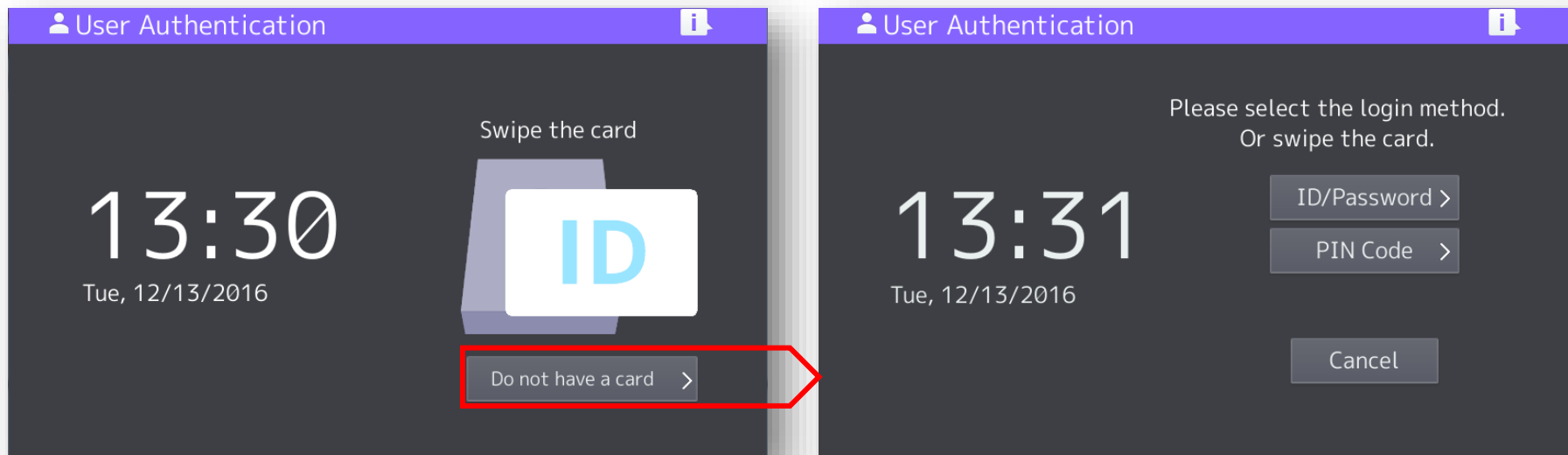# TOSHIBA MFP panel user experience - Kodo Application for Scan Plus

User Authentication is available for securing access to your Toshiba MFP

- Card Authentication (optional readers RFID Contactless, Barcode or Magnetic Stripe)
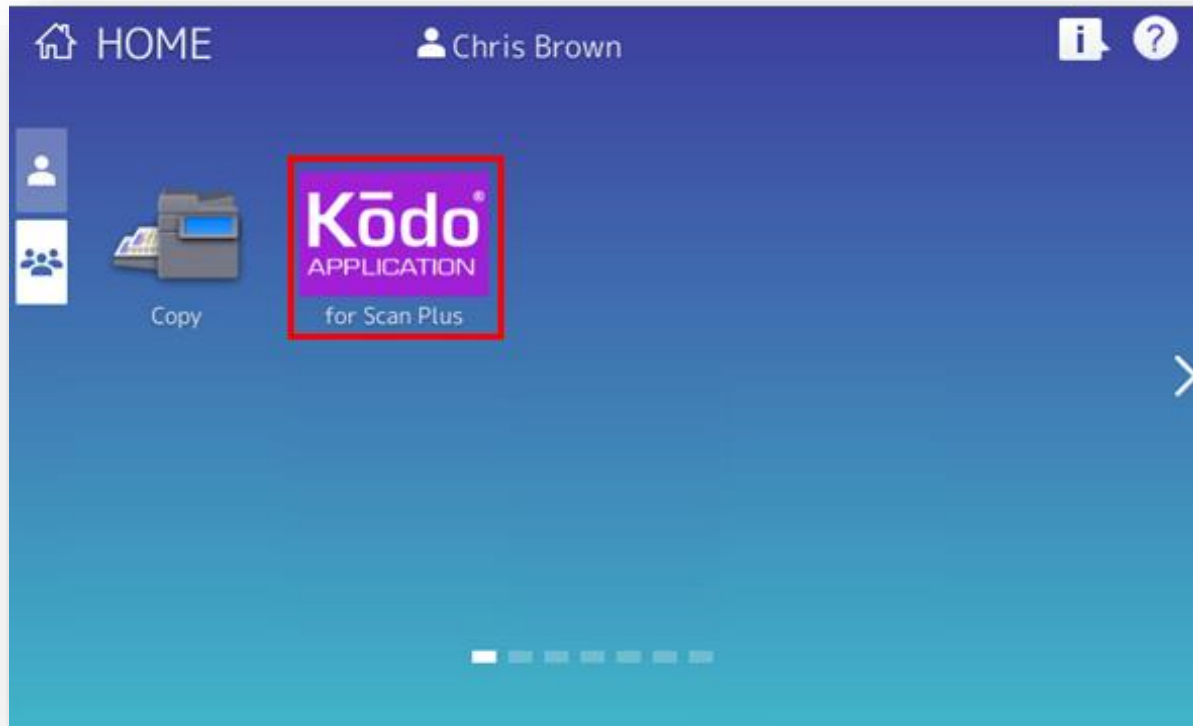- User name/password
- Pin Code

