight electronic paper device. Since it is as easy to use as ink and paper, it is especially useful in healthcare applications, mobile field operations, and content management business uses.



Package Contents

In your Ricoh eQuill package you will find the following items:

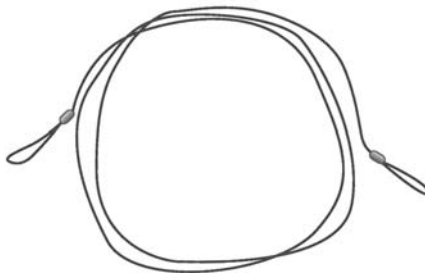
- **eQuill**



- **Stylus and Stylus Holder (stylus holder not shown)**



- **Stylus Tether**



Accessories

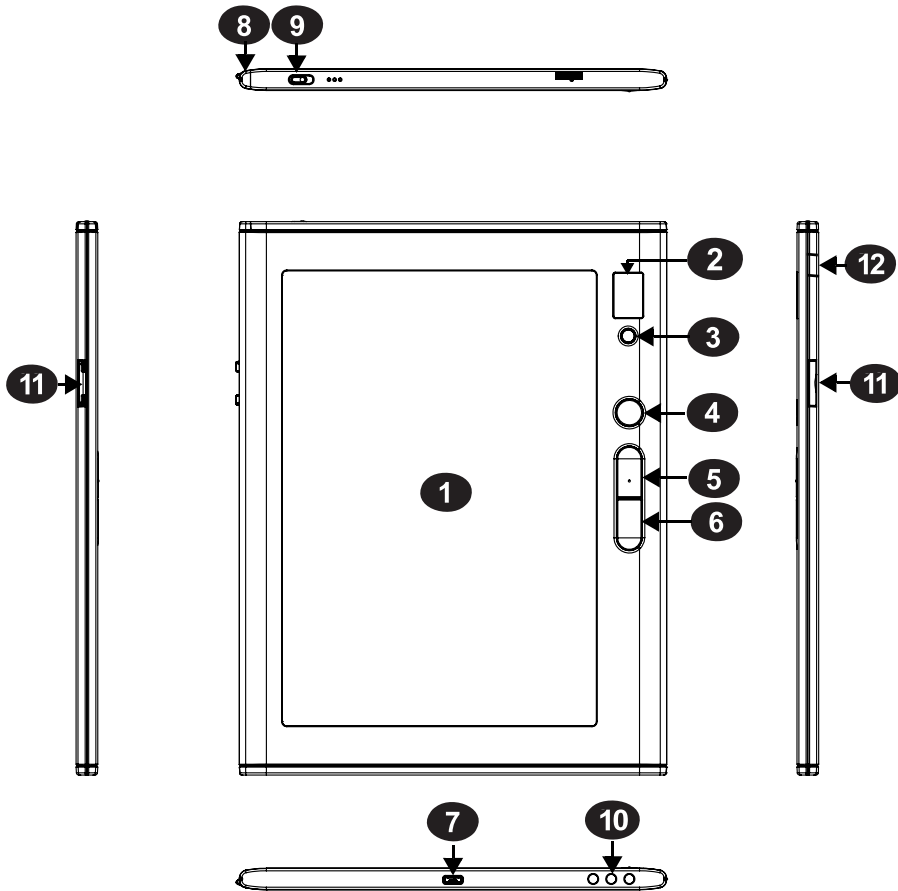
These items are not part of the Ricoh eQuill package, but the following items may be ordered from Ricoh EWS:

- AC Adapter with micro-USB cable
- Multi-Unit Charger
- Neck Strap
- Protective Cover
- Spare Stylus



Caution Properly shielded and grounded cables and connectors must be used for connections to the tablet computer (and/or peripheral) in order to meet FCC emission limits. Only Ricoh-EWS supplied cables should be used.

eQuill Layout



No	Description	No	Description	No	Description
1	eQuill display	5	Backward Page Flip Button	9	On/Off Button
2	Camera Display	6	Forward Page Flip Button	10	Charging Contact
3	Shutter Button	7	Power Connector	11	Accessory Plug
4	Submit Button	8	LED Indicator	12	Camera Lens

eQuill Features

Feature	Description	Reference Page
<ul style="list-style-type: none"> • Camera 	<p>The eQuill is equipped with a point and shoot auto focus camera; it takes 5 Mega pixel photos. The camera takes color photos that are shown on the main display in black and white.</p>	<p>See “Camera Operation” on page 45.</p>
<ul style="list-style-type: none"> • e-Ink Display 	<p>The display is high reflectance, high contrast thin film transistor (TFT) electrophoretic. The size is 9.7”. It is measured diagonally. The display resolution is 1200 X 825.</p>	<p>See “eQuill Specifications” on page 21.</p>
<ul style="list-style-type: none"> • Stylus 	<p>The stylus is custom manufactured for the Ricoh eQuill and is made to produce high resolution markings.</p>	<p>See “Using the Stylus” on page 46.</p>
<ul style="list-style-type: none"> • Soft Keyboard 	<p>The soft keyboard allows you to type in pre-defined fields.</p>	<p>See “Soft Keyboard” on page 46.</p>
<ul style="list-style-type: none"> • One Button Routing 	<p>By pressing the submit button, the document is routed to the next step of your workflow.</p>	<p>See “One-Button Routing” on page 44.</p>
<ul style="list-style-type: none"> • Templates/Forms 	<p>A blank form is considered a template, and once you use the stylus to mark on the template it is considered an unique form once it is instantiated.</p>	<p>See “Templates and Documents” on page 49.</p>

Instructions For Care

The eQuill is not waterproof. If your device does get wet, unplug all cables. Wait for the device to dry completely before powering it on. Do not attempt to dry your eQuill with an external heat source, such as a hair dryer. Clean the screen with a soft cloth; be careful not to wipe it with anything abrasive.

