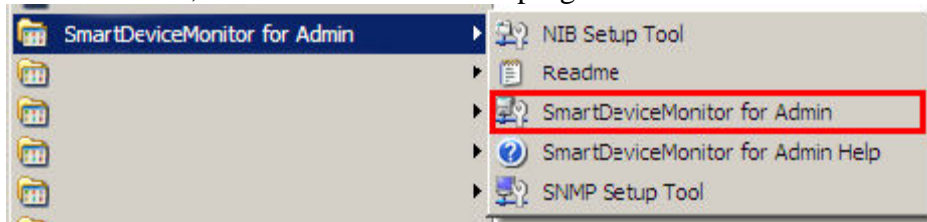


ADDRESS BOOK TRANSFER PROCESS:

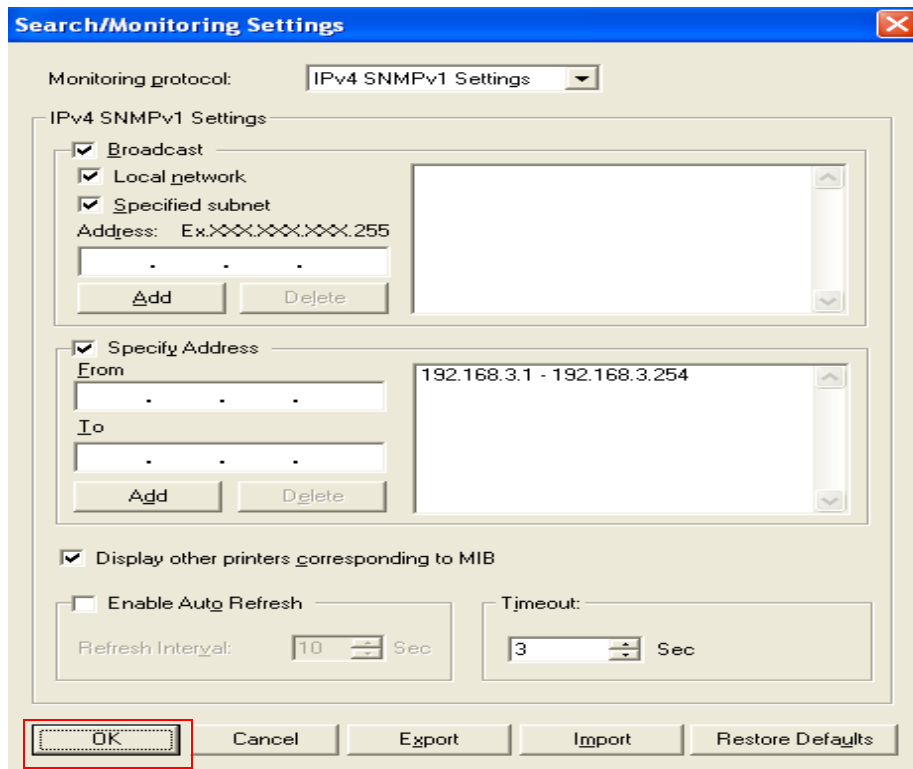
1. Download Smart Device Monitor For Admin software from:
http://support.ricoh.com/html_gen/util/SDM/SDM.html
Or visit www.ricoh-usa.com, click on downloads, pick your machine from the drop down list and select go. Just below the operating system selections, select “network device management”, then scroll down to Smart Device Monitor for Admin 8.X.X.X.

2. Install SDMA on a workstation connected to the network.

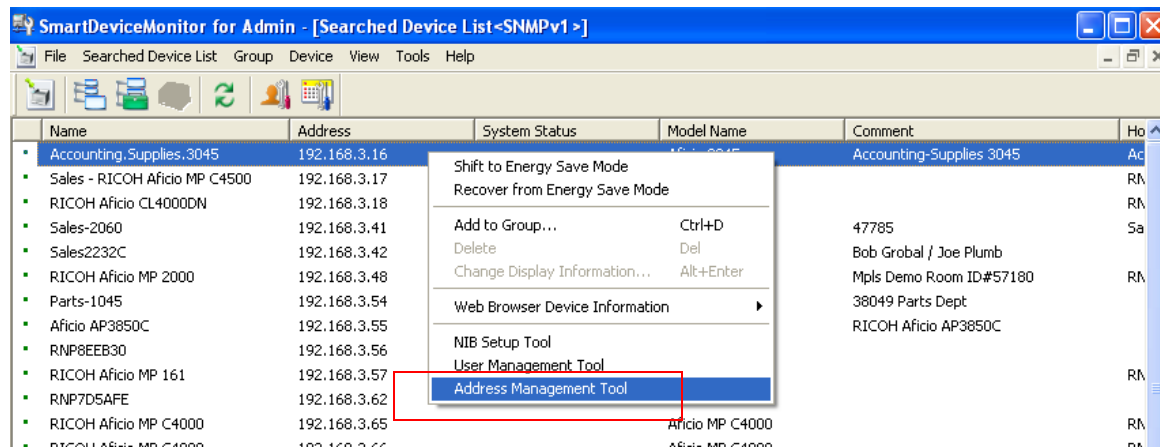
3. Once installed, launch SDMA from the programs list.



