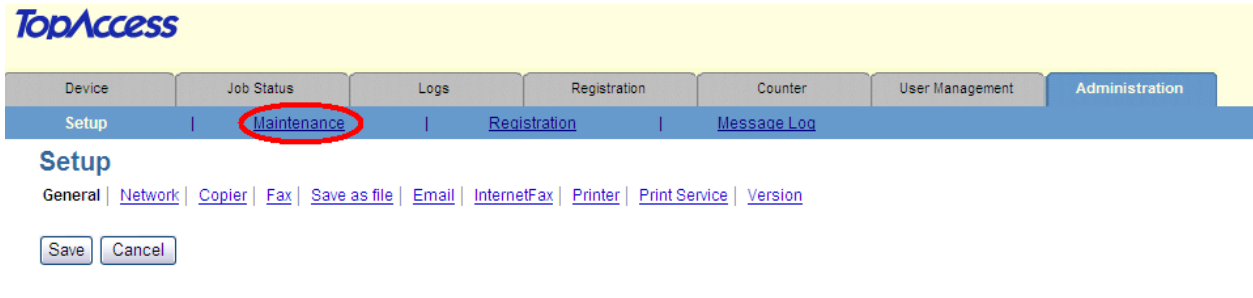


# HOW TO BACKUP YOUR ADDRESS BOOK AND DEPARTMENT CODES

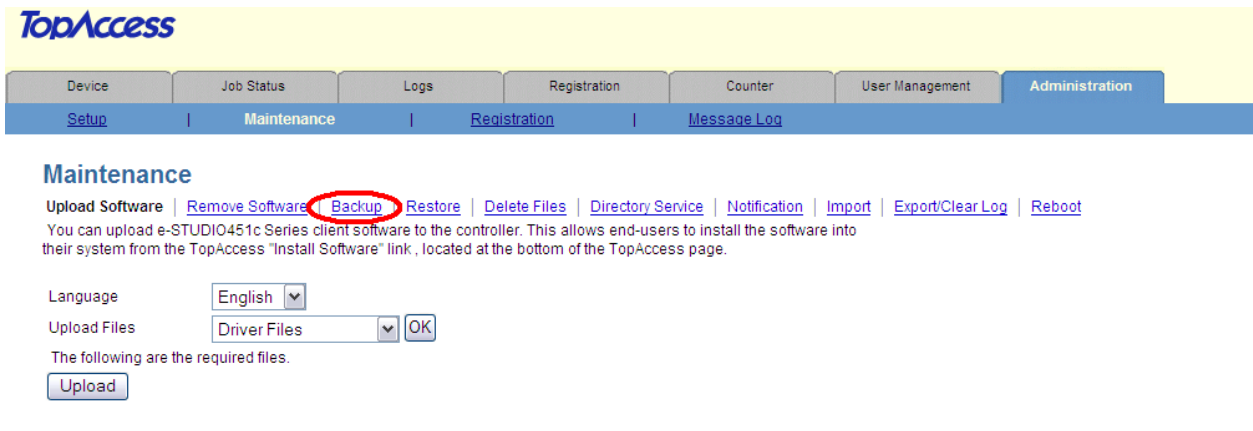
Log into TopAccess with the IP Address of your machine  
Admin Password is **123456**

Once you are logged in, go to Maintenance



The screenshot shows the TopAccess web interface. At the top left is the 'TopAccess' logo. Below it is a navigation bar with tabs for 'Device', 'Job Status', 'Logs', 'Registration', 'Counter', 'User Management', and 'Administration'. Underneath this is a secondary bar with links for 'Setup', 'Maintenance', 'Registration', and 'Message Log'. The 'Maintenance' link is circled in red. Below the navigation is the 'Setup' section, which includes a 'General' tab and several sub-links: 'Network', 'Copier', 'Fax', 'Save as file', 'Email', 'InternetFax', 'Printer', 'Print Service', and 'Version'. At the bottom of this section are 'Save' and 'Cancel' buttons.

Click on Backup



The screenshot shows the TopAccess web interface on the 'Maintenance' page. The navigation bar is the same as in the previous screenshot, but now the 'Maintenance' link is selected. Below the navigation bar is the 'Maintenance' section, which includes a 'Backup' link circled in red. Other links in this section include 'Upload Software', 'Remove Software', 'Restore', 'Delete Files', 'Directory Service', 'Notification', 'Import', 'Export/Clear Log', and 'Reboot'. Below these links is a paragraph of text: 'You can upload e-STUDIO451c Series client software to the controller. This allows end-users to install the software into their system from the TopAccess "Install Software" link, located at the bottom of the TopAccess page.' Below the text are two dropdown menus: 'Language' (set to 'English') and 'Upload Files' (set to 'Driver Files'). There is an 'OK' button next to the 'Upload Files' dropdown. At the bottom of the section is an 'Upload' button.

Click on "Create New File" under Address Book

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below this is a secondary navigation bar with links for Setup, Maintenance, Registration, and Message Log. The main content area is titled "Maintenance" and contains several links: Upload Software, Remove Software, Backup, Restore, Delete Files, Directory Service, Notification, Import, Export/Clear Log, and Reboot. A message states: "Click the button below to create the backup file." Below this message is a horizontal line and a "REFRESH" button. Underneath the refresh button is a table titled "Address Book". The table has a header row with "File Name" and "Not Created". Below the header are rows for "File Size", "Date Created", "File Version", and "Device Name". To the right of the table, a "Create New File" button is circled in red.

