

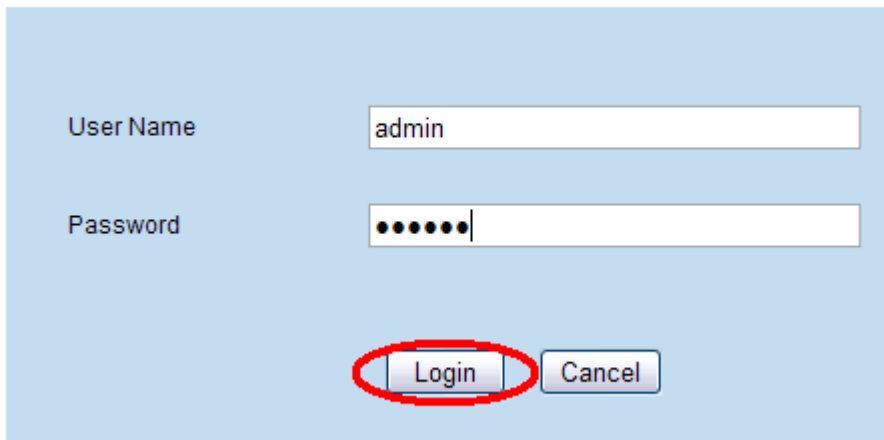
How to Add, Export, Edit CSV File and Import the Toshiba Address Book

Log into Top Access and click Login



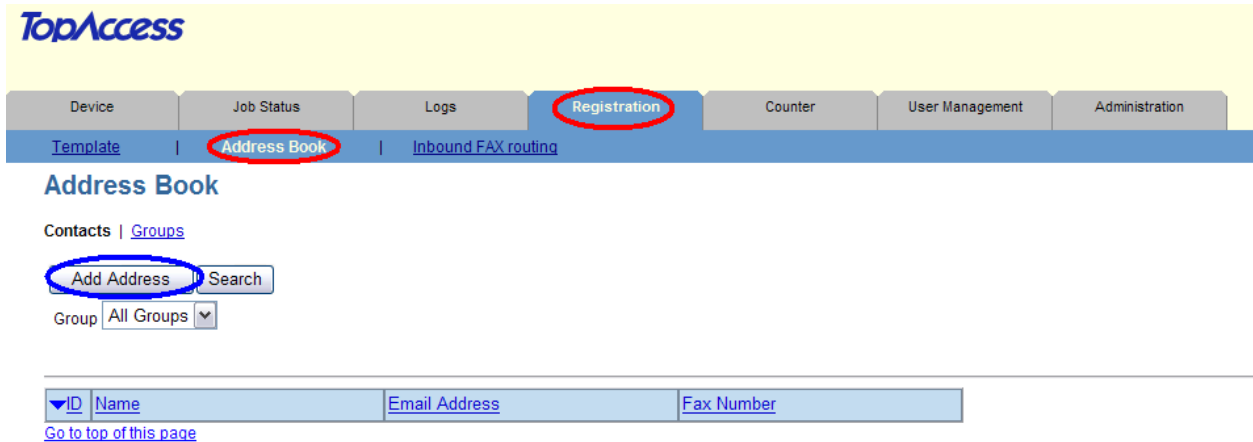
Log in as admin and the password **123456**

Login with your TopAccess User Name and Password.



How to Add Address Manually in the Address Book

Click on the Registration Tab at the top, then Address Book in the blue bar.



TopAccess

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

[Template](#) | **Address Book** | [Inbound FAX routing](#)

Address Book

Contacts | [Groups](#)

Add Address | Search

Group: All Groups

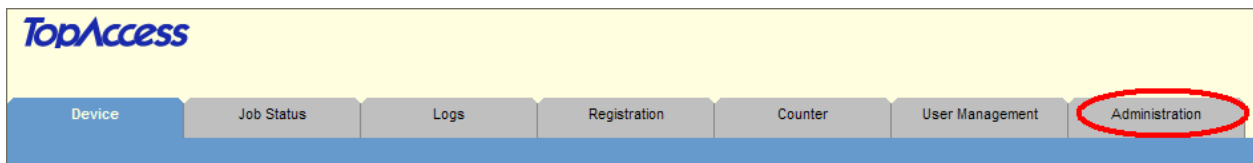
ID	Name	Email Address	Fax Number
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[Go to top of this page](#)

Click on the Add Address Button, type in the information and save.

How to Export the Address Book

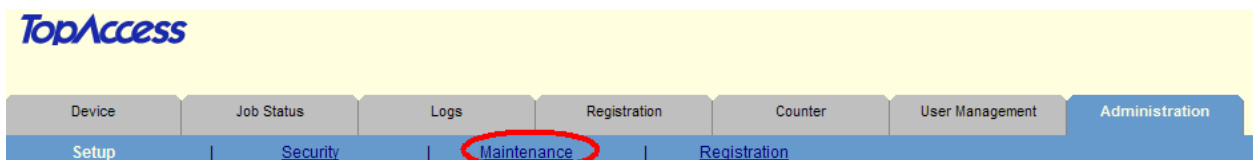
Click on the Administration Tab



TopAccess

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

Click on Maintenance in the blue bar



TopAccess

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

Setup | [Security](#) | **Maintenance** | [Registration](#)

Click on the Export link in blue. Then click on the Create New File button

TopAccess

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

Setup | Security | Maintenance | Registration

Maintenance

[Upload Software](#) | [Remove Software](#) | [Create Clone File](#) | [Install Clone File](#) | [Import](#) | [Export](#) | [Delete Files](#) | [Directory Service](#) | [Notification](#) | [Languages](#) | [System Updates](#) | [Reboot](#)

Click the button below to create the CSV file or XML file.
*It may take more than 10 minutes if there are a lot of entries.