Storage Requirements

When storing your eQuill, do not expose your eQuill to extreme heat or cold. Below are the storage requirements for your eQuill.

- Temperature: -25⁰ to 50⁰ Celsius or -13⁰ to 122⁰ Fahrenheit
- Humidity: < 80% non-condensing

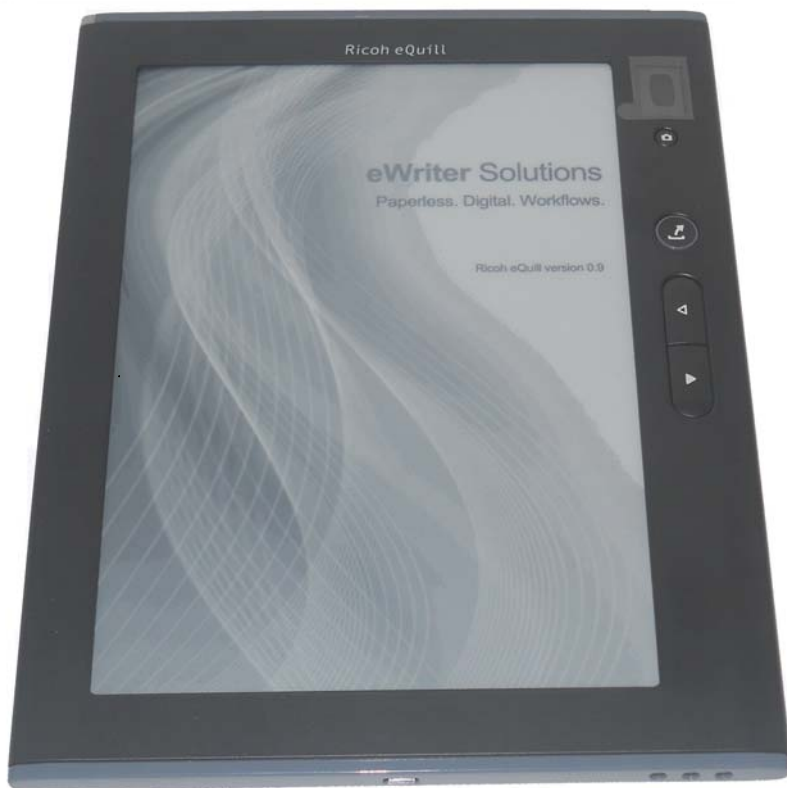
eQuill Specifications

Feature	Description
CPU	TI OMAP 3621
Internal Storage	8 GB - Internal
Memory	256 MB RAM
Interface	USB2.0
Communications	<ul style="list-style-type: none"> • Wi-Fi & 3G modem w/GPS model eQ102 • Wi-Fi only - model eQ101
Keyboard	Soft Keyboard
Input Device	Pen Digitizer
Camera	5 Mega pixels (2592 x1944) Auto-Focus
Picture Display	0.95" or 24.13mm OLED
Microphone	Omnidirectional Condenser
Environmental Protection	IP53
Product Lifetime	5 Years

Feature	Description
Display	E Ink® Electronic Paper Display V220
Display Size	246 mm (9.7")
Color	16-Level Gray Scale
Size: W x D	189 mm x 245 mm 7.44" X 9.65"
Size: H	9.6 mm .378"
Weight	499 g or 17.60 oz
Status Indicator	LED
Charging Methods	AC Charger 5 Units Multi-Unit Charger
Battery Life	Li Polymer, 20 hours Nominal Use (estimated)
Operating Temperature	0~40C or 32 ⁰ ~104 ⁰ Fahrenheit
Storage Temperature	-25~50 C (-130 ⁰ to 122 ⁰ Fahrenheit) (no more than 3 months at 50)
Operating Humidity	20~80%, non-condensing

Ricoh eQuill Clipboard Basics

This section demonstrates basic functions for the Ricoh eQuill™ Clipboard. Below is a photograph of the Ricoh eQuill™ Clipboard.



Turning on the Ricoh eQuill Clipboard

- 1 Slide the On/Off button to the left. The On/Off button is located at the top of the Ricoh eQuill Clipboard.



- 2 The LED light will blink blue while the Ricoh eQuill Clipboard is starting up.

Note: If the LED blinks red three times, or there is no blinking, charge the unit.



- 3 When the Ricoh eQuill Clipboard is ready for use, the light will stop blinking. For more LED light information, see “LED Lights Interpretation” on page 53.

Chapter 3

- 4 Use the stylus (specialized pen) to mark the Inbox icon. Mark the Inbox icon with a sweeping motion. This takes you to the Inbox page. For more information about the other icons shown see “User Interface” on page 33.



Inbox Icon

Turning off the Ricoh eQuill Clipboard

- 1 Slide the On/Off button located at the top of the Ricoh eQuill Clipboard, and hold for seven seconds.



Chapter 3

- 2 The light will blink blue when you first press the button. For more information, see “LED Lights Interpretation” on page 53.

