Scope of Disclosure	**Corporate Use only**
Classification	Standard
Handling	Do not copy or transfer
Document Type	Guide

TOSHIBA
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Kōdo™
Cloud Fax Services

New Accounts
User Guide

TOGETHER INFORMATION

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The Dashboard

When you log into your Kōdo Cloud Fax account, you will be taken to the Dashboard. Here you will see important system announcements, your Kōdo Cloud Fax Send credit balance and shortcuts to various Kōdo Cloud Fax service areas and commonly used functions.
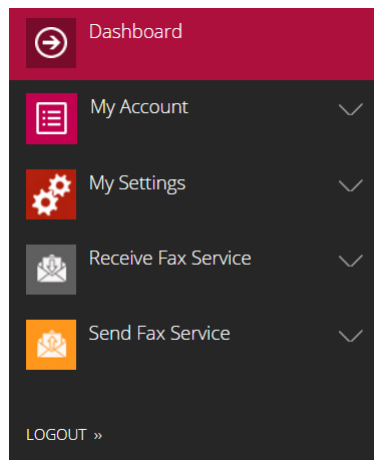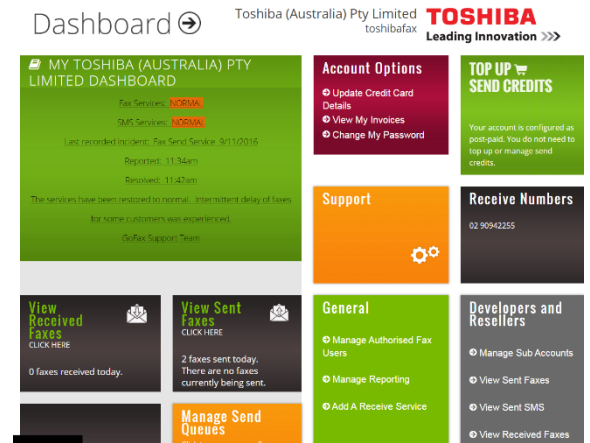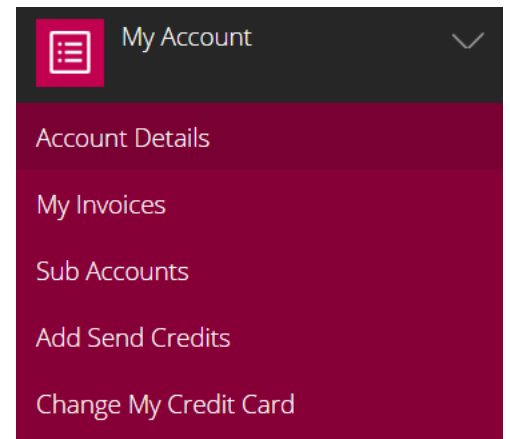
The Menu

You can access available Kōdo Cloud Fax account settings from the main menu. The main menu is the grey bar containing coloured square icons that runs vertically along the left side of every page. Select the relevant option and a dropdown menu will appear. The following instruction will demonstrate how to install Kōdo Cloud Fax application.

Completing Your Account Details

In order for Kōdo Cloud Fax to promptly verify your account, we recommend that you update your Account Details with your postal address and ABN (if applicable).

1. Go to the main menu

2. Select "My Account", then select "Account Details"

3. At the bottom of the page, select "Edit My Account Details", enter additional information and then "Save".

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Adjusting Your Time Zone

By default, the Kōdo Cloud Fax customer portal displays all times in Australian Eastern Standard Time (GMT +10, non-daylight saving). You can change the default setting as follows:

1. Go to the main menu.

2. Select "My Settings".

3. Select "My Time Zone".

4. Select your preferred time zone from the drop-down menu.

5. Click "Save Changes".

Authorised fax senders

When sending fax via email, your email address must be registered as an authorised sender on your account. To manage your account's list of authorised fax sender email addresses:

1. Go to the main menu.

2. Select "Send Fax Service".

3. Select "Manage Send Settings" Under the "Send Settings", select "Allowed Senders for Fax Send".

4. Enter the Email, CSID and Header information then select "Add New".

Send Fax Service

Manage Send Settings

Send Faxes Online

Broadcast Fax (CSV upload)

Broadcast Fax Management

Current Active Faxes

View Sent Faxes

Send Fax Quote Tool