RICOH

Device Manager NX

Operating Instructions

Simple Operation Guide

Read this manual carefully before you use this product and keep it handy for future reference.

TABLE OF CONTENTS

1. Simple Operation

The Simple Operation Menu Functions and How to Use Them....3
Terms Used in This Manual....5
Register Device....6
Retrieve Address Book from Device....8
Register Address Book on Device....9

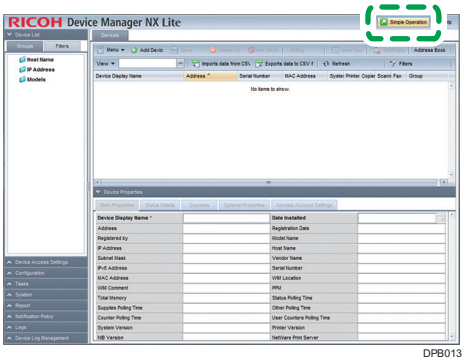
1. Simple Operation

Device Manager NX allows you to manage various devices over a network.

The Simple Operation Menu Functions and How to Use Them

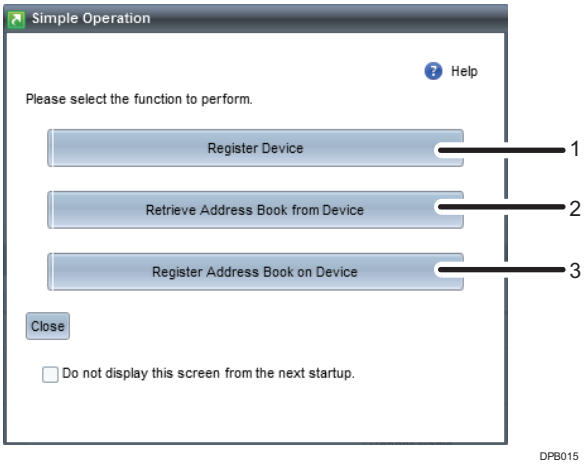
The Simple Operation menu is a collection of functions that are frequently used during the initial setup process of Device Manager NX. The menu is specially designed for first-time users or users not familiar with the software, and it enables simple operations for managing devices in the software.

> If the Simple Operation screen is not displayed, click the [Simple Operation] button in the upper right corner of the screen.



DPB013

The Functions on the Simple Operation Menu



DPB015

1. **Register Device**

   You can search for a device on a specific network, and register it to Device Manager NX.

Once the device is registered to Device Manager NX, its address book can be retrieved.

For the procedure to register devices, see page 6 "Register Device".

2. **Retrieve Address Book from Device**

You can retrieve an address book from a registered device and save it to your computer. The retrieved data can then be edited in a spreadsheet application or other software to add or delete user information.

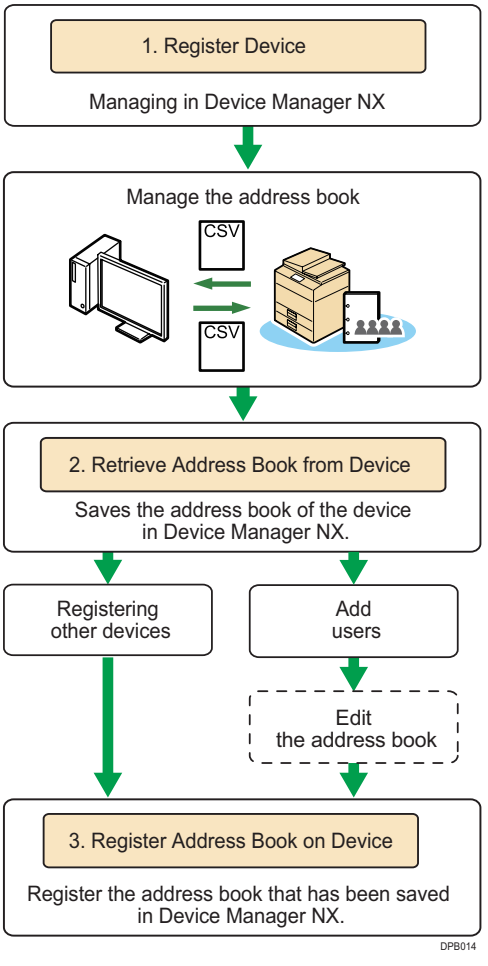
For the procedure to retrieve an address book, see page 8 "Retrieve Address Book from Device".

3. **Register Address Book on Device**

You can edit the address book that has been retrieved from a device and register it to the device.

For the procedure to register an address book, see page 9 "Register Address Book on Device".

Operation Work Flow



Terms Used in This Manual

The followings explain the terms used in this manual.

