SHARP

SYNAPPX™

SYNAPPX™ Go

for Laptop Users

User Guide

Table of Contents

Synappx Go for Laptop Users

Synappx Go supports laptop centric meetings through the following three modes:

Launch on Display (Available for the Microsoft 365 environment)

By pairing your laptop with the display, you can automatically launch a meeting both on a meeting room display and on your laptop. The audio and camera on a meeting room display will activate via a web conference started on the in-room PC and help establish instant connections with attendees. You will also receive remote controls on a meeting room display from your laptop to help conduct efficient meetings.

Cast Your Laptop

Synappx Go assists you to establish connections with the casting device in a meeting room. When a meeting is started, it also helps auto-launch a scheduled web conference, removing a need to look for a meeting room URL.

Features	Launch on Display	Cast your Laptop
Auto-Start Web Conference	✔	✔
Auto-Cast	Use web conference screen share	✔ Google Cast Miracast® MirrorOP https://www.barco.com/en/support/mirrorop/drivers ClickShare https://www.barco.com/en/clickshare/app
Access to Files	✔	✔
Meeting Timer	✔	✔
Web Conference Remote Control for display/in-room PC	✔	Not applicable
End Meeting	✔	✔

Synappx Go for Your Home Office or Your Desk

When you have a Synappx Go user license assigned, you can launch your web conference using the Synappx Go Windows application when you are at your desk in your office or home office. You can simply click the meeting in the Synappx Go Windows app, Synappx will auto launch the scheduled meeting removing the need to look for the meeting URL.

Get Started with Synappx Go Windows Application

Download and Install Synappx Go Windows App

Note:
Some organizations add restrictions to Microsoft 365 or Google Workspace accounts. Ensure you have permission to download apps from The Microsoft® Store.

Download Synappx Go Windows application to your PC from The Microsoft® Store.

1. Type **Synappx Go** in the Microsoft Store **Search** bar and select the Synappx Go app.

2. The app Description page will open. Select **Get**.

3. The app will begin downloading. Accept the download if a dialogue box requests permission. After the download is complete, Synappx Go will open automatically.

Supported Windows Operating Systems
Windows 10 (32-bit and 64-bit versions) Builds 21H2 to 22H2
Windows 11 (64-bit versions) Builds 21H2 to 22H2

Log in to Synappx Go Windows App

1. Open the Synappx Go app and enter your organization login email.

   Note: Synappx Go is updated periodically to enhance your meeting experience. Depending on the update, you may be required to log in again and accept applicable permissions or re-login to the application.
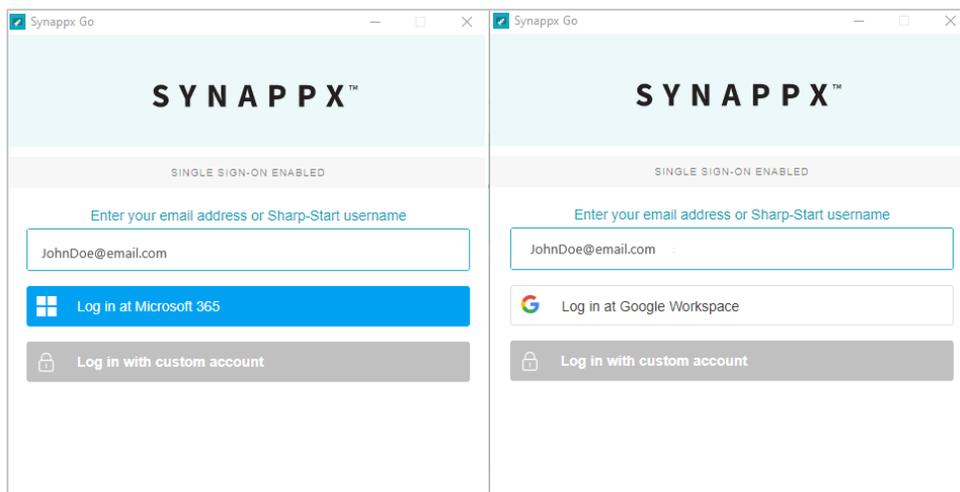
Synappx Login Screen

2. **Microsoft 365:** If given the option, select your organization account, and depending on your organization's settings, federation or single-sign on screen will be displayed.

3. Follow the dialog to complete login to Synappx Go with Microsoft 365 or Google Workspace.

The Synappx Go Windows app will open with a list of meetings scheduled. (Meetings set as private in the Outlook or Google Workspace calendar will not appear on the Synappx Go Launcher.)
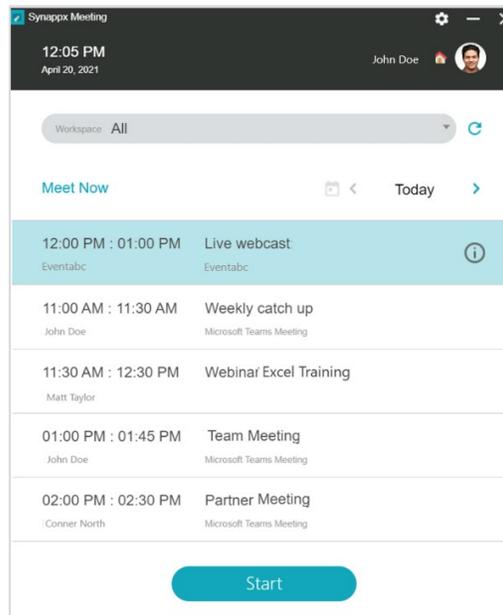
Synappx Go Meeting List

- Select the information ⓘ icon to view meeting information (e.g., location, date and time, attendees, attachments, web conference information).
- Select a specific workspace from the dropdown menu to see your scheduled meetings within that workspace*.

