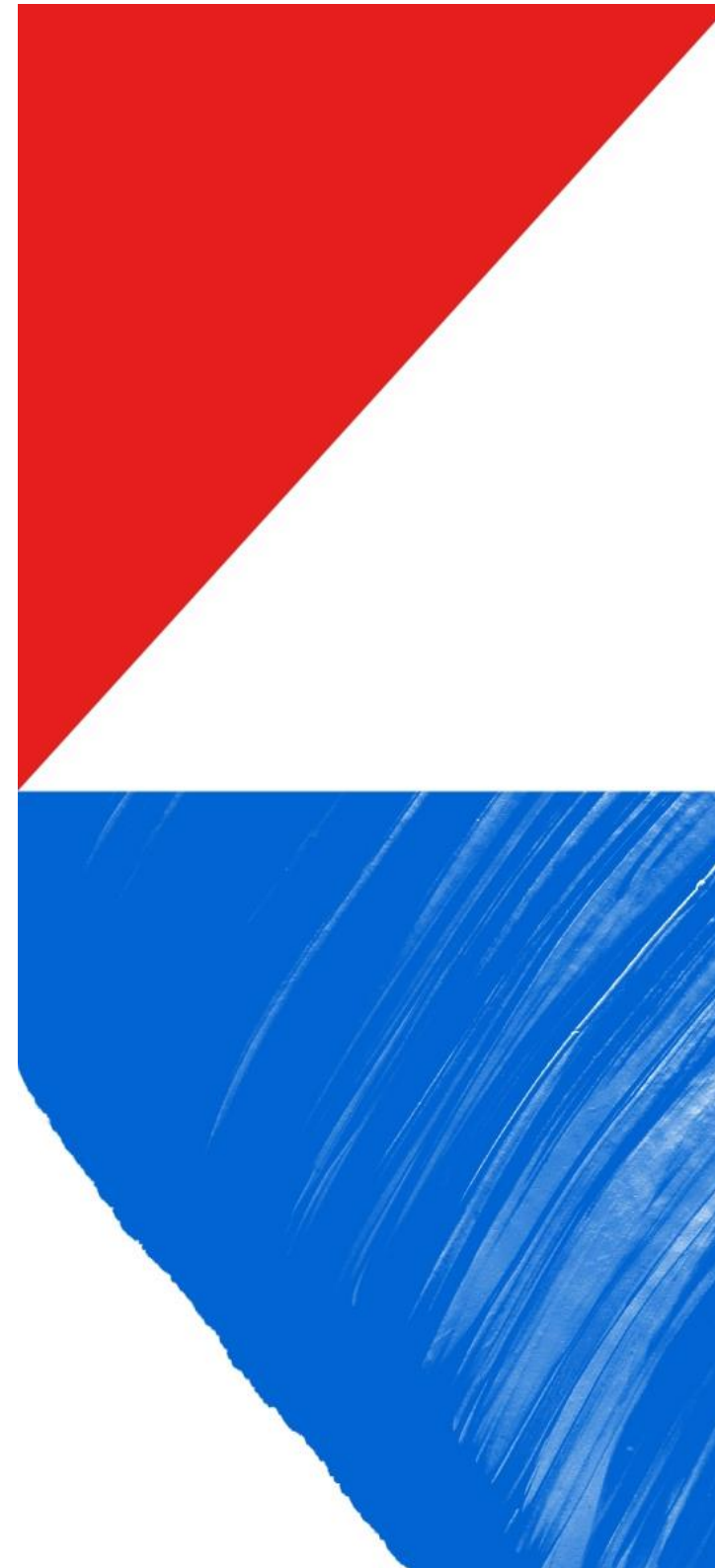


TOSHIBA

Kōdo App for Microsoft Teams

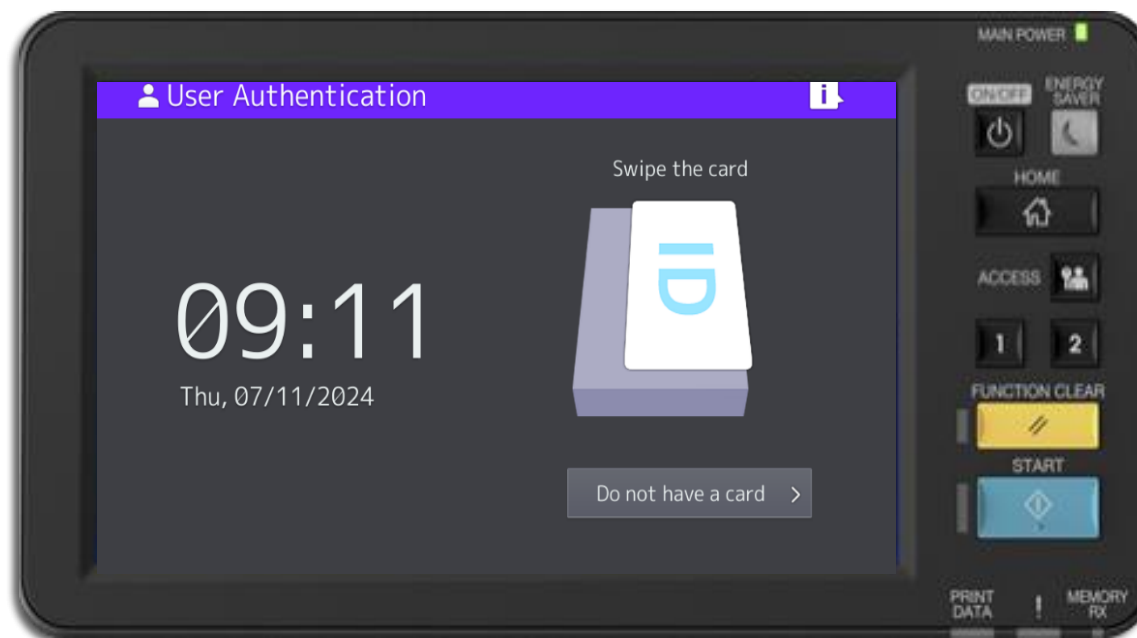
TOSHIBA MFD PANEL USER EXPERIENCE



Authenticating at the MFD Panel

User Authentication ensures secure access to your Toshiba MFD and **must** be enabled for Kōdo App for Microsoft Teams to run successfully.

- Card Authentication
- Username / password
- PIN Code



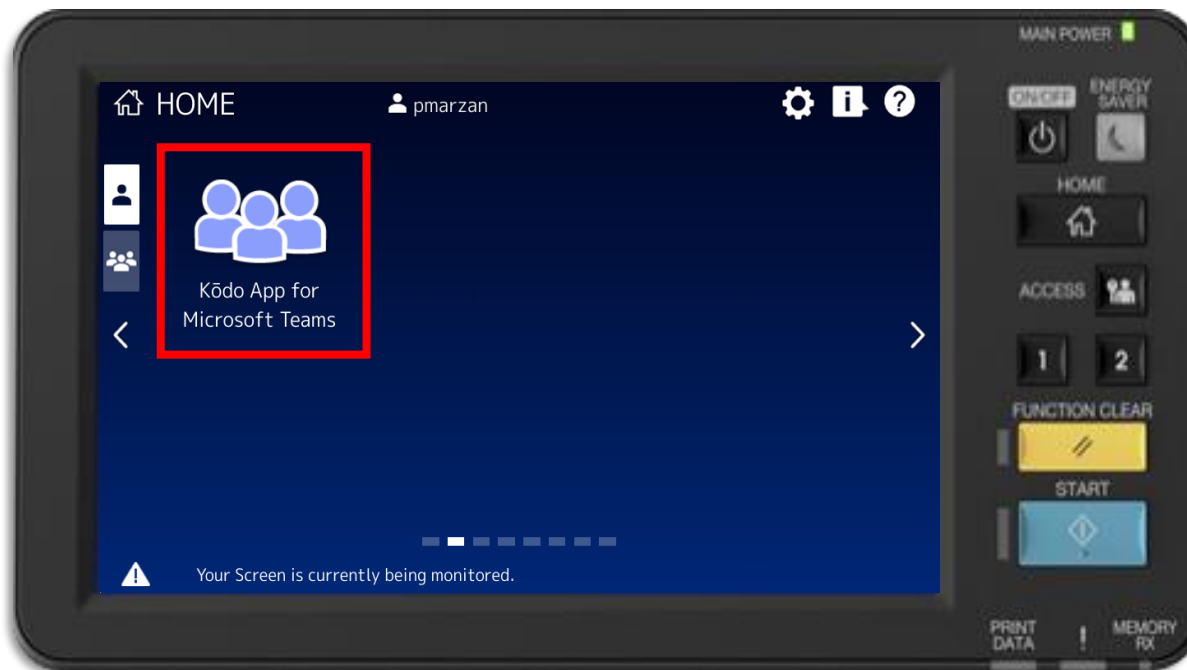
Note:

Single sign-on support means there is no need to authenticate again for use of the app!

