



# Kōdo Cloud Fax Application Setup & Usage Guide

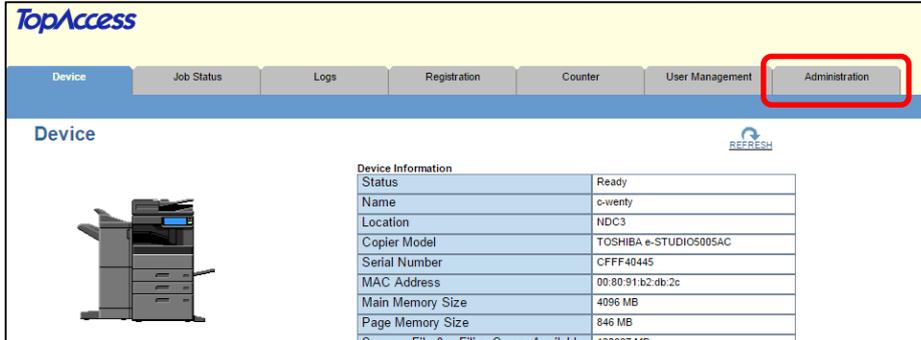
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## Enable Application

The following instruction will demonstrate how to install Kōdo Cloud Fax application.

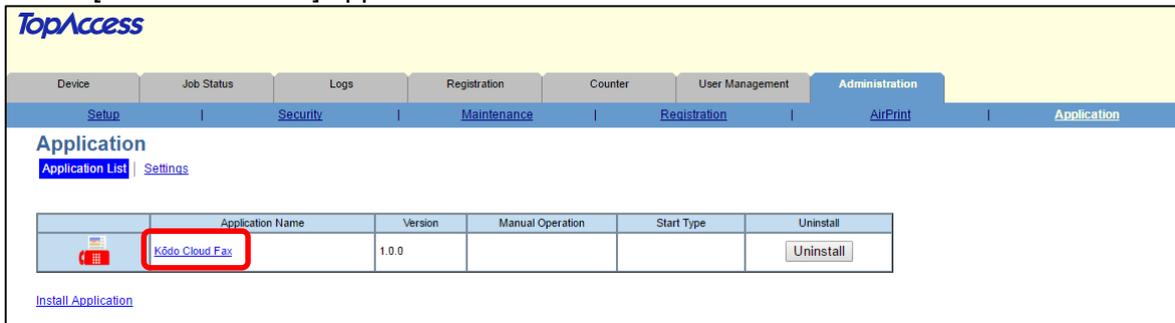
1. On TopAccess select [Administration] and login using your admin username and password.



2. Select [Application].



3. Select [Kōdo Cloud Fax] application.



4. **IMPORTANT!** The customer must have a subscription with Kōdo Cloud Fax service.

**Application**  
[Application List](#) | [Settings](#)



**Kōdo**  
Cloud Fax Services

Kōdo Cloud Fax Services provides an online fax service that is fully integrated with your Toshiba e-STUDIO MFD. Fast, reliable, cost-effective fax solution for your entire Toshiba fleet. Our product offers direct faxing from your MFD, email to fax, fax to email and secure online faxing.

For more information or to subscribe to Kōdo Cloud Fax please contact your local Toshiba representative.

To enable the application on your MFD

Please check the tick box to confirm you have a current subscription to Kōdo Cloud Fax.

5. Tick the check box to enable the Kōdo Cloud Fax application and select [OK] to save this setting.

To enable the application on your MFD

Please check the tick box to confirm you have a current subscription to Kōdo Cloud Fax.

## Registering the Application

The following instruction will demonstrate how to add the Kōdo Cloud Fax application to a panel button.

1. From TopAccess select [Administration] and login as the administrator then select [Registration].

**TopAccess**

Device
Job Status
Logs
Registration
Counter
User Management
Administration

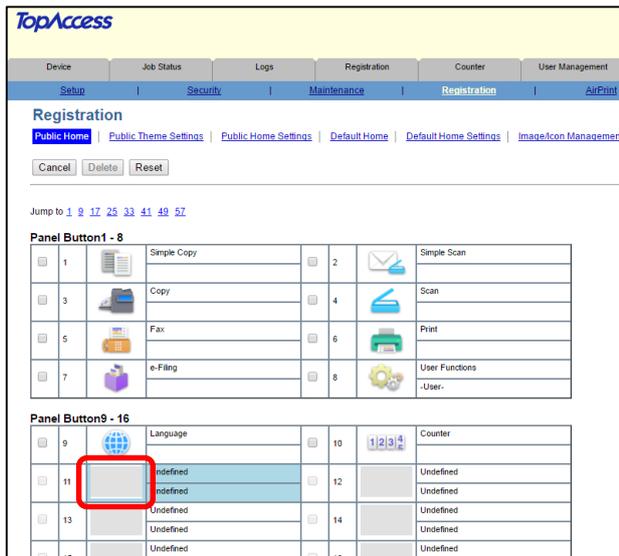
Setup
Security
Maintenance
Registration
AirPrint