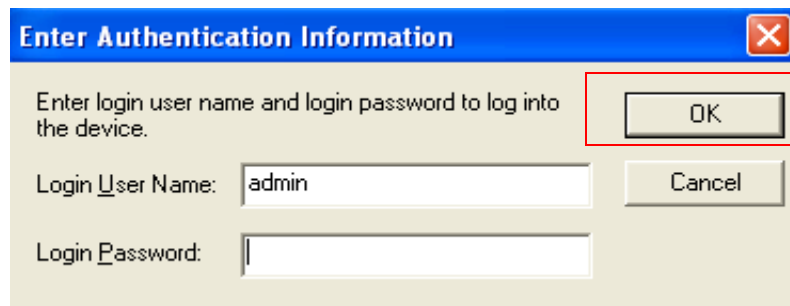
4. The first time you launch SDMA it should display the following window, click “ok” if you do not need to add multiple subnets, if you do have additional subnets, enter them here either by Subnet or I.P. range.



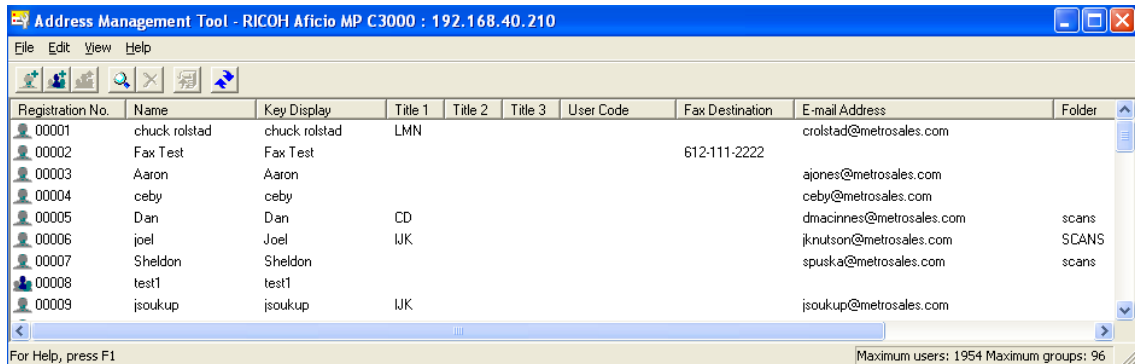
5. SDMA will run a search on the network and detect your machine/s. If SDMA does not detect your machines, you can add them directly by selecting the “group” pull down menu and selecting “search monitor settings”(see screen shot from previous step) then entering the IP address/s in the “specify address” box.
6. After SDMA has detected the machine/s, right click the machine you would like to pull the address book from, then select “address book management tool”.



7. Enter in the authorization info in the authorization window that appears. If you receive name and password fields, then enter a user name of “admin” and leave the password field blank (no password). If you receive a password field only, then enter a password of “password”.



8. Once you have logged into the machines address book you will see the list of addresses programmed.



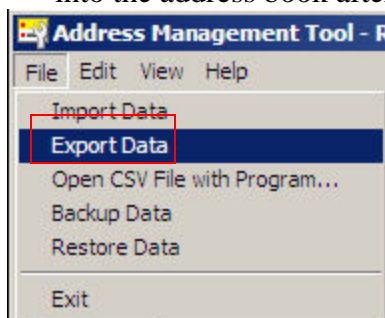
Address Management Tool - RICOH Aficio MP C3000 : 192.168.40.210

Registration No.	Name	Key Display	Title 1	Title 2	Title 3	User Code	Fax Destination	E-mail Address	Folder
00001	chuck rolstad	chuck rolstad	LMN					rolstad@metrosales.com	
00002	Fax Test	Fax Test					612-111-2222		
00003	Aaron	Aaron						ajones@metrosales.com	
00004	ceby	ceby						ceby@metrosales.com	
00005	Dan	Dan	CD					dmacinnis@metrosales.com	scans
00006	joel	Joel	IJK					jknutson@metrosales.com	SCANS
00007	Sheldon	Sheldon						spuska@metrosales.com	scans
00008	test1	test1							
00009	jsoukup	jsoukup	IJK					jsoukup@metrosales.com	