Launching the application

Launching the app is simple and secure.

- Simply touch the application to launch
- After authentication, users are connected to their Microsoft Teams account ready for scanning or printing documents right at the MFD Panel

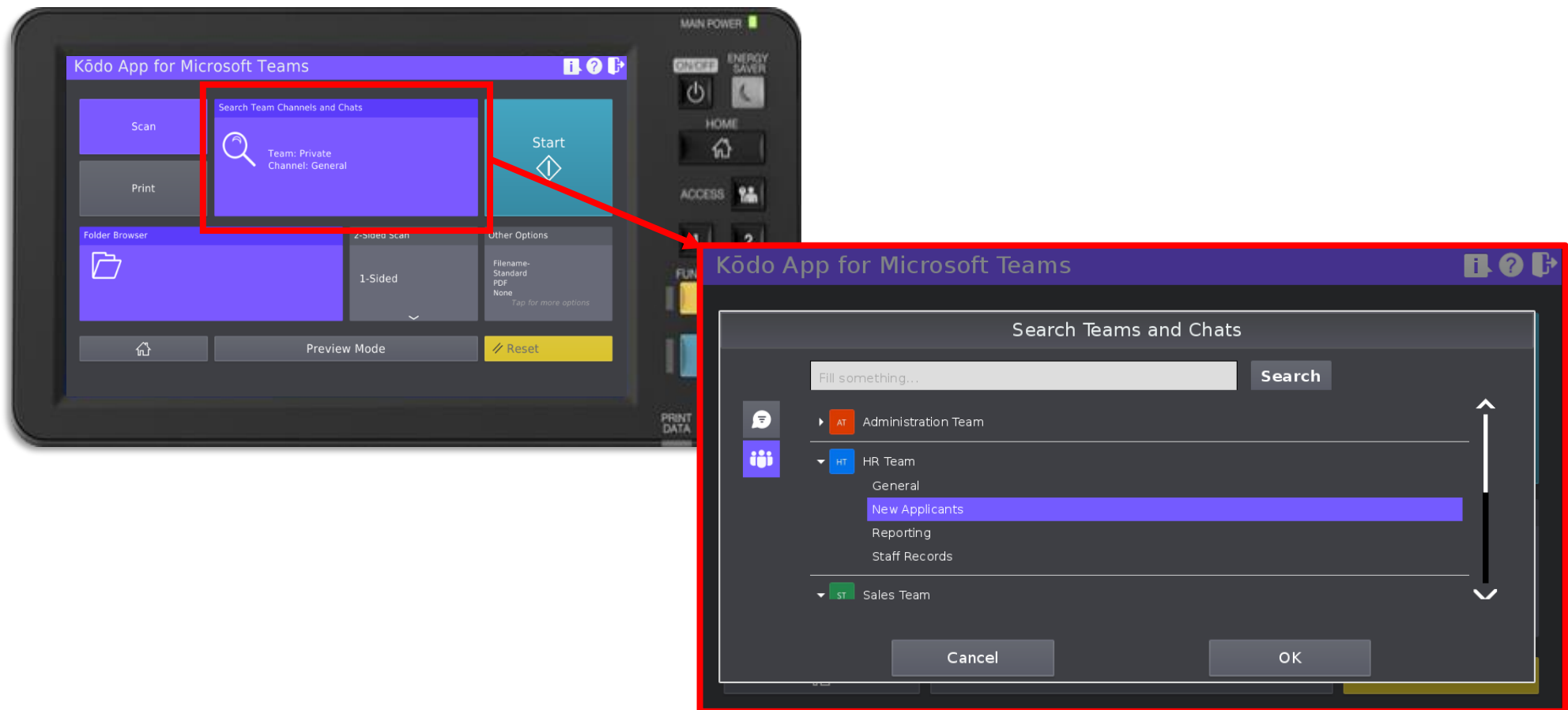
**Note:**

Content, design, and layout of the landing page is customisable to suit your requirements.

