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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.

1. 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:



3. In the upper right hand corner click on Login: *note window has to be fully expanded



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).

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Web Image Monitor

Login User Name :

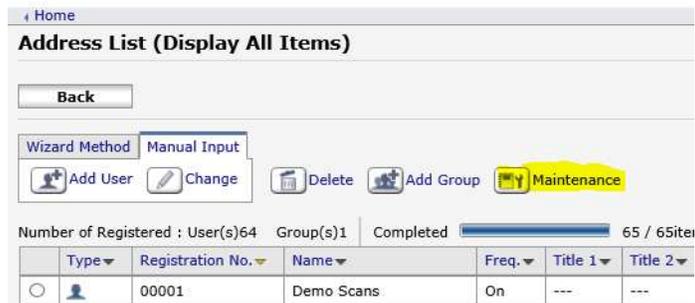
Login Password :

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

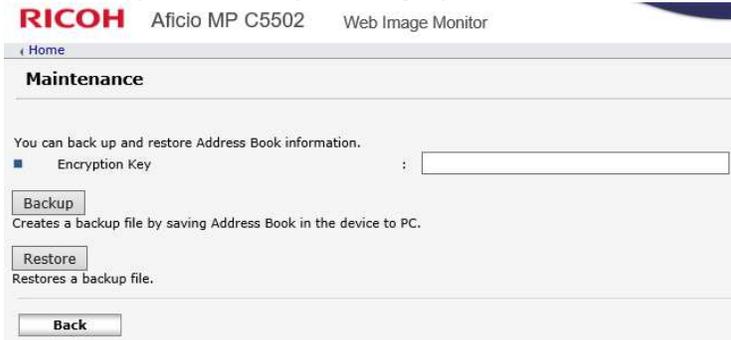


METRO SALES INC.

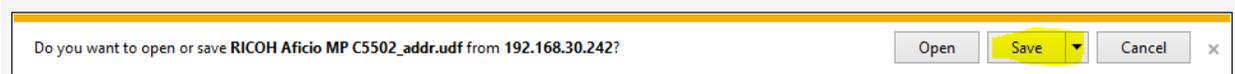
6. Select Maintenance:



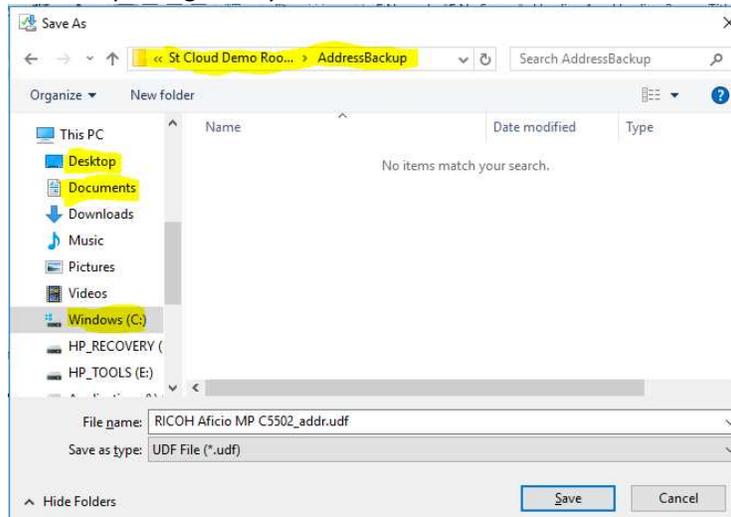
7. You can choose to encrypt this data by entering a password, or leave blank (most common)



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



10. Save this file anywhere on your computer that you will remember where to find it, in Documents, or Desktop or right on your C: drive and click on Save

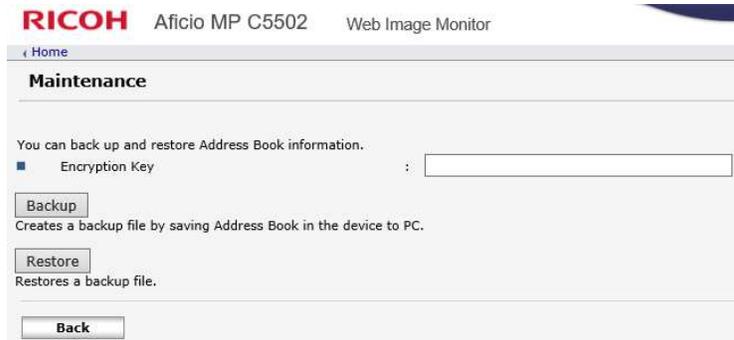


You have now successfully backed up your address book. This is a good idea to do on a regular basis especially after you have made changes to the address book. Take note, that in order to save a second time, you have to either rename the file or delete the old file first, good idea to name with today's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

