



EOA97003A

Read This First  
Leer antes de empezar

Bitte zuerst lesen  
Lees dit eerst

À lire avant de commencer  
Leia isto primeiro  
Leggere prima di iniziare

**RICOH**  
RICOH Meeting 360 V2

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.

### Safety Information for This Machine

#### 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.

#### Environments where the machine can be used

This section explains safety precautions about environments where the machine can be used.

#### ⚠WARNING

- 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
- Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.
- Do not use flammable sprays or solvents in the vicinity of this machine. Also, avoid placing these items in the vicinity of this machine. Doing so could result in fire or electric shock.
- Do not install or store the machine and its attachments in a location where babies and small children can reach them. If the machine and attachments are near babies and small children, they may cause burns, electric shock, and other injuries.
- If the machine and any of its attachments are accessible to children, make sure they do not access or handle them alone. They may cause burns, electric shock, and other injuries.

#### ⚠CAUTION

- Do not place the machine in a humid or dusty environment. Doing so can result in fire or electric shock.
- Do not place the machine on an unstable or tilted surface. Doing so can cause the machine to fall or topple over, possibly resulting in injury.
- Do not place the machine or use it in an environment where it might get wet such as from snow, rain, or being near water. Doing so could result in fire or electric shock.
- Do not place the power cord and connection cable in a way that might cause someone to trip and fall. The machine might fall over and cause an injury.
- Do not place or store the machine in a location where direct sunlight or heat generation might occur. The heat may deform or wear out the exterior parts or negatively affect internal parts. Doing so could result in fire.
- Do not use this machine continuously for more than eight hours. Doing so could result in a malfunction.

#### Handling power cords, power cord plugs, and AC adapter

This section explains safety precautions about handling power cords, power cord plugs, and AC adapter.

#### ⚠WARNING

- Do not use this machine with any power supply voltage or frequencies other than 100 - 240 V AC, 50/60 Hz. Doing so can result in heat generation or fire.
- 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
- When performing 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 use the AC adapter or connection cable if it is deformed, cracked, or damaged. Doing so could result in fire or electric shock. If the AC adapter or connection cable is deformed, cracked, or damaged, contact your service representative to request a replacement cable.
- 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.
- The supplied AC adapter is for use with this machine only. They cannot be used for appliances other than this machine. Also, do not use AC adapters other than the one supplied with this machine. Doing so can result in fire or 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
- Do not handle the power cord plug with wet hands. Doing so can result in electric shock.
- After disconnecting the AC adapter, make sure to also disconnect the power plug from the wall outlet.
- Do not allow conductive objects (such as metal, pencil lead, etc.) and dust to come in contact with the external connection terminal of the AC adapter.

#### ⚠CAUTION

- Do not disassemble or modify the AC adapter. Doing so may result in burns or electric shock. Contact your service representative if the AC adapter needs repaired.
- Do not wrap the power cord or connection cable around the AC adapter. If the power cord or connection cable is damaged or the inner wire is exposed, it may result in fire, electric shock, or burns.
- It is recommended that you do not touch the AC adapter

when using the product. Possible heat buildup in the AC adapter may cause burns.

- 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. Plug the power cord and AC adapter in the correct direction into the base. If they are not plugged in correctly, it could result in smoke, 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 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.
- 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.

#### Handling the machine

This section explains safety precautions about handling the machine.

#### ⚠WARNING

- Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result in electric shock.
- Do not allow excessive power, shock, or vibration to occur, for example, by dropping, stepping on, or throwing the machine. Otherwise, the machine could be damaged, resulting in fire or injury.
- Keep any conductive foreign object (such as metal or pencil lead) or dust away from the external connection terminal. Doing so can result in fire or electric shock.
- Do not mount to and use the machine on a ceiling via the tripod screw hole or by any other means. Otherwise, the machine could fall, resulting in injury or damage.
- When a tripod is attached, make sure that the tripod is stable. Otherwise, the machine could tip over or fall, resulting in injury or damage.
- 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.
- 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.
- 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
- If the machine topples or a cover or other part is damaged, turn off the power immediately. After disconnecting the power cord plug from the wall outlet, contact your service representative. Using the machine continuously can result in fire or electric shock.
- Do not disassemble or modify this machine. Doing so can

result in fire and electric shock.