Scan directly to Teams Channel

The intuitive design of the table style interface makes it easy and simple to browse and scan files to your Teams Channel.

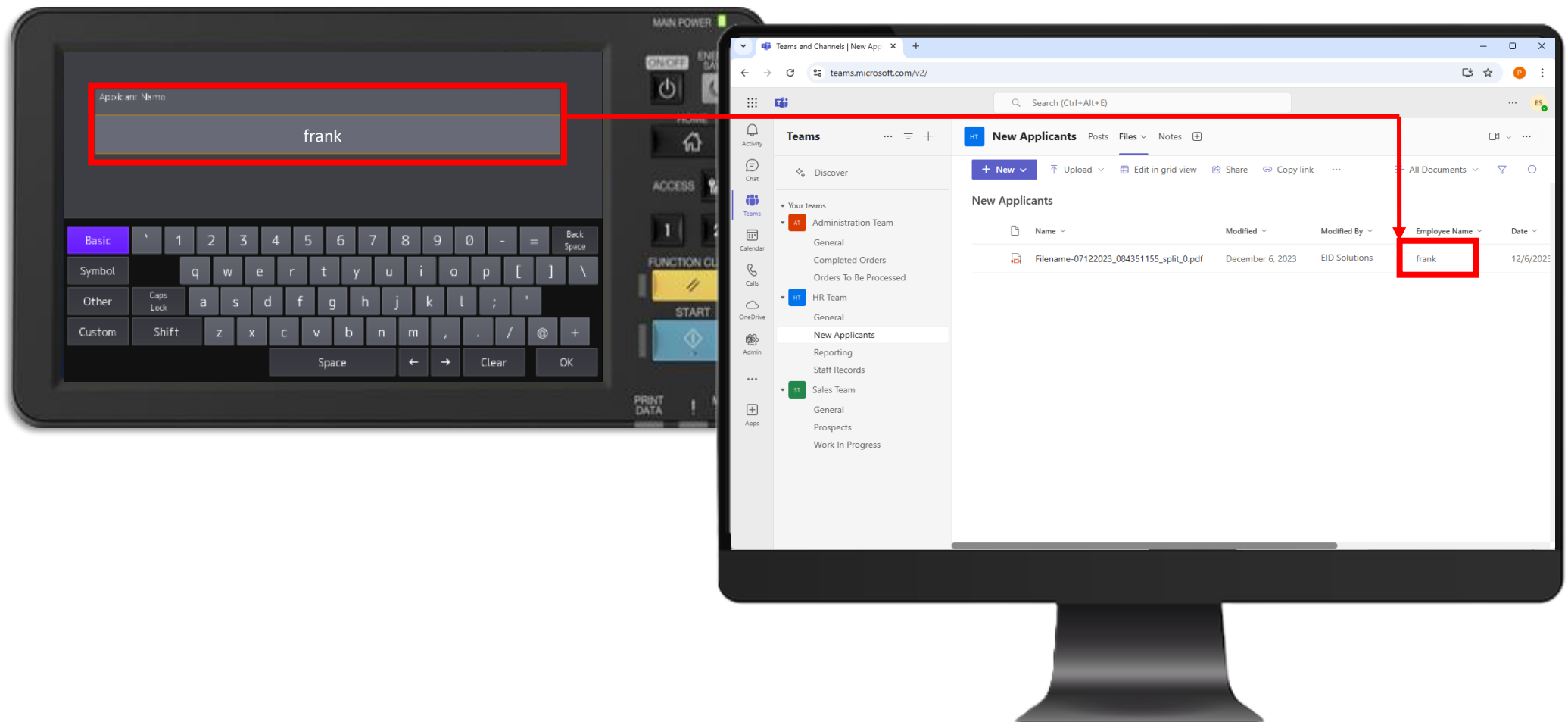
- Users can search and select the Teams Channel that they wish to scan to
- The app automatically remembers each users' last job settings by default - improving productivity!