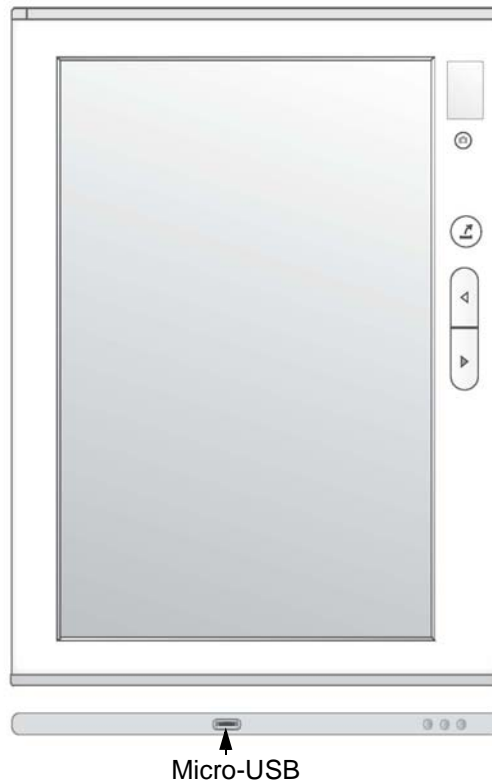
LED Light



Charging the Ricoh eQuill Clipboard Using the Micro-USB Cable

It takes approximately five to seven hours to charge a battery from empty to fully charged using a Ricoh approved powered USB port. It will take longer to charge a tablet using a USB port on a laptop than using an approved charger.

- 1 Connect the small end of your Micro-USB cable into the Ricoh eQuill Clipboard.



- 2 Connect the larger end into a USB port, or the proper port on the AC adapter. If using the AC adapter, connect the AC adapter into a wall socket or power strip.
- 3 When the Ricoh eQuill Clipboard is fully charged, the light is solid blue.


Using the Multi-Unit Charger

The Multi-Unit Charger is an accessory that charges up-to five tablets at a time. Tablets can be charged in a Ricoh case or without a case. The Multi-Unit Charger operates on 120vac. It takes approximately 3.5 hours to charge a tablet from empty to fully charged using the Multi-Unit Charger.



Safety Precautions

The appliance conforms to the Information Technology Equipment Safety requirements. Observe the following cautions when operating the Multi- Unit Charger.

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

- Unplug the device before placing your hands or other item near the power pins.
- Do not operate the device if its enclosure or plug is damaged.
- When using this device, do not exceed the values specified by the manufacturer.
- Disconnect the Multi- Unit Charger power cord when not in use.
- Do not expose the device to dripping or splashing water.
- The maximum ambient temperature for this device is 40°C.
- This device is designed for indoor use only.

Operation Instructions

- 1 If the tablets that are to be charged do not have cases, snap the supplied inserts into the slots.



If you are charging the Tablets in their Ricoh cases, do not use the inserts.

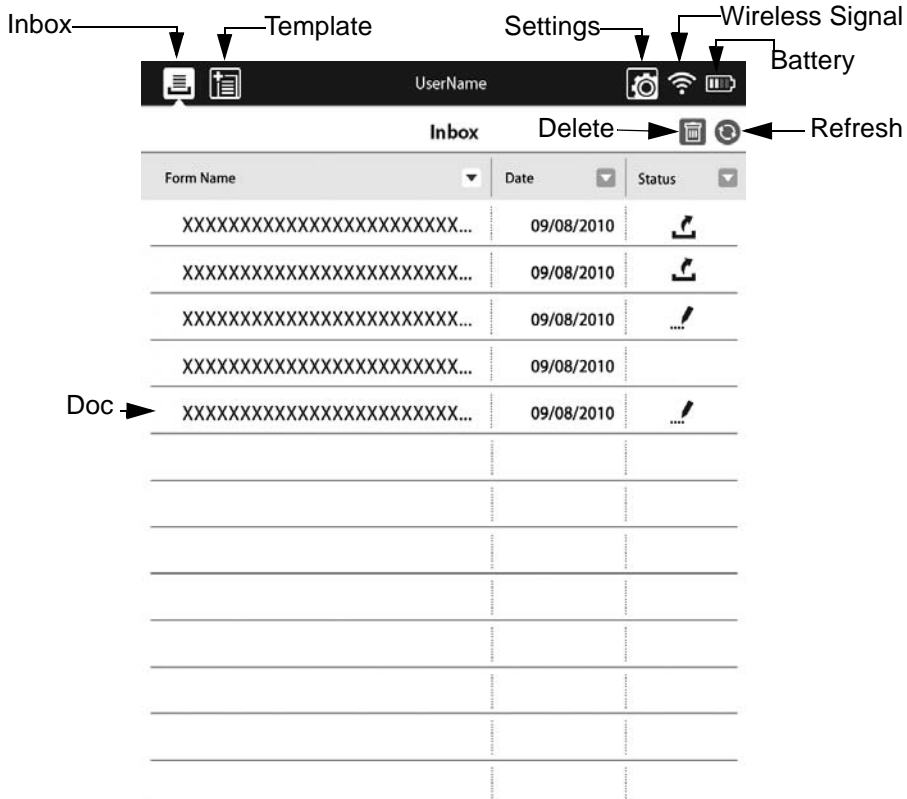
- 2 Orient the tablets so the three pins on the tablets match the pins on the charger.



- 3 The lights on the Tablet, indicate the level of charge. A solid blue light indicates that the tablet is fully charged. For more information see “LED Lights Interpretation” on page 53.

User Interface

Labeled and described are the following Ricoh eQuill icons. Tap in the Doc row to open the form. Once the document has been selected, it can be deleted by tapping the Delete icon.



Settings Home Screen

Tapping the Settings icon allows the user to view tablet information and allows modification to be made to the Tablet. The following pages are accessed from the General Settings page: Network Settings, User Settings, Tools Settings, Software Settings, About Settings. See Figure 3.1 on page 35.

General

The General section of the page contains the Airplane Mode. Wi-Fi and cellular service is disabled and enabled with the Airplane Mode.