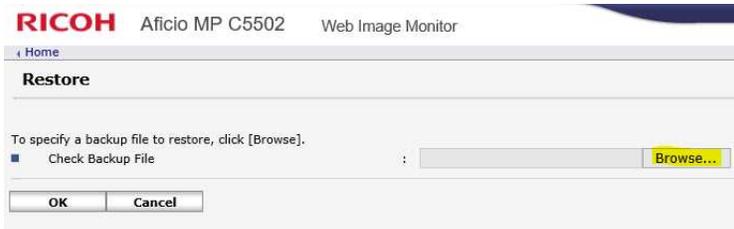
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Address Restore

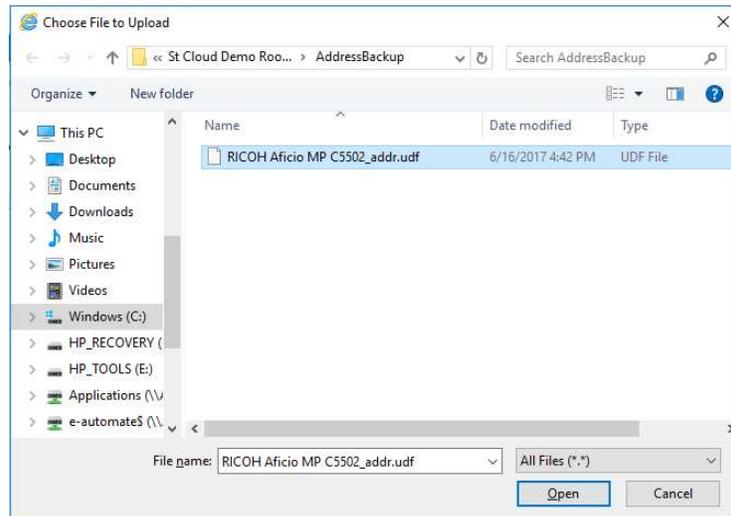
1. Follow the same steps above 1-6.
2. If used an Encryption Key or password, you will need to enter this before selecting "Restore" or leave blank if one was not used.
3. Select Restore:



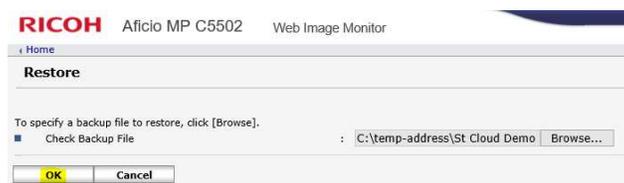
4. Select Browse:



5. Browse to the file saved earlier:

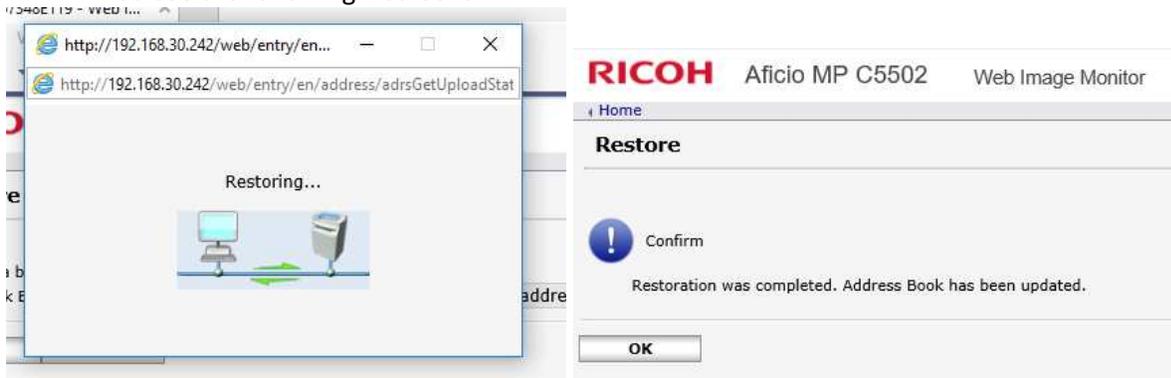


6. Click "Ok"



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7. You see the following 2 screens:



You have now successfully restored your address book.