Support for mandatory metadata input

Metadata columns can be used to enhance your search capabilities in Microsoft Teams. They can be configured for files in Teams Channels.

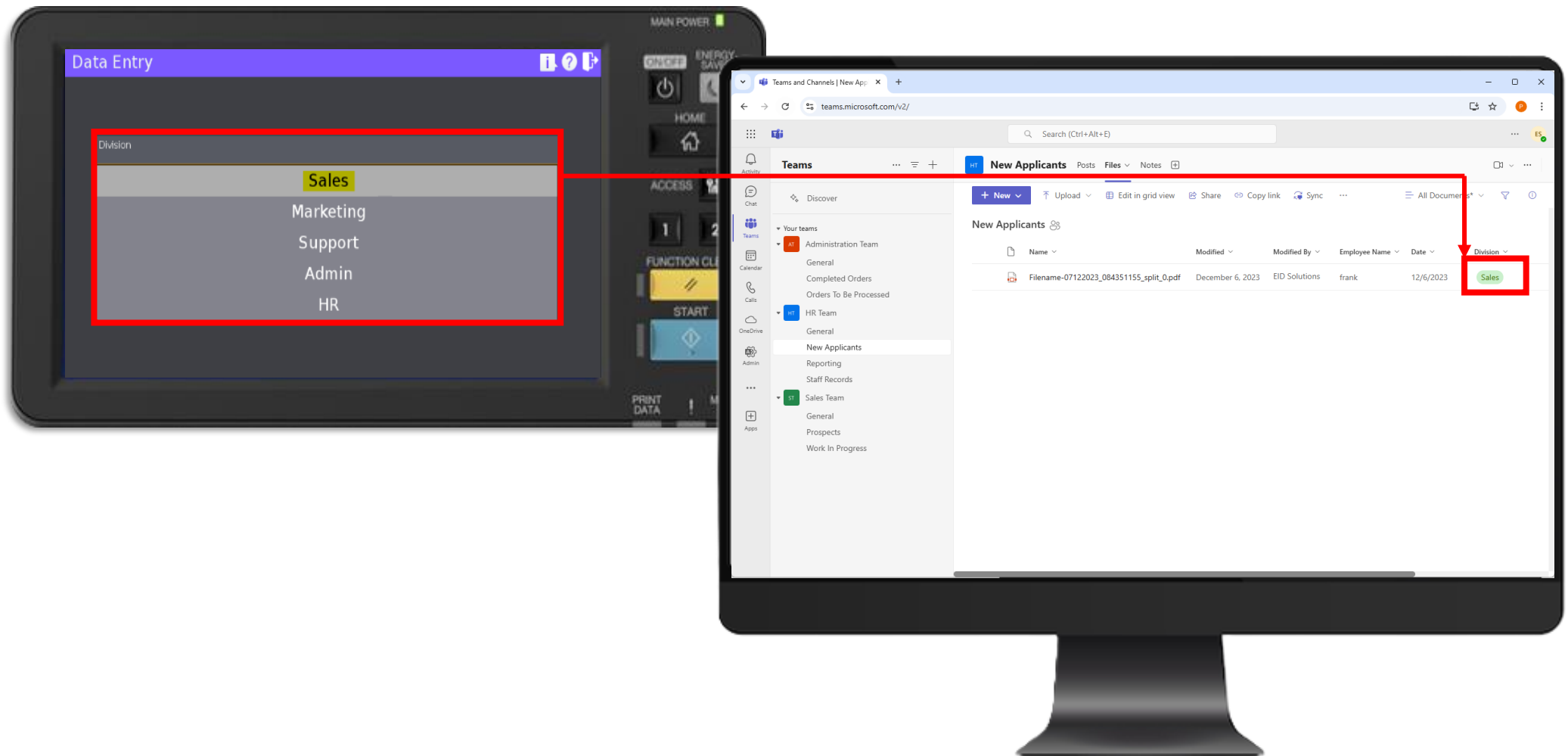
- A prompt will dynamically appear for every mandatory metadata column for the selected Teams Channel destination **before** initiating the scan
- The metadata information is adeptly integrated with the scanned document – no need to add metadata information after scanning!