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

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Launching the application

- Simply touch the application icon to launch

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

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Using the application

- Load your documents in the document feeder or platen and touch START
- The application also improves productivity by remembering each users last job settings (with authentication enabled)
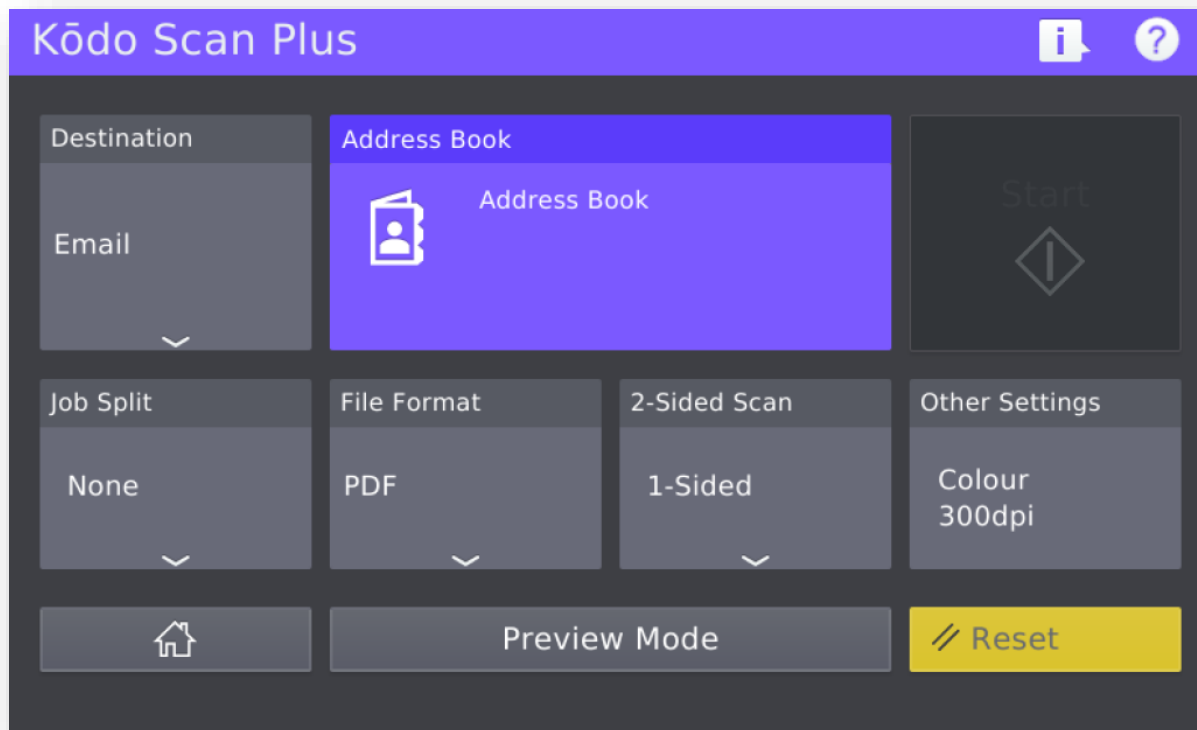
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Destination function of the application