Starting a Meeting

When Synappx Go Windows application is installed on the in-room PC connected to a meeting room display, you will see a reserved meeting list. The list indicates who booked the meeting room at what time. When the display is set with the full screen mode, you will see a meeting list as well as convenient access to available applications for the PC. The access to Windows features may be restricted via the Synappx administrator through its in-room security features.

Starting a Scheduled Meeting

You can start a meeting from your laptop by double-tapping the meeting, selecting the meeting, and selecting **Start**, or selecting start from the five-minute countdown timer. Scheduled meeting is in your calendar (Outlook or Google Workspace).

Note: Scheduled meeting is in your calendar (Outlook or Google Workspace) and your laptop and in-room PC are connected to a corporate network.
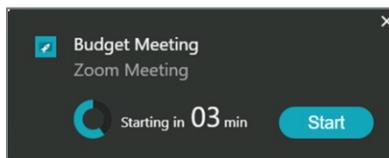
Meeting Reminder

1. **Select How You Start a Meeting**

When both casting or launch on display options are configured and available, a dialogue box will be displayed to select how you want to start the meeting. Select from the following options:
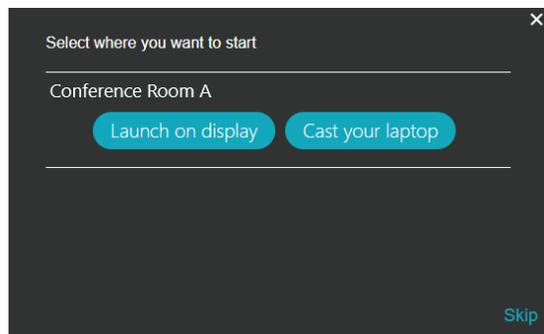
Meeting Start Option

Launch on Display (Available for Microsoft 365)
Start a meeting on a display (in-room PC). The display with the PC will join the meeting and share the meeting room display with both on-site and remote attendees. Enter pairing code shown on a display. Your web conference will be automatically launched on both the in-room PC (display) and your laptop.

Cast Your Laptop
Synappx Go will assist to launch scheduled meeting on your laptop and establish a connection with the screen casting device in the meeting room.

The following steps are skipped when only single method (Launch on Display or Casting) is configured, one room is booked for the meeting, or a single display is placed in a room. Otherwise, follow the dialogue to start your meeting

2. **Multiple workspaces/meeting rooms**

When a meeting is scheduled in the multiple workspaces, Synappx Go will ask which workspace you are joining the meeting from. If you are not starting a meeting in a meeting room, select **Skip** to start the scheduled web conference on your laptop.
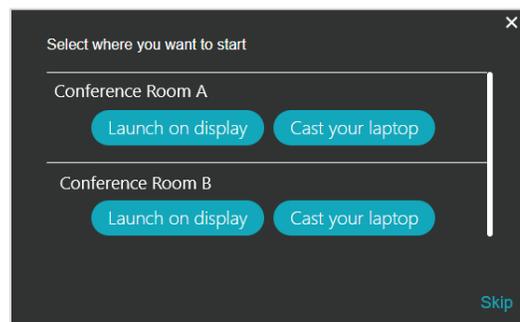
Room Selection

3. **Select a Display Device**

Synappx Go supports up to four devices per workspace. Once devices are configured by your administrator, you will see an option to select a display. Synappx Go will help launch a meeting or cast your laptop to the specified meeting room display.
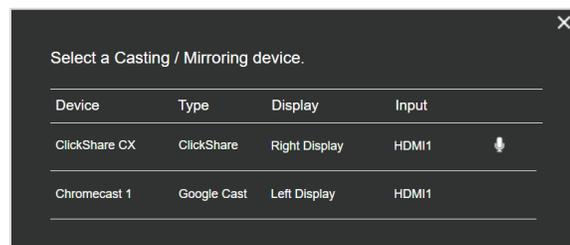
Device Selection

Starting an Ad Hoc Meeting

Synappx Meeting can help coordinate ad hoc meetings.

The following actions can be performed without having a scheduled meeting:

- Invite attendees
- Set up a web conference session
    - Microsoft Teams (default for Microsoft 365 users)
    - Google Meet (default for Google Workspace users)
    - Zoom Meeting (additional settings required for ad hoc meetings)
- Book a meeting room
- Utilize automated casting
- Utilize automated Bluetooth audio device connection
- Access shortcuts and recent cloud storage documents
- Track meeting time

Start a Meeting in a Workspace

1. Select **Meet Now**.

2. The **Ad Hoc Meeting Description** window will open.
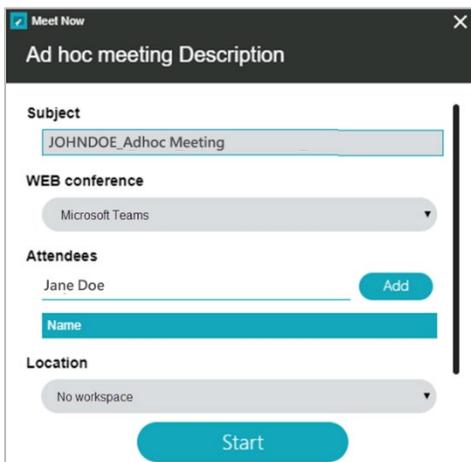
Ad-Hoc Meeting Screen

3. Select a workspace under **Location**.

4. If a web conference is not required, select **Start**. If the workspace is not available, a notification will pop up. In that case, select a different workspace.

5. Select how you want to start the meeting if the room is configured with multiple displays or starting options are available as described in the Start Scheduled Meetings to start an ad-hoc session.

Ad Hoc Meetings with Zoom (Available only for casting)

If you want to use Zoom for ad hoc meetings:
1. Go to **Settings > Web Conference**.
2. Toggle **Zoom**. (A teal toggle indicates that Zoom is enabled.

For more information, go to https://business.sharpusa.com/synappx-support/zoom.
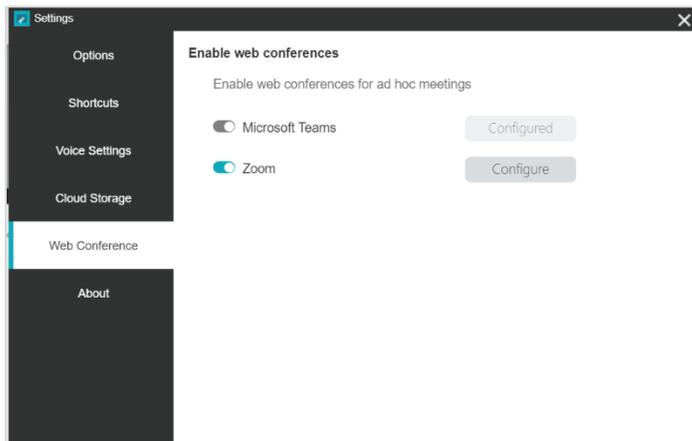

Zoom Meeting Setup

Notes:
- Ad hoc meetings are set for 60 minutes.

- The meeting can be extended by 30 minutes by selecting the add time icon . If the workspace is available, the meeting will be extended. If the workspace is not available, a notification will pop up.
- If an ad hoc meeting ends early, the calendar updates automatically. This can be changed in **Settings**.

Automatic Input Switch

Some display devices support multiple inputs. Once the input is configured by a Synappx administrator, the device will switch to the input used for Synappx Go when a meeting is started. When multiple devices are configured in the workspace, Synappx Go will prompt you to select the display device when you start a meeting before the input switch.

During a Meeting

After successfully starting the meeting, the Synappx Go Windows application helps you manage productive meetings through easy access to contents, apps and casting control. For more specific features, visit Launch on Display Mode and Cast Your Laptop Mode.

Launch on Display
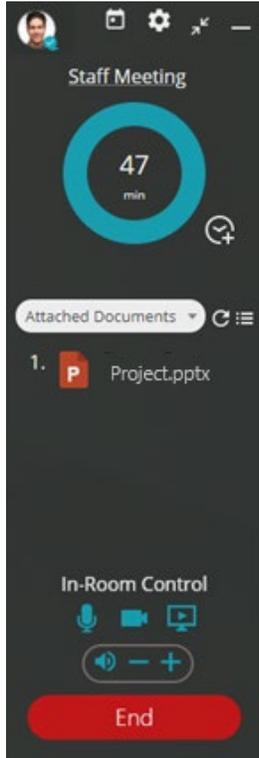
Cast Your Laptop
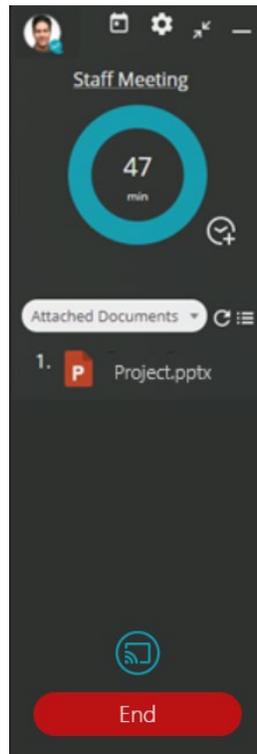
Start at Your Desk/Home
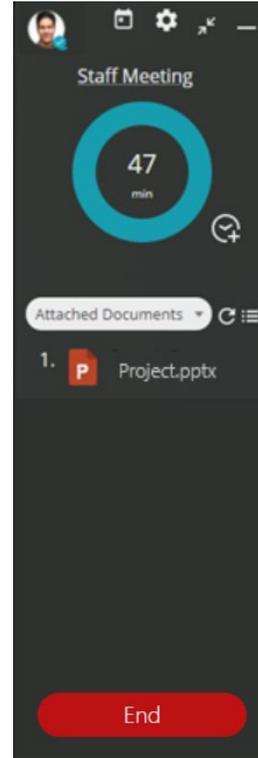
Key features include:
- Meeting timer
- Extend the meeting with one click
- Access to meeting attachments and cloud storage files
- Shortcuts to frequently used apps and websites
- Casting and switch presenters with one click (Casting Your Laptop mode)
- In-room PC remote control (Launch on Display mode)
- End meetings with one click

Meeting Timer

The meeting timer helps you track your meeting's allotted time, control discussions and conclude meetings as scheduled. Once a meeting starts, the timer counts down.

Remaining Meeting Time   **Overtime**

When the scheduled end time nears (10% remaining), the timer color changes to orange, and an **End** button appears as a reminder.

If the meeting goes over time, the color changes to red and the meeting timer counts up. When the timer is minimized, it will stay in the Windows taskbar and reappear when five minutes are remaining and again 60 seconds before the meeting is scheduled to end.

Note for Zoom meeting: The Synappx Go will end the meeting after 5 -15 mins (depending on app communication interval) when you end the meeting manually from the Zoom client app.

You have an option to extend the meeting if the room is available. Select the **add time** option to extend a meeting. The Synappx Go Assistant will extend the meeting time by 30 minutes. A notification will pop up if the workspace is unavailable.

Access to Cloud Storage

Access to your content during the meeting is easier with Synappx Go.

Cloud storage services:
- OneDrive® for Business
- OneDrive
- Microsoft Teams
- SharePoint®
- Google Drive
- Box
- Dropbox

Configure Shortcuts:
1. Open settings from the Synappx Go Windows app and go to the **Cloud Storage** tab.
Select the toggle to enable cloud accounts on the Synappx Go.
2. You will need to log in to each service upon first time access from the Synappx Go

Launch on Display Mode (Available for the Microsoft 365)

By pairing your laptop with the display, you can automatically launch a meeting both on a meeting room display and your laptop. The audio and camera on a meeting room display will be activated via web conference started on the in-room PC and help establish instant connections with attendees. You will also receive a remote control on a meeting room display from your laptop to help conduct efficient meetings.

Note:
Your PC must be connected to the Internet.

Key features include:
- In-room PC control
- Meeting timer
- Extend the meeting with one click
- Access to meeting invite attachments and cloud storage files
- Shortcuts to frequently used apps and websites
- Switch presenters with one click
- End meetings with one click

Supported Environment

| Supported Web Conference Services	Supported Cloud Storage Services
Synappx Go supports automatic start from the following providers*.	Shortcut file access during a meeting.
• Microsoft® Teams • Google Meet™ • Goto Connect Coming soon! • Zoom • WebEx® *When the web conference is started with its client application. Auto-meeting end using web browser-based meetings are not supported.	• OneDrive® for Business • OneDrive • Microsoft Teams • SharePoint® • Google Drive™ • Box • Dropbox

Starting a Meeting

When you select a meeting to start, a pairing code is requested. Enter the pairing code displayed on the meeting room display. The same pairing code cannot be used for multiple meetings as the pairing code is refreshed at the end of meeting to ensure secure connections.
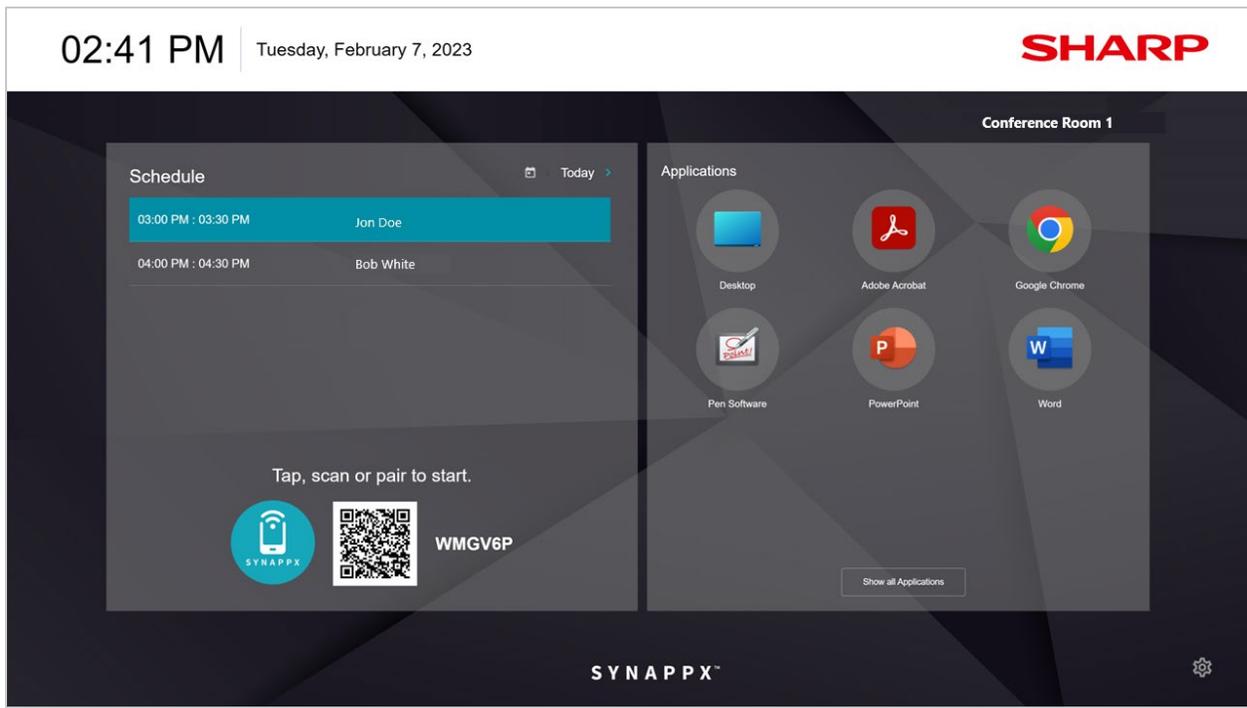
Full Screen Mode with a Pairing Code

