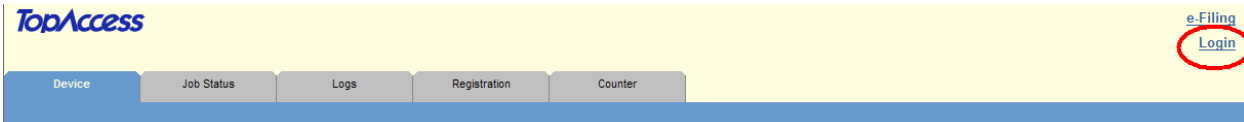


Backup & Restore Department Codes

It's important to backup your Department Codes in case anything should happen to the copier. By backing them up, you can restore them back onto the device and not lose your information. Also, for information purposes, you can back up your Department Code file to view the counters for each department for tracking purposes.

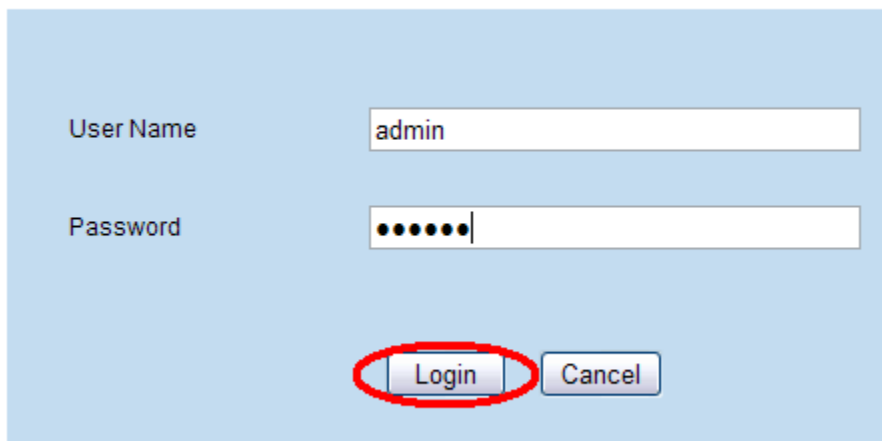
To backup (or export) your Department Code list, follow the steps below.

Log into Top Access and click Login

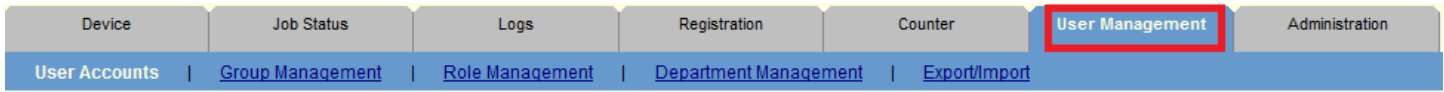


Log in as admin and the password **123456**

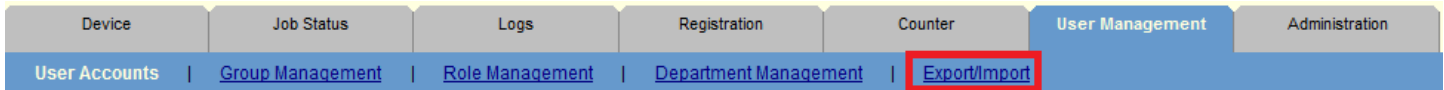
Login with your TopAccess User Name and Password.

A screenshot of the TopAccess login form. The form has a light blue background. It contains two input fields: 'User Name' with the text 'admin' and 'Password' with six black dots. Below the input fields are two buttons: 'Login' and 'Cancel'. The 'Login' button is circled in red.

Select the **User Management** tab



Select **Export/Import** tab



Scroll down until you see **Department Information**. You have two options.

1. Department Information is just the Department Codes themselves.
2. Department Information (All Counters) includes your Department Codes as well as the counts for each code.

