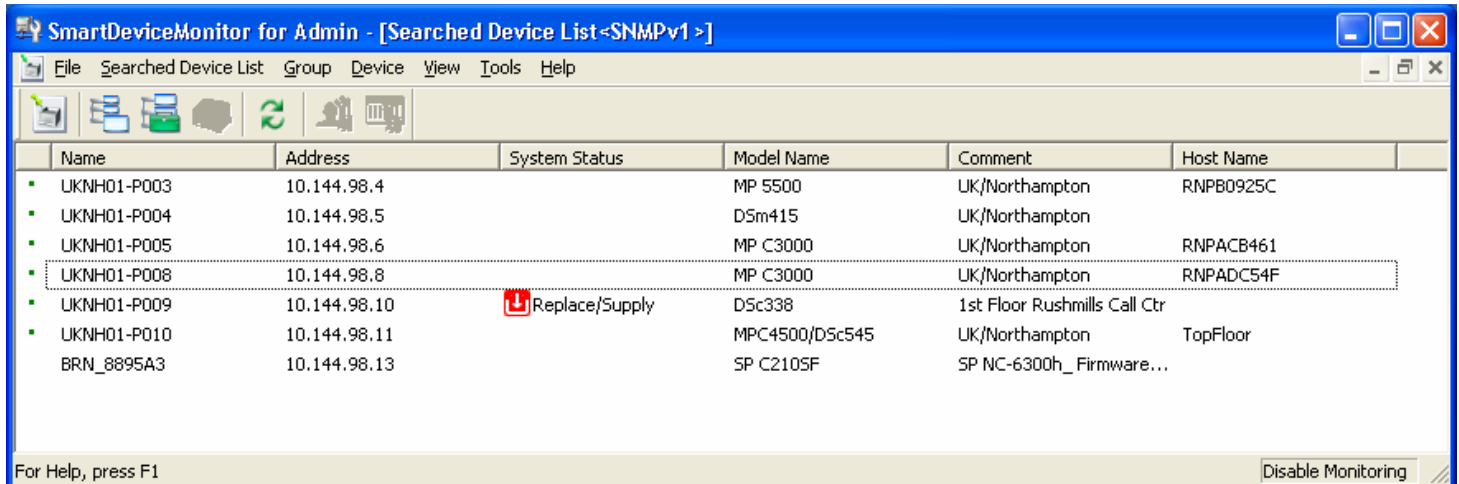
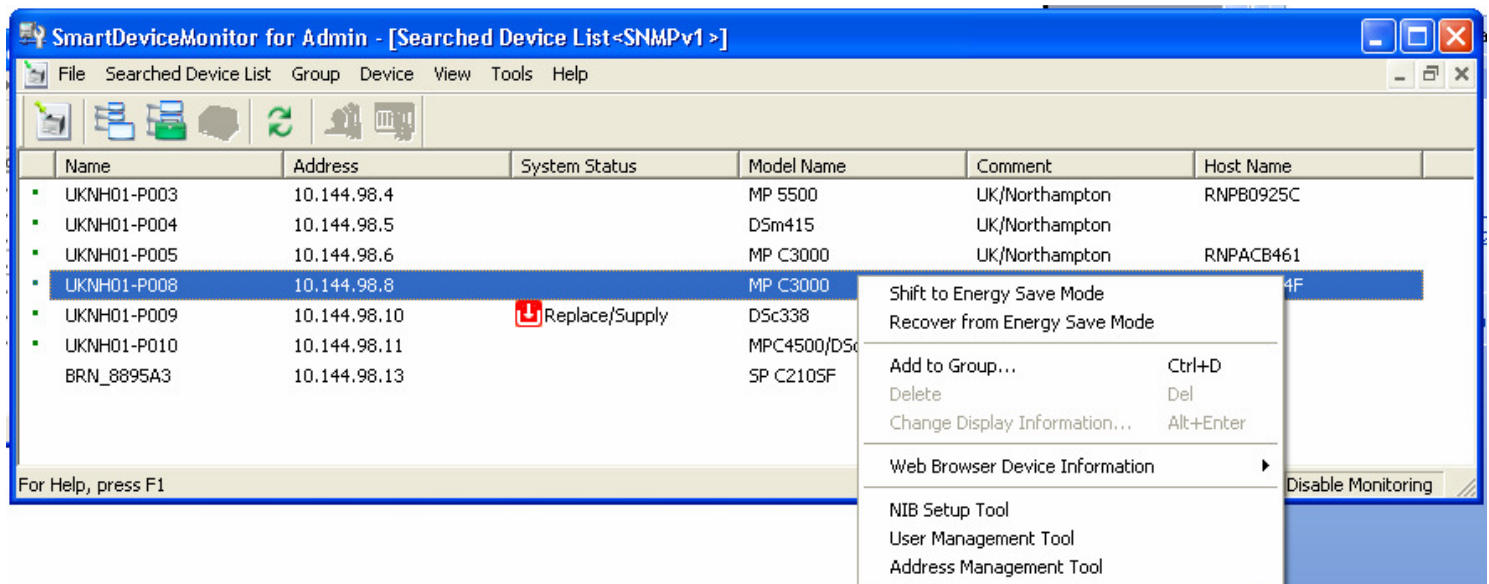