#### ⚠CAUTION

- Do not place the machine on other equipment or vice versa. Doing so may cause heat buildup inside the machine or cause the other equipment to malfunction.
- Do not scratch or hit this product with a hard object. Doing so may result in damage, a malfunction, or injury.
- Keep any volatile chemical, such as benzene/thinner, or pesticide away from the machine. Otherwise, deformation, tarnishing, or cracking could occur.
- Do not increase the volume unless you are listening while increasing the volume. Also, lower the volume before turning off the power, because a loud sound may be emitted when the power is turned on and cause hearing damage.

#### Moving

This section explains safety precautions about moving the machine.

#### ⚠CAUTION

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

#### 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 that can cause electric shock. Also there are LED components inside the machine that can cause eye damage. 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. Also, exposure to the LED components inside this machine risks eye damage.

#### Remarks

The application of this product does not include sound recording and video recording features.

#### 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.

#### CE & UKCA Marking Traceability Information

Manufacturer:

Ricoh Co., Ltd.

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

Importer (CE marking):

PFU (EMEA) LIMITED Viale Monza 259, 20126 Milano (MI) Italy

Importer (UKCA marking):

PFU (EMEA) LIMITED Belmont, Belmont Road, Uxbridge UB8 1HE England

#### 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/UKCA Declaration of Conformity is available by accessing the URL: [https://www.ricoh.com/products/ce\\_doc2/](https://www.ricoh.com/products/ce_doc2/) and selecting the product applicable.

Operating frequency band: 2400 - 2483.5 MHz

maximum radio-frequency power: 19.95 dBm

Operating frequency band: 5150 - 5250 MHz(W52)

maximum radio-frequency power(e.i.r.p): 19.42 dBm

Operating frequency band: 5250 - 5350 MHz(W53)

maximum radio-frequency power(e.i.r.p): 17.38 dBm

Operating frequency band: 5470 - 5725 MHz(W56)

maximum radio-frequency power(e.i.r.p): 18.02 dBm

Operating frequency band: 5725 - 5850 MHz(W58)

maximum radio-frequency power(e.i.r.p): 12.91 dBm

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

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.

#### 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.

#### ⚡ For Turkey only

##### Üretici:

Ricoh Company, Ltd.  
3-6, Nakagamome 1-chome,  
Ohta-ku, Tokyo 143-8555 Japan  
+81 3-3777-8111 (English only/Sadece İngilizce)

AEEE Yönetmeliğine Uygundur.

Bu sistem sarf malzemeleri ve yedek parçaları da dahil olmak üzere AEEE Yönetmeliğine Uygundur.

#### Notes to users in the United States of America

#### ⚡ FCC Rules

##### Note :

This equipment 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 and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment 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 to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into 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.

##### 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.

5.15-5.25 GHz band is restricted to indoor operations only.

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.

Frequency Tolerance: ±20 ppm

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).

#### ⚡ 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 FCC emission limits.

#### ⚡ 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](http://www.dtsc.ca.gov/hazardouswaste/perchlorate)



## 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).

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 discontinues 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).

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.

5150-5250 MHz band is restricted to indoor operation only.  
La bande 5150-5250 MHz est restreinte à une utilisation à l'intérieur seulement.

5250-5350 MHz band is restricted to indoor operation only.  
La bande 5250-5350 MHz est restreinte à une utilisation à l'intérieur seulement.

## Copyright and Other Information for Installed Software Programs

This product uses a set of open-source and third-party software programs.

Copyright and other information for the programs is stored as data in the device. Take the following steps to view the information:

### 1 Connect the USB cable between this device and a computer.

The supported computer operating systems are Windows 10 and Windows 11.

### 2 On the computer, use a browser to access the following URL:

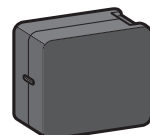
<http://169.254.3.1/license.html>

Copyright and other information for the software programs is shown.

The software programs include a type of open-source software programs in which the license requires their source code to be supplied if distributed as an executable (such as GPLv2 and LGPLv2.1). If you want the source code of such a program, visit the RICOH Meeting 360 website, refer to the FAQ, and contact us. Upon request, a medium containing the source code of the software program will be sent to you. (Note that you will be responsible for postage fees.)

## List of Included Items

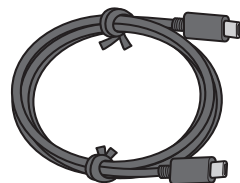
- AC adapter



- Power plug



- USB cable (Type-C to C) x 2



- Documents
  - Read This First
  - Quick Guide
  - Warranty card

### Note

- The shape of the power cord plug varies, depending on the country where this device is used.

