### Launching the application

• Simply touch the application icon to launch

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Copy	Scan	<b>F</b> ax	Print	e-Filing	>	<b>?</b>
<b>Kodo</b> APPLICATION for SharePoint						//
						$\Diamond$

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

User Authentication at the MFP panel to access your SharePoint site

SharePoint Account User ID: User Password: OK Cancel	

Note! if fixed authentication is used this screen will not be presented to the user

#### Home page for SharePoint

• Once authenticated, users are connected directly to their SharePoint site ready for scanning or printing documents right at the MFP panel. The user can browse into their available folder structure and also select from their available subsites.

	ōdo Application for SharePoint	1	Roo	i × ot site	
	Name		Date 🗸	Size	
		2019,	/08/16 11:34		
			/08/16 11:34		
	Site Assets	2019,	/08/16 11 🧥	íādo Application for SharePoint	<u>۲</u>
	Documents	2019,	/08/16 11	Select Subsite	公
				KodoSharePoint	₽ <b>m</b>
				Kodo Sub 1	1 2
Sel	lect Subsite	<u>[14</u>	Scan 🕨	Kodo Sub 2	
				Kodo Sub 3	11
				Root site Cancel	$\Diamond$

#### Scanning documents to your SharePoint site

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

Kōdo Applicati	on for SharePoir	scan Settings	ПY	公	
Name	brochure			<b>?:</b>	Metadata Settings
Color Mode	Black	✓ Rotation	0 🗸	1 2	
2-Sided Scan	1-Sided	✔ File Format	PDF		Doc Type : Quote
Resolution	200dpi	✓ Preview	On Off	11	Purchase Order Invoice <b>k</b>
Original Mode	Text	✔ Folder	On Off		Payment
		Reset Can	icel 🔷 Start	$\Diamond$	Cancel Back OK

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	File Size	Max 64MByte	
		Metadata entry	SharePoint mandatory metadata	

#### **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



#### **Print documents**

• Print documents directly from your SharePoint site with the following options

Kōdo Applic	Print Settings	
Name	brochure.pdf	₽ <b>₽</b>
Date,Time	2019/09/04 14:21	
Size	1MB	1 2
Co	Sets     1     Staple     None       olor     Auto Color     Hole Punch     None	
2-Sided P	rint 1-Sided V Reset Cancel 🔷 Start	$\Diamond$

File Formats	JPEG, PDF	
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: Print settings available vary according to the MFP model and configuration		