Backing up address book and adding multiple users

After extracting and installing **smart device monitor for admins** using the setup.exe in the directory where the self extracting exe was extracted to, if you launch **smart device monitor for admins** you should get a similar screen as per below which will broadcast for and then display all the ricoh devices that it can find on the local network



If you right click on the relevant device (copier or printer) you should get a context / popup menu similar to below

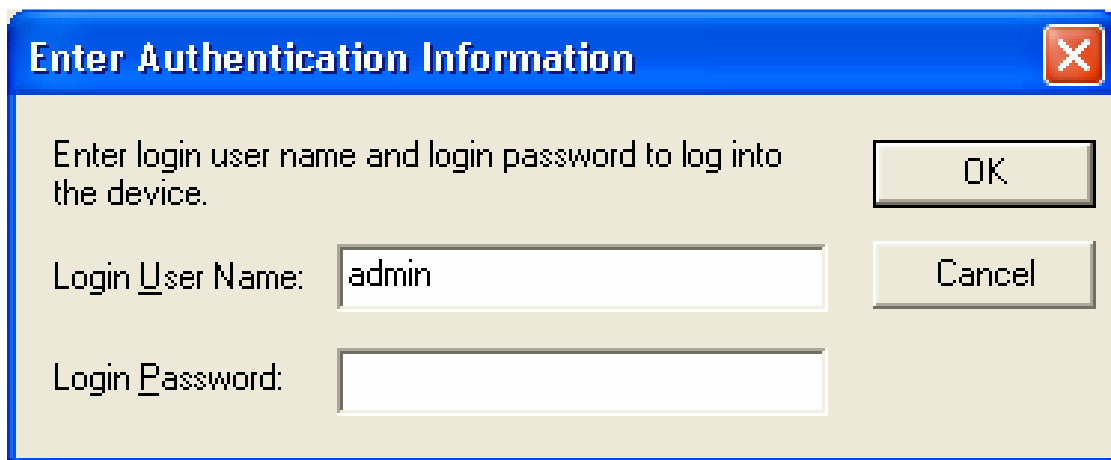


If you click on or select the **Address Management Tool** option it should prompt you for the devices login credentials which by default are as follows

Username : **admin**

Password :

NOTE - By default there is no password set so ignoring the password field.