Support for metadata lookup fields

Prompts can appear as text fields, date, or drop-down lists on the MFD Panel.

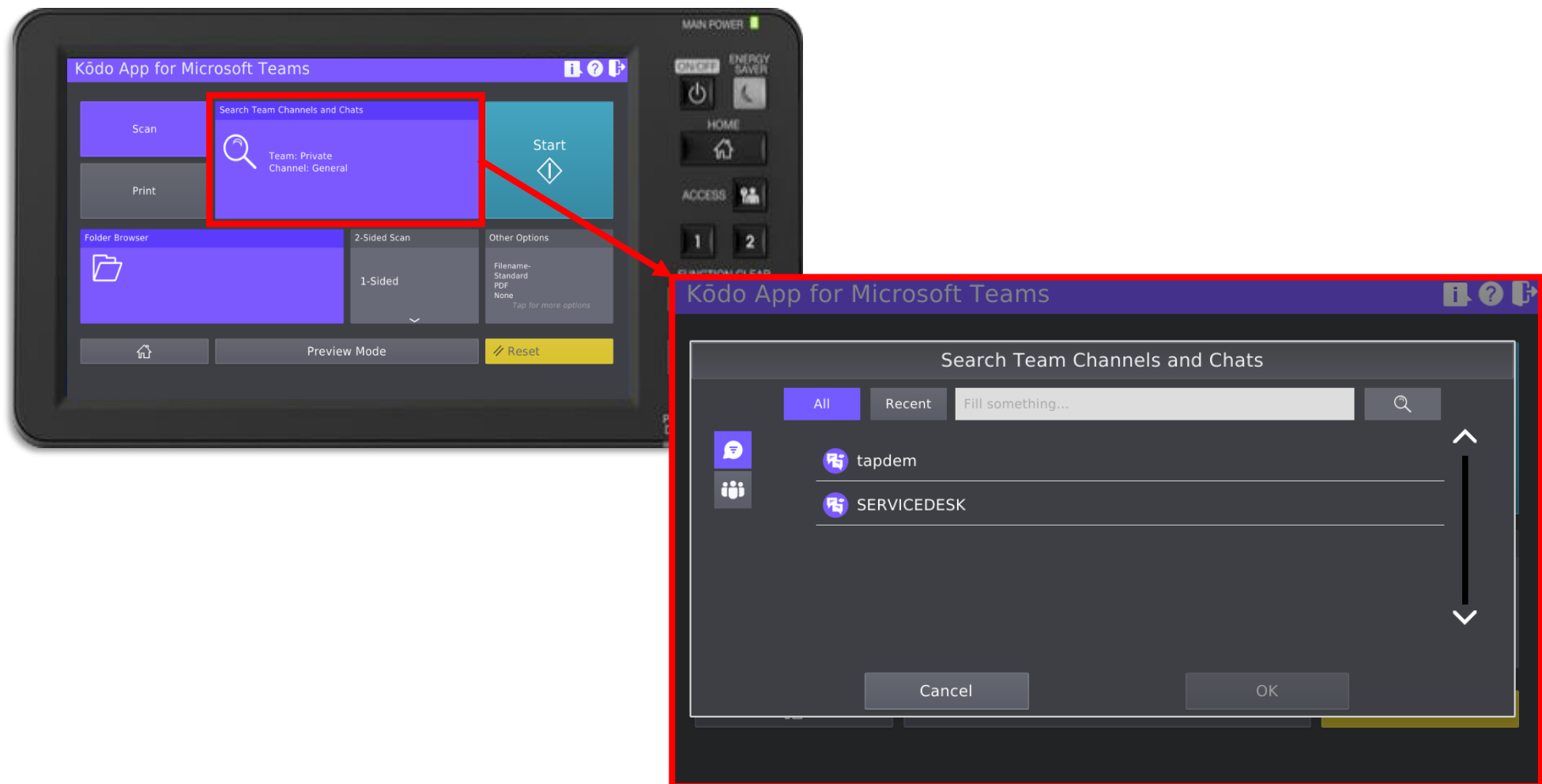
- Seamlessly integrates with lookup fields from your Microsoft Teams account
- Effortlessly extracts data from a spreadsheet
- Presents the list at the MFD Panel for your convenient selection



Scan directly to Teams Chat

Enhance your collaboration with other team members by scanning information and documents directly into your chat line.

