



Synappx™ Go Quick Start Guide for Microsoft 365®

Pre-Install Check:

1. Check that the primary Synappx Go administrator is an Azure® Administrator.
2. Check that a Synappx tenant was created (by ordering) and the primary administrator received an email from Synappx. At the initial login to [Synappx Admin Portal](#), the primary admin is asked to agree with the permissions.
3. The target meeting room has a resource account and MS 365 license assigned (Room needs to have credentials to login).
4. In the [Synappx Admin Portal](#), Workspace is imported and assigned with a Synappx room license.
5. Synappx Go apps are installed on the administrator's mobile and laptop devices. Import the admin user and assign a Synappx user license in the 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 Microsoft 365 apps including MS Teams. Login with the meeting room resource account. Optionally install other software such as Pen Software, Zoom client app, etc.
Note: It is strongly recommended to place security and privacy such as disabling chat, etc.
3. Download and install the Synappx Go Agent from the [Synappx Admin Portal](#) (when downloaded, the file is linked to the tenant).
4. Install the Synappx Go client application from Windows Store, login with the meeting room resource account. Alternatively, you can use the [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 the Synappx Go mobile app).

- 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.

*It is recommended to select keyboard app when task bar access is disabled from PC security settings.

**Google Meet uses the Chrome browser and uses cache user account for rooms for optimal experience.

- When install and configuration is completed, import users to the [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](#).

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