

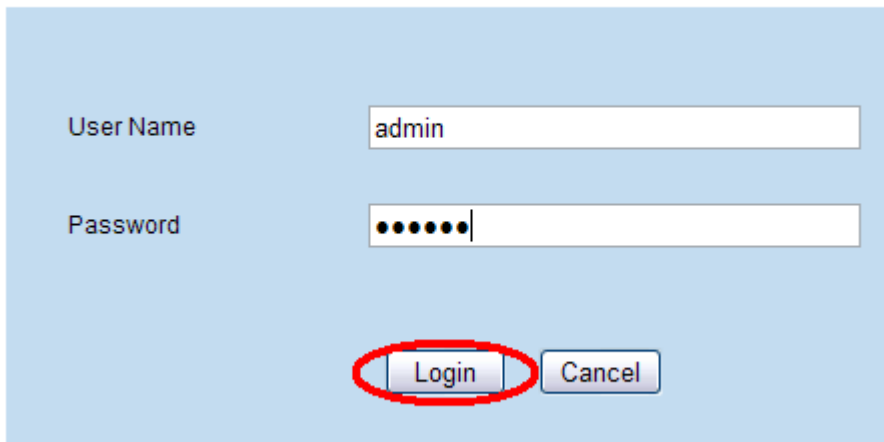
How to Add, Export, and Import the Toshiba Address Book

Log into Top Access and click Login



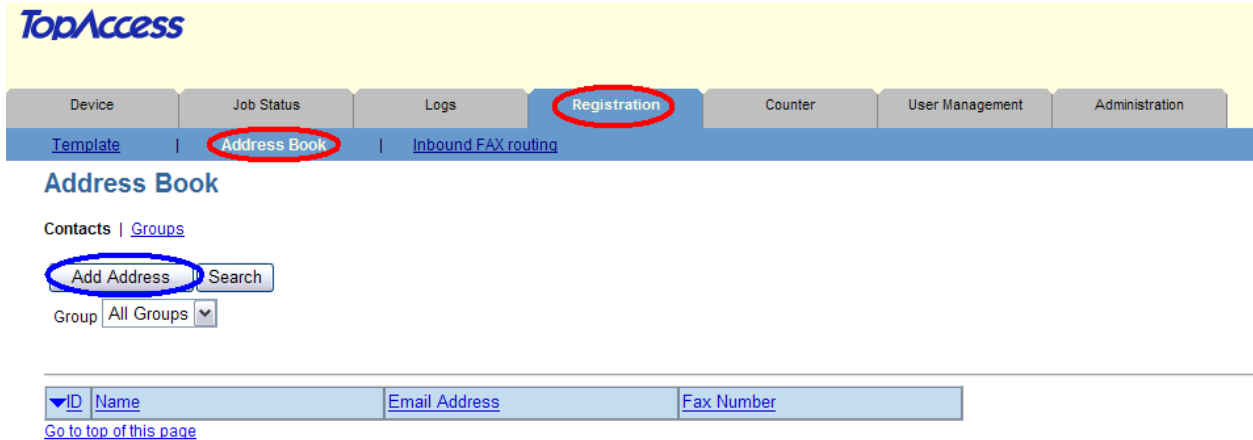
Log in as admin and the password **123456**

Login with your TopAccess User Name and Password.

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.

How to Add Address Manually in the Address Book

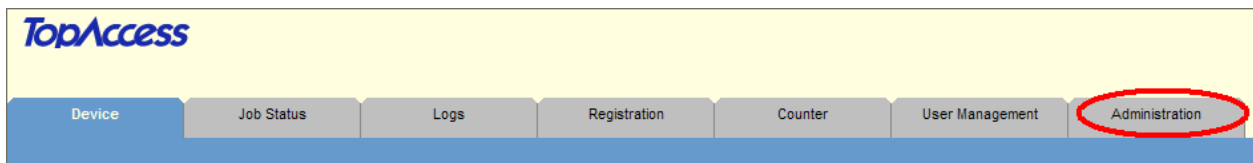
Click on the Registration Tab at the top, then Address Book in the blue bar.



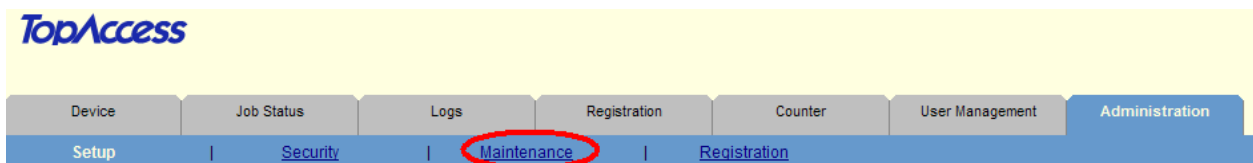
Click on the Add Address Button and type in the information and save.

How to Export the Address Book

Click on the Administration Tab



Click on Maintenance in the blue bar



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

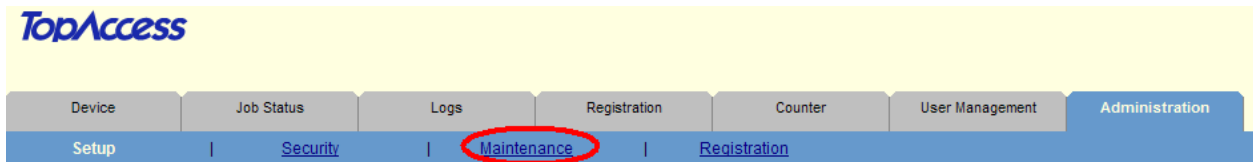
The screenshot shows the TopAccess Maintenance page. The navigation bar includes Device, Job Status, Logs, Registration, Counter, User Management, and Administration. The Maintenance section contains links for Upload Software, Remove Software, Create Clone File, Install Clone File, Import, Export (circled in red), Delete Files, Directory Service, Notification, Languages, System Updates, and Reboot. Below the links, there is a note: "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." A REFRESH button is visible. The Address Book section shows File Name: Not Created, File Size: Not Created, Date Created: Not Created, and Export Data Format: CSV (selected) and XML. The Create New File button for the Address Book is circled in red. Similar sections exist for MailBoxes, Template, and Combined(Template + Address Book + MailBoxes).

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

The screenshot shows the TopAccess Maintenance page after a refresh. The navigation bar is the same. The Maintenance section now includes an Export link. The Address Book section shows File Name: ADDR_120112.csv (circled in red), File Size: 212, Date Created: THU JAN 12 14:51:48 2012, and Export Data Format: CSV (selected) and XML. The Create New File button is still present. Similar sections exist for MailBoxes, Template, and Combined(Template + Address Book + MailBoxes).

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

