

SHARP[®]

Synappx Go

Quick Start Guide

S Y N A P P X[™]



DOWNLOAD

DOWNLOAD SYNAPPX GO TO YOUR MOBILE DEVICE

Once your administrator adds you as a licensed user, you will receive an automatically-generated email prompting you to download the Synappx Go mobile app.

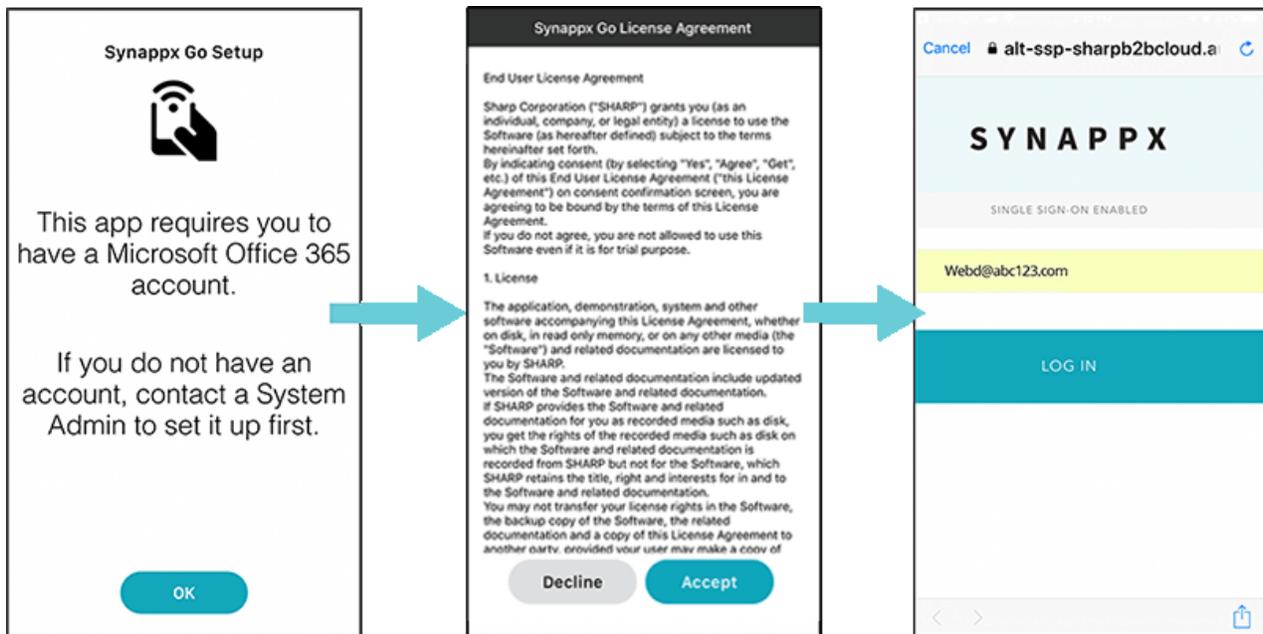
iOS

Android

1. Download Synappx Go from the Apple® App Store.
1. Download Synappx Go from Google® Play.



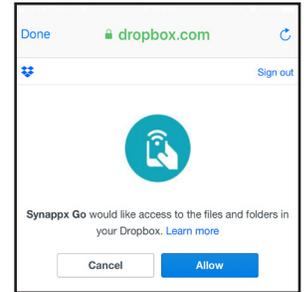
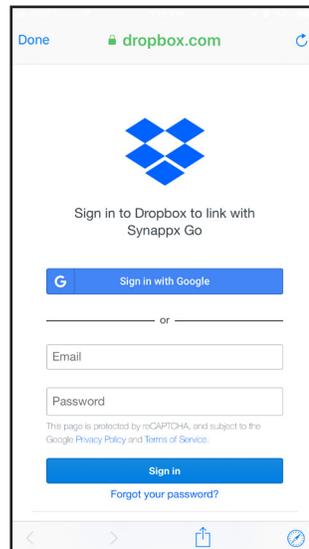
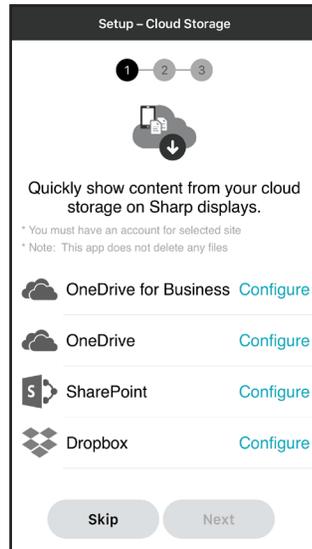
2. Open the app.
Select **OK** to acknowledge the Microsoft® Office 365® account notice.
Accept the Synappx Go End User License Agreement.
Enter your Office 365 email address and select **LOG IN**.



SETUP

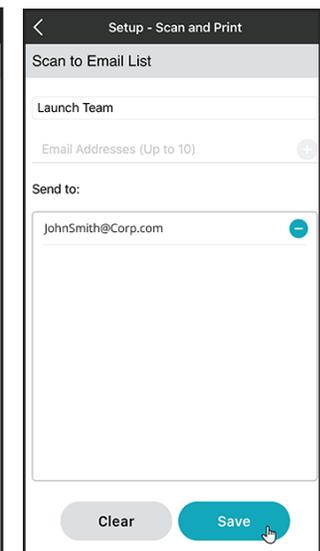
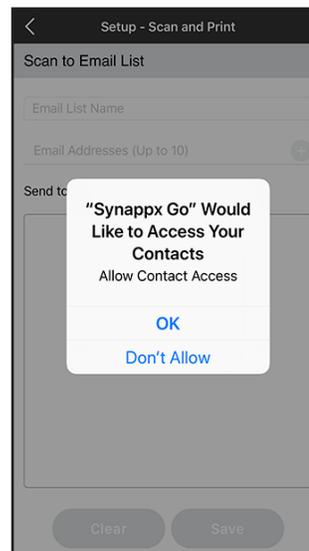
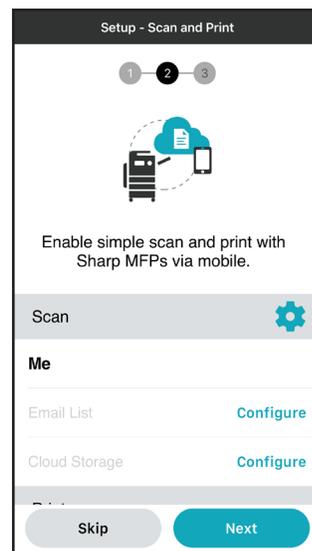
1 CLOUD STORAGE FOR SHARING

1. Select **Configure**.
2. Sign in to cloud account(s).
3. A request will appear to allow Synappx Go to access your files. Select **Allow**.
4. Repeat to add another cