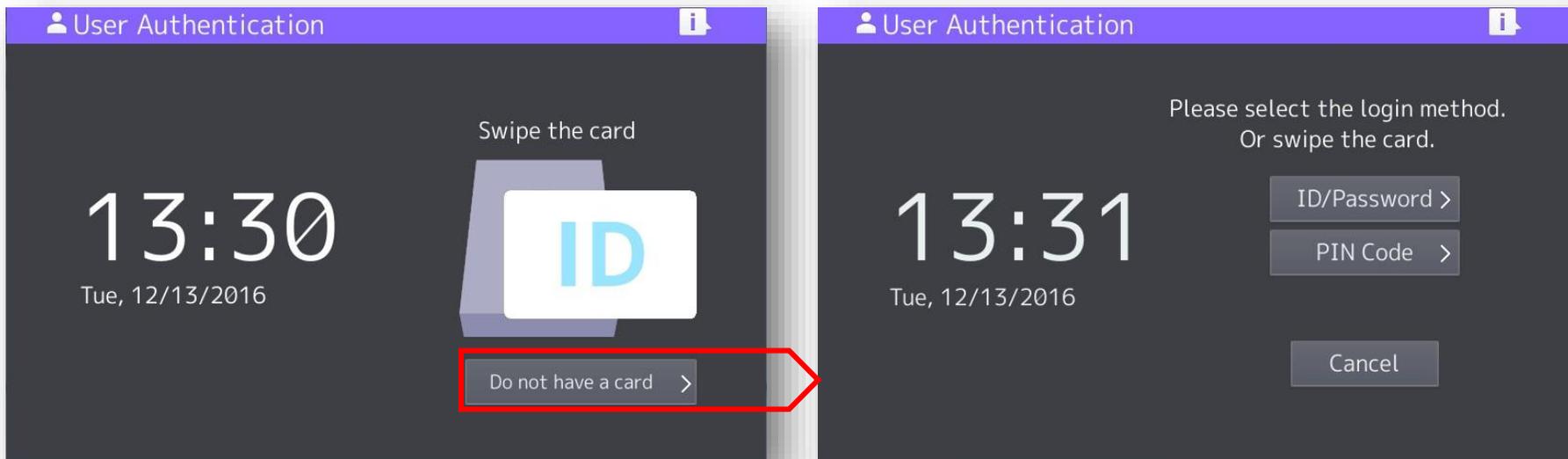# TOSHIBA MFP panel user experience - Kodo Application for Microsoft 365

User Authentication is available for securing access to your Toshiba MFP

- Card Authentication (optional readers RFID Contactless, Barcode or Magnetic Stripe)
- User name/password
- Pin Code
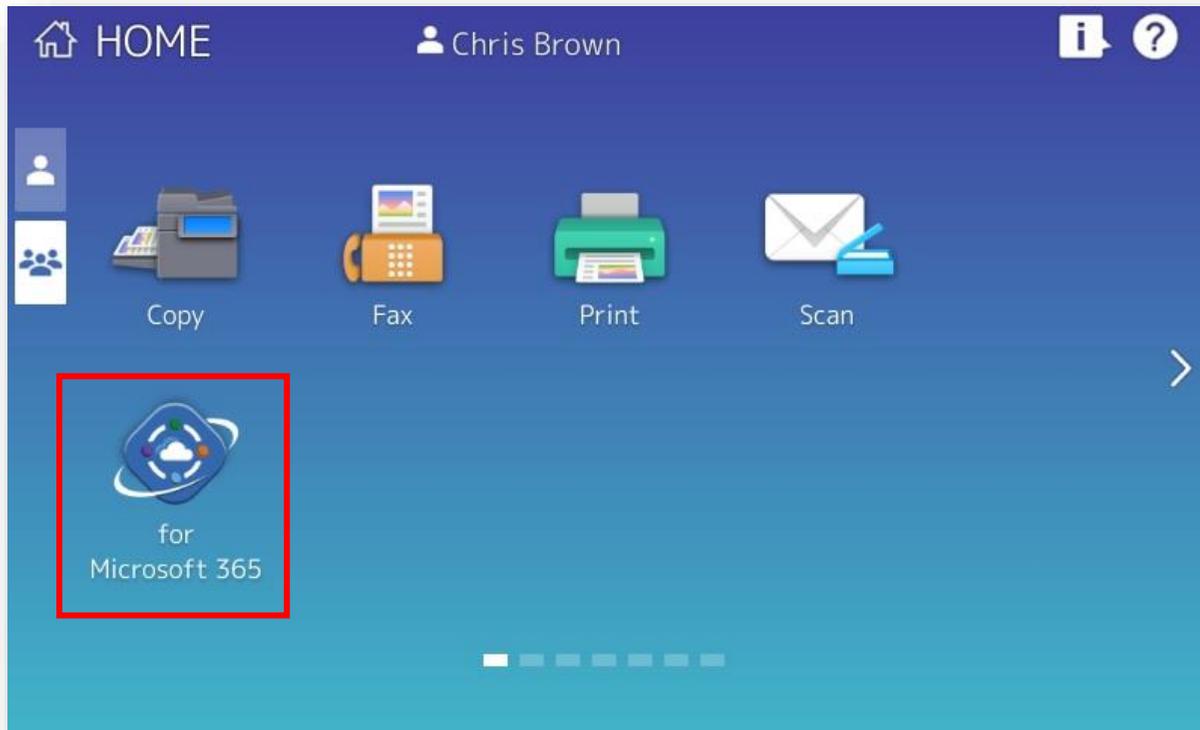- Single sign-on support means no need to authenticate again for use of the app

Note! if authentication is not enabled these screens will not be presented to the user

TOSHIBA MFP panel user experience - Kodo Application for Microsoft 365

Launching the application

- Simply touch the application icon to launch

Note! contents, design and layout of the landing page is customisable to suit your requirements

TOSHIBA MFP panel user experience - Kodo Application for Microsoft 365

Select Custom Icons

- App supports both OneDrive for Business and SharePoint in the cloud
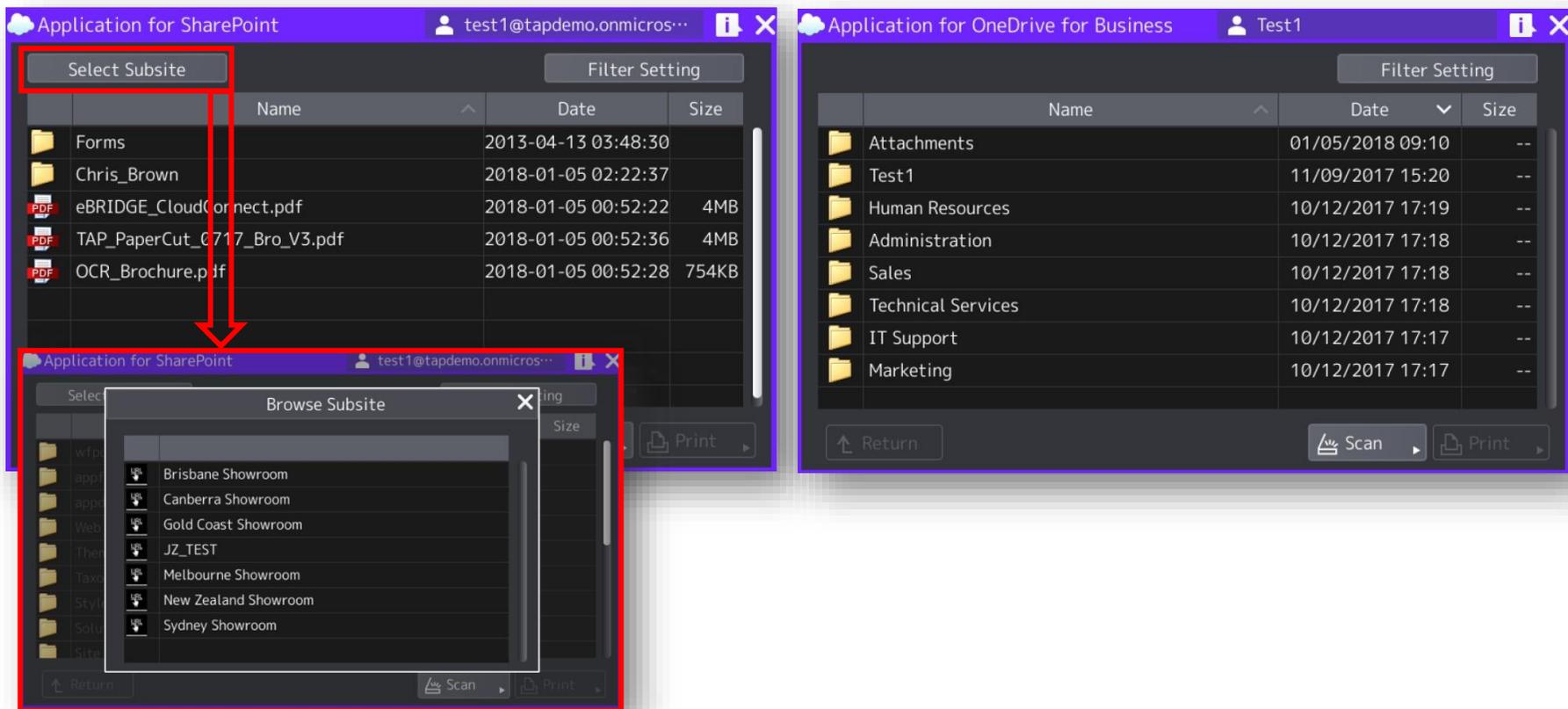- If both are required the following page is displayed for user selection

Note! this page will not be displayed if the app has been configured for only OneDrive or SharePoint

TOSHIBA MFP panel user experience - Kodo Application for Microsoft 365

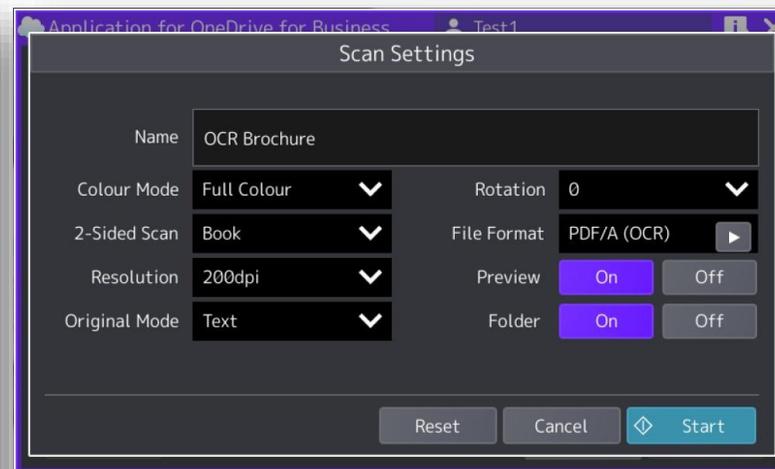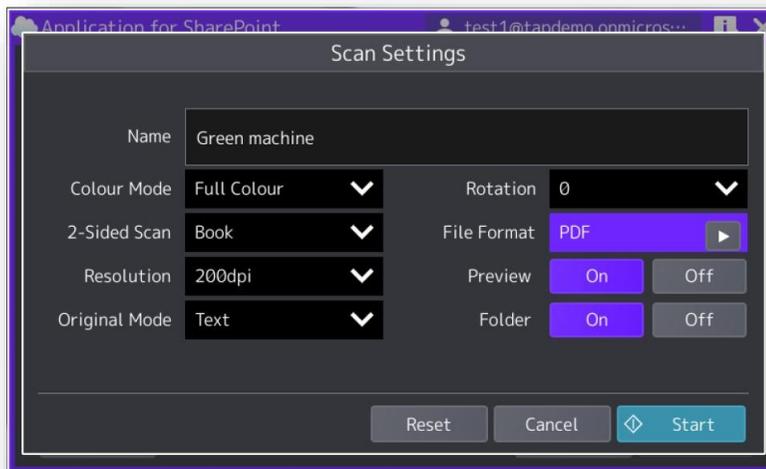## Home page for SharePoint and OneDrive

- After authentication, users are connected directly to their Microsoft 365 SharePoint site or OneDrive cloud storage ready for scanning or printing documents right at the MFP panel. The user can browse into their available folder structure and for SharePoint can also select from their available subsites.