Select **Create New File** on the button you would like. (In the example, I used Department Information (All Counters))

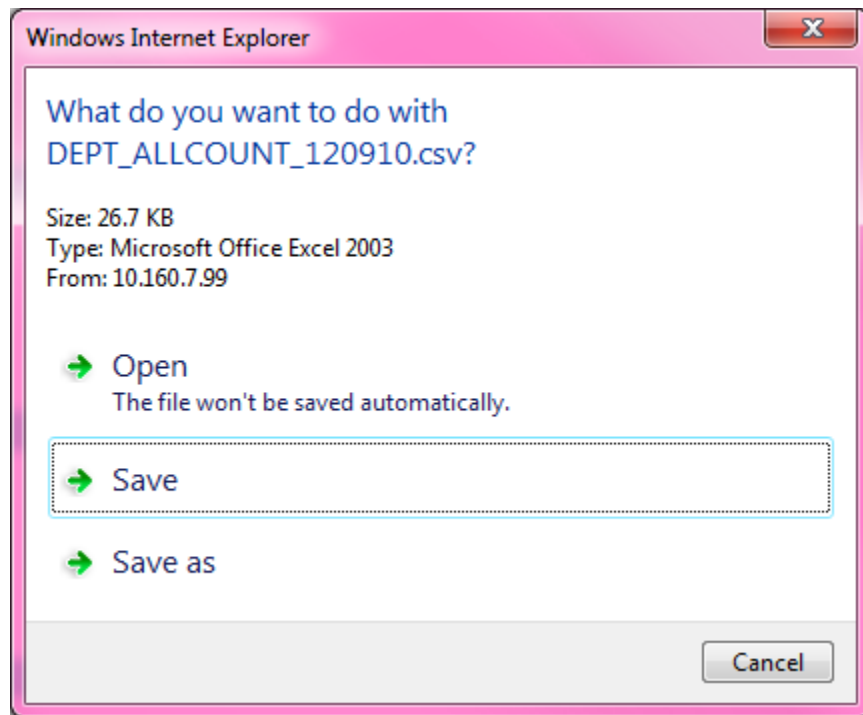
Department Information	
File Name	DEPTINFO_121009.csv
File Size	16540
Date Created	TUE OCT 09 13:01:37 2012
	<input type="button" value="Create New File"/>

Department Information(All Counters)	
File Name	DEPT_ALLCOUNT_120910.csv
File Size	27410
Date Created	MON SEP 10 09:18:45 2012
	<input type="button" value="Create New File"/>

Click on the link next to **File Name** after the page refreshes.

Department Information(All Counters)	
File Name	DEPT_ALLCOUNT_120910.csv
File Size	27410
Date Created	MON SEP 10 09:18:45 2012

Save the file to a safe place, like your user folder or on the desktop for easy access.



Now you have a list of your codes and counts in Excel format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Number	Department Name	Department Code	Color Quo	Default Cc	Color Quo	Black Quo	Default Bl	Black Quo	Job Quota	Default Jo	Job Quota	Full Color	Full Color
2	1	Admin	11111	OFF	0	0	OFF	0	0	OFF	0	0	0	0
3	2	Office	22222	OFF	0	0	OFF	0	0	OFF	0	0	0	0
4	3	John	98765	OFF	0	0	OFF	0	0	OFF	0	0	0	0
5	4	Jane	12121	OFF	0	0	OFF	0	0	OFF	0	0	0	0
6	1001	Undefined	0	OFF	0	0	OFF	0	0	OFF	0	0	0	0

(Note: The Undefined code cannot be deleted.)

If something happened to the device, this is the same general area that you can restore (or import) your Department Codes back into.

While you are in **Export/Import**, select **Import**



Select **Browse** and look for the file

Department Code

Import Method: Overwrite Addition Addition and Clear Counter

File Name

*Counters of all departments will be cleared if you select "Addition and ClearCounter" and import.

Once you have the file selected, click on **Import**

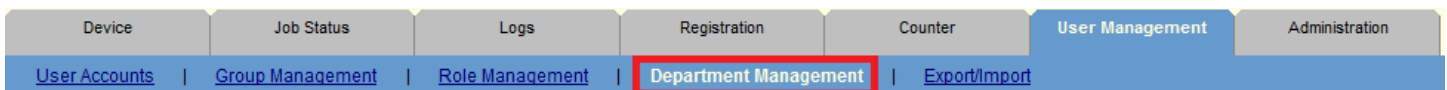
Department Code

Import Method: Overwrite Addition Addition and Clear Counter

File Name

*Counters of all departments will be cleared if you select "Addition and ClearCounter" and import.

Your Department Codes have been restored back onto the machine. You can check them in the **Department Management** link under **User Management** tab.



Department Management



Number	Department Name	Dept Code	Total Printing	Total Scanning	Fax Transmission	Fax Reception
1	111	111	0	0	0	0
1001	Undefined	00000	0	0	0	0