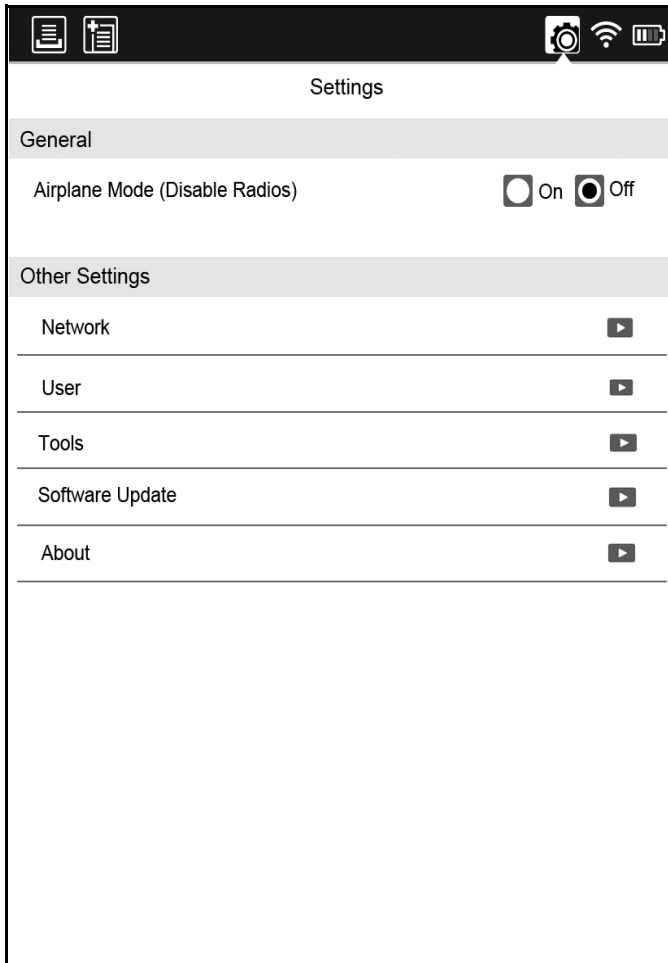
Airplane Mode (Disable Radios)

When on an airplane or other areas that Wi-Fi or cellular service is not permitted, tap on the radio buttons to disable or enable Airplane Mode. The On button **disables** Wi-Fi and cellular service. The Off button **enables** Wi-Fi and cellular service.

Other Settings

Each of the topics listed under Other Settings can be access the by pressing the backward and forward page flip buttons (see “eQuill Layout” on page 18) or by tapping the arrow icon to the right of the topic.

Figure. 3.1: General Settings Home Screen



Network Settings

The Network Settings page displays Networks, 3G and Connection information. See Figure 3.2 on page 37.

WiFi/MiFi

Network names are displayed in the box. Networks that are in range and visible are displayed. Recognized networks are indicated by a small circles to the right of the wireless icon. Unrecognized networks are indicated by a lock to the right of the wireless icon; enter the network password at the prompt to gain access.

The wireless signal strength is indicated by the wireless icon.

The refresh icon, when tapped, performs a scan of local networks.

3G Radio

This section indicates the 3G status of the Tablet. The options are enabled or disabled. This information matches the information found on the Web Administrator's User Interface: Tablet > Bulk Edit Tablets > Tablet Properties.

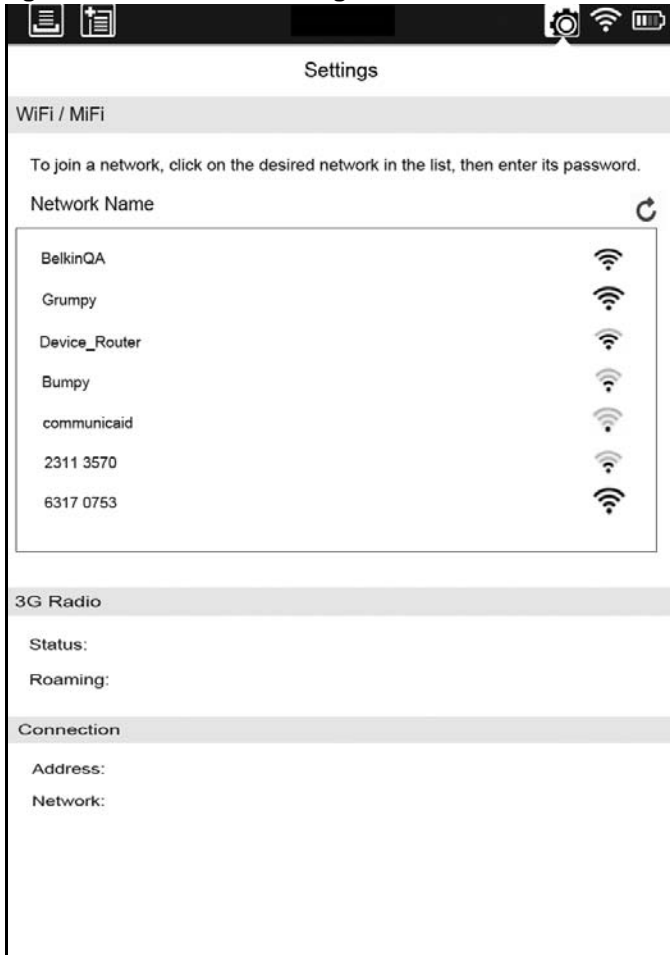
The Roaming section indicates the roaming status of the Tablet. The options are enabled or disabled. This information matches the information found on the user interface: Tablet > Bulk Edit Tablets > Tablet Properties.

Connection

The following table describes the information found in the connection section.

	Wi-Fi	3G
Address	IP address.	Home/Roaming
Network	SSID	SID (Tower Number)

Figure. 3.2: Networks Settings Screen



User Settings

The User Settings page displays the User ID and Server information. See Figure 3.3 on page 39.