Enter Authentication Information

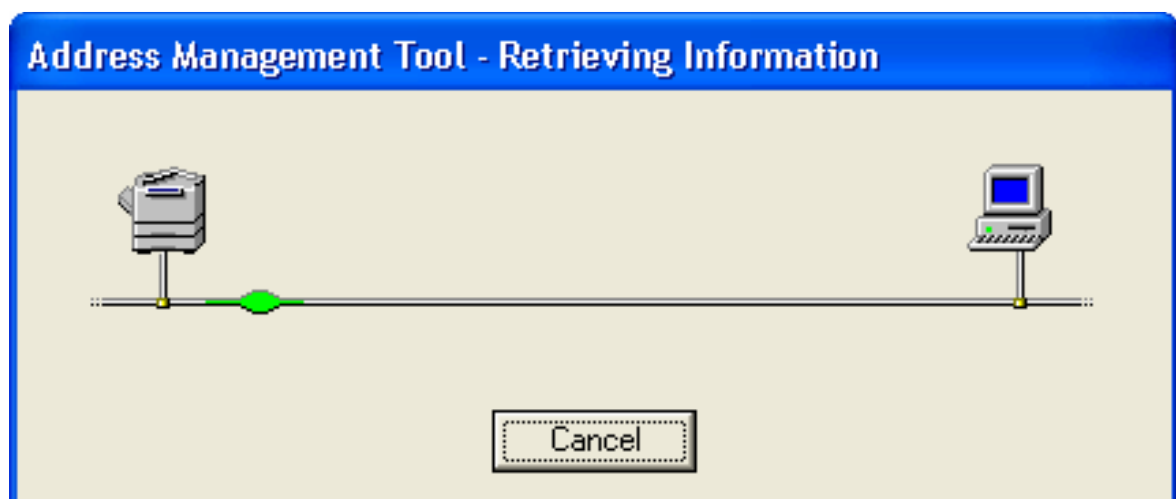
Enter login user name and login password to log into the device.

Login User Name:

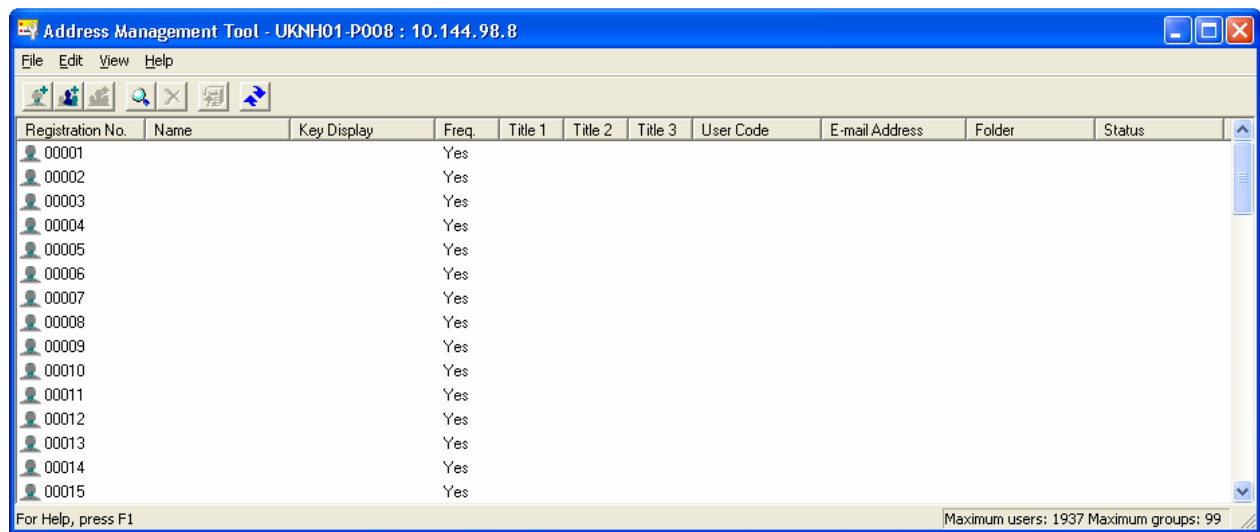
Login Password:

