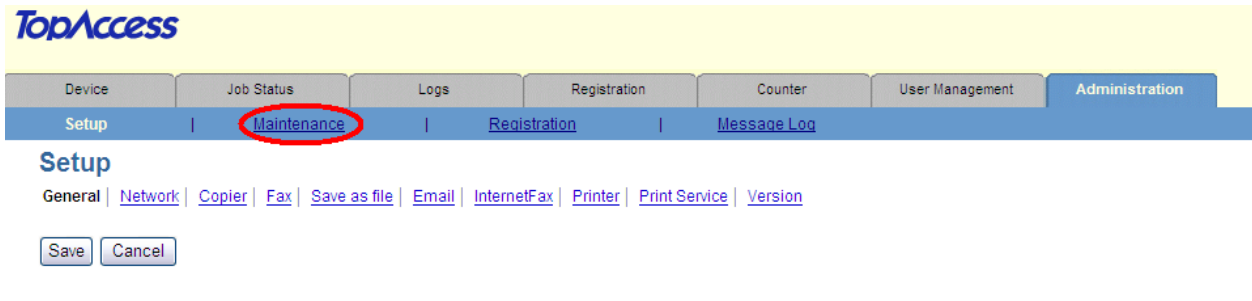


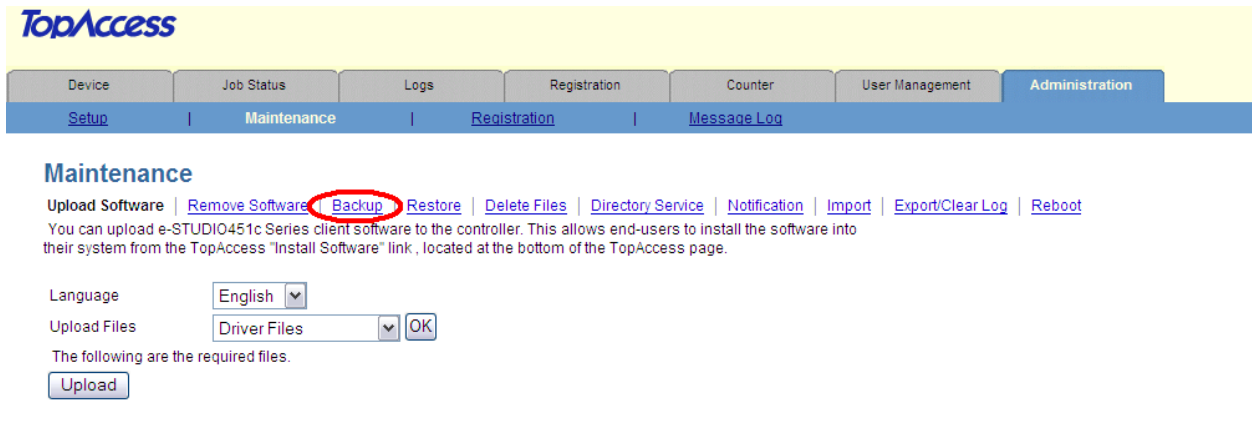
# HOW TO BACKUP YOUR ADDRESS BOOK AND DEPARTMENT CODES

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**

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 table with the following columns: File Name, File Size, Date Created, File Version, and Device Name. The table contains one entry with the value "Not Created" in the File Name column. A "REFRESH" button is located to the right of the table. A red circle highlights the "Create New File" button located below the table.

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, similar to the previous one. The Maintenance section is active. A red message box is displayed at the bottom of the page, containing 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

**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 backup file.

---

 REFRESH

| Address Book |   |
|--------------|---|
| File Name    | <a href="#">BACKUP_ADDR100&amp;11.tbf</a> |
| File Size    | 6074                                      |
| Date Created | FRI JUN 11 09:45:06 2010                  |
| File Version | 37e84764                                  |
| Device Name  | MFP-04739285                              |

## 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: English   
Upload Files: Driver Files

The following are the required files.

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.

