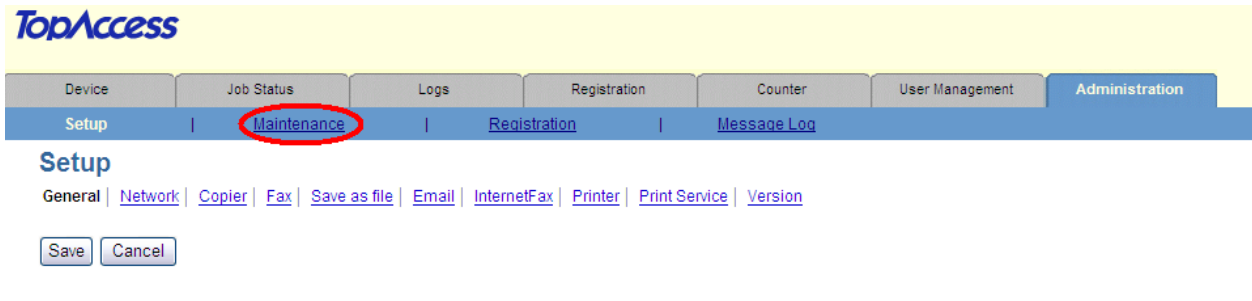


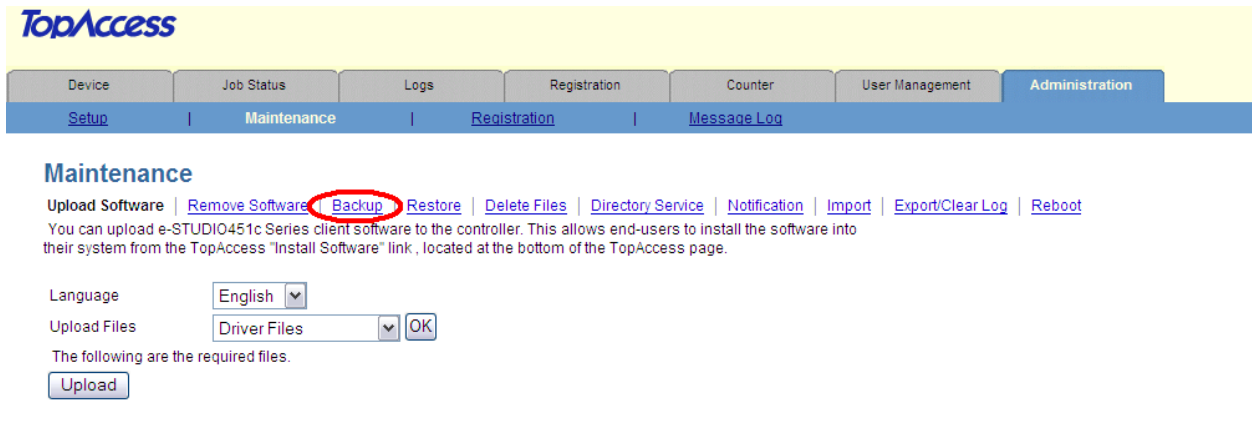
HOW TO BACKUP YOUR ADDRESS BOOK, TEMPLATES AND DEPARTMENT CODES

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

First we will backup the **Address Book**
Once you are logged in, go to **Maintenance**



Click on **Backup**



Click on **“Create New File”** under **Address Book** (NOTE: if it asks you for a backup password, use the Admin password of the copier: 123456)

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 Maintenance section is active, showing links for 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 is a REFRESH button. The Address Book table is shown with columns for File Name, File Size, Date Created, File Version, and Device Name. The File Name column contains the text "Not Created". A "Create New File" button is circled in red.

The screenshot shows a Windows Internet Explorer password dialog box. The title bar reads "Password - Windows Internet Explorer". The address bar shows the URL "http://10.64.88.249:8080/TopAccess/Administrator/Maintenance/Backup/Encrpt_Temp.htm". The dialog box contains two input fields: "Backup file Password" and "Confirm Password", both filled with black dots. There are "OK" and "Cancel" buttons at the top left. The status bar at the bottom shows "Done", "Internet", and a zoom level of "105%".