During a meeting and In-Room Control

When the meeting is started, the meeting room camera is enabled via web conference, establishing connection with on-site and remote audiences. You can remotely control a web conference on the meeting room display using the Synappx Go application.
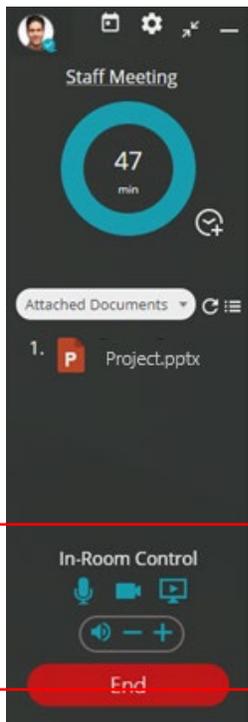
- **Screen Share icon** Share the meeting room display screen via web conference
- **Microphone icon** Mute/Unmute web conference microphone
- **Camera icon** On/Off meeting room camera
- **Volume control** Speaker volume up and down

Your laptop screen can be shared with remote audiences and on a meeting room display using the screen share feature of the web conference.

Go to End Meeting section for more details on the meeting end experience.

**In-Room Control
Screen**

Cast Your Laptop Mode

Synappx Go assists you to cast your laptop and establish connections, and helps auto-launch scheduled meetings, removing technology hustles such as looking for a meeting url or looking for the right casting devices to connect to a meeting room display.

Note:

- Your PC must be connected to the Internet.
- Your PC must have your organization's casting or mirroring app, Miracast or MirrorOp.
- Organizations using Miracast also require the Synappx Meeting Cast Assist app on user PCs. Contact your administrator with questions.
- The audio device power must be on and the client PC Bluetooth must be enabled for automatic audio connection at the start of the meeting. Some speakers require manually selecting Bluetooth pairing mode on the device.

When you start a scheduled meeting, the following actions occur automatically:

1. The Synappx Go Assistant opens with meeting attachments.
2. The casting application (ClickShare, MirrorOp, Google Cast, or Miracast with Synappx Meeting Cast Assist) launches (depends on administrator settings, PIN may be required to connect).
3. The scheduled web conference begins (if web conference information is included in the meeting invite).
4. The meeting timer begins counting down.

Note: For privacy reasons, screen mirroring will not start automatically. Select the **Play** icon to start mirroring your PC screen to the display.

If the workspace is not licensed, the start button will be gray and disabled.

Auto-connect for casting and audio is the default setting. Go to settings icon ⚙ to manage auto-connect settings.

Supported Environments

Supported Casting Devices and Casting Sender Applications	
Barco ClickShare **(Client app: ClickShare software)** https://www.barco.com/en/clickshare/app	• CX-20, CX-30, CX-50 • CS-100, CSE- 200 • CSE-200+, CSE-800
MirrorOp Supported Hardware **(Client app: Barco MirrorOp software)**	• WiCS-2100
MirrorOp Supported Hardware **(Client app: Barco MirrorOp software)** https://www.barco.com/en/product/mirrorop	• Wireless Controller PN-L603WA (SHARP) • Wireless Controller PN-L703WA (SHARP) • Wireless Controller PN-ZB03W (SHARP)
For optimal performance, ensure the wePresent and Sharp touch display firmware are updated.	• Sharp PN-Lxx1H series Touch Display Firmware: TP F/W- 6613 or greater • wePresent WiPG-1600W Firmware: V2.5.0.25 or later (supports finger touch only) • wePresent WiCS-2100 Firmware: V1.6.1.575 or later (Supports touch, no differentiation of pen versus finger)
Miracast Download **Synappx Go Cast Assist** from the store	• Shuttle PC: PN-SPCi7W10C/PN-SPCi5W10C • Display: PN-CD701 (with Miracast capability) • Microsoft Wireless Display Adapter V2
Google Cast Receivers (Chromium-based Edge browser)	• Chromecast (3rd generation) • Chromecast with Google TV

Note: Barco's WePresent and MirrorOP applications are discontinued. For their support policy, please contact Barco,

