

TOSHIBA

Kōdo Application for Microsoft Teams



Realise the potential of better collaboration

Kōdo applications are designed to make your working life easy and more productive.

Now you can connect your hard copy requirements directly with Microsoft Teams and reduce the multiple steps you have currently.

Toshiba's integration with Microsoft Teams means you can access your Teams channels and chat right at the panel.

Set your mailbox free and upload documents directly to Teams – select the Team/Channel/Folder or chat then scan.

Validate before you store hardcopy documents in Teams – proof the scanned job at the panel, check the page count and view thumbnails, then edit as required.

Have the flexibility to scan both loose sheets and bound documents into a single job – switch scanning between the document feeder and glass to automatically combine into a single job.

Stop scanning documents separately – documents can be scanned in one batch and separated automatically using a set interval or separator page.

Apply rules for storing documents – enforce data entry at the panel with a simple tick box in Teams.

Automate your processes and save time – kick off automated workflows using metadata entered at the panel.

Enhance your search – documents saved using the Toshiba app make searching so much more powerful through column filters and keywords within the document.

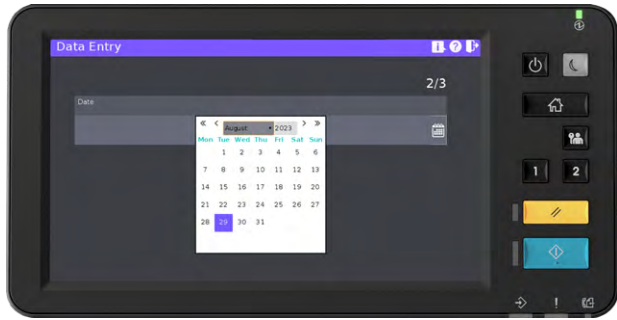
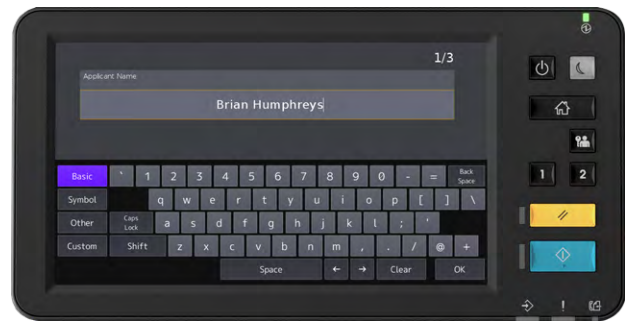
Print stored documents without a PC – browse at the panel then print, its just that easy.

- Virtually zero training using a tablet style interface that even remembers your last settings.
- Minimal IT support with on board processing.
- No limit on the number of users or scans.
- Industry standard document formats including SPDF, SPDF/A and Microsoft Office documents.
- No middleware, secure point to point connection with Microsoft Teams.
- Supports Modern Authentication and single sign-on.

Intuitive easy to use interface



Data entry at the panel



Easy retrieval of documents using column filters and search any word within the document



Scan settings available

File formats (standard)	TIFF, JPEG, PDF, PDF/A, SPDF, SPDF/A, Compressed PDF, DOCX, XLSX, PPTX
Colour mode	Auto Colour, Full Colour, Grey Scale, Black
Resolution (dpi)	100, 150, 200, 300, 400, 600
Original mode	Text, Text/Photo, Photo
Original size	Auto, Mixed, A3, A4, B4, B5, A5-R, A6-R.
File name prefix	User set – (date and time stamp also applied)
ICC Colour profile	JPEG, PDF, PDF/A, Searchable PDF, Searchable PDF/A
Image correction	De-skew, Alignment, Outside erase, Auto rotate, Blank page removal
Job batch auto split	By page or barcode/QR code
Metadata field types	Text, Choice (both dropdown and radio button styles), Date (with or without time), Number, Yes/No (presented as a checkbox), Lookup

Print settings available

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, Erasable Blue
Omit blank page	User selectable
Paper source	User selectable
Paper type	User selectable
2-Sided	1-sided, Book, Tablet
Staple	Upper Left, Upper Right
Hole punch	Middle Left, Centre Top

Requirements

Toshiba e-STUDIO Multi-Function Device (MFD) with e-BRIDGE Next architecture
 User authentication enabled
 Microsoft 365 subscription with Teams (work or school)

Note: Scan and print settings available vary according to MFD model and configuration.