TOSHIBA MFP panel user experience - Kodo Application for Microsoft 365

Scanning documents to your SharePoint Site or OneDrive cloud storage

- Browse your SharePoint Site or OneDrive cloud storage select the location then SCAN with the options required
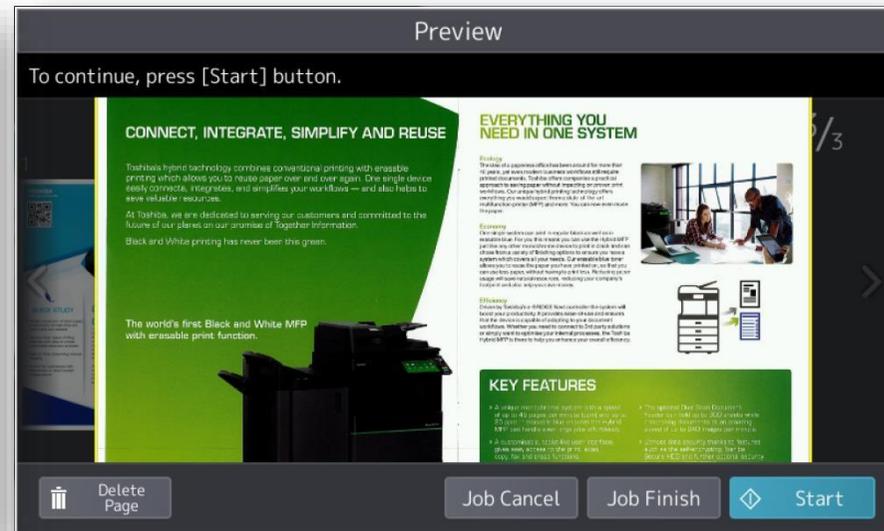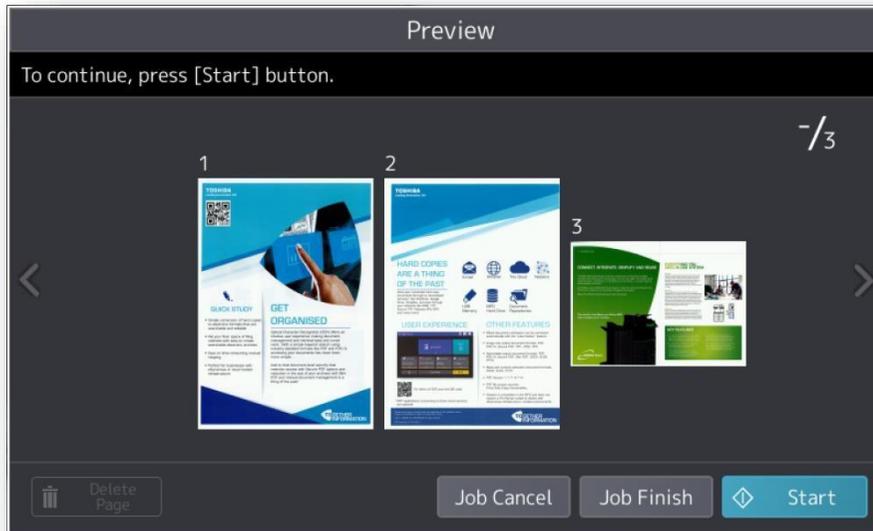- Supports SharePoint Site mandatory metadata entry, dynamically at the MFP panel.