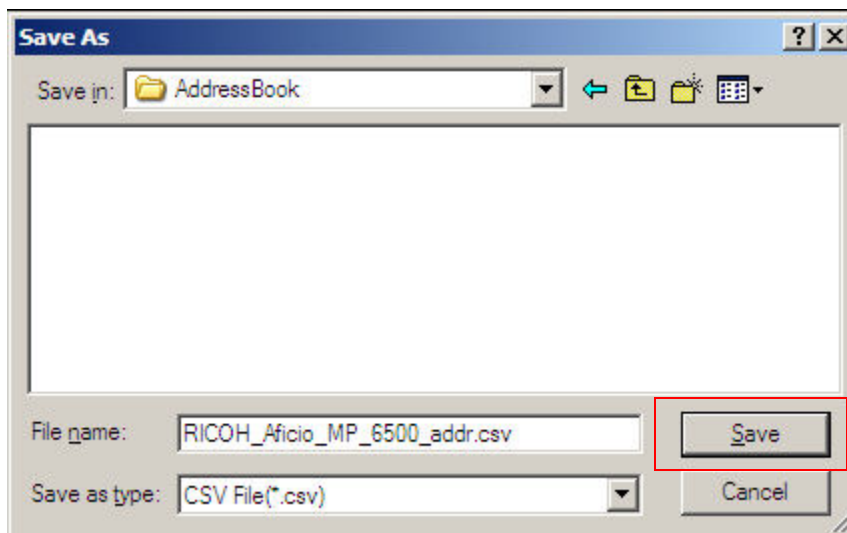
For Help, press F1

Maximum users: 1954 Maximum groups: 96

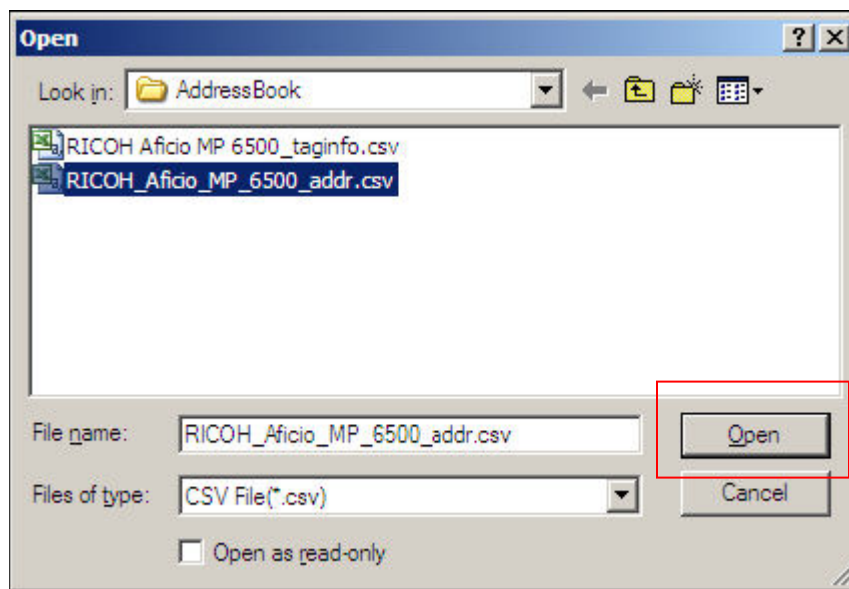
9. To save this address book list, click on the “file” menu, then select “export data”. You may receive a notice that passwords cannot be transferred. If you use individual passwords per address book entry, they will need to be entered manually into the address book after the transfer to another machine.



10. It is recommended you create a new folder location either on the local workstation or on the network. Once you have created/selected the save location, click “save”



11. Once the address book has been saved, exit the management tool for the MFP by clicking “file” then “exit”.
12. Select the MFP in the list that you would like to send the stored book to, following the same procedure from step 6 through 8 from above.
13. To import the stored address book, select “file” then “import”. Select the address book file from the stored location and select “open”. Note* Make sure you are selecting the file with the extension “_addr.csv”. The Taginfo and Faxinfo do not contain address book information.



NOTE

The new MFP should have an empty address book if it has never been programmed. If you have unwanted entries in the address book, you can select the “edit” menu and click on “select all”. Then select “edit” then “delete”. You will need to apply the address book changes to the machine by selecting “edit” then “apply”.