REFRESH

Address Book

File Name: Not Created
File Size:
Date Created:
Export Data Format: CSV XML

[Create New File](#)

MailBoxes

File Name: Not Created
File Size:
Date Created:

[Create New File](#)

Template

File Name: Not Created
File Size:
Date Created:

[Create New File](#)

Combined(Template + Address Book + MailBoxes)

File Name: Not Created
File Size:
Date Created:

[Create New File](#)

After it's finished, it will refresh and show the following. Click on the ADDR_XXXX file. This is the Address Book in a .csv file format, which can be opened in Excel

TopAccess

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

Setup | Security | Maintenance | Registration

Maintenance

[Upload Software](#) | [Remove Software](#) | [Create Clone File](#) | [Install Clone File](#) | [Import](#) | [Export](#) | [Delete Files](#) | [Directory Service](#) | [Notification](#) | [Languages](#) | [System Updates](#) | [Reboot](#)

Click the button below to create the CSV file or XML file.
*It may take more than 10 minutes if there are a lot of entries.

REFRESH

Address Book

File Name: [ADDR_120112.csv](#)
File Size: 212
Date Created: THU JAN 12 14:51:48 2012
Export Data Format: CSV XML

[Create New File](#)

MailBoxes

File Name: Not Created
File Size:
Date Created:

[Create New File](#)

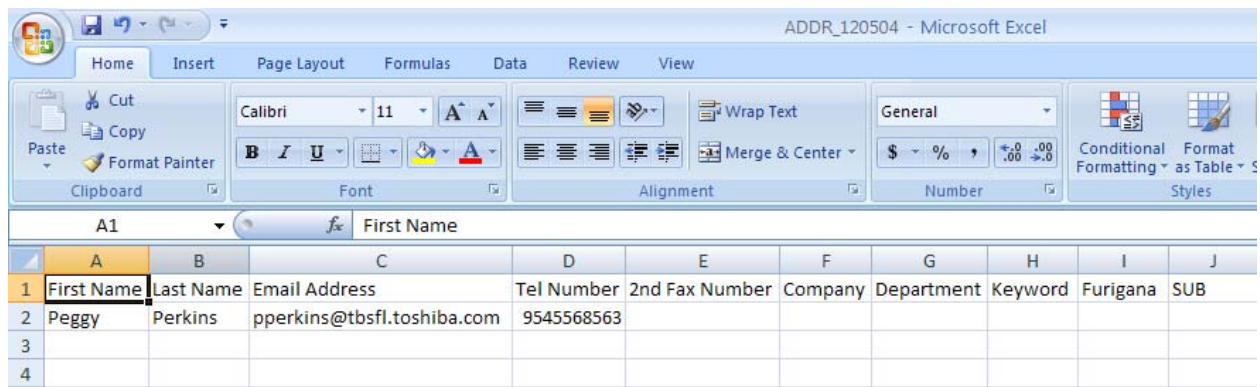
Template

File Name: Not Created
File Size:
Date Created:

[Create New File](#)

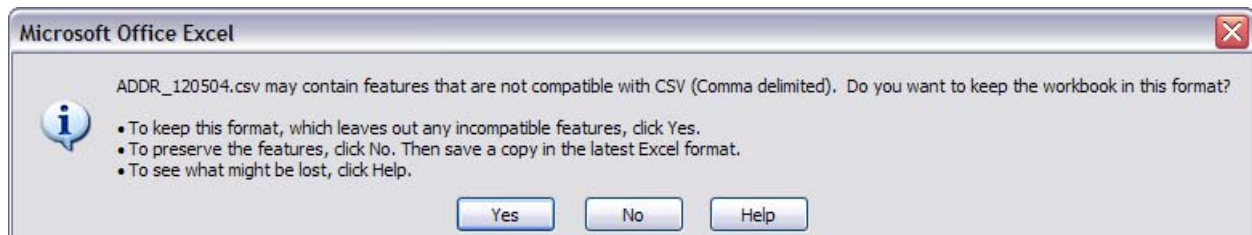
How to Edit the Excel file for your Address Book

Open the CSV file you just saved for your Address Book. This is in Excel format. Please note that you must keep all information in the first row, do not delete. This is important for the machine to understand the information it is receiving. You may now edit, delete, add any names/e-mail addresses in this area. (Note: You may put either the e-mail address or the fax number [Tel Number]. It is not necessary to have both unless you would like to do so.)



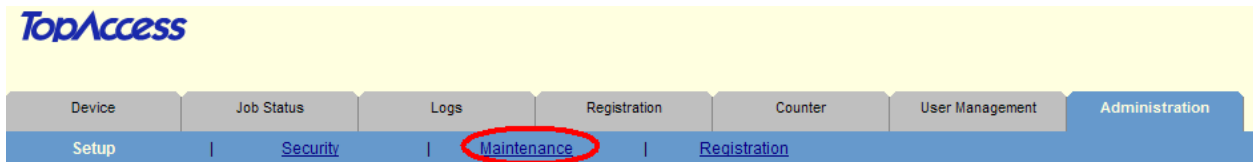
	A	B	C	D	E	F	G	H	I	J
1	First Name	Last Name	Email Address	Tel Number	2nd Fax Number	Company	Department	Keyword	Furigana	SUB
2	Peggy	Perkins	pperkins@tbsfl.toshiba.com	9545568563						
3										
4										

Be sure to save this file when done. If it prompts you for any errors or warnings like the one below, please click **YES** or **OK**. When finished, you can proceed to import the Address Book back into the machine.



How to Import the Address Book

In the Maintenance tab



Click in the Import link in blue



Browse for the file (must be a **.csv** or **.xml** file format), then click Import. This will import the address book file into the copier