- Easy to use one touch scan to destinations are pre-defined to suit your organisation using the terminology your familiar with
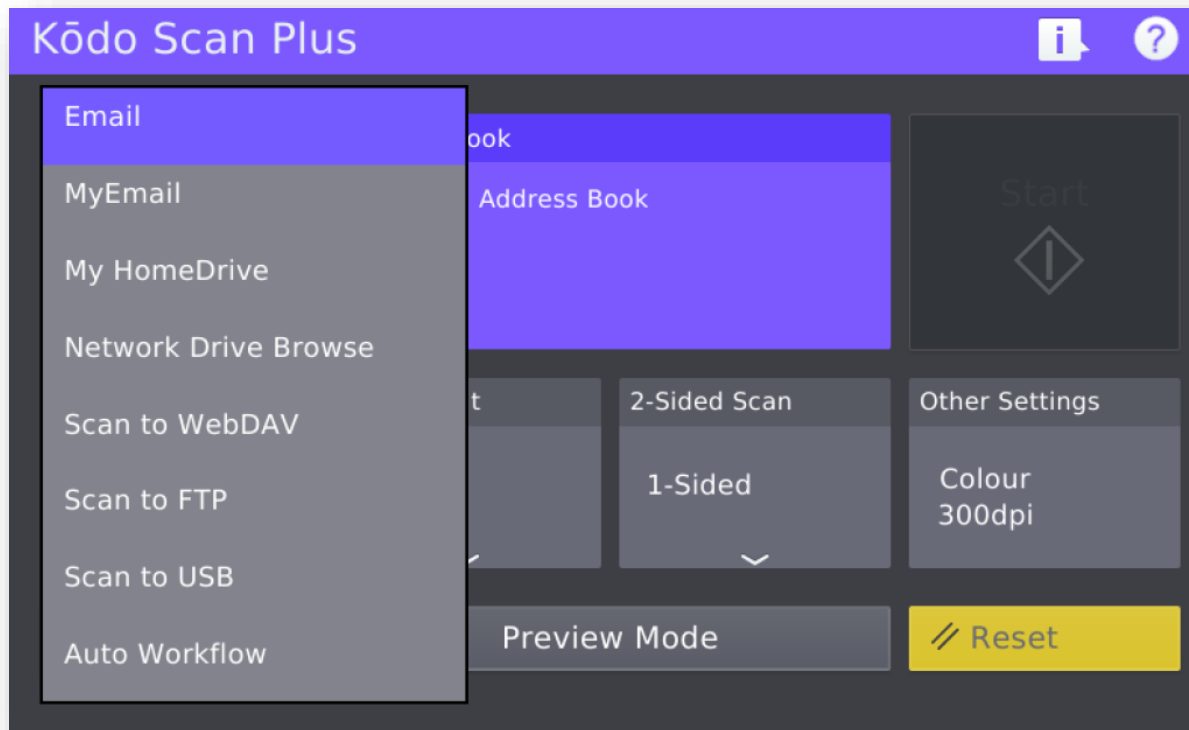
One Touch multiple destinations is also available

Email
sends documents to selected email address/s. Supports adhoc entry, MFP address book or LDAP address book.

My Email
sends documents directly to your email address after authentication.

My Home Drive
sends documents directly to your network Home Drive after authentication

Network Drive Browse
users can browse folders and sub folders in a pre-defined network drive by simply touching the folder picker function.

WebDAV
users can browse folders and sub folders in a pre-defined WebDAV supported destination for scanning
(e.g. Intranet, Oracle, SAP, various cloud sites)

FTP
users can browse folders and sub folders in an FTP supported destination for scanning
(e.g. Linux, Unix, OSX)

USB
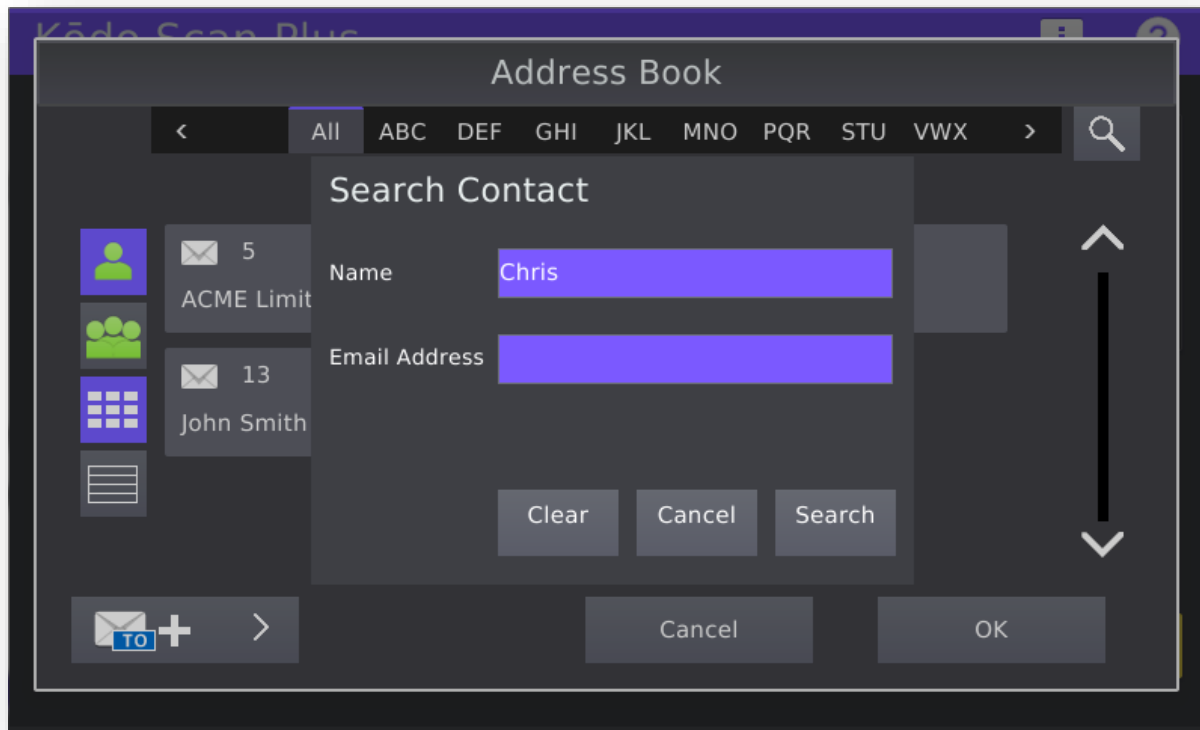users can browse folders and sub folders in a USB thumbdrive for scanning

