

Address Backup

These are instructions on how to backup and restore your address book through the web browser tool Web Image Monitor (WIM). Some areas may vary on model of machine.

- First you will need to obtain the IP address of the copier. At the machine select User Tools
 >Machine Features (if present)>System Settings>Interface Settings>Address should be listed under
 machine IPv4 address. It will be a number similar to 192.168.0.191 or 10.0.1.191 and so on.
- 2. Back at your computer, open any web browser (Internet Explorer, Chrome, Firefox, Safari). In the Address Field, type in the copiers IP address and hit enter:

< ← → 192.168.35.242/	
Metro Sales Inc: Copier Lea ×	
File Edit View Favorites Tools Help	
🟠 🔻 🖾 🖝 🖬 🔻 Page 👻 Safety 🕶 Tools 👻 🔞 🐙 🦚 🌼	
	Careers Locations - Contact 🕈 🎔 🖾 8 ⁺ 🖬 CLIENT LOGIN
SALES INC. Products - Services - Industries - Support	rt ~ About ~ Order Supplies Service Call
3. In the upper right hand corner click on Login: *note windo	ow has to be fully expanded

	٩	? i	
English 🗸	Switch	Refresh	3

4. User name is all lower case admin and password is blank unless you have changed the password (check with your IT if this is the case).

Web Im	age Monito	or
Login User Name :	admin	×
Login Passworu ;	Login	

5. On the left-hand side, select Address Book or hover over Device Management>Address Book





6. Select Maintenance:

1.110	me					
Ado	lress Li	st (Display All	Items)			
	Back]				
Wiza	ard Method	Manual Input		-	-	
Numl	ber of Regi	stered : User(s)64	Group(s)1 Complete	ed	laintenance	65 / 65ite
Numl	ber of Regi	stered : User(s)64	Group(s)1 Complete	ed Freq	Title 1 🗸	65 / 65ite

7. You can choose to encrypt this data by entering a password, or leave blank (most common)

RICOH	Aficio MP C5502	Web Image Monitor	
(Home		1996	
Maintenanc	e		
You can back up ar	nd restore Address Book inform	nation.	
Encryption F	(ey	;	
Backup			
Creates a backup fi	le by saving Address Book in t	he device to PC.	
Restore			
Restores a backup	file.		
Back			

- 8. Select "Backup"
- 9. You will see and option show up at the bottom of your browser, select Save As with the black arrow:

Do you want to open or save RICOH Aficio MP C5502_addr.udf from 192.168.30.242?	Open	Save	 Cancel 	×
10. Save this file anywhere on your computer that you will remembe	r where t	to find i	t, in	
Documents, or Desktop or right on your C: drive and click on Save	!			
		1 ×		



You have now successfully backed up your address book. This is a good idea to do on a regular basis especially after you have made changes to the address book. Take note, that in order to save a second time, you have to either rename the file or delete the old file first, good idea to name with today's date.



Address Restore

- 1. Follow the same steps above 1-6.
- 2. If used an Encryption Key or password, you will need to enter this before selecting "Restore" or leave blank if one was not used.
- 3. Select Restore:

		(Home
		Maintenance
		You can back up and restore Address Book information.
		Encryption Key :
		Backup
		Creates a backup file by saving Address Book in the device to PC.
		Restore
		Restores a backup file.
		Back
4.	Select Brows	se:
		RICOH Aficio MP C5502 Web Image Monitor
		(Home
		Restore

D	octoro			
R	estore			
o si	pecify a bacl	cup file to restore, click [Brow	se].	

5. Browse to the file saved earlier:

	Choose File to Upload X
	← → → ↑ 📙 « St Cloud Demo Roo > AddressBackup 🗸 👌 Search AddressBackup 🔎
	Organize 🔻 New folder 🔠 👻 🛄 👔
	 This PC Desktop Documents Downloads Music Pictures Videos Videos HP_RECOVERY (Applications (\v) e -automate\$ (\v) e -automate\$ (\v)
	File name: RICOH Aficio MP C5502_addr.udf All Files (*.*) Open Cancel
Click "Ok"	RICOH Aficio MP C5502 Web Image Monitor
	To specify a backup file to restore, click [Browse]. C:\temp-address\St Cloud Demo Browse

6.



7. You see the following 2 screens:

http://192.168.30.242/web/entry/en — Attp://192.168.30.242/web/entry/en/address/adress/	GetUploadStat
	Restore
e Restoring	
sb Tar ke	addre Restoration was completed. Address Book has been updated.
-	ОК

You have now successfully restored your address book.