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. 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 sub-menu with links for Setup, Maintenance, Registration, and Message Log. The Maintenance section is active, showing links for Upload Software, Remove Software, Backup, Restore, Delete Files, Directory Service, Notification, Import, Export/Clear Log, and Reboot. A red-bordered message box in the center of the page reads "Backup or restoration process in progress." Below the message is a blue circular refresh icon with the word "REFRESH" underneath it.

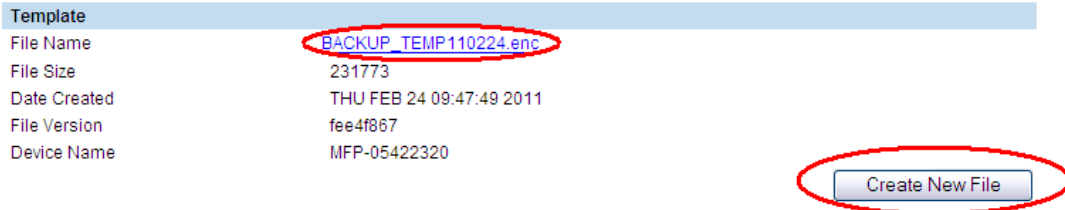
Click on the file link. It will ask you to Save.
Save it in a safe location

The screenshot shows the TopAccess web interface with the Address Book section active. The navigation bar and sub-menu are the same as in the previous screenshot. Below the sub-menu, there is a text prompt: "Click the button below to create the backup file." A blue circular refresh icon with the word "REFRESH" is visible. Below this is a table with the following data:

Address Book	
File Name	BACKUP_ADDR100611.tbf
File Size	6074
Date Created	FRI JUN 11 09:45:06 2010
File Version	37e84764
Device Name	MFP-04739285

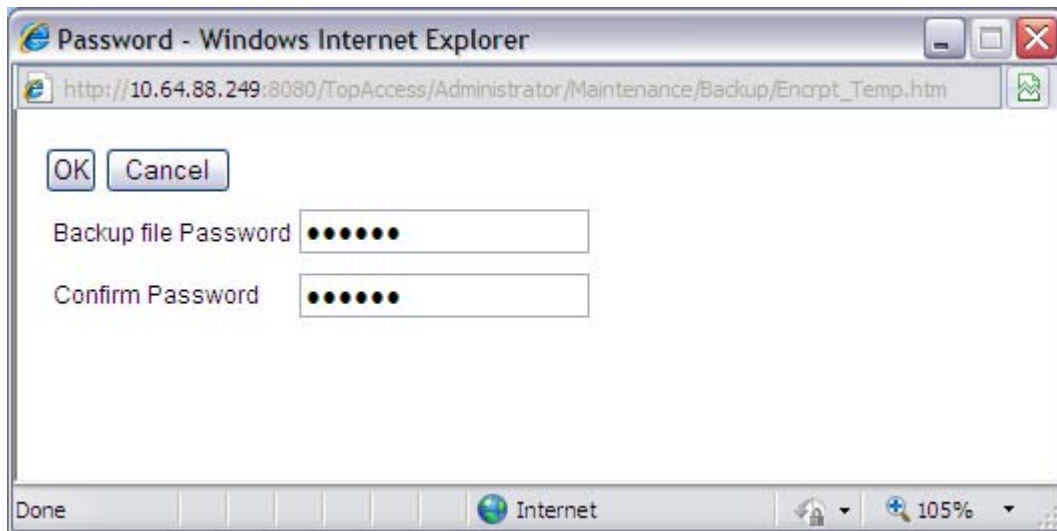
At the bottom right of the table area, there is a button labeled "Create New File".

Scroll down to Templates. Click on **Create New File**.



Click on the **BACKUP_TEMPxxxxxx.enc** File and save to a safe destination.