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**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 |             |

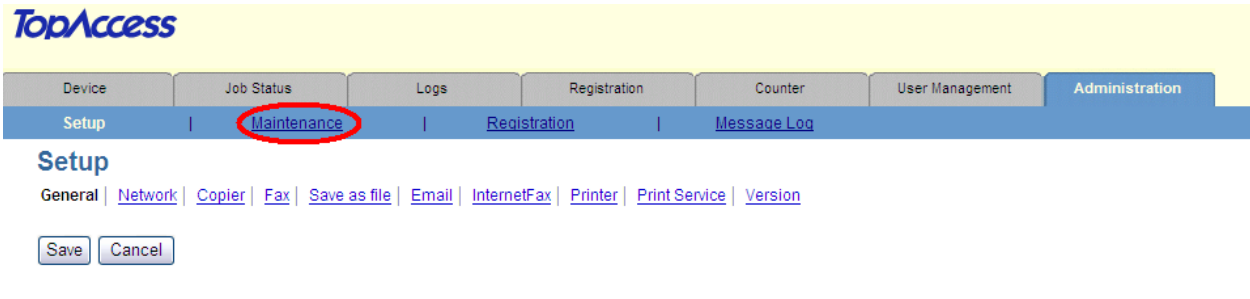
Once it has finished creating the file, scroll back down to the bottom of the page.  
This is the link it will create.

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 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 CSV file." Below this message are three sections, each with a "Create New File" button. The first section is "Department Code Export (Small / Large Counter)" with File Name "Not Created", File Size, and Date Created. The second section is "Department Code Export (Department Information)" with File Name "Not Created", File Size, and Date Created. The third section is "Department Code Export (Department Information + All Counters)" with File Name [DEPARTMENT\\_CSV100611.csv](#) (circled in red), File Size "7372", and Date Created "FRI JUN 11 09:47:48 2010".

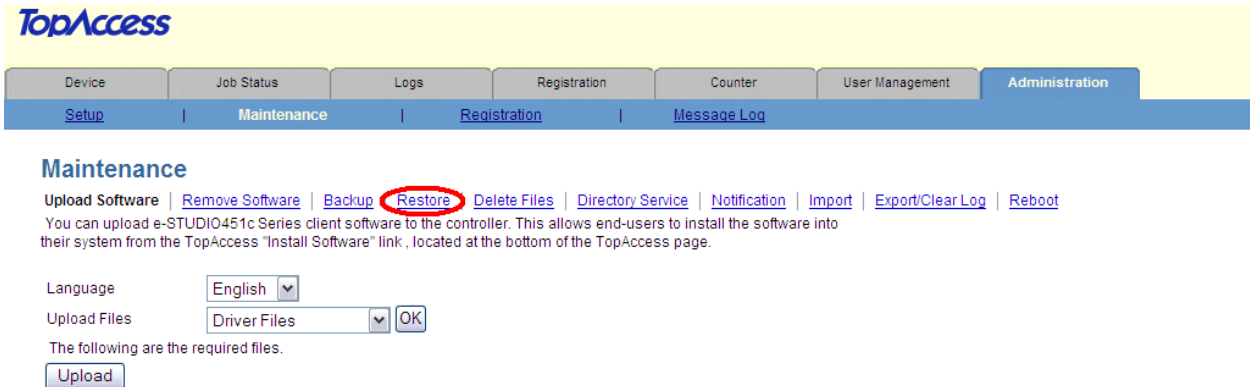
**\*\*\*The only way to save it is by Right-Click the link and Save Target As. If you click on the link, it will open an Excel sheet on the site.\*\*\***

This screenshot is similar to the previous one, but with a right-click context menu open over the file link "DEPARTMENT\_CSV100611.csv". The menu options are: Open, Open in New Tab, Open in New Window, Save Target As... (circled in red), 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..., and Properties. The "Save Target As..." option is highlighted, indicating the correct action to take to save the file.