Supported Web Conference Services (Applies Only Cast Your Laptop Mode)	Supported Cloud Storage Services
Synappx Go supports automatic start and end web conference sessions from the following providers*.	Synappx Go supports the following cloud storage services to access files during a meeting.
• Microsoft® Teams • Zoom • GoToMeeting™ • GoTo Connect • WebEx® • Google Meet™ (end meeting not supported) • Amazon Chime • Skype for Business • StarLeaf *When the web conference is started with its client application. Auto-meeting end using web browser-based meetings are not supported.	• OneDrive® for Business • OneDrive • Microsoft Teams • SharePoint® • Google Drive™ • Box • Dropbox

Screen Casting with Google Cast / Chromecast

To use automatic screen casting with Google Cast:
- Your PC must have the chromium-based Edge browser installed.
- An administrator must configure the casting receiver to use Google Cast/Chromecast.

1. Start a meeting with the Synappx Go Launcher. The Synappx Go Assistant and Synappx Chromecast sender app (based on the chromium-based Edge browser) will launch automatically.
2. Click the "play" button. Synappx Go automatically searches for and connects to the configured Chromecast device in a meeting room.
3. Select **Cast desktop** from **Sources**.
4. Select your Chromecast device.
5. Select your PC screen. Then select **Share**.

End Screen Casting

End the meeting and disconnect casting by selecting the Synappx Go **End** button.

OR

1. Select the "stop" button.
2. Select your Chromecast device.

Screen Casting with Miracast

Automatic screen casting with Miracast is available when [Synappx Go Cast Assist](#) is installed and an administrator configures the casting receiver to use Miracast.

1. Start a meeting with Synappx Go. The Synappx Go Assistant and Synappx Go Cast Assist app will launch automatically.
2. Enter the PIN when requested to start casting.
3. End the meeting and disconnect casting by selecting the **End** button.
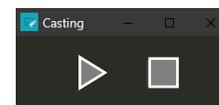
Synappx Go Cast

Casting and Automatic Input Switch

Some display devices support multiple inputs. Once the casting input is configured by a Synappx administrator, the device will switch to the casting input when a meeting is started or when the casting button is selected.

Presenter Switch

Meeting attendees can become presenters by selecting the cast icon on the Synappx Go Windows app (Attendees must first start the meeting to access the casting option of the Synappx Go Windows application.)

End Meeting

Synappx Go helps you end the meeting efficiently. When ten percent of the meeting remains, a reminder will pop up so that you can end or extend the meeting. The end button will also display when the Synappx Go application is minimized. Select the **End** button to end a web conference session on your laptop as well as on the meeting room display (Launch on Display Mode).

Reset Room (Launch on Display Mode)

When it is configured by a Synappx admin, Synappx resets in-room PC by deleting files and data to help ensure meeting security. The following actions are included in the reset-room features. This feature is currently available only for the MS 365 environment. :

- **Close apps**
  Applications launched during the meeting are closed.
- **Clear browser data**
  Browser data (Cache, temp files, Cookie, form data, passwords) are cleared.
- **Delete local files**
  Added files during the meeting are removed from the specified folders or locations. (Download, Recycle bin, Desktop, Documents, Pictures)
- **Reset sound volume**
- **Share Meeting Materials** (Microsoft 365 only)

Synappx Go at your desk or home office

If you have the Synappx Go User license, you can also use the Synappx Go app to optimize your web conferencing experience.

Select **Skip** if you are joining a meeting remotely and do not require in-room device connections. The application will not try to connect to a meeting room display, it will simply auto-launch the scheduled web meeting.

For your convenience, you can pre-set where you work, so that we can skip the above step.

Home Mode

When you are working from home and do not require meeting room audio or casting, set your status to **Home Mode**. With home mode, Synappx Go skips device connections and just starts web conferences.

Office Mode

When you are in the office, use **Office Mode** so that Synappx Go will assist with connecting your laptop to a meeting room display and audio device.
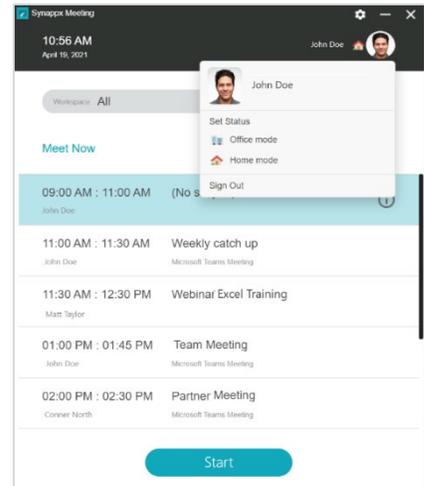
Synappx Go Home and Office Mode

