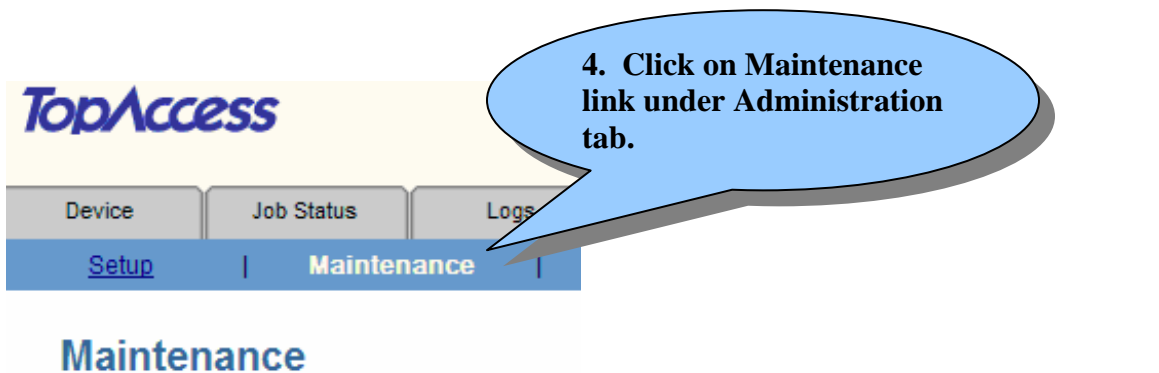
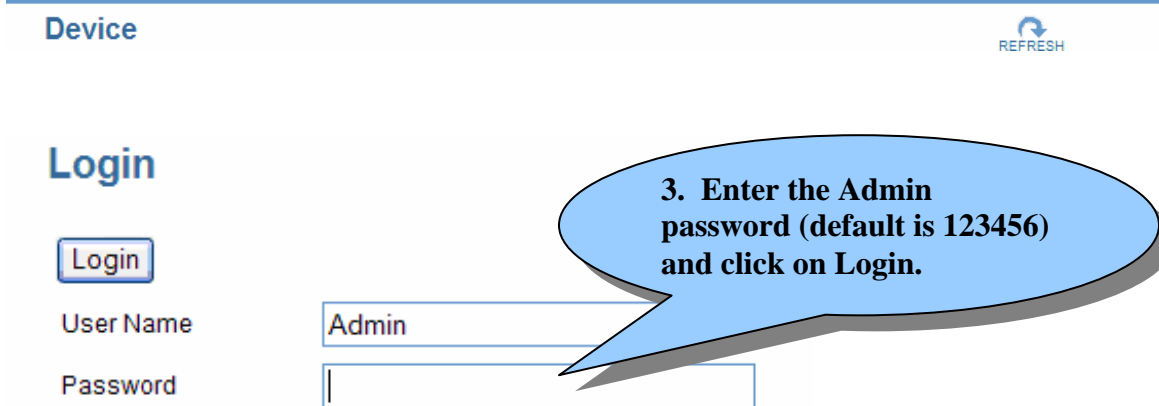
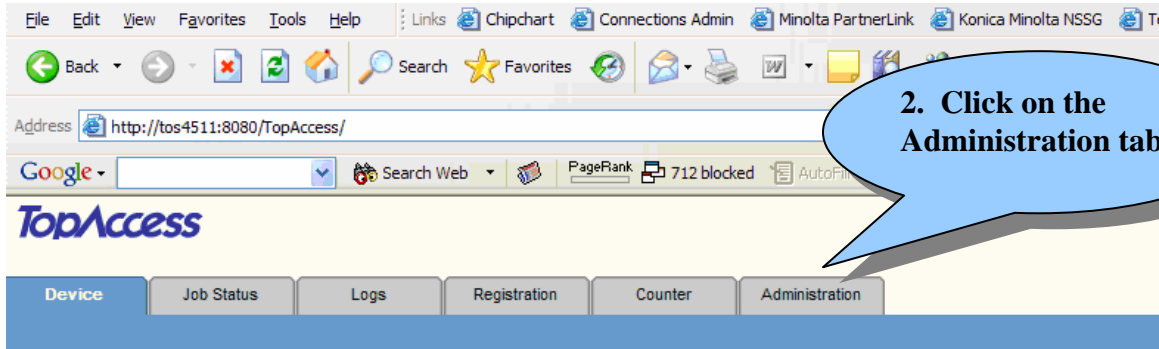


# Backing up Toshiba Printer/Copier Hard-Drive

## Address Book & Template backup

**1.** Open Internet Explorer and access TopAccess for the machine in need of backup. This page can be bookmarked. If it is not bookmarked, it can be accessed by entering the IP Address of the machine in the address bar of Internet Explorer. (Machine name can be used instead of IP Address if DNS is active).



