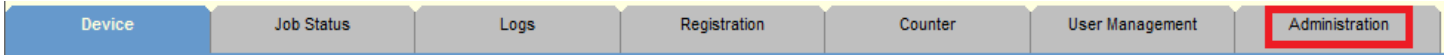


How to Backup / Restore Department Codes & Address Book

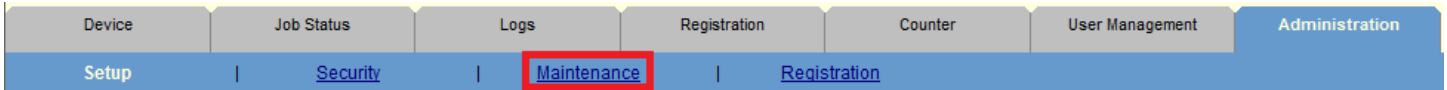
Back-up

First, Login to Top Access. Default Password **123456**

Click on **Administration**.



Click on **Maintenance**.



Click on Export/Clear Log

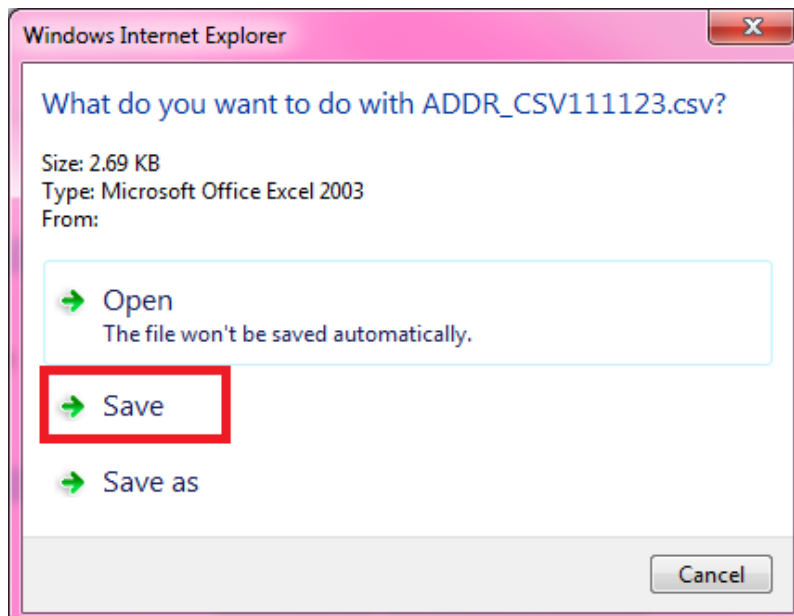
Maintenance

[Upload Software](#) | [Remove Software](#) | [Backup](#) | [Restore](#) | [Delete Files](#) | [Directory Service](#) | [Notification](#) | [Import](#) | [Export/Clear Log](#) | [Reboot](#)

First, look for **Address Book**. Click on **Create New File**.



Once it has been created, click on the **File Name** link and save it to your computer.



On the same page, scroll down to the bottom of the page until you see **Department Code Export**. If you do not want the counters (the number of copies, prints, scans, etc.), you will choose **Department Code Export (Department Information)**. If you want the counters, you will choose **Department Code Export (Department Information + All Counters)**. Select the **Create New File** button next to your choice.

Department Code Export (Department Information)

File Name [DEPTINFO_CSV120228.csv](#)
File Size 894
Date Created TUE FEB 28 12:15:28 2012

Create New File

Department Code Export (Department Information + All Counters)

File Name [DEPARTMENT_CSV121010.csv](#)
File Size 16858
Date Created WED OCT 10 08:55:56 2012

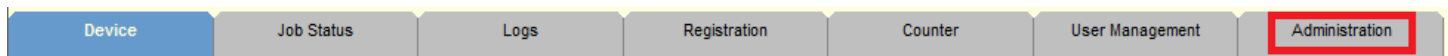
Create New File

Make sure you **save** the file to your computer, just like you did above.

Restore

Now, sign into the new copier's Top Access – Username is **Admin** and the password is **123456**.

Click on **Administration**.



Click on **Maintenance**.



Click on **Import**.

Maintenance

[Upload Software](#) | [Remove Software](#) | [Create Clone File](#) | [Install Clone File](#) | [Import](#) | [Export](#) | [Delete Files](#) | [Directory Service](#) |

Click on **Browse** and look for the **Address Book** file you downloaded. Select the file and then click on **Import**.

Address Book

Import Method: Addition Overwrite

File Name

[Browse...](#)

[Import](#)

Now, for the Department Codes, click on **User Management** tab.

Device

Job Status

Logs

Registration

Counter

[User Management](#)

Administration

Click on **Export/Import** and then **Import** just below.

Device

Job Status

Logs

Registration

Counter

[User Management](#)

Administration

[User Accounts](#)

[Group Management](#)

[Role Management](#)

[Department Management](#)

[Export/Import](#)

Export/Import

[Export](#)

[Import](#)

Click on **Browse**, look for the Department Code file and then choose **Import**.

Department Code

Import Method: Overwrite Addition Addition and Clear Counter

File Name

[Browse...](#)

[Import](#)

Your Address Book & Department Codes have been uploaded to the new device.