(NOTE: if it asks you for a backup password, use the Admin password of the copier: 123456)



Department Codes

Now you will back up the Department Codes

Click on Export/Clear Log

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](#)

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.

Language
Upload Files

The following are the required files.

Scroll down to the very bottom. Click on **“Create New File”** for the **Department Codes**

The screenshot shows the TopAccess Maintenance page. 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 sub-navigation bar with links for Setup, Maintenance, Registration, and Message Log. The main heading is 'Maintenance', followed by a list of links: Upload Software, Remove Software, Backup, Restore, Delete Files, Directory Service, Notification, Import, Export/Clear Log, and Reboot. A text instruction reads: 'Click the button below to create the CSV file.' Below this are three sections, each with a title and a 'Create New File' button:

- 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: Not Created
File Size:
Date Created:
[Create New File](#)

The 'Create New File' button for the third option is circled in red.

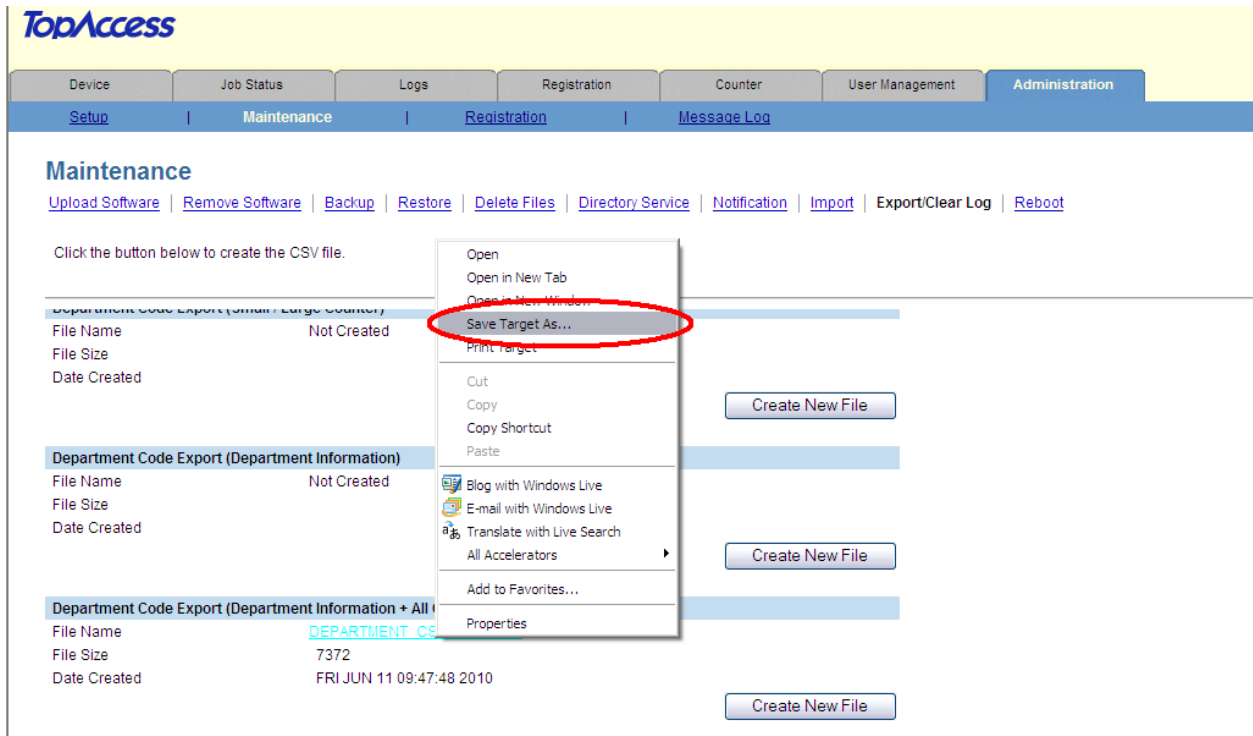
Once it has finished creating the file, scroll back down to the bottom of the page. This is the link it will create.