5. Click on Backup link on the Maintenance screen.

The screenshot shows the TopAccess Maintenance screen. At the top right, there are links for "e-Filing" and "Logout". Below the navigation bar, the "Maintenance" section is active, with links for "Upload Software", "Remove Software", "Backup", "Restore", and "Delete Files". A message says "Click the button below to create the backup file." Below this, the "Address Book" section is highlighted, showing a table with the following details:

File Name	BACKUP_ADDR041202.tbf
File Size	12523
Date Created	THU DEC 02 16:23:47 2004
File Version	8820277
Device Name	TOS4511

At the bottom right of the Address Book section, there is a "Create New File" button.

6. Address Book and Template are backed up on this screen. Go to the section you wish to back up, and click on Create New File (i.e. if you wish to back up Address Book, click Create New File button in lower right of Address Book section).

TopAccess

The screenshot shows the TopAccess Maintenance screen. At the top, there are tabs for "Device" and "Job Status". Below the navigation bar, the "Maintenance" section is active, with links for "Setup" and "Ma...".

Display will show the following.

7. If your address book is large, you will want to wait a few minutes to allow for the backup to be created. This screen will not refresh itself, you will need to refresh the screen.

**NOTE:** When you refresh (F5 or View/Refresh), the screen will refresh and reset back to the Maintenance/Upload Software page. Click on the Backup link to return to the backup page.

Backup or restoration process in progress.

**Maintenance**

[Upload Software](#) | [Remove Software](#) | [Backup](#) | [Restore](#) | [Delete Files](#) | [Directory](#)

Click the button below to create the backup file.

**Address Book**

File Name	<a href="#">BACKUP_ADDR050401.tbf</a>
File Size	12812
Date Created	FRI APR 01 15:46:36 2005
File Version	6a91279a
Device Name	TOS4511

Create New File

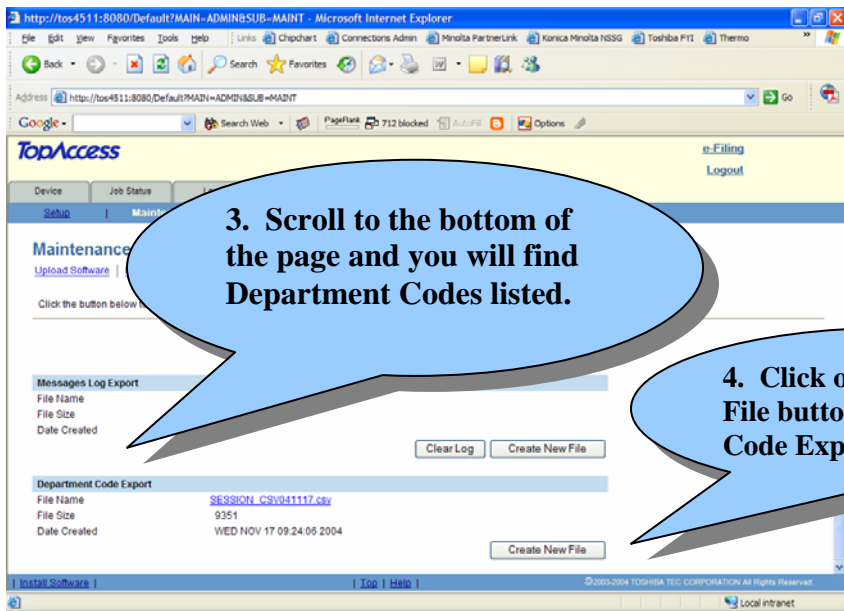
8. Right click on the **BACKUP\_ADDR\*\*\*\*\*.tbf** link and select "save target as". The \* will be the date in the following format, yymmdd. Choose where you would like to store the backup. Repeat the same steps to backup the template listing.

**Department Code backup**

1. Perform steps 1 – 4 above.



2. Click on the **Export/Clear Log** link.



3. Scroll to the bottom of the page and you will find **Department Codes** listed.

4. Click on the **Create New File** button for **Department Code Export**.

**TopAccess**

Device | Job Status | Logs | Registrati

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

**Maintenance**

[Upload Software](#) | [Remove Software](#) | [Backup](#) |

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**Backup or restoration process in progress.**

**5. Allow a few minutes for the file to be created, especially for large department code lists. Refresh the screen (F5 or View/Refresh).**

**Administration**

[Log](#)

**6. Click on the Export/Clear Log link.**

[ory Service](#) | [Notification](#) | [Import](#) | [Export/Clear Log](#)

**7. Scroll to bottom and right click on the SESSION\_CSV\*\*\*\*\*.csv link. Select save target as, and choose where you would like to back up the file. (\* indicates date the backup file was created in the following format, yymmdd)**

Any logs that you wish to backup and keep can be backed up the same way as the department codes. Address books can be exported as a csv file, but if you are only backing it up to ensure you do not lose it, the Backup feature is better to use than the Export.

**Messages Log Export**

File Name	Not Created
File Size	
Date Created	

**Department Code Export**

File Name	<a href="#">SESSION_CSV050401.csv</a>
File Size	9351
Date Created	FRI APR 01 15:58:12 2005