Optional Settings

Options

Synappx Go allows you to set preferences in settings.
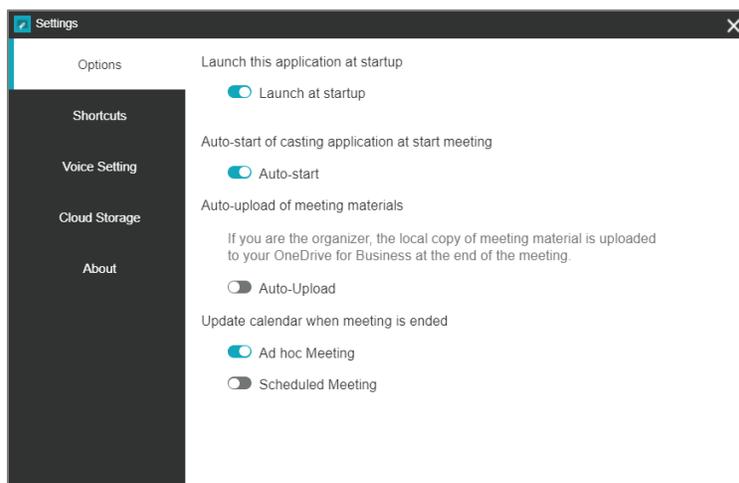
Launch at Startup

Synappx Go opens at computer startup by default. Select the toggle to disable startup launch
⬤ .

Auto-Start Casting

When you start a meeting with Synappx Go, you have the option of disabling automatic casting.
All other elements of Synappx Go occur (e.g., scheduled web conference, Meeting Assistant),
and you start casting manually. Automatic casting is enabled by default. Select the toggle to
disable ⬤ .

Automatic Meeting Material Upload (Microsoft 365)

Auto-upload of meeting materials is disabled by default (see [Share Meeting Materials](#)). Select
the toggle to enable auto-upload ⬤ .

Calendar Update

You have the option to update the Outlook calendar when a meeting ends early. By default, ad
hoc meetings are set to update the calendar, not scheduled meetings. By enabling this option,
you can free the room for other team members.

Shortcuts

Shortcuts help you quickly access websites and frequently used document storage (local or
cloud folders).

To configure shortcuts:

- Go to Synappx Go settings and select **Shortcuts**
- Select **+**
- Enter the name of the shortcut and path or URL
- Upload an icon file to easily differentiate the icon from other shortcut icons (optional)

Once the shortcut is created, the icon will be displayed in the Synappx Go Assistant.

Saving and Exporting Shortcuts

Synappx Go shortcuts can be saved and exported to other Synappx installations.

1. From the **Shortcuts** tab in **Settings**, select the upload icon 🔼 to save shortcuts for export.
2. File explorer will appear. Select the folder destination to save the shortcut file and enter a file name. Then select **Save**.

3. Open the Synappx Go **Shortcuts** and select the download icon 🔽 to import the file.
4. Locate the file and select **Open** to import the shortcut file.

5. Confirm the shortcut files are imported in the **Shortcuts** tab of the **Settings** window.
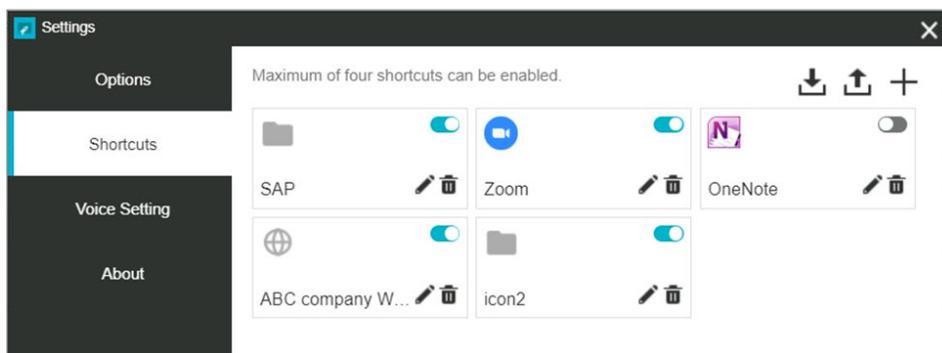
Cloud Storage

Configure cloud storage settings for quick access during meetings. See [Access to Cloud Storage](#) for more information.

About

The **About** tab provides version and license information and links to the support site, privacy policy, and EULA.

Share Meeting Materials (Microsoft 365)

Meeting organizers can share edited meeting materials with attendees after the meeting. When this feature is enabled, Synappx Go automatically creates a Synappx folder in the meeting organizer's OneDrive account and places a folder for each meeting inside. The meeting folder contains an Adobe® Portable Document File (PDF) of the target meeting document in the folder after each meeting, so organizers can choose to share content with meeting attendees. Enable this feature by selecting the toggle in settings.

Share Meeting Materials Feature

- Only available on Windows® client OS
- Requires a Microsoft client application
- Not available on the Synappx Go mobile app
- Must be enabled in individual user settings (default is off)

Here's how it works:

1. Open target file(s) from the file list using the Synappx Go Assistant and edit them during the meeting.
2. Use the Synappx Go App to end the meeting.
3. A folder is created for the meeting in the organizer's OneDrive.
4. The files (i.e. URL(s), converted PDF file(s), or discussion version(s)) used during the meeting are stored in the OneDrive folder.
5. The meeting organizer chooses to share file(s) with attendee(s).