Auto Workflow
identifies documents (forms) and sends them automatically to predefined locations

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Email address entry at the panel

- Email address/s are selected with total simplicity at the MFP panel.
- Supports adhoc entry, MFP address book or LDAP address book.
- Individual address/s or groups
- Easy to use search function

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**Scanning to a network repository and browsing folders/subfolders at the MFP panel**

- Browse folders and sub folders in a pre-defined network drive by simply touching the folder picker function.
- This is a dynamic feature that automatically displays current folders/subfolders and requires no further administration even with changes to your drive folder/subfolder structure.
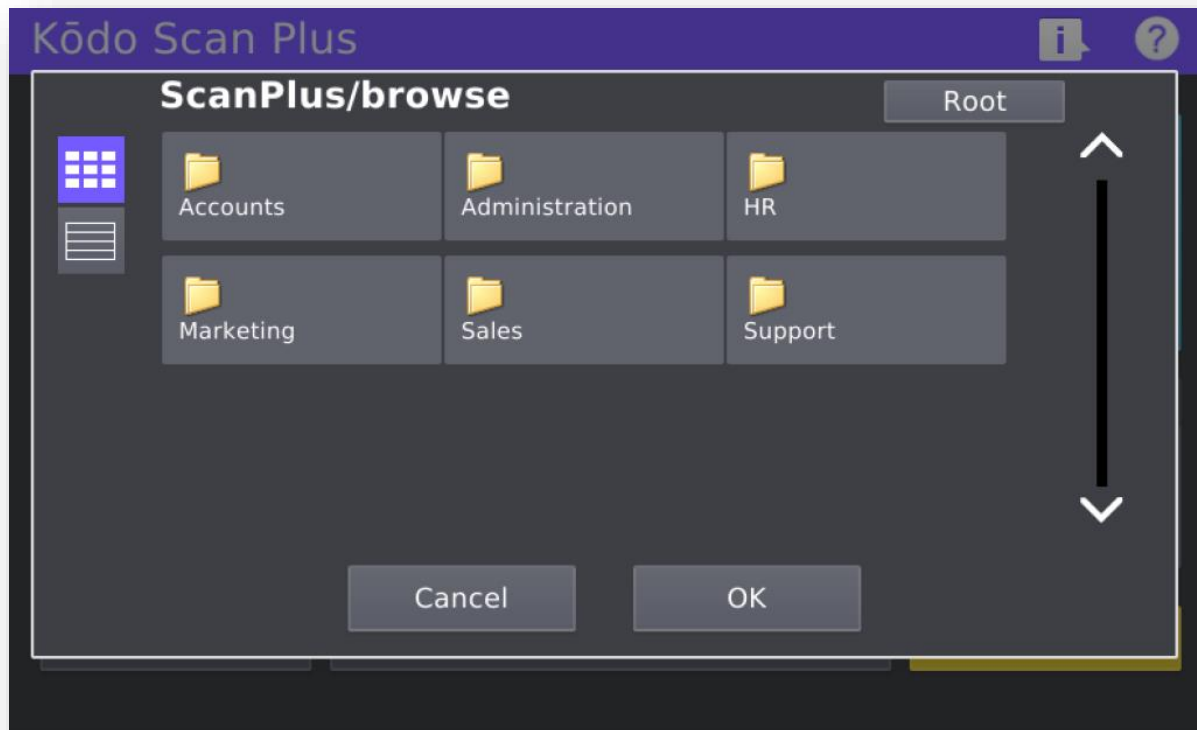
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**Auto Workflow function of the application**

