



# Synappx™ Go Quick Start Guide for Google™ Workspace

## Pre-Install Check:

1. Check that the primary Synappx Go administrator is a Google Workspace administrator.
2. Ensure that [necessary permissions](#) are configured in the Google Workspace admin console.
3. Synappx tenant is created (by ordering) and the primary administrator receives an email from Synappx. At the initial login to [Synappx Admin Portal](#), the primary admin is asked to agree with the permissions.
4. Create a Google Workspace user account for meeting rooms and map target meeting rooms to its calendar (up to 5 rooms can be linked).
5. The user account for the meeting room is added to the **Google Workspace User Accounts for Rooms** under the **Settings** in the [Synappx Admin Portal](#)

Note: If the room is not linked to a user account features such as full screen mode and laptop Start on Display will not be available.

6. In the [Synappx Admin Portal](#), Workspace is imported and assigned with the Synappx room license.
7. Synappx Go apps are installed on the administrator's mobile and laptop.
8. Register admin users and assign a Synappx Go license to the admin in the Synappx Admin Portal.

## Installation and Configurations:

1. Ensure all hardware equipment is ready or installed (Display, Audio/camera, Windows® 10/11 In-room PC).
2. Install and set Chrome web browser as a default browser and login with the user account for the meeting room. Optionally install other software such as Microsoft 365 apps, Pen Software and/or Zoom client app (need to be logged in with the user account and Waiting Room is off).

Note: It is strongly recommended to place security and privacy such as disabling chat, etc.

3. Download and install Synappx Go Agent from the [Synappx Admin Portal](#) (when downloaded, the file is linked to the tenant).
4. Install Synappx Go client application from the Windows Store, login with the meeting room resource account. Alternatively, you can use [Synappx Go Installer](#). The installer is available for download from the [Synappx Admin Portal](#).

5. Test and [validate](#) (if you are using NFC, the tag needs to be mapped to the room using Synappx Go mobile app).
6. From the Settings on the Synappx Go Windows app, turn on [full screen mode](#), application, [In-room PC security](#), and [reset room](#) when desired. It is recommended to set Windows power settings not to go sleep or shut down for optimal user experience.  
Note: Google Meet uses the Chrome browser and uses cached user account for rooms for optimal experience.
7. When install and configuration is completed, import users to [Synappx Admin Portal](#) and assign license. The users will be notified via email that Synappx license is assigned.



For In-Room PCs and Laptops



For iOS Mobile Device



For Android Mobile Device

For more details, go to the [Synappx Support Site](#).

# SHARP®

SHARP ELECTRONICS CORPORATION  
100 Paragon Drive, Montvale, NJ 07495-1163  
1-800-BE-SHARP • [www.sharppusa.com](http://www.sharppusa.com)

©2023 Sharp Electronics Corporation. All rights reserved.

Design and specifications subject to change without notice. Some images appearing in this document are simulated. Sharp, Synappx, and all related trademarks are trademarks or registered trademarks of Sharp Corporation and/or its affiliated companies. Android™, Google Workspace™, Google Cast™, Google Chrome™, Google Meet™ and Google are trademarks of Google Inc. Apple, Mac, MacOS, iCloud and iPhone are registered trademarks of Apple Inc., registered in the U.S. and other countries. Azure, Microsoft®, Microsoft 365, OneDrive®, Outlook®, PowerPoint®, Skype®, Windows® and Windows® 10® are registered trademarks or trademarks of Microsoft Corporation in the U.S.A. and other countries. Box is a trademark of Box, Inc. IOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license. Jabra and Speak are trademarks of GN Audio A/S and/or its affiliates ("GN Group"). Logitech is either a

registered trademark or trademark of Logitech in the United States and/or other countries. Miracast® is a registered trademark of Wi-Fi Alliance. WEBEX, CISCO, Cisco WebEx, the CISCO logo, and the Cisco WebEx logo are trademarks or registered trademarks of Cisco Systems, Inc. ZOOM is a trademark of Zoom Video Communications, Inc. All other trademarks are the property of their respective holders.