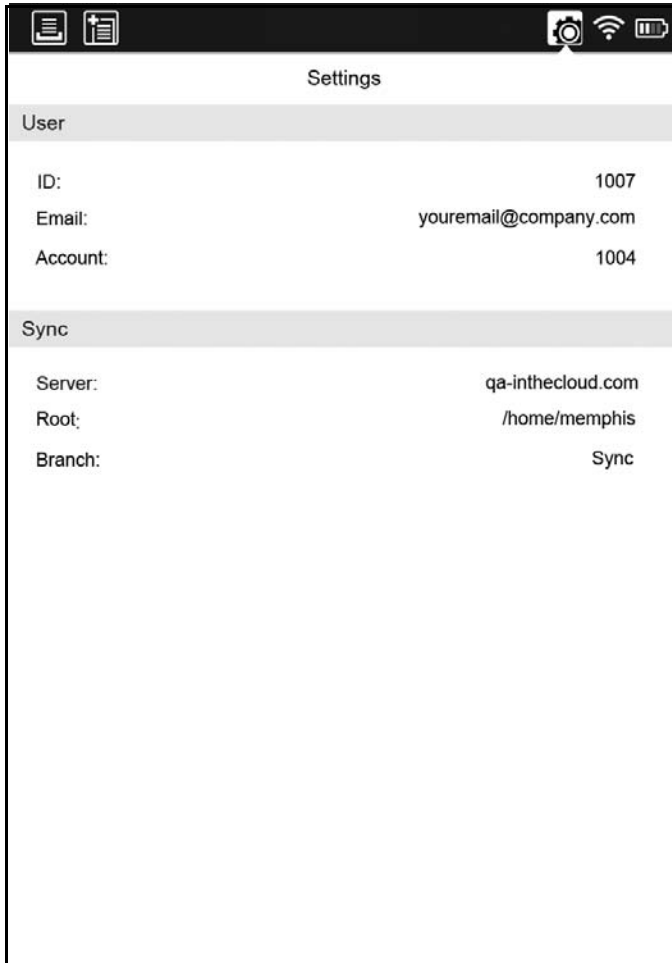
User

The user information is taken from the provisioning process. The following user information is displayed on this page: ID, Email, Account. For provisioning information, see the Administrator's Guide, Chapter 1.

Sync

The sync information is taken from the provisioning process. The following sync information is displayed on this page: Server, Root, Branch.

Figure. 3.3:User Setting Screen



Tools Settings

The Tools Settings page displays Provisioning, 3G Account, and Pen Calibration information.

Provision

At this time, please provision with the Windows Provisioning Tool. This feature will be available in the near future. For provisioning information, see the Administrator's Guide, Chapter 1.

3G Account

This section is visible only on 3G units. If your tablet is authorized for 3G service, observe the following procedure to activate 3G.

- 1 Get MEID from the provisioner.
- 2 Add MEID to Sprint network and Ricoh EWS database.
- 3 Press the Activate button.
- 4 A success message should follow.

If it failed the following message will return: "Please add MEID to Sprint."

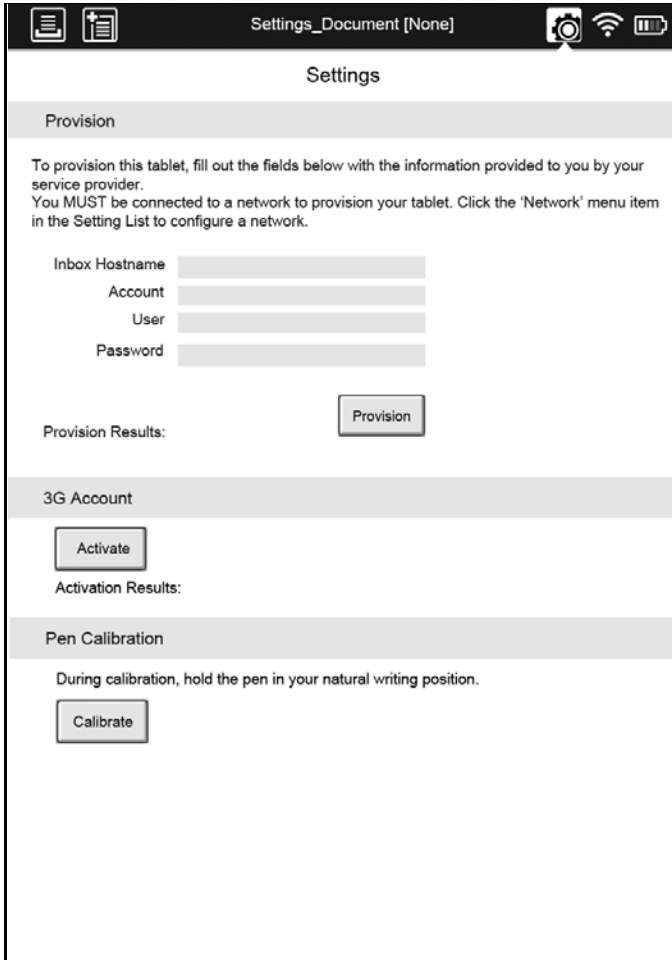
- Repeat steps 1 and 2.

The 3G signal strength symbol will replace the Wi-Fi symbol on the info bar at activation.

Note: 3G can be initiated from the web User Interface.