Appearance in OneDrive

- **Folder Structure:** Synappx > Meeting > YYYYMMDD_[meeting title]
- **File Name Structure:** [original file name]_synappx_[YYYYMMDD]

|	Attachments	Cloud Storage	
	Opened Files (not web-based)	**Microsoft 365 Cloud Files (e.g., OneDrive, SharePoint)**	**Cloud Files Opened in Web Browser (Google Drive, Dropbox, Box)**
Meeting Files	✓		
PDF Version (Converted)		✓	
URL Link to Original Files		✓ URL Link to original version	✓ URL link to discussion version

Guest User Support

Admins can allow frequent guest users to use the Synappx Go mobile app and Synappx Go to access Sharp MFPs and display features. For example, a real estate broker can invite real estate agents who use their office (but have separate email domains) to use Synappx Go to easily share image or proposal files to a meeting room displays with co-workers or clients. The guest user can also scan, copy or print cloud files with their own personal settings from the mobile. Users can be a Synappx guest user for multiple companies.

To become a Synappx guest user:

1. The admin for a company using Synappx will enter your name and email address in a Synappx web page.
2. You will receive an invitation to become a Synappx guest. Accept Invitation if you want to use Synappx as a guest.
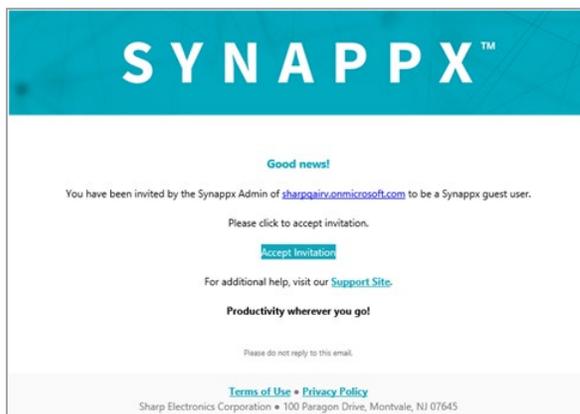
Welcome email

3. Define your email sign in account type (sign in with Microsoft 365, Google Workspace or create a new Synappx guest account using the email the Admin provided.
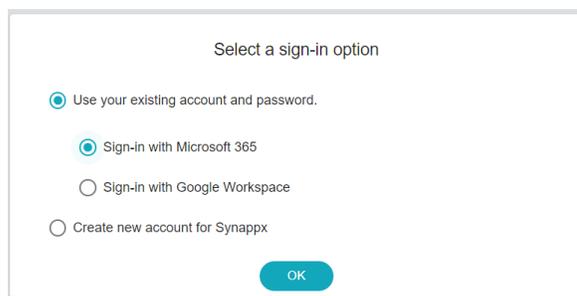
Sign-in Option

4. If creating a new account for Synappx, select **Create new account for Synappx** on the previous page and enter a new password. Press OK.

5. You will receive a confirmation of your log in choice. Press **OK.**

6. When the Admin sees you have accepted the invitation to be a guest and assigns a Synappx Go license, you will receive an email with information to download the Synappx Go mobile app. See details on features in other sections of this guide.

Guest User Support by Login Type

Product Services		Microsoft 365 Guest[1]	Google Workspace Guest[1]	Custom Synappx Account Guest
Start on Display				
Synappx Go Meet feature and Synappx Go Workspace mode. Proper license is required for workspace and guest users.	Start and end scheduled meeting (when Invited)	✔[2]	✔[2]	X
	Meeting Control	✔[2]	✔[2]	X
	Meeting Information Page	✔[2]	✔[2]	X
	Create Ad Hoc Meeting	✔[2, 3]	✔[2, 3]	X
	Meeting List	✔	✔	X
	View Workspace List	✔[4]	✔[4]	X
	Start a scheduled meeting (web conf)	✔[4]	✔[4]	X
	Meet now (ad-hoc meeting)	✔[4]	✔[3]	X
	Auto cast and auto connect audio device	✔[4]	✔[4,5]	X
	Update end time/extend meeting time	X	X	X
Check In		✔	✔	✔

1. Guest users who have existing Synappx Go logins to Microsoft 365 or Google Workspace may be requested to accept an additional calendar access permission to use Meet features. Access to feature may varies as per permissions set by organization.
2. Workspaces on the Meet page will only reflect workspaces for (a) the first company that added you as a guest OR (b) your home Synappx company if you are also a regular licensed Synappx Go user.
3. For ad hoc meetings, guests can select a workspace to start a meeting in your home company (if you have a home Synappx license) or a workspace in the first company that added you as a guest; however, the workplace in the guest company will not be checked or booked on the calendar.
4. Synappx Go Workspace license required or Synappx Go user license for the guest
5. Valid network access required, and functionality depends on network. The laptop should be on the Wi-Fi that can access to casting receiver.

Google Workspace guest users must have the Admin for their company accept the required Synappx scopes in order for the user to be able to access Synappx guest features. User is notified of this requirement during the initial guest acceptance process.

SYNAPPX™

For more information, visit the Synappx support site.

Access the Synappx Terms of Use at https://business.sharpusa.com/synappx-support/about/termsofuse.
Access the Synappx Privacy Policy at https://business.sharpusa.com/synappx-support/About/Privacy.
Access the Synappx End User License Agreement at https://business.sharpusa.com/synappx-support/about/EULA.