File Name	Auto, freetext	Rotation (deg)	0, 90, 180, 270
Colour Mode	Auto Colour, Full Colour, Greyscale, Black	File formats	Std) TIFF, JPEG, PDF, PDF/A Opt) Searchable PDF/PDF/A, editable DOCX
2-Sided	1-2 sided, 2-sided	Preview	Thumbnail preview with pinch/zoom, add, delete
Resolution (dpi)	100, 150, 200, 300, 400, 600	Folder	Auto create folder using authenticated user name
Original Mode	Text, Text/Photo, Photo	Metadata entry	SharePoint only for mandatory metadata

TOSHIBA MFP panel user experience - Kodo Application for Microsoft 365
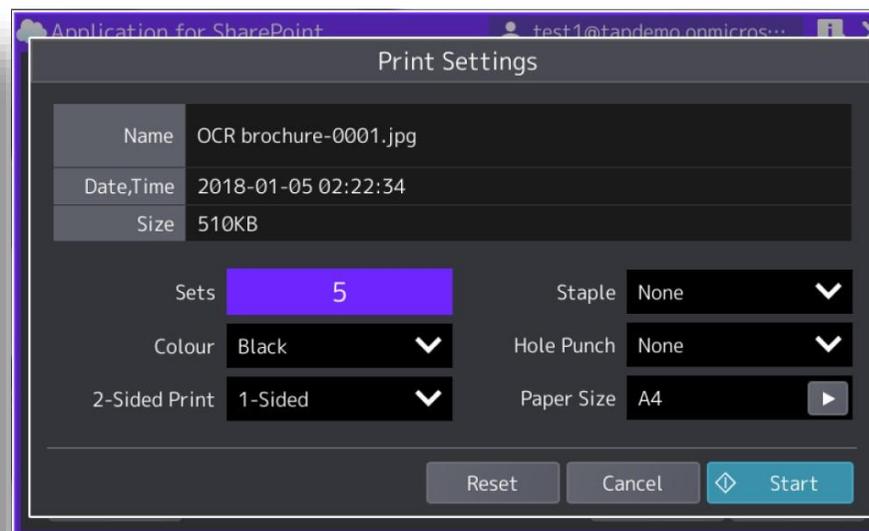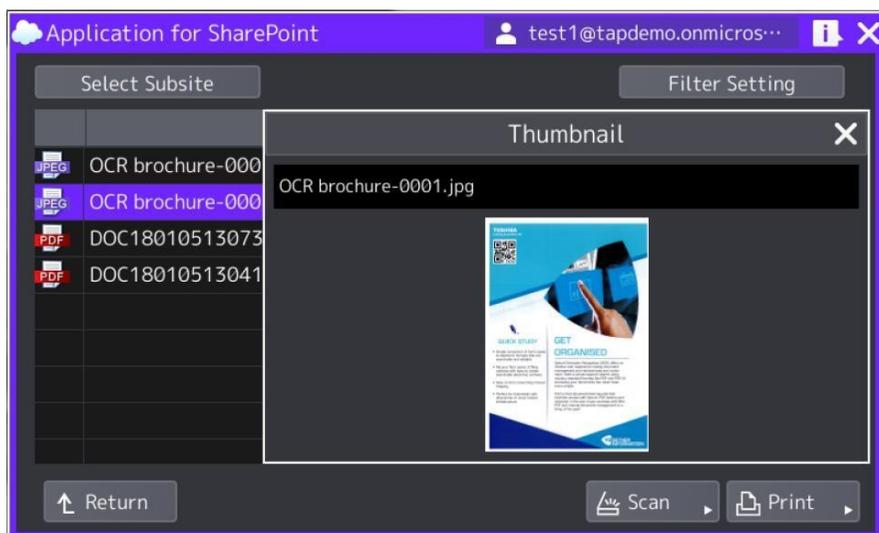
Scan Preview

- Scan Preview ensures the integrity of your documents at the point of scan with on-screen verification of page count and thumbnail preview with pinch/zoom and delete.
- In this mode document sources can be any mix between the document feeder or platen glass