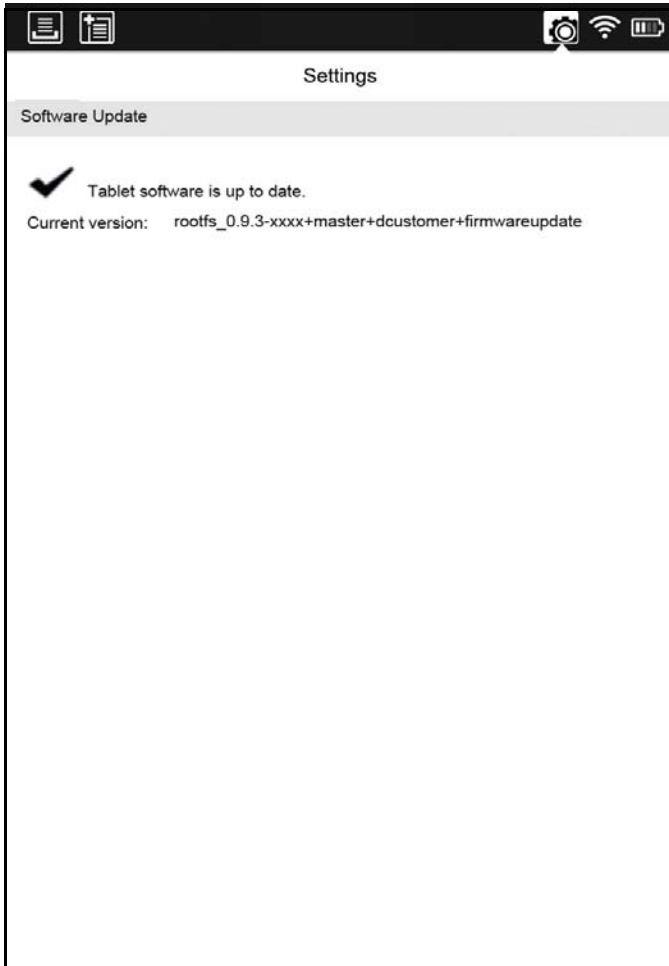
Pen Calibration

Pen calibration is the process that ensures the marks drawn by the pen are placed in the location specified. A series of dots appear on the screens, tap them with the pen. When the calibration is complete, a Done message appears on the screen.



Software Update Settings

The Software Settings page displays the current version of the software and indicates the version of software used on the tablet. The software is updated by the Over the Air process. For more Over the Air information, see the Administrator's Guide, Chapter 2.



About Settings

The About Settings page displays hardware information, 3G module information, and the Legal information. The 3G information is only displayed on those tablets that are authorized for 3G service. the information in this block is the information Sprint requires for service.



Battery Indicator

You can determine that your Ricoh eQuill Clipboard needs to be charged by checking the power indicator at the top right of the screen. If it is down to one bar, you should charge your Ricoh eQuill Clipboard.



Note: If your Ricoh eQuill Clipboard is completely out of power, you will not be able to turn it on, mark on it, and in some cases, even see the power indicator. If you attempt to power on the device when it is out of power, the LED indicator will flash three times.

One-Button Routing

The Ricoh eQuill is easy to use. When you press the Submit button, the document is routed to the next step of your workflow, no matter how many different work flows and servers your business supports. The typical places it would be routed are to an email address, folder, or a back end system.

Camera Operation

Operation	Procedure
How do you turn-on the camera?	When on a page that includes a Camera widget (aka an image drop widget or an image well), either tap on the camera icon in the image area or press and release the shutter button. That causes the camera to turn on and the camera display to start showing previews.
Where does the photo go after you snap the shutter?	It's displayed in grayscale, and scaled to the image well. A full-resolution color version is stored with the document.
Do you have the option to review the photo, and will it appear on the Ricoh eQuill display?	The photo will appear on the main display in the image well.
How do you delete the photo?	You can replace the image with another by taking another photo, and going through the process described above.
How do you save the photo?	The photo is automatically saved with the document.
Can you send the photo to another inbox?	Workflow processes on the server can access the photo and do whatever they want with it.

Entering Data

You can enter data with the easy-to-use stylus or with the soft keyboard.

Using the Stylus

The stylus is custom manufactured for the Ricoh eQuill and is made to produce high resolution markings. The stylus is used just like a pen; it works like a pen on paper. Also, the stylus writes and erases. The stylus produces legally verifiable signatures.

Soft Keyboard

The soft keyboard is invoked automatically by touching the text field with the stylus when the information needs to be typed. The information is entered by touch typing with the stylus. You cannot use the stylus to mark in a field that has been defined by the administrator as a typed entry field.

The Ricoh eQuill offers the following text options:

- Uppercase Text
- Lowercase Text
- Punctuation Text
- Accent Mark Text

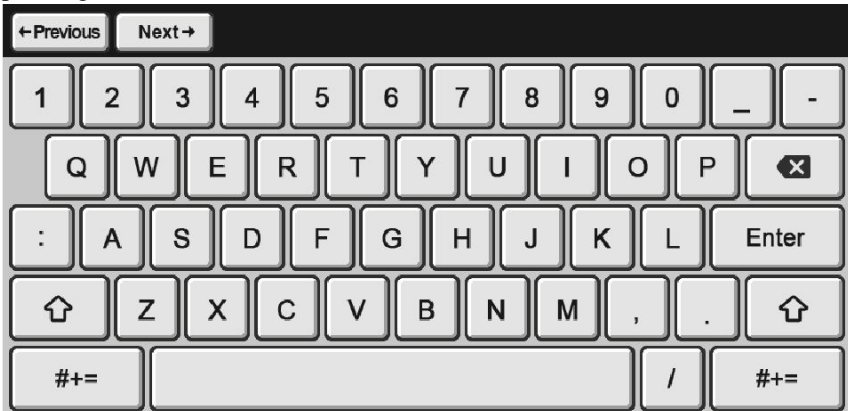
Uppercase Text

The uppercase text is invoked by pressing the shift key and selecting a letter. It enters one uppercase letter before it reverts to lowercase. You will be able to distinguish the uppercase letter by the grayed-out letter and shift key.