- Designed for forms, this function automatically identifies individual forms within a batch via their unique Barcode/QR code identifier.
- Each set of forms in the batch are automatically identified, separated then sent to their predefined destination.
- Simply stack your forms in a batch, place in the document feeder and press start.
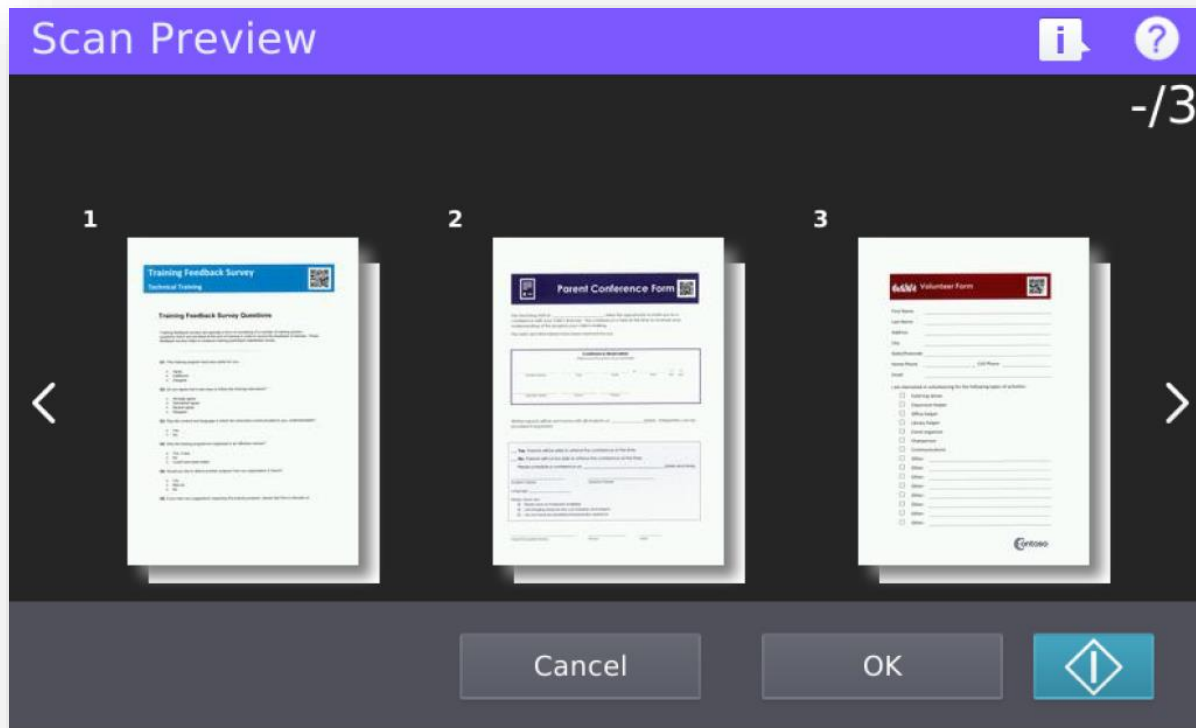
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**Job Split function of the application**

- Large batch scanning couldn't be easier with the Job Split function simply nominate a fixed page interval or mixed page intervals using a barcode separator page
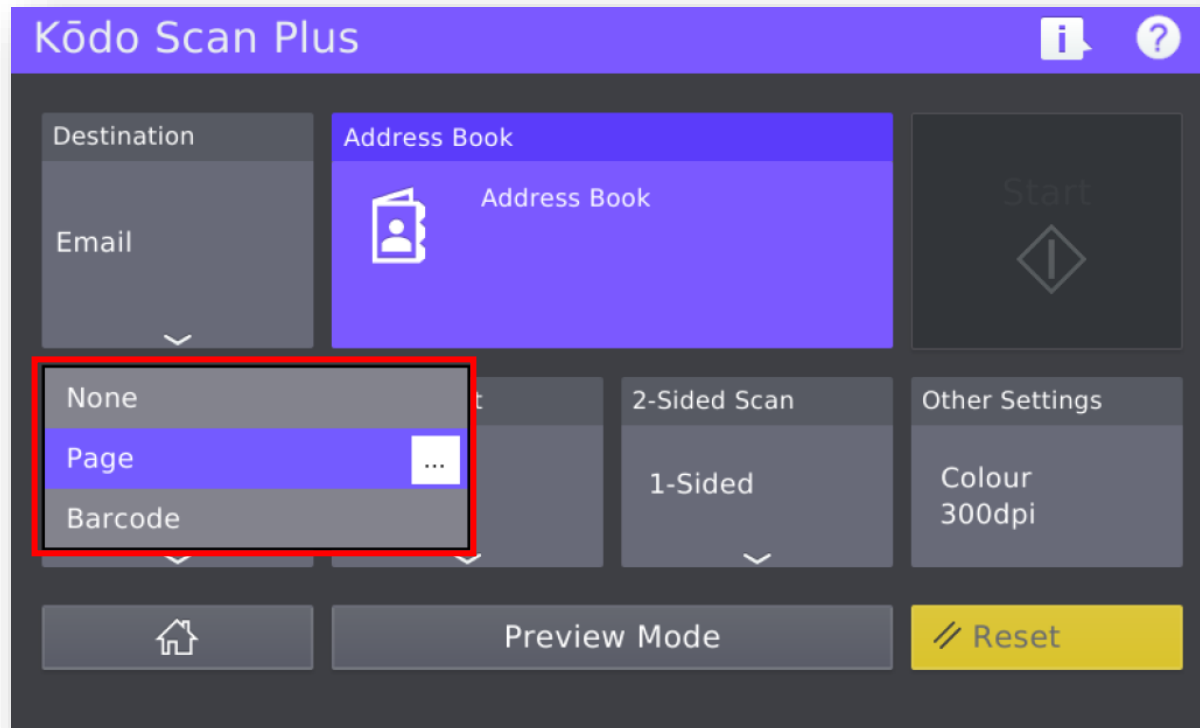
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Scan Settings – user selectable