14. The import data window will now open. If you are using the .csv file created by another Ricoh machine, simply select “ok”. If this file was created by another method, you will need to attach the fields manually.

The 'Import Data' dialog box is shown with the following components:

- Selected Item:** A table with columns 'Column ...' and 'Item'. It contains rows 1 through 11, with row 5 displaying 'No data'.
- Address Book Item:** A table with columns 'Item' and 'Attached Item'. It lists fields like 'Registration No.', 'Type', 'Name', 'Key Display', 'Freq.', 'Title 1', 'Title 2', 'Title 3', 'E-mail Address', 'Use Name as', and 'Protect Sender' with their corresponding values in brackets.
- File name:** A text field containing 'File:C:\AddressBook\RICOH_Aficio_MP_6500_addr.csv'.
- Content:** A text area showing registration data including format version, export date, device name, address, and a list of fields in a specific format.
- Footer:** A warning message about US-ASCII text, a 'Line to begin import with' field set to 8, and 'OK', 'Cancel', and 'Help' buttons. The 'OK' button is highlighted with a red rectangle.

Column ...	Item
1	
2	
3	
4	
5	No data
6	
7	
8	
9	
10	
11	

Item	Attached Item
Registration No.	[00001]
Type	[A]
Name	[Audrey's lapt.
Key Display	[Audrey's lapt.
Freq.	[1]
Title 1	[0]
Title 2	[0]
Title 3	[0]
E-mail Address	[]
Use Name as	[0]
Protect Sender	[0]

File name: File:C:\AddressBook\RICOH_Aficio_MP_6500_addr.csv

Content:

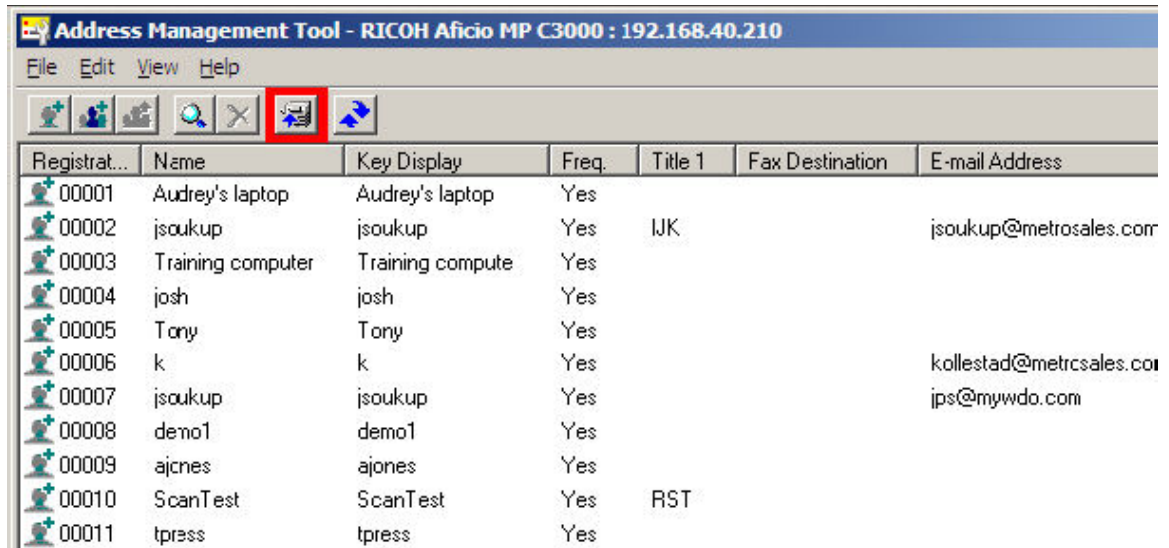
```
#Registration Data
#Format Version:3.1.5.0
#Export Date: 07/03/2008 16:12:31
#Device Name:RICOH Aficio MP 6500
#Address:192.168.40.203
#Registration No.,Type,Name,Key Display,Index,Freq.,Title 1,Title 2,Title 3,E-mail Address
<index>,<type>,<name>,<displayName>,<phoneticName>,<common>,<tagSet1>,<tagSet2>
```

Entering text other than US-ASCII will cause garbled text on some machines.

8 Line to begin import with.

OK Cancel Help

15. Once the address book is imported, you will see the addresses in the list. Select “edit” and “apply settings” or click the “apply settings” button shown in red in the next slide.



17. Close any remaining windows. If you get a message that the new settings have not been applied to the machine, then agree to apply them upon exit.