OK Cancel

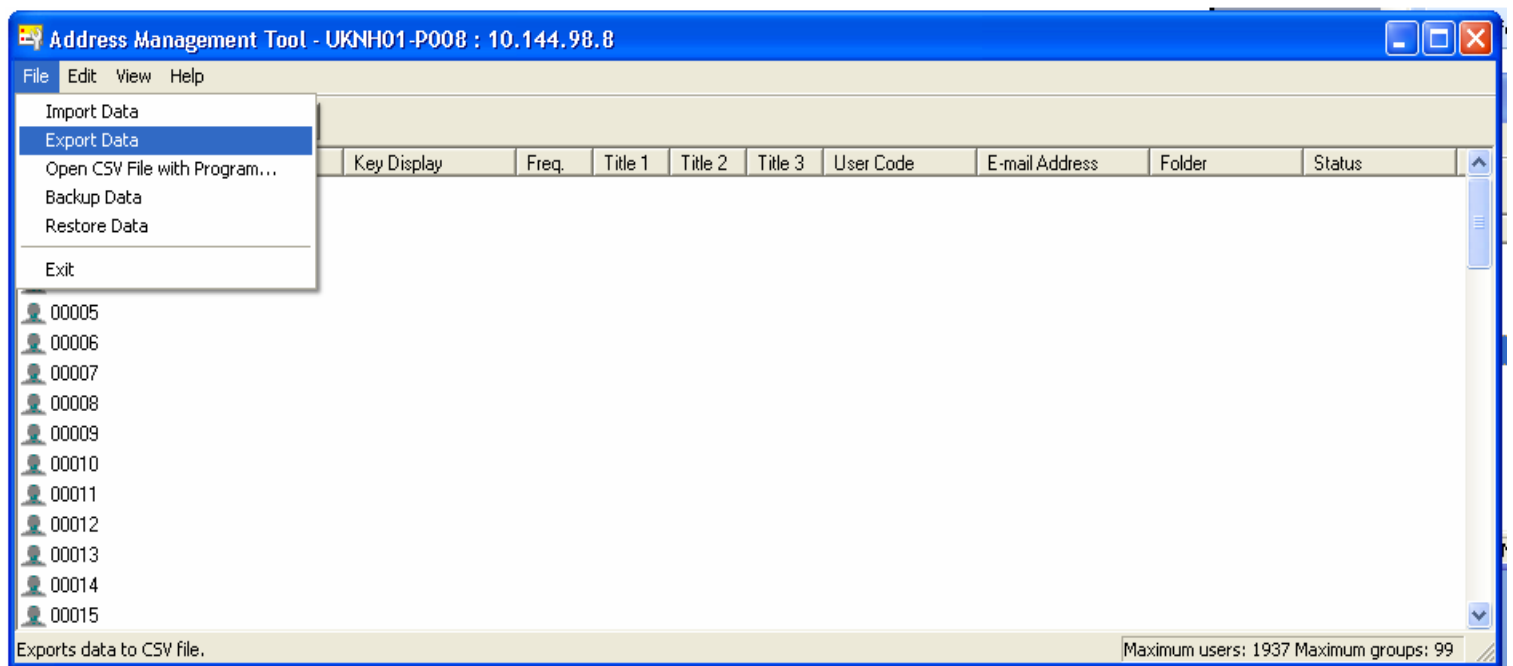
Details are correct in above screen grab so you just need to click the ok button and it should go off and connect to the device (copier or printer) and retrieve the relevant information for the address book (screen grab of animated dialog window below)



After the information has been retrieved you should get a similar dialog window to below which should contain at least one user that has been previously added for the relevant function such as scan to folder or scan to email etc and the relevant information will be displayed in the address management tool dialog window.