You will see the following message. If it does not refresh after 30 seconds, click on **Backup** again to return to the list

The screenshot shows the TopAccess web interface after a refresh. The navigation bars are the same as in the previous screenshot. The "Maintenance" section is visible, but the "Address Book" table is not present. Instead, a red-bordered message box at the bottom of the page displays the text: "Backup or restoration process in progress." A "REFRESH" button is visible above the message box.

Click on the file link. It will ask you to Save.  
**Save it in a safe location**

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below this is a secondary navigation bar with links for Setup, Maintenance, Registration, and Message Log. The main content area is titled "Maintenance" and contains several links: Upload Software, Remove Software, Backup, Restore, Delete Files, Directory Service, Notification, Import, Export/Clear Log, and Reboot. A text instruction says "Click the button below to create the backup file." Below this is a "REFRESH" button. The "Address Book" section displays a table with the following data:

Address Book	
File Name	<a href="#">BACKUP_ADDR100611.tbf</a>
File Size	6074
Date Created	FRI JUN 11 09:45:06 2010
File Version	37e84764
Device Name	MFP-04739285

At the bottom right of the table is a "Create New File" button.

Now you will back up the Department Codes  
Click on Export/Clear Log

The screenshot shows the TopAccess web interface. The navigation bar is the same as in the previous screenshot. The "Maintenance" section is active, and the "Export/Clear Log" link is circled in red. Below the navigation bar, there is a text instruction: "You can upload e-STUDIO451c Series client software to the controller. This allows end-users to install the software into their system from the TopAccess 'Install Software' link, located at the bottom of the TopAccess page." Below this text are two dropdown menus: "Language" (set to English) and "Upload Files" (set to Driver Files), followed by an "OK" button. Below the dropdowns is the text "The following are the required files." and an "Upload" button.

Scroll down to the very bottom. Click on "Create New File" for the Department Codes

**TopAccess**

Device | Job Status | Logs | Registration | Counter | User Management | Administration

[Setup](#) | [Maintenance](#) | [Registration](#) | [Message Log](#)

### Maintenance

[Upload Software](#) | [Remove Software](#) | [Backup](#) | [Restore](#) | [Delete Files](#) | [Directory Service](#) | [Notification](#) | [Import](#) | [Export/Clear Log](#) | [Reboot](#)

Click the button below to create the CSV file.

---

**Department Code Export (Small / Large Counter)**

File Name	Not Created
File Size	
Date Created	

**Department Code Export (Department Information)**

File Name	Not Created
File Size	
Date Created	

**Department Code Export (Department Information + All Counters)**

File Name	Not Created
File Size	
Date Created	

Once it has finished creating the file, scroll back down to the bottom of the page.  
This is the link it will create.

**TopAccess**

Device | Job Status | Logs | Registration | Counter | User Management | Administration

Setup | Maintenance | Registration | Message Log

### Maintenance

[Upload Software](#) | [Remove Software](#) | [Backup](#) | [Restore](#) | [Delete Files](#) | [Directory Service](#) | [Notification](#) | [Import](#) | [Export/Clear Log](#) | [Reboot](#)

Click the button below to create the CSV file.

---

Department Code Export (Small / Large Counter)	
File Name	Not Created
File Size	
Date Created	

[Create New File](#)

---

Department Code Export (Department Information)	
File Name	Not Created
File Size	
Date Created	

[Create New File](#)

---

Department Code Export (Department Information - All Counters)	
File Name	<a href="#">DEPARTMENT_CSV100611.csv</a>
File Size	7372
Date Created	FRI JUN 11 09:47:48 2010

[Create New File](#)

\*\*\*The only way to save it is by **Right-Click** the link and **Save Target As**. If you click on the link, it will open an Excel sheet on the site.\*\*\*

**TopAccess**

Device | Job Status | Logs | Registration | Counter | User Management | Administration

Setup | Maintenance | Registration | Message Log

### Maintenance

[Upload Software](#) | [Remove Software](#) | [Backup](#) | [Restore](#) | [Delete Files](#) | [Directory Service](#) | [Notification](#) | [Import](#) | [Export/Clear Log](#) | [Reboot](#)

Click the button below to create the CSV file.

---

Department Code Export (Small / Large Counter)	
File Name	Not Created
File Size	
Date Created	

[Create New File](#)

---

Department Code Export (Department Information)	
File Name	Not Created
File Size	
Date Created	

[Create New File](#)

---

Department Code Export (Department Information + All Counters)	
File Name	<a href="#">DEPARTMENT_CSV100611.csv</a>
File Size	7372
Date Created	FRI JUN 11 09:47:48 2010

[Create New File](#)

- Open
- Open in New Tab
- Open in New Window
- Save Target As...**
- Print Target
- Cut
- Copy
- Copy Shortcut
- Paste
- Blog with Windows Live
- E-mail with Windows Live
- Translate with Live Search
- All Accelerators
- Add to Favorites...
- Properties