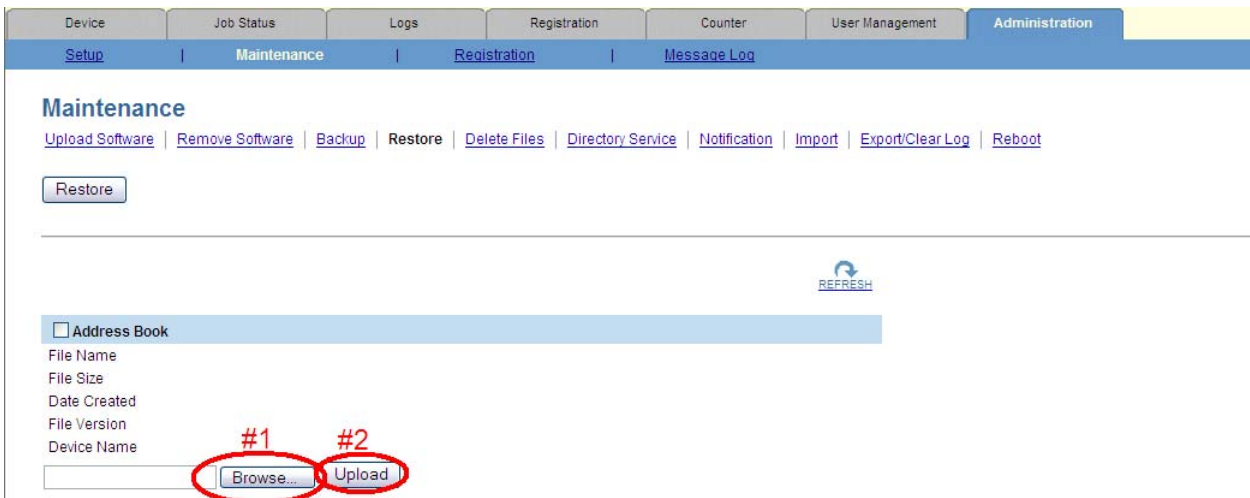
To **Restore** the settings onto the copier, log back into Top Access & Log in as Administrator. We will go back to **Maintenance**.



Choose **RESTORE**



First, let's do the **Address Book**  
**Browse** for the file you saved from the Backup, then click **Upload**



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

The screenshot shows the 'Maintenance' section of a web interface. At the top, there are tabs for 'Device', 'Job Status', 'Logs', 'Registration', 'Counter', 'User Management', and 'Administration'. Below these are sub-tabs for 'Setup', 'Maintenance', 'Registration', and 'Message Log'. The 'Maintenance' sub-tab is active. Underneath, there are links for 'Upload Software', 'Remove Software', 'Backup', 'Restore', 'Delete Files', 'Directory Service', 'Notification', 'Import', 'Export/Clear Log', and 'Reboot'. The 'Restore' button is circled in red. Below this is a 'Refresh' button. Underneath is a section for 'Address Book' with a checkbox that is also circled in red. To the right of the checkbox is a table with the following data:

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

Below the table are 'Browse...' and 'Upload' buttons.

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

The screenshot shows the 'Maintenance' section of a web interface. At the top, there are tabs for 'Device', 'Job Status', 'Logs', 'Registration', 'Counter', 'User Management', and 'Administration'. Below these are sub-tabs for 'Setup', 'Maintenance', 'Registration', and 'Message Log'. The 'Maintenance' sub-tab is active. Underneath, there are links for 'Upload Software', 'Remove Software', 'Backup', 'Restore', 'Delete Files', 'Directory Service', 'Notification', 'Import', 'Export/Clear Log', and 'Reboot'. The 'Import' link is circled in red. Below this is a 'Refresh' button. Underneath is a section for 'Address Book' with a 'File Name' input field and 'Browse...' and 'Import' buttons. Below that is a section for 'Department Code' with a 'File Name' input field and 'Browse...' and 'Import' buttons. Both the 'Browse...' and 'Import' buttons in the 'Department Code' section are circled in red.

**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!!\*\*\***