- Users can select file formats, duplex scan, resolution and colour modes
- Default values and selection values are definable to suit clients requirements
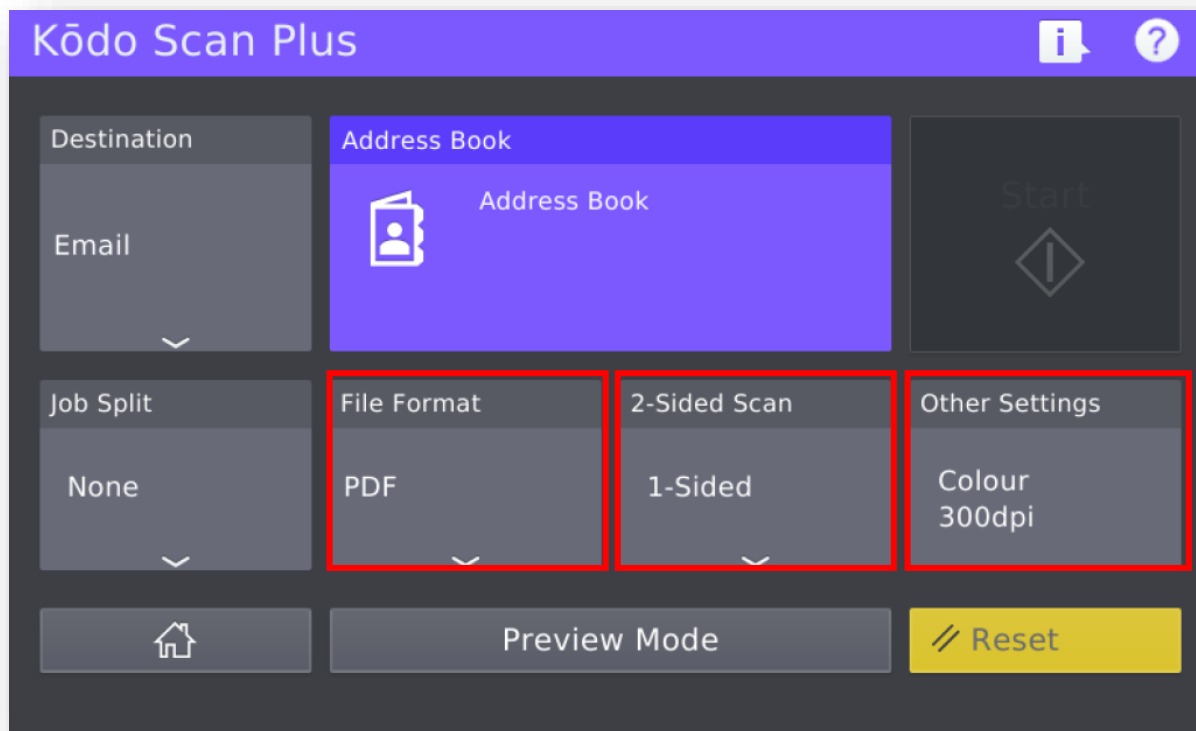
File formats (standard)
TIFF, JPEG, PDF, PDF/A, SPDF, SPDF/A, DOCX, XLSX, PPTX