**Application**  
[Application List](#) | [Settings](#)

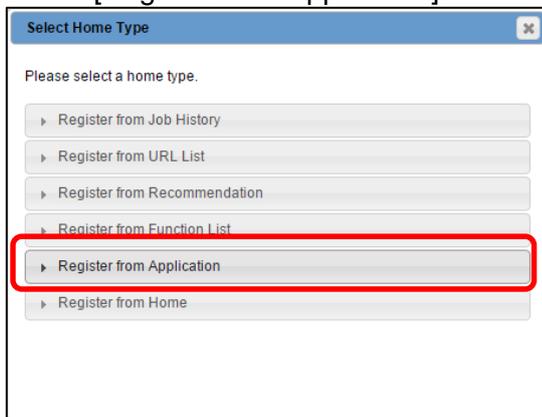
	Application Name	Version	Manual Operation	Start Type	
	Kōdo Cloud Fax	1.0.0			<input type="button" value="Uninstall"/>

[Install Application](#)

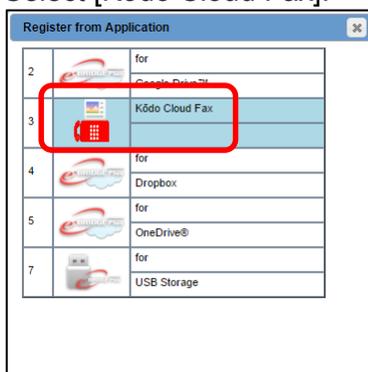
2. Under Public Home select a [Undefined] panel button.



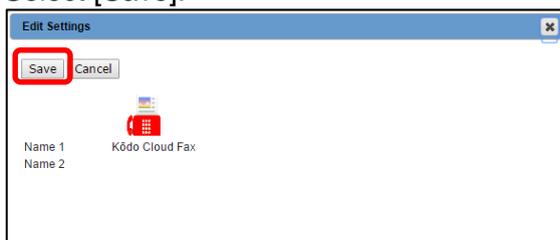
3. Select [Register from Application].



4. Select [Kōdo Cloud Fax].



5. Select [Save].



6. Registration of the Kōdo Cloud Fax application is complete.

Panel Button1 - 8			
<input type="checkbox"/>	1		Simple Copy
<input type="checkbox"/>	2		Simple Scan
<input type="checkbox"/>	3		Copy
<input type="checkbox"/>	4		Scan
<input type="checkbox"/>	5		Fax
<input type="checkbox"/>	6		Print
<input type="checkbox"/>	7		e-Filing
<input type="checkbox"/>	8		User Functions -User-

Panel Button9 - 16			
<input type="checkbox"/>	9		Language
<input type="checkbox"/>	10		Counter
<input type="checkbox"/>	11		Kōdo Cloud Fax
<input type="checkbox"/>	12		Undefined
<input type="checkbox"/>			Undefined
<input type="checkbox"/>			Undefined

## From Address Configuration

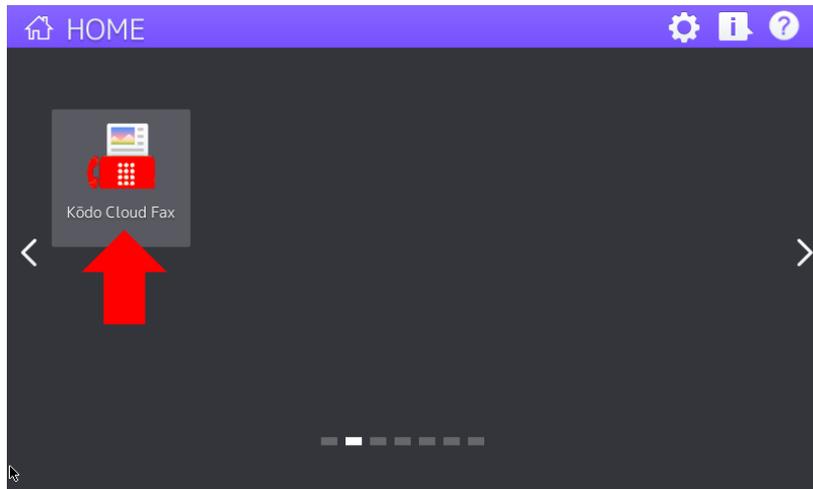
TopAccess Email configuration is required for Kōdo Cloud Fax application to function successfully.