- Users can search and select the chat that they wish to scan to
- The app automatically remembers each users' last job settings by default - improving productivity!

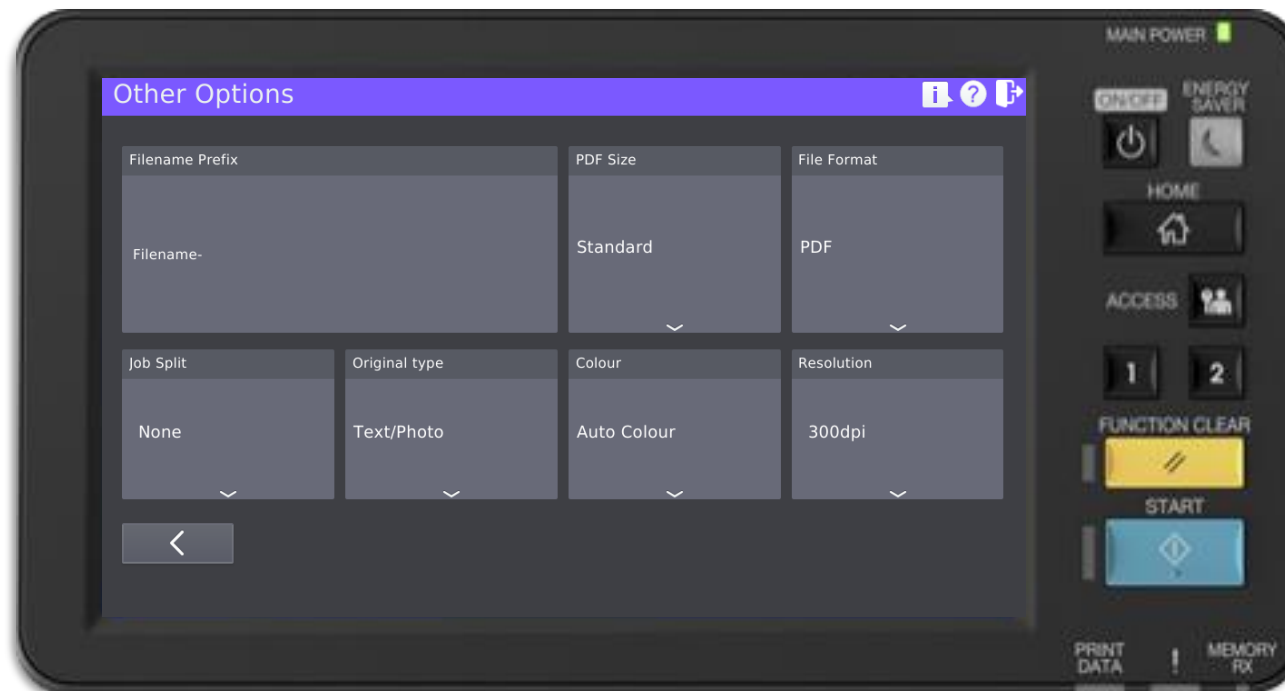


Scan Settings – user selectable

Users can customise scan settings for every scan job direct from the MFD Panel including file formats, duplex scan, scan resolution and colour modes.

- Default values and selection values can be pre-defined to suit client requirements.
- Available Options:

