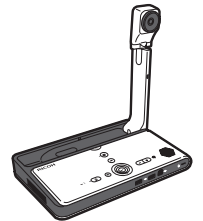


RICOH



Unified Communication System P3000

Read This First



-
- 1 Safety Information
 - 2 Appendix



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Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

Read This First (This Manual)

Before using the machine, be sure to read this manual entitled Safety Information. It also describes each regulation.

Operating Instructions

Explains how to prepare the machine for use and it also describes the machine's functions and how to use them.

This manual also describes the machine's specifications and provides information about troubleshooting.

You can download this manual (PDF file) from the Ricoh Web site.

- <http://www.ricoh.com/downloads/>

Note

- Adobe® Acrobat® Reader®/Adobe Reader must be installed in order to view Operating Instructions.

Introduction

Disclaimer

Contents of this manual are subject to change without prior notice.

In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

Two kinds of size notation are employed in this manual.

Some illustrations in this manual might be slightly different from the machine.

Laws and Regulations

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

20 Triton Street, London. NW1 3BF, United Kingdom

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

EEE Yönetmeliğine Uygundur.

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

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 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

URL: http://www.ricoh.co.jp/fax/ce_doc/.

National Restrictions

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

- France

* Use may be prohibited in other areas also.

Notes to USA Users

Notes to users in the state of California

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

Notes to USA Users of FCC Requirements

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 Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

Product Name: Unified Communication System

Model Number: Unified Communication System P3000

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.

Note to Users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

This device complies with Part 15 of FCC Rules and Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Le présent appareil est conforme aux la partie 15 des règles de la FCC et CNR d'Industrie 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, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Notes to Users in the USA/Canada

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

This equipment complies with FCC/IC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET65 and 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).

Cet équipement est conforme aux limites d'exposition aux rayonnements énoncées pour un environnement non contrôlé et respecte les règles des radioélectriques (RF) de la FCC lignes directrices d'exposition dans le Supplément C à OET65 et 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).

Under Industry Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.

Conformément à la réglementation d'Industrie Canada, le présent émetteur radio peut fonctionner avec une antenne d'un type et d'un gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie Canada. Dans le but de réduire les risques de brouillage radioélectrique à l'intention des autres utilisateurs, il faut choisir le type d'antenne et son gain de sorte que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne dépasse pas l'intensité nécessaire à l'établissement d'une communication satisfaisante.

Hinweise für Benutzer

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen.

Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Notes for Users

This device is not intended for use in the direct field of view at visual display workplaces.

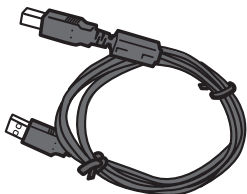
To avoid incommoding reflexions at visual display workplaces this device must not be placed in the direct field of view.

About USB Cable

This product contains the following USB cable:

USB cable

RICOH CO., LTD. E0A06514



CJB035

How to Read This Manual

Symbols

This manual uses the following symbols:



Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

[]

Indicates the names of keys on the machine's display or control panels.

1. Safety Information

Safety Information

1

When using this machine, 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.

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

- 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.

WARNING

- Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

CAUTION

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

CAUTION

- Do not place the machine in an unsafe environment such as on an unstable or tilted surface. If it falls over, an injury might occur.

CAUTION

- Do not place the product 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.

CAUTION

- Do not put your face or hand near the air outlet. Doing so could result in burns or an accident due to hot air coming from the air outlet.

CAUTION

- Do not use the product on soft material such as paper or cloth that might get sucked into the vent. Doing so may cause heat buildup inside the product, resulting in malfunction, burns, or fire.

CAUTION

- Do not place the power cord and connection cable in a way that might cause someone to trip and fall. The product might fall over and cause an injury.

CAUTION

- Do not place the product in a location where air flow is poor. Doing so may cause fire due to internal components becoming overheated.

CAUTION

- Do not place or store the product 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.

CAUTION

- Do not place low heat resistant material near the air outlet. Hot air may come from the air outlet, resulting in damage to the product or an accident.

⚠ CAUTION

- Do not expose the product to salt air or corrosive gas. Also, do not place the product in a laboratory or other location where a chemical reaction might occur. Doing so may cause the product to malfunction.

⚠ CAUTION

- Do not obstruct the machine's air inlet or outlet. Doing so risks fire caused by overheated internal components.

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 any power sources other than those that match the specifications shown. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not damage, break, or modify the power cord or AC adapter. Also, do not place heavy objects on the power cord, or pull the cord or bend it severely. Doing so could result in fire or electric shock.

⚠ WARNING

- The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.

⚠ WARNING

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

⚠ WARNING

- 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.

WARNING

- When using an extension cord or power strip, only connect equipment whose total power consumption is within the power rating for the extension cord or power strip. If the power rating is exceeded, it may cause heat buildup and result in fire.

CAUTION

- Push the power plug all the way into the power outlet. Do not use a power outlet with a loose connection. Doing so may result in heat buildup. 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.

CAUTION

- If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

CAUTION

- 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.

CAUTION

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

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.

CAUTION

- 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.

⚠ CAUTION

- 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.

1

Handling the machine

This section explains safety precautions about handling the machine.

⚠ WARNING

- If the machine emits smoke or odours, or if it behaves unusually, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

⚠ WARNING

- If metal objects, or water or other fluids fall inside this machine, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result in electric shock.

⚠ WARNING

- Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

⚠ WARNING

- If the machine topples, or if a cover or other part gets broken, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

⚠ CAUTION

- Do not place the product on other equipment or vice versa. Doing so may cause heat buildup inside the product or cause the other equipment to malfunction.

