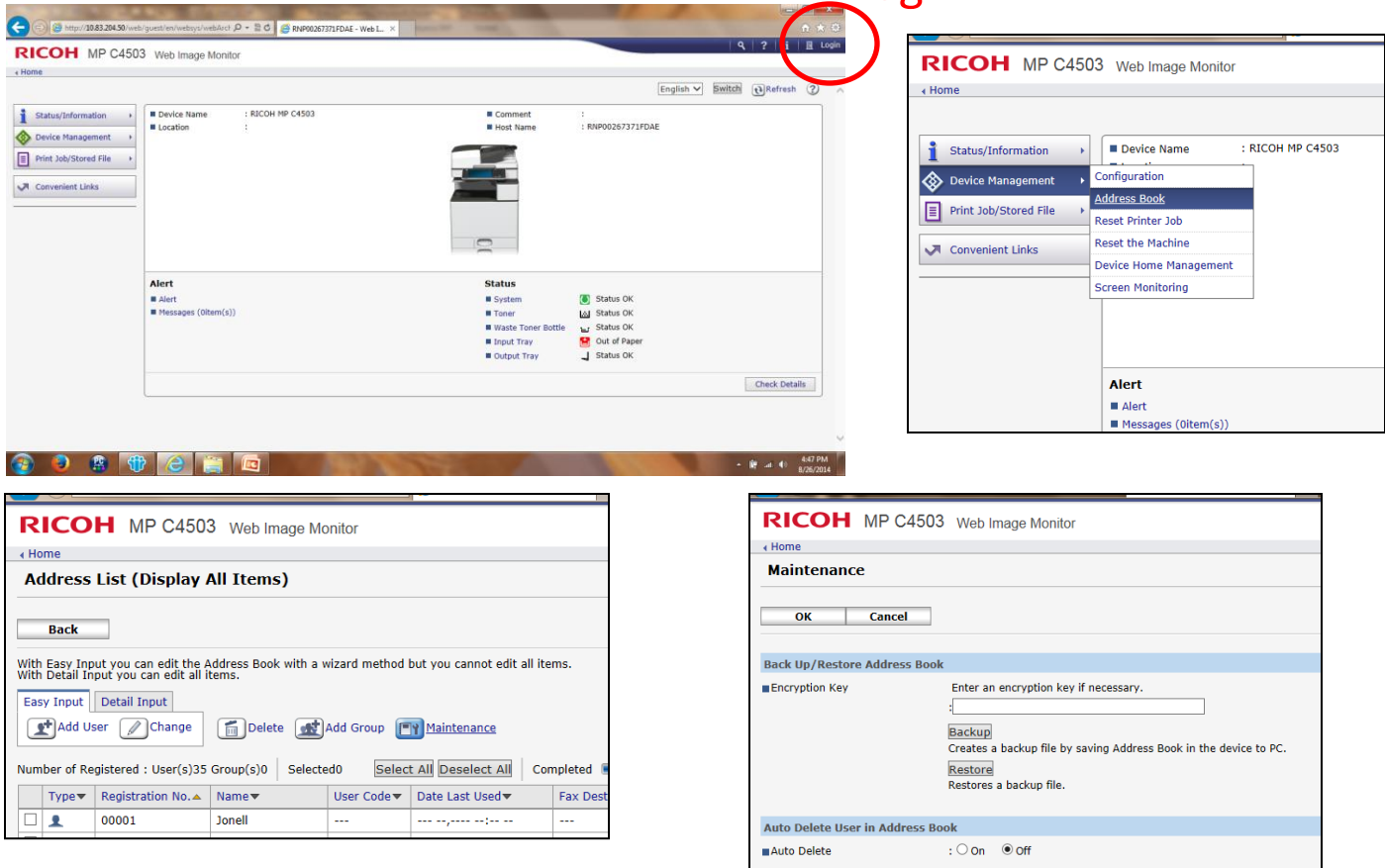


# Back up and Restore Address Book

## Using the Web Image Monitor

Login



### Backing up the Address Book

1. Open Web Browser (Internet explorer for example)
2. Enter the IP address of the Ricoh
3. Click Login in the upper right corner and enter admin for the user name, all lower case and leave the password blank
4. Go to Device Management
5. Address Book
6. Select Maintenance
7. Select Backup and save it to the desktop or somewhere easy for you to find.

### Putting the Address Book on the other machine.

1. Open Web Browser
2. Enter the IP address of the machine to add the Address Book to
3. Click Login in the upper right corner and enter admin for the user name, all lower case and leave the password blank.
4. Go to Device Management
5. Address Book
6. Select Maintenance
7. Select Restore
8. Browse to where you saved the Address Book from the other machine, select Open and click OK.