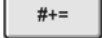



Lowercase Keyboard

The lowercase keyboard is displayed automatically when you place the stylus in a predefined field. The keyboard is stowed by pressing the Enter key or by tapping outside the keyboard. You can navigate to the next text edit field by pressing the Next button, or you can navigate to the previous text edit field by pressing the Previous button.



Punctuation Keyboard

The punctuation keyboard is invoked by tapping the punctuation key . The lowercase keyboard is invoked from the punctuation keyboard by pressing the alpha key .



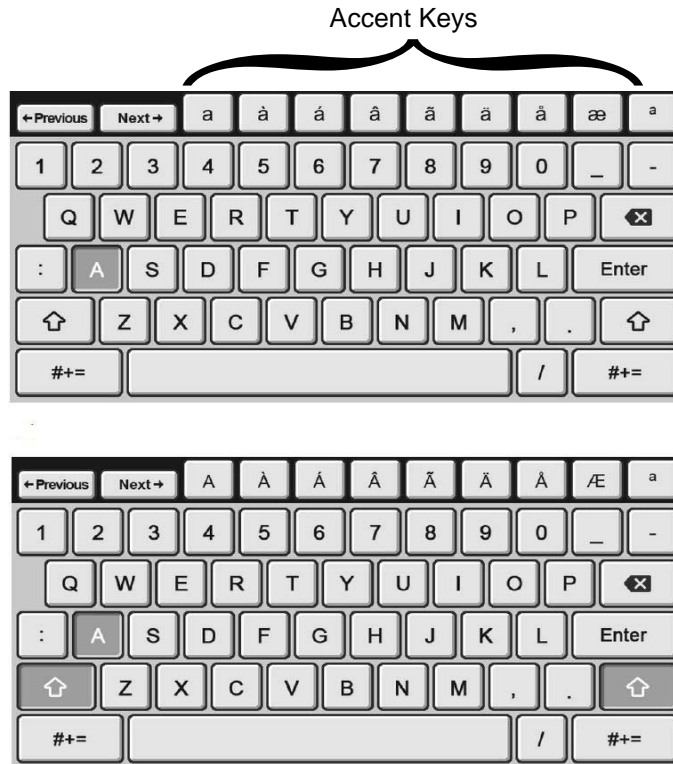
Accent Keys

The accent keys are an additional set of keys that are revealed by pressing the relevant base character for one second. For example, the accented *a* characters are all revealed by pressing and holding the *a* key.

The accent keyboard invokes both upper and lower case characters, and it supports ISO-8859 characters.

The lowercase keyboard is invoked from the punctuation keyboard by pressing the alpha key.

The uppercase keyboard is invoked from the punctuation keyboard by pressing the shift and alpha key.



Templates and Documents

A template is like a pad of blank forms. When you instantiate a template by clicking on it, it's like tearing off the top form of the pad, making it a unique form, that you can then write on using the stylus.

Templates are assigned to specific Ricoh eQuill inbox for use. Typically, fifteen templates can be loaded per page. A Ricoh eQuill Clipboard can support as many as 500 active templates.

Then the document is routed to the next step in the workflow. Using the softkeys on the Ricoh eQuill Clipboard, the document can be assigned a unique identifier.

Device Troubleshooting

This section addresses problems that maybe encountered with the Ricoh eQuill® Clipboard.

Unresponsive eQuill Clipboard

The eQuill Clipboard may need to be recharged if it is unresponsive. If the device blinks red three times, the eQuill Clipboard power is critically low. It still displays what was last on the screen. Charge your eQuill Clipboard first, then turn it on.

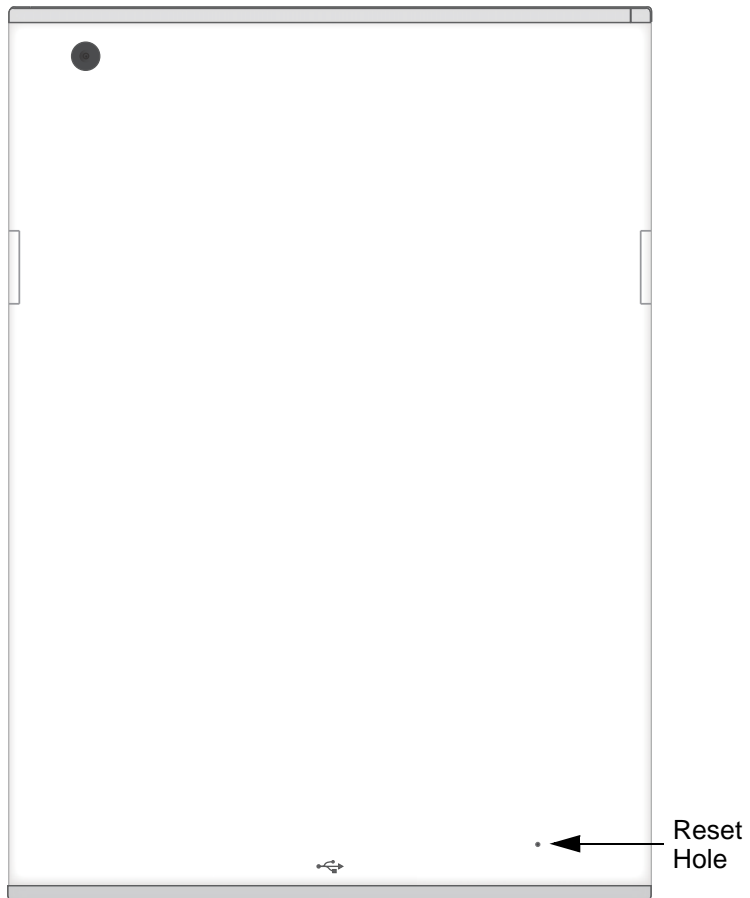
Unresponsive Charged eQuill Clipboard

You may need to do a hard reset. Contact Ricoh, or follow these instructions.