The screenshot shows the TopAccess Maintenance page after the file creation process. The navigation and sub-navigation bars are the same as in the previous screenshot. The 'Maintenance' heading and links are also present. The text instruction 'Click the button below to create the CSV file.' is still there. Below this are three sections, each with a title and a 'Create New File' button:

- 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: [DEPARTMENT_CSV100611.csv](#)
File Size: 737B
Date Created: FRI JUN 11 09:47:48 2010
[Create New File](#)

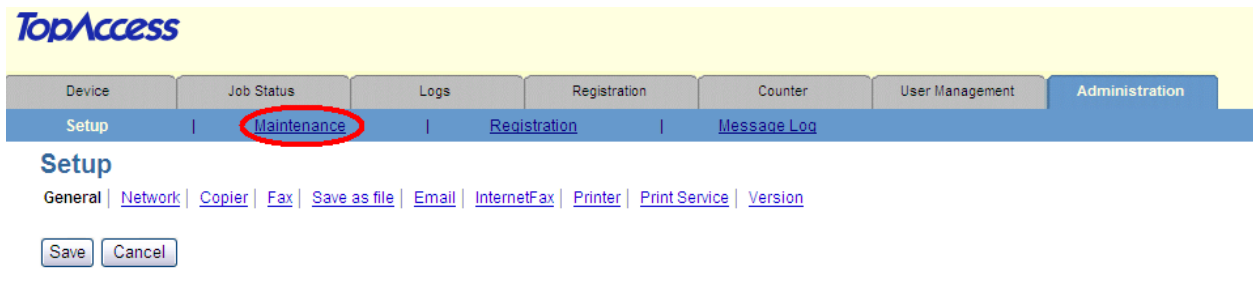
The file name 'DEPARTMENT_CSV100611.csv' and the file size '737B' are circled in red.

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.



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 sub-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. Below the links, there is a section titled "Click the button below to create the CSV file." followed by three rows of data. Each row has a link, a "File Name" field, a "File Size" field, and a "Date Created" field. The first row's link is "Department Code Export (main) Large Country", its File Name is "Not Created", and it has a "Create New File" button. The second row's link is "Department Code Export (Department Information)", its File Name is "Not Created", and it has a "Create New File" button. The third row's link is "Department Code Export (Department Information + All)", its File Name is "DEPARTMENT_CS", its File Size is "7372", and its Date Created is "FRI JUN 11 09:47:48 2010", with a "Create New File" button. A context menu is open over the third row's link, with the "Save Target As..." option highlighted in red.

To **Restore** the settings onto the copier, log back into Top Access & Log in as Administrator. We will go back to **Maintenance**.



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 sub-navigation bar with links for Setup, Maintenance, Registration, and Message Log. The "Maintenance" link is circled in red. The main content area is titled "Setup" and contains a "General" section with links for Network, Copier, Fax, Save as file, Email, InternetFax, Printer, Print Service, and Version. Below the links, there are "Save" and "Cancel" buttons.

Choose RESTORE

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](#)

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.

Language
Upload Files
The following are the required files.

First, let's do the Address Book

Browse for the file you saved from the Backup, then click **Upload**

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](#)



Address Book

File Name
File Size
Date Created
File Version
Device Name

#1

#2

Once you have Uploaded the file, you want to **Check** the box next to Address Book, and then **Restore**

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](#)

Restore

Address Book

File Name	BACKUP_ADDR100611.tbf
File Size	6074
Date Created	FRI JUN 11 09:45:06 2010
File Version	37e84764
Device Name	MFP-04739285

[REFRESH](#)

Once you have Uploaded the Address Book, let's work on the Department Codes. Click on the **Import** link above

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](#)

Please enter file name.
Importing address book may take time.

[REFRESH](#)

Address Book

File Name

Department Code

File Name

Browse for the file you saved from the backup, then click on **Import**. This will import the department code settings.

*****If you are using Department Codes, be sure to enable the codes under the User Management tab and Authentication!!*****