1. From TopAccess select [Administration] and login as the administrator.
2. Go to [Setup] and select [Email].
3. Enter a valid from address.  
**NOTE!** All fax delivery confirmation will be sent to the From Address.
4. Under “Default Subject” select the radio button for a custom subject.

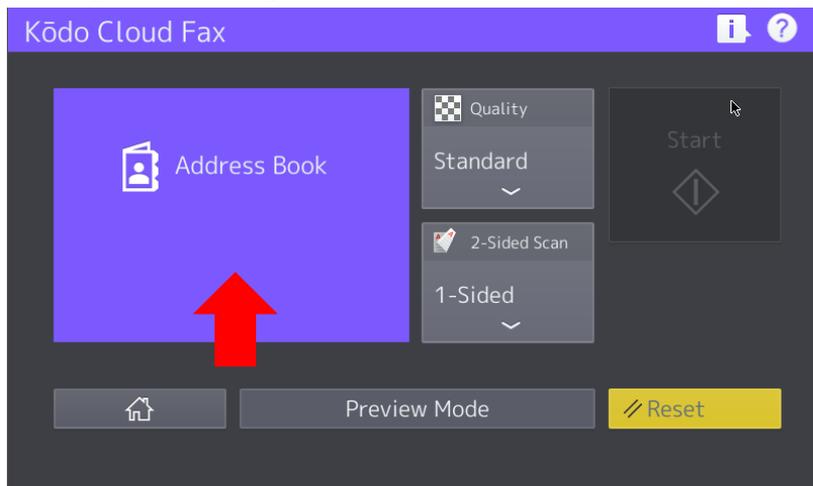
The screenshot shows the 'Setup' page in TopAccess, specifically the 'Email Setting' section. Under 'General Setting', the 'From Address' field is set to 'reception@toshiba-tap.com'. The 'Default Subject' section has the 'Factory Default' radio button selected. A red arrow points to this section.

## How to Send a Fax

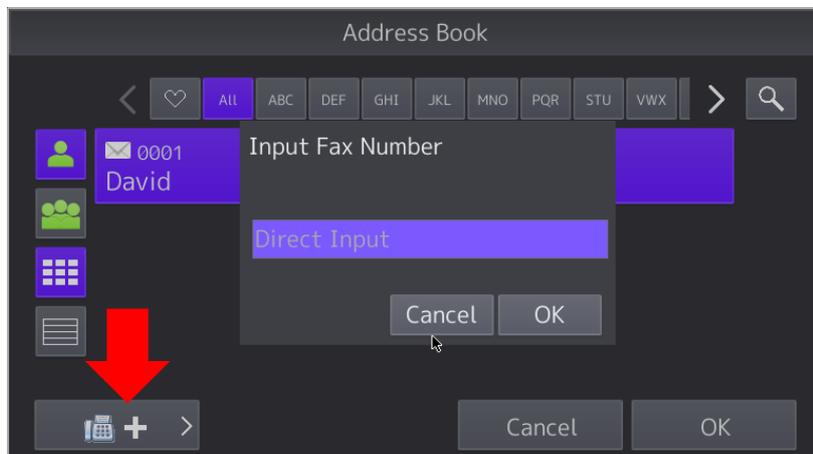
1. Select [Kōdo Cloud Fax] from the MFD control panel.