CAUTION

- Do not use the product in an upright position. Doing so may cause injury if it falls over.

1

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. Inside this machine are high voltage components that are an electric shock hazard. Contact your sales or service representative if any of the machine's internal components require maintenance, adjustment, or repair.
- Do not attempt to disassemble or modify this machine. Doing so risks burns and electric shock.

Handling the wireless LAN

This section explains safety precautions about handling the wireless LAN.

WARNING

- Before using a wireless LAN, make sure there is nobody with a pacemaker nearby. This product may cause pacemakers to malfunction due to electromagnetic interference.

WARNING

- Before using a wireless LAN, make sure there is no medical equipment nearby. This product may cause medical equipment to malfunction due to electromagnetic interference.

WARNING

- Before using a wireless LAN, make sure there are no limitations or restrictions in the place you will be using it. There may be restricted use in places such as medical facilities due to electromagnetic interference.

WARNING

- Do not use a wireless LAN if there is electromagnetic interference from other equipment. Doing so may cause an accident due to the other equipment malfunctioning from the electromagnetic interference.

When moving the machine

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. Failing to take these precautions could result in fire or electric shock.

About the batteries

Explains things that you should follow in regard to the batteries.

CAUTION

- Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instructions.

Precautions for Usage

1

Handling This Product

Do the following when moving the machine:

- Turn off the machine and disconnect the power plug from the power connector.
- Disconnect all cables connected to the machine.
- Return the camera to the closed position.
- Do not attempt to raise or move this machine by the camera unit.
- To carry the machine by hand:
 - Use the bag that comes with the machine.
 - When traveling by plane, take this machine onboard as carry-on luggage.
- To transport the machine:

This machine contains many glass and precision parts. To prevent the machine from being damaged by excessive shock, make sure to do the following:

- Wrap the machine in a cushioning material to prevent it from being directly exposed to shock.
- Place the machine in the supplied bag and pack it in the original box or a sturdy cardboard box.
- Inform the transport company that the machine is breakable.
- For more information about transporting the machine, consult the transport company.

Avoid contact with rubber and plastic materials for an extended period of time. Doing so may lead to discoloration or cause the exterior coating to peel off.

Do not use this machine for an extended period of time. Doing so may lead to failure or shorten the product life.

Cleaning

- Never use benzene or thinner to clean the machine. Doing so may lead to deformation, discoloring, or cause the exterior coating to peel off.
- Do not use a chemically treated cloth.
- Periodically remove the dust that accumulates in the air outlet. If the air outlet becomes clogged, the flow of air inside the machine decreases. Poor air flow can result in failure.

Wireless Networking

This product features a certified construction. Disassembling or modifying this product without permission may be punishable by law.

1

Copyright Notice

Using this machine to perform any of the following acts, without permission from the copyright holder, for purposes other than personal use may constitute an infringement on the copyright and/or neighboring rights of the commercial video software or cable broadcasting program. These acts include broadcasting or transmitting commercial video software or cable broadcasting programs, modifying videos, such as by freezing, or resizing videos to be displayed in an aspect ratio different from the original. To avoid the risk of possible infringement, we advise you to obtain permission from the copyright holder and take all other measures necessary before performing any of the above-mentioned acts.

2. Appendix

Copyrights

Vidyo

2

This product uses Vidyo, Inc. technology.

Vidyo, Inc. technology is covered by United States patents Nos. 7,593,032 B3, 7,643,560, and 7,701,851 and/or foreign issued and other pending patents.

Other software

CAUTION

- For users in the United States of America: 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.

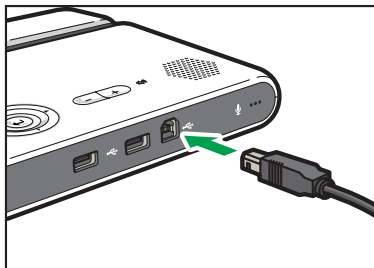
This product contains open source and/or other third party software.

Full information on third party copyrights is stored in the machine and can be viewed in the following procedure.

The following procedure explains how to view the copyright and information for third party software using Windows XP as an example. If you are using another operating system, the screen displayed and names of key might vary slightly. For details, see the Windows Help.

1. Press the [Power] key/.
2. Connect the B connector end of the USB cable to the USB port (type B) on this machine.

Before connecting the USB cable, wait until this machine has started and the Contact List screen displayed.



CMJ001

3. Connect the A connector end of the USB cable to the USB port (type A) on the computer.
4. Open My Computer on your computer and then click [PC Screen Share].
5. Click the "doc" folder.
6. Check the copyright and information for third party software.

Trademarks

Adobe, Acrobat, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Vidyo and Vidyo logo are trademarks or registered trademarks of Vidyo, Inc. in United States and other countries.

Microsoft®, Windows®, and Windows Vista® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

The proper names of the Windows operating systems are as follows:

- The product names of Windows XP are as follows:
 - Microsoft® Windows® XP Professional Edition
 - Microsoft® Windows® XP Home Edition
 - Microsoft® Windows® XP Media Center Edition
 - Microsoft® Windows® XP Tablet PC Edition
- The product names of Windows Vista are as follows:
 - Microsoft® Windows Vista® Ultimate
 - Microsoft® Windows Vista® Business
 - Microsoft® Windows Vista® Home Premium
 - Microsoft® Windows Vista® Home Basic
 - Microsoft® Windows Vista® Enterprise
- The product names of Windows 7 are as follows:
 - Microsoft® Windows® 7 Home Premium
 - Microsoft® Windows® 7 Professional
 - Microsoft® Windows® 7 Ultimate
 - Microsoft® Windows® 7 Enterprise

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

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