TOSHIBA MFP panel user experience - Kodo Application for Microsoft 365
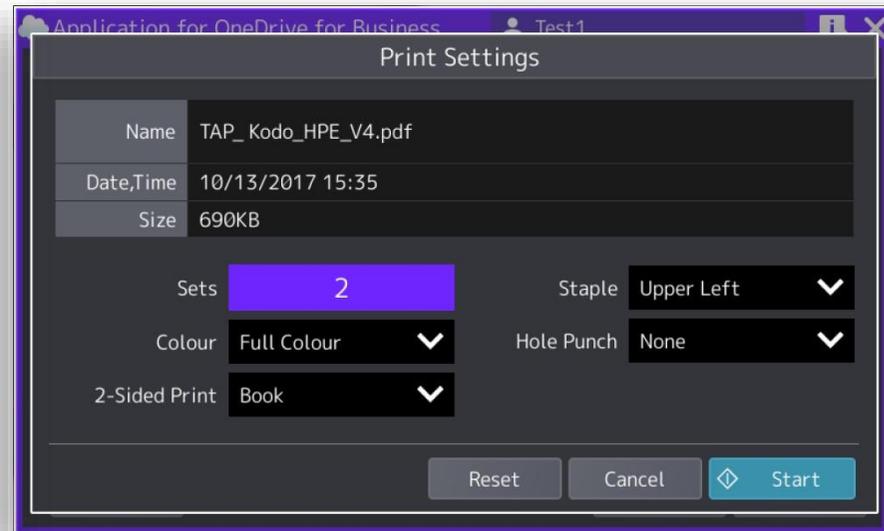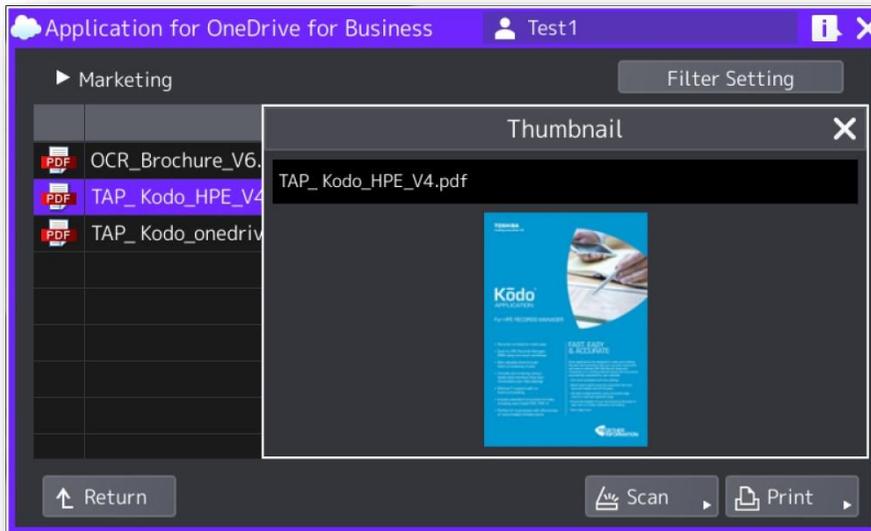
Print documents

- Print documents directly from your Microsoft 365 SharePoint site with the following options

File Formats	JPEG, PDF, DOC, DOCX, ODT, XLS, XLSX, ODS, PPT, PPTX, ODP, RTF.
Sets	1-999
Colour/Toner Mode	Auto Colour, Full Colour, Black, Eraseable Blue
2-Sided	1-2sided, Book, Tablet
Staple	Upper Left, Upper Right
Hole Punch	Middle Left, Centre Top
Note: Scan and Print settings available vary according to the MFP model and configuration	

TOSHIBA MFP panel user experience - Kodo Application for Microsoft 365

- Print documents directly from your OneDrive cloud with the following options

File Formats	JPEG, PDF, DOC, DOCX, ODT, XLS, XLSX, ODS, PPT, PPTX, ODP, RTF.
Sets	1-999
Colour/Toner Mode	Auto Colour, Full Colour, Black, Eraseable Blue
2-Sided	1-2sided, Book, Tablet
Staple	Upper Left, Upper Right
Hole Punch	Middle Left, Centre Top
Note: Scan and Print settings available vary according to the MFP model and configuration	