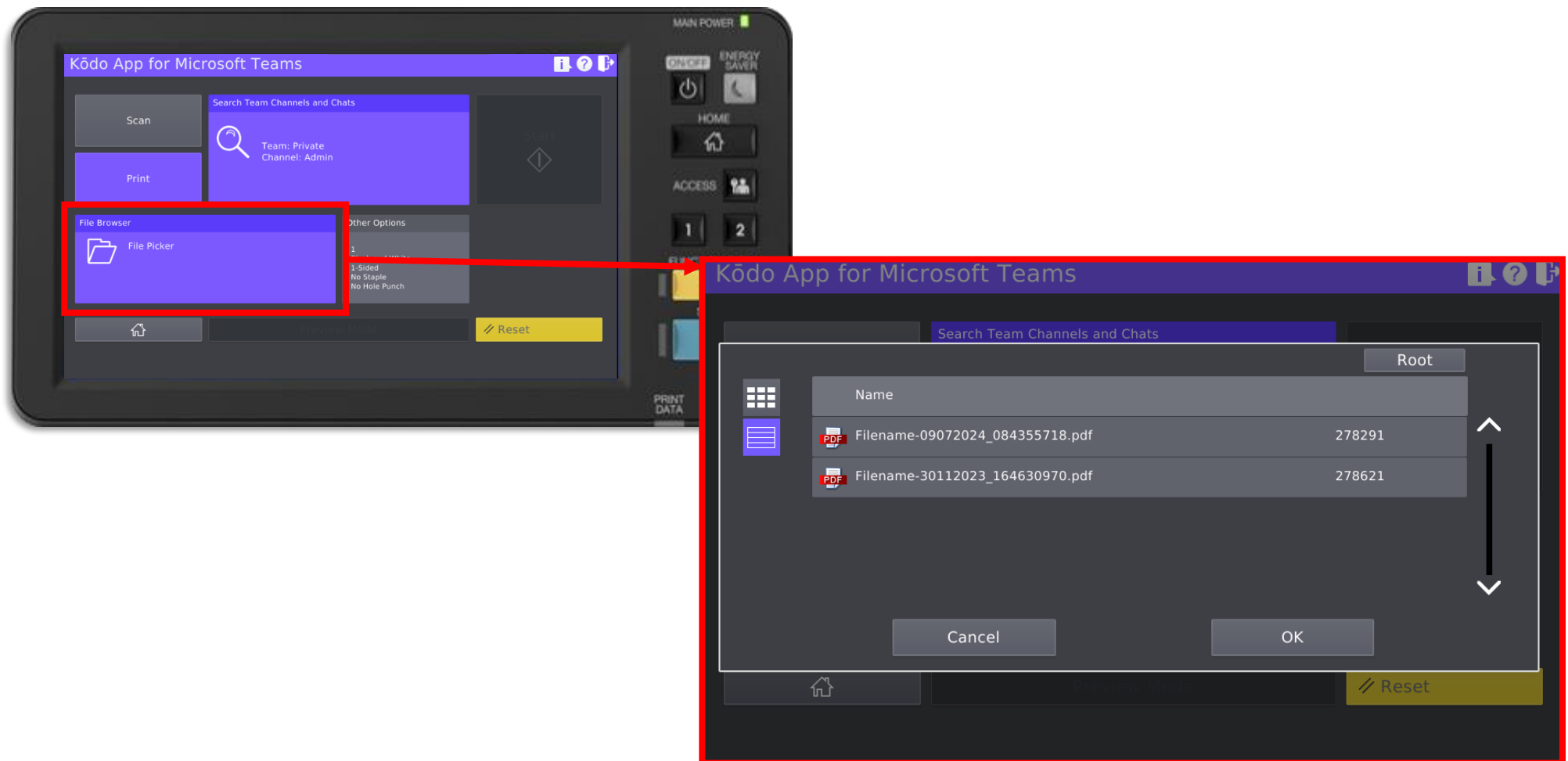
Filename Prefix	Auto, freetext
PDF Size	Standard, Optimized
File Format	TIFF, JPG, PDF, PDF/A, Searchable PDF, Searchable PDF/A, DOCX, XLSX, PPTX
Job Split	Page, Barcode
Original Type	Text, Text/Photo, Photo
Colour	Mono, Gray Scale, Full Colour, Auto Colour
Resolution	100,200,300,400,600 dpi



Print documents directly from Teams Channel

The intuitive design of the table style interface makes it easy and simple to browse and print files from your selected Teams Channel.

- Users can search and select the Teams Channel where the document they wish to print resides
- A “File Browser” allows you to navigate through folders in your Teams Channel to select and release the print ready job



Print Settings – user selectable

- Supported file formats for printing include TIFF, JPG, PDF, PDF/A, Searchable PDF, Searchable PDF/A, DOCX, XLSX, PPTX
- Available Options:

Sets	1 – 999
Colour	Black and White, Auto Colour
2-Sided Print	1-Sided, Long Edge, Short Edge
Staple Mode*	Upper Left, Upper Right
Hole Punch*	Middle Left, Centre Top

**Print settings available will vary according to MFD model and configuration*