Caution A reset may cause a loss of data that was not saved to the server.

- 1 On the bottom of the eQuill Clipboard you will find a small hole. Gently insert a paperclip into the hole.



- 2 Gently press the paperclip into the hole until it clicks.

When you have successfully reset your eQuill Clipboard, the indicator light will blink blue. Then it will start up as normal.

LED Lights Interpretation

During normal use, the LEDs will only be used during large tasks, such as booting and shutting down.

- When in use, blinking LEDs indicate eQuill Clipboard status.
- When off, you only get solid LEDs to indicate charging status

Light	Description
No lights	Unit is not charging; no external power.
Red light blinking	The eQuill tried to perform an unsuccessful operation. Please get help.
Blue light blinking	The eQuill is in the process of performing an operation. Please wait.
Red light blinks three times	Device power is critically low.
Solid blue	The eQuill is fully charged.
Solid purple	The eQuill is partially charged, but may still be used.
Solid red	Insufficient battery power, please charge before use.

Warranty

RICOH LIMITED WARRANTY

Ricoh Innovations, Inc. (“RICOH EWS”) warrants that the Ricoh eQuill (“Device”) will be free from defects in materials and workmanship for a period of one (1) year from the date of end user purchase (“Warranty Period”). End user’s sole remedy for warranty claims, confirmed by RICOH EWS, during the Warranty Period shall be, in RICOH EWS’s sole discretion, one of the following: (1) repair that returns the Device to, at a minimum, the operating equivalent of a new Device; or (2) replacement of the Device with a unit that is, at a minimum, the operating equivalent of a new Device. Warranty repair and replacement of the Device shall be free of charge. After the Warranty Period, end user shall be liable for all repair fees.

In the event of a warranty claim, end user shall contact RICOH EWS. End user shall be liable for all repair fees, even within the Warranty Period, if a Device is submitted to RICOH EWS for a warranty claim without complying with the RICOH EWS warranty submission process identified by RICOH EWS. Fees for overhaul and thorough inspection by special request of the end user shall be charged to the end user, whether or not they are incurred during the Warranty Period.

The Ricoh Limited Warranty does not apply to any damage resulting from: (1) failure to follow the instructions in the end user manual; (2) repair, modification, opening or overhaul of the Device not conducted by an authorized Ricoh service center; (3) fire, natural disaster, act of God, lightning, abnormal voltage, third-party products or other external causes; (4) improper storage or otherwise insufficient care of the Device; (5) misuse of the Device including, but not limited to, submergence in water (flooding), exposure to alcohol or other beverages, infiltration of sand or mud, physical shock, dropping of the product, or pressure on the product, and other unnatural causes.

The Ricoh Limited Warranty only applies to the Device. The Ricoh Limited Warranty does not apply to the accessories, batteries and other consumables provided, nor data stored on the Device. The Ricoh Limited Warranty is only valid in the country in which the Device was purchased by end user. Parts essential to the servicing of the Device shall be available for a period of three (3)

years after the Device is discontinued. Ricoh EWS offers no guidance on time to complete repairs for Devices as part of this Ricoh Limited Warranty. When sending the Device for service, remove all accessories not related to the problem.

EXCEPT AS PROVIDED BY THE TERMS OF THE RICOH LIMITED WARRANTY AND TO THE EXTENT PERMITTED BY LAW, RICOH EWS HEREBY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES ON THE DEVICE, EXPRESS, IMPLIED, OR STATUTORY, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT.

EXCEPT AS PROVIDED BY THE TERMS OF THE RICOH LIMITED WARRANTY AND TO THE EXTENT PERMITTED BY LAW, RICOH EWS SHALL NOT BE LIABLE TO END USER, REGARDLESS OF THE FORM OF ACTION OR THEORY OF RECOVERY, IN ASSOCIATION WITH THE DEVICE FOR DIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY OR CONDITION, OR UNDER ANY OTHER LEGAL THEORY, INCLUDING BUT NOT LIMITED TO LOSS OF USE; LOSS OF REVENUE; LOSS OF ACTUAL OR ANTICIPATED PROFITS (INCLUDING LOSS OF PROFITS ON CONTRACTS); LOSS OF ANTICIPATED SAVINGS; LOSS OF BUSINESS; LOSS OF OPPORTUNITY; LOSS OF GOODWILL; LOSS OF REPUTATION; LOSS OF DAMAGE TO OR CORRUPTION OF DATA; OR ANY INDIRECT OR CONSEQUENTIAL LOSS OR DAMAGE CAUSED INCLUDING THE REPLACEMENT OF EQUIPMENT AND PROPERTY, ANY COSTS OF RECOVERING, PROGRAMMING, OR REPRODUCING ANY PROGRAM OR DATA STORED OR USED WITH THE DEVICE AND ANY FAILURE TO MAINTAIN THE CONFIDENTIALITY OF DATA STORED ON THE PRODUCT. THE FOREGOING LIMITATION SHALL NOT APPLY TO DEATH OR PERSONAL INJURY CLAIMS, OR ANY STATUTORY LIABILITY FOR INTENTIONAL AND GROSS NEGLIGENT ACTS AND/OR OMISSIONS.

Technical Assistance

For technical assistance and product return authorization, and to order parts, accessories, or manuals contact **Ricoh Innovations EWS**.

1-855-GO-EWRITER
(1-855-463-9748)
warranties@ricoh-ews.com

For additional technical assistance, technical training, and product information, visit the web site at **www.ricoh-ews.com**. Send all authorized, prepaid returns to the following address:

Ricoh Innovations, Inc. EWS
2077 Gateway Place,
San Jose, CA 95110 USA