Devices

This refers to printers and MFPs in a network in general.

Address Book

An address book contains information such as the registration number, user and group names, and fax destinations that are registered to a device.

IP Address

Each device is assigned with a unique IP address to communicate over a network.

An IP address is a combination of four numbers separated by a period (e.g., 198.51.100.24).

Local Segment

A segment refers to one of the numbers of the IP address. Devices that have an IP address containing the same segment belong to the same group on a network. The same group on a network is called a “local network". For example, four devices with IP addresses of 198.51.100.21, 198.51.100.22, 198.51.100.23, and 198.51.100.24 belong to the same local network that is distinguished by segment "100".

Counter

The counter on each device records the number of prints or copies made or pages transmitted via fax on the device.

Register Device

You can search for a device to register and manage it in Device Manager NX.

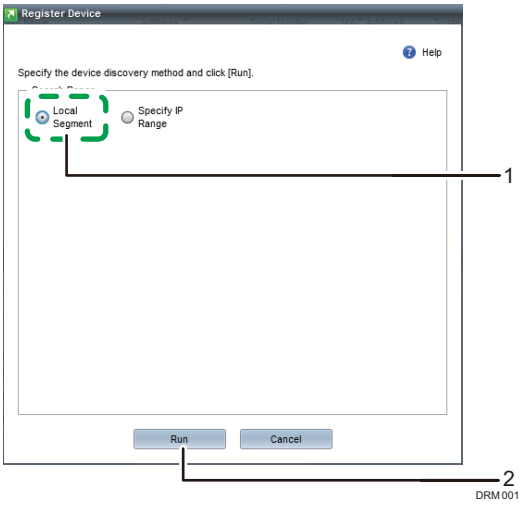
The following two search methods are available: searching in a specific network or within a specified range of IP addresses.

> This operation must first be performed. If the device is not registered, its address book cannot be managed.

Register Device that Exists in the Local Segment

This method allows you to search for a device on the network where the Simple Operation menu is running on the computer and to register the device to Device Manager NX.

Operate as indicated by the numbers as follows:

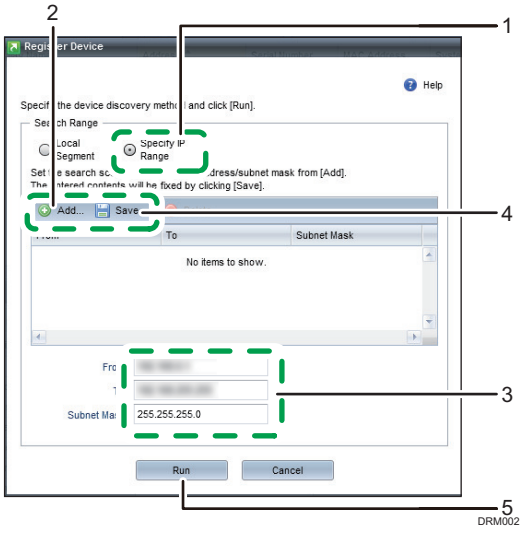


1. **Select [Local Segment].**
2. **Click [Run].**

Specify a Range of IP Addresses to Search and Register Device

This method allows you to specify a range of IP addresses to search for a device and register it to Device Manager NX.

Operate as indicated by the numbers as follows:



1. **Select [Specify IP Range].**
2. **Click (Add).**
3. **Enter [From], [To], and [Subnet Mask].**
4. **Click (Save).**
5. **Click [Run].**

To specify more than one range of IP addresses, repeat Steps 2 through 4.

Note

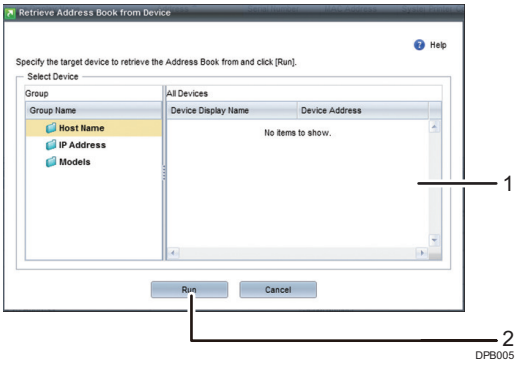
- Retrieving and registering the address book and creating reports are supported for the device models that have the following icon in front of its device name.
  - The following icon must be displayed in front of the model name if you want to retrieve or register its address book.:

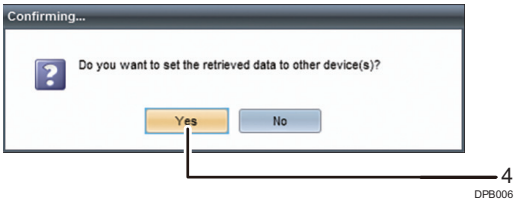
Retrieve Address Book from Device

You can download the information contained in an address book of a device and save it on the hard disk of your computer.