2-Sided Scan
Single sided, Duplex Booklet, Duplex Portrait

Resolution (dpi)
100, 200, 300, 400, 600

Colour Modes
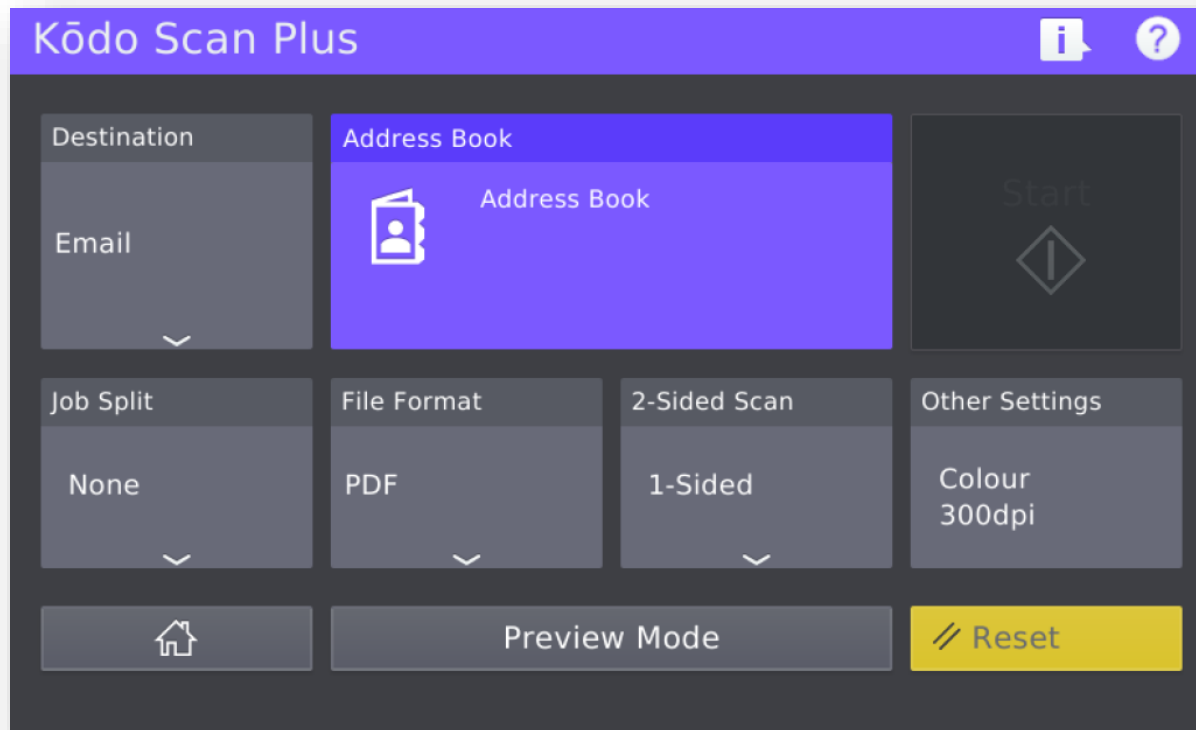Full Colour, Greyscale, Black & White

File Name Prefix
Definable + date/time stamp

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Scan Settings - advanced

- Advanced features are defineable and also available to set as default
- Original Size, Original Type, Omit blank page, Auto orientation, Deskew, Outside Erase and ICC profile

Original Size
Auto, Mixed, A3, A4, B4, B5, A5-R, A6-R

Original Type
Text, Text/Photo, Photo

Omit Blank Page
with detection threshold settings

Auto orientation
corrects orientation of scanned pages

Deskew
corrects document skew

Page Alignment
corrects document alignment positions
(independent settings front/rear)

Outside Erase
erases scan page borders

ICC Colour Profile
scanned documents have higher fidelity in
both screen view and print

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Preview Mode

- In this mode users have the flexibility to mix their source documents for scanning from the document feeder and/or off the glass.
- Further to ensure document integrity before committing to the final destination users are able to preview their job right at the MFP panel and verify page count along with thumbnail preview with pinch/zoom, delete and re-scan/add more.
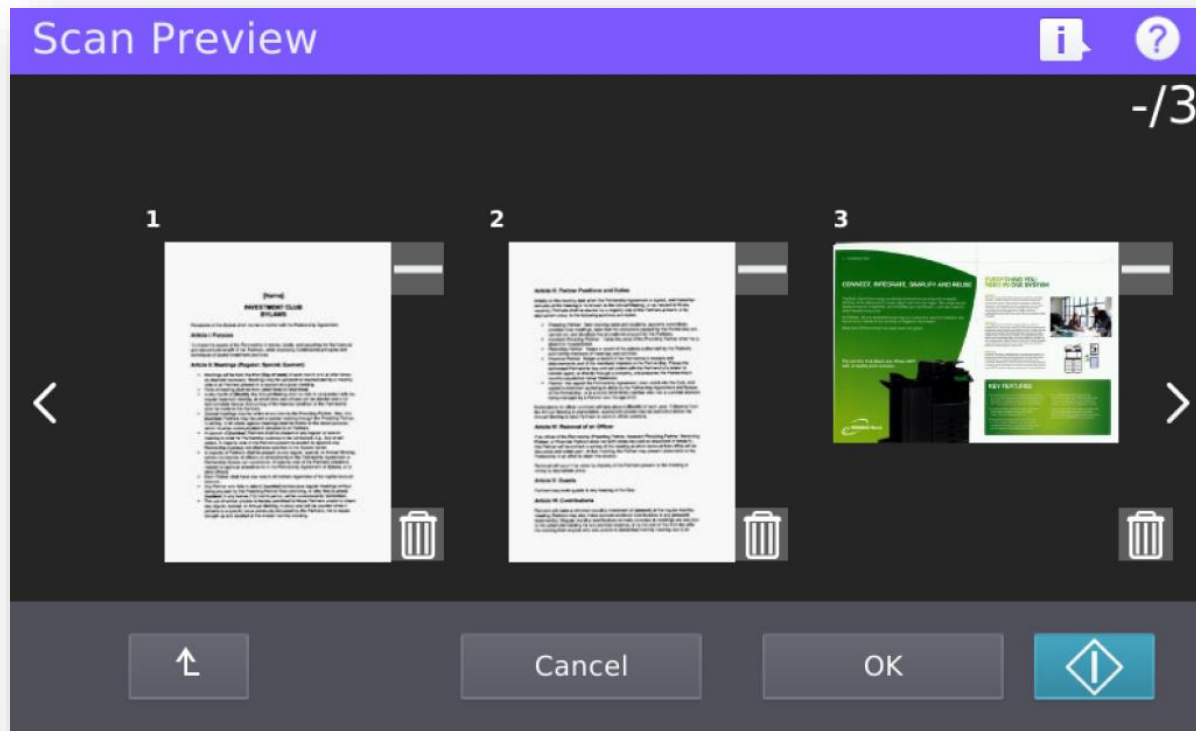
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Email Notification