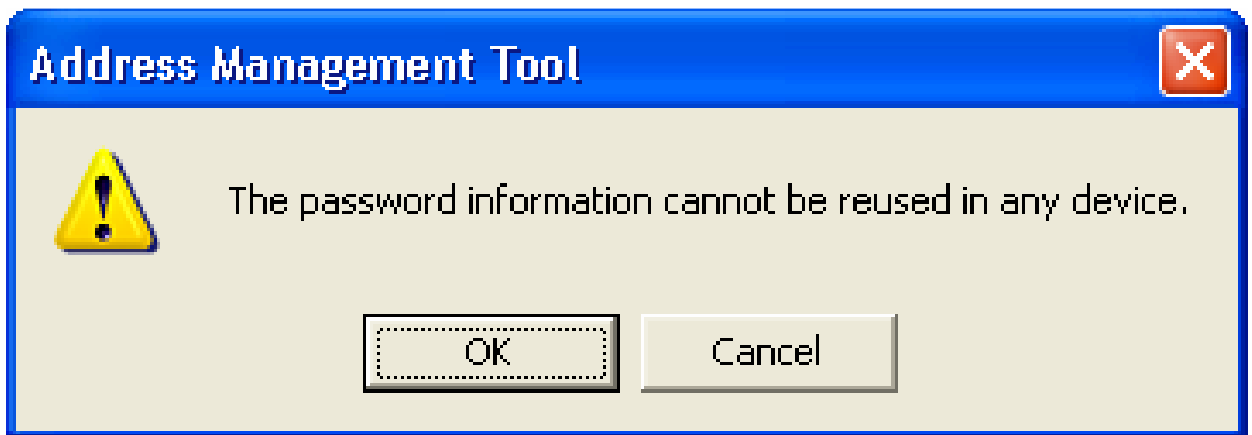


Click on the File Menu → Click on Export Data

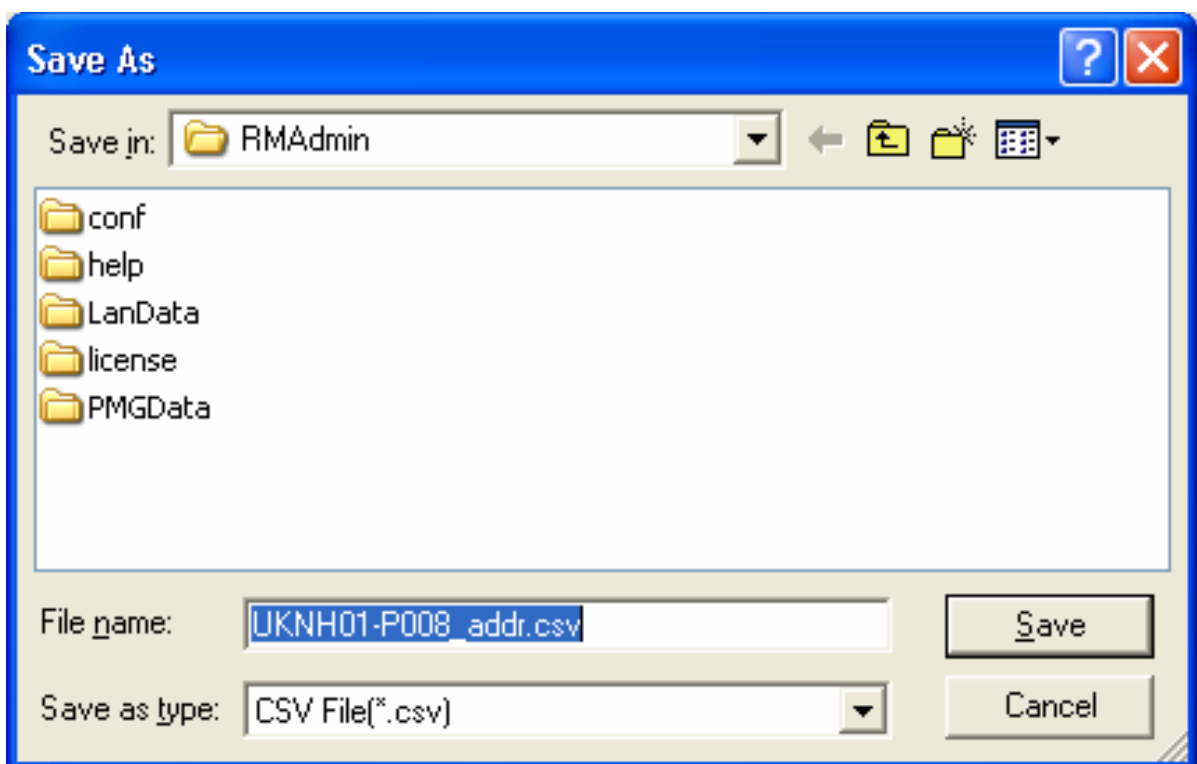


You may get a prompt reference it not being able to store or save the password which you can ignore as this is just regarding the login credentials for the machine you are exporting the data from.

Click the OK button ignoring this message



This should give you a save as dialog window so you can navigate to a location where you want to save the csv file to and you can rename the csv file if need be.



Once the CSV file for the address book using the address management tool is saved somewhere that can easily be located ie the desktop or the root of the C: Drive for example you can then use excel to add the other users ensuring the data is entered into the correct column(s) as each device (copier or printer) can export the csv file with the columns in a different order / arrangement. Once the csv file is amended and re saved you go back to the address management tool and select import and it will prompt you with an open dialog window to find and select the csv file you amended in excel and you can click the open button and it should upload the csv file to the device (copier or printer).