The information such as the registration number, user name, and group name can be retrieved.

> The device must be registered before this procedure is performed. If the device is not registered, its address book cannot be retrieved.





1. **Select the device from which to retrieve the address book.**
2. **Click [Run].**
3. **Specify the destination folder and the file name, and then click [Save].**
4. **To register the address book that has been retrieved to another device without making any changes, click [Yes].**

   For the procedure to register the address book unchanged, see page 9 "Register Address Book on Device".

Register Address Book on Device

In Device Manager NX, you can save the address book file to your computer. The file can be edited using software such as a spreadsheet application and then downloaded to the device to create a new address book.*

The registration number, user name, group name, fax destination, and other information can be registered.

* You can also register the address book of SmartDeviceMonitor for Admin (Address Management Tool).

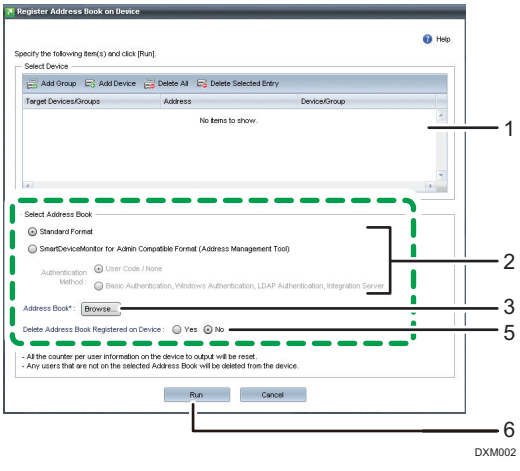
The device must be registered before this procedure is performed. If the device is not registered, its address book cannot be registered.

Important

- **If [Yes] is selected in [Delete Address Book Registered on Device], any user information that is included in the present address book but not in a new address book will be deleted when editing the new address book is complete.**
- **The counter information of the deleted user will also be deleted. The number of prints made and the number of pages transmitted or scanned will be reset, and the counters will start again from zero.**

Edit the File to Be Registered

Operate as indicated by the numbers as follows:



DXM002

1. **From [Select Device], select the device to which to register the address book.**
   - To display the [Target Groups] screen and select a device group, click (Add Group).
   - To display the [Select Device] screen and select a device, click (Add Device).
   - To delete all entries in the [Select Device(s)] list, click (Delete All).

- To delete only the selected entry in the [Select Device(s)] list, click (Delete selected Entry).

2. **Select the format type under [Select Address Book].**

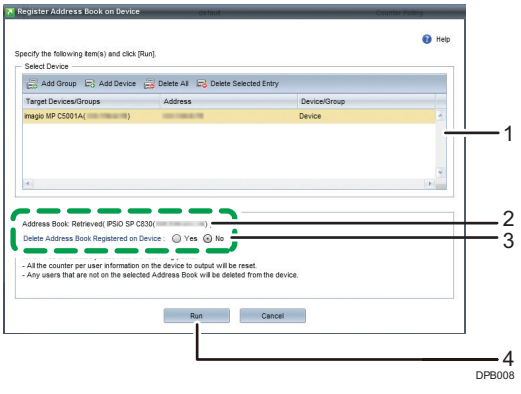
   To register an address book obtained from a device and edited, select [Standard Format].

   To register the address book of SmartDeviceMonitor for Admin (Address Management Tool), select [SmartDeviceMonitor for Admin Compatible Format (Address Management Tool)], and then select [User Code / None] or [Basic Authentication, Windows Authentication, LDAP Authentication, Integration Server] for the authentication method.

3. **In [Select Address Book], click [Browse...].**
4. **Specify the file of the address information you want to register, and click [Open].**
5. **To delete the existing address book on the device and register a new address book, select [Yes] in [Delete Address Book Registered on Device].**
6. **Click [Run].**

Register the File without Editing

Operate as indicated by the numbers as follows:



1. **From [Select Device], select the device to which to register the address book.**
2. **Make sure that the address book that has been retrieved is displayed in [Select Address Book].**
3. **To delete the existing address book on the device and register a new address book, select [Yes] in [Delete Address Book Registered on Device].**
4. **Click [Run].**

Note

- For details about the details of the address information file, see "Format of an Address Book CSV File", Operation Guide.

- If an error is detected in the address information file while registration is performed, an error window will appear and display the error contents list. You can select the error content you need to copy to the clipboard.

MEMO

 © 2015, 2016, 2017 Ricoh Co., Ltd.