- Really useful for workflows that require operators to perform additional steps when scanning of documents. Built-into the app is the automatic notifications that alerts users via email that their scan has arrived in many cases this will also include a URL link directly to the document for quick access.
- In situations where documents are unable to be delivered to their destination the app automatically notifies your administrator via email that include details to assist with completion of the task.
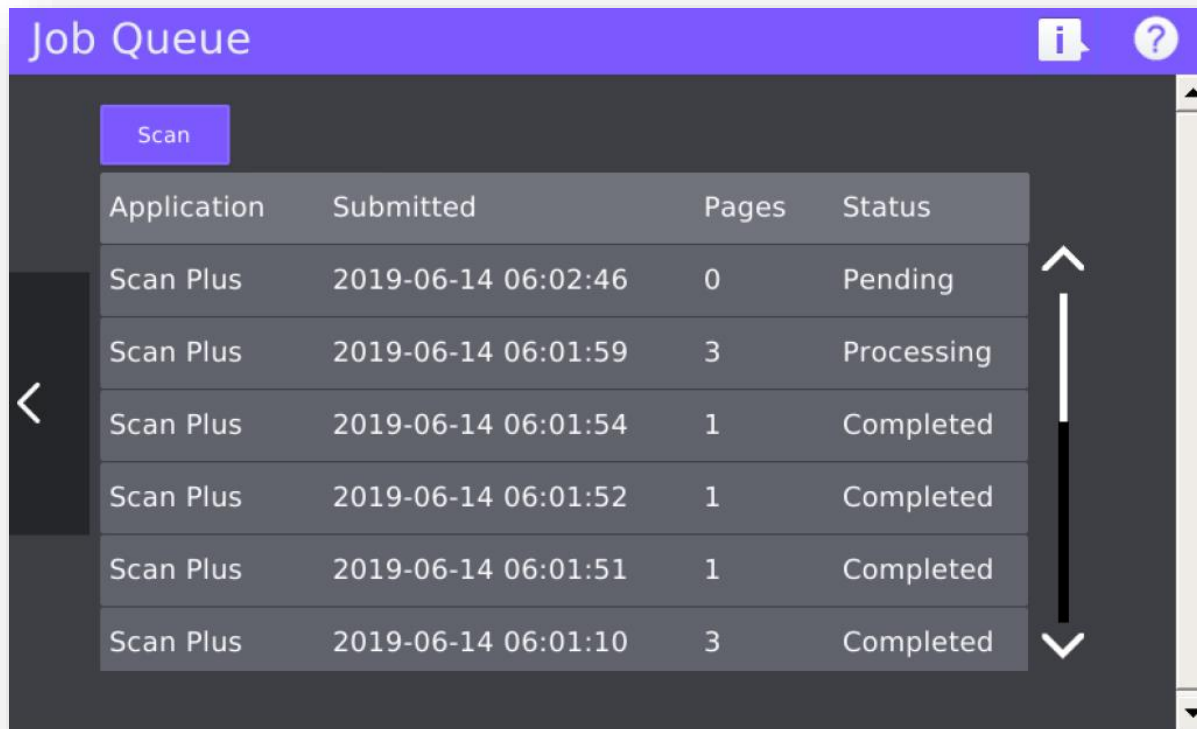
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Job Status

- View the status of your job at the MFP panel with detailed logging of each stage.
- The built-in job queue managed job/s from multiple users in the background freeing up your staff to move onto their next task.
- Processing is performed in the background so the user can simply scan and walk away with their documents whilst the app processes their job.

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Help function

- This app is intuitive where little to no training is normally required however if help is required this is built into the app and available at the MFP panel any time.