2. Select [Address Book].



3. To manually enter a fax number select the input fax number icon.



4. If a fax number is manually entered this will overwrite the selected contacts from the address book.

**IMPORTANT!**

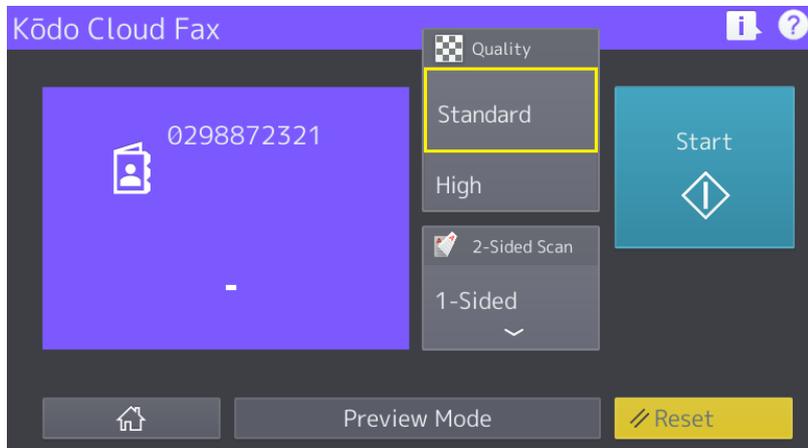
- When sending a fax to a standard Australian (02, 03, 07, 08) number, include the area code with nospace.\* For example [0388889998@efax.kodocloud.com.au](mailto:0388889998@efax.kodocloud.com.au)
- When sending to a 1300 number: [1300#####@efax.kodocloud.com.au](mailto:1300#####@efax.kodocloud.com.au)
- When sending to a 1800 number: [1800#####@efax.kodocloud.com.au](mailto:1800#####@efax.kodocloud.com.au)
- When faxing internationally: [CountryCodeAreaCodeFaxNumber@efax.kodocloud.com.au](mailto:CountryCodeAreaCodeFaxNumber@efax.kodocloud.com.au)

(Do not include the standard international dialing prefix, i.e. 0011, 0018, etc. or a

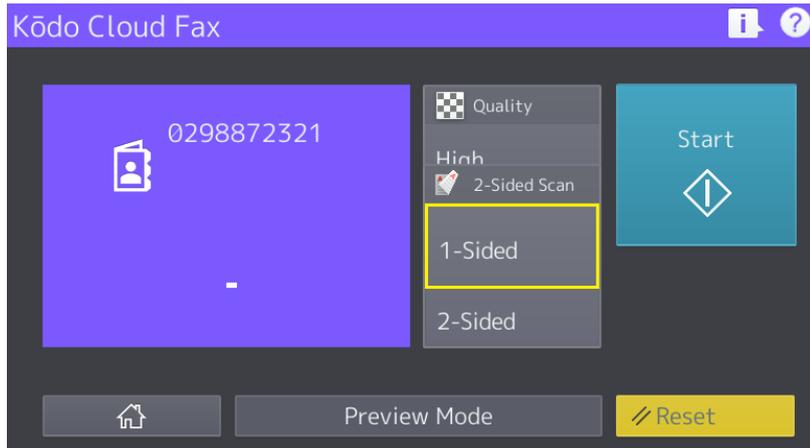


5. By default the quality is set to Standard.

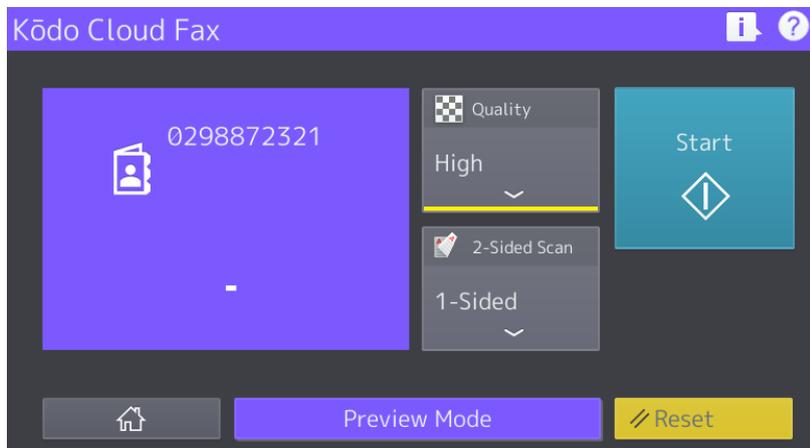
- Standard quality is 150dpi and 1 credit charge per page.
- High quality is 200dpi and 1.25 credit charge per page.



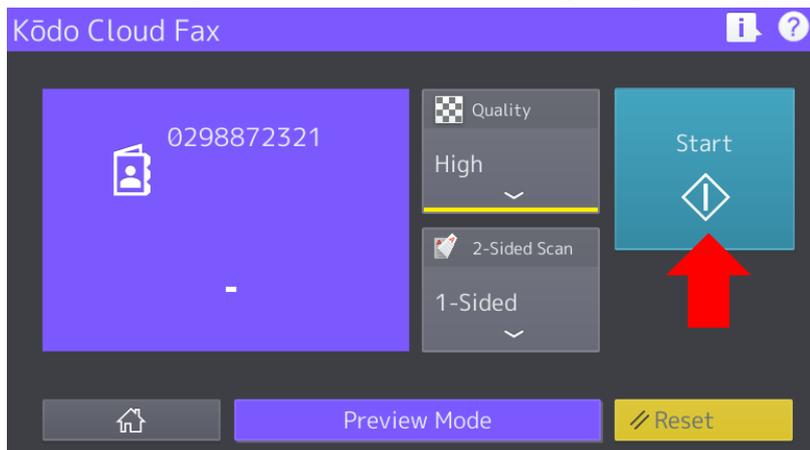
6. By default it is setup for 1-Sided scan.



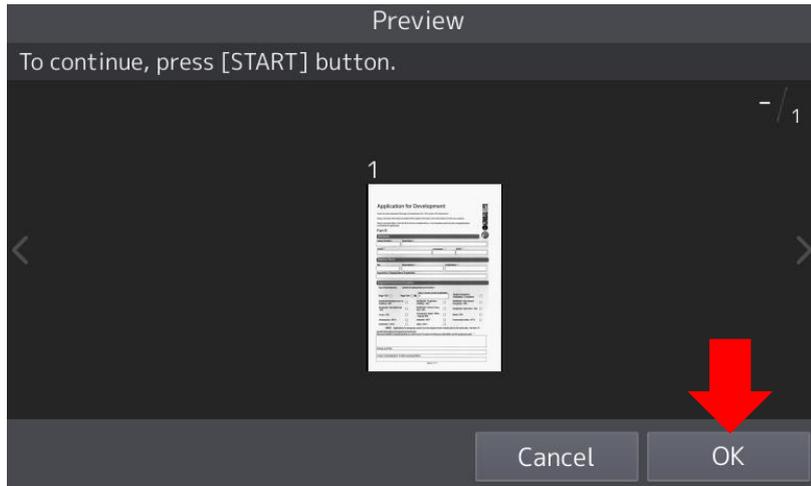
7. When Preview Mode is select it will be highlighted to indicate that preview is on.



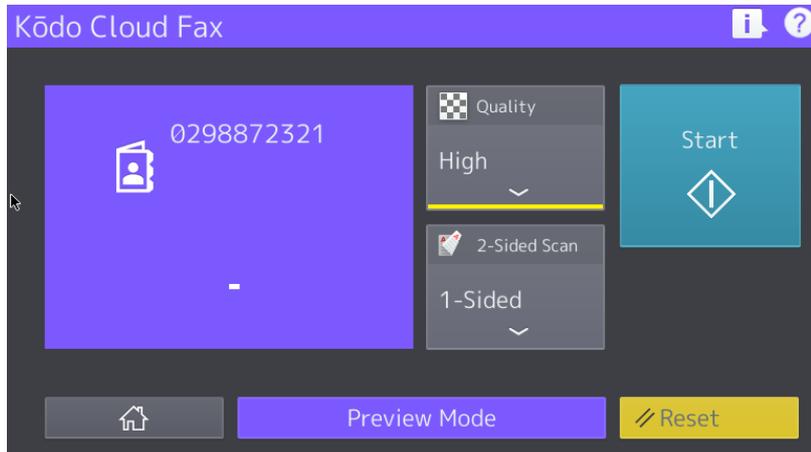
8. Once all settings have been made simply hit [Start] to start the scan.



9. In Preview the option to zoom is available.  
Simply select a page to enlarge then pinch and zoom for a closer look.  
Select [OK] to continue.



10. The fax has been sent and a fax transmission receipt will be sent to the From Address.



11. Here is an example of a fax transmission receipt of a successful fax sent.



## Troubleshooting

**Problem:** When I select Kōdo Cloud Fax I get a notice saying to contact your local Toshiba representative.

**Reason:** This indicates that the Kōdo Cloud Fax application have not been enable in TopAccess.

**Resolution:** Please refer to Application Installation, Step 9 and 10. (Page 5)



**Problem:** Is there any way I can see the contact names and their respective fax numbers.

**Resolution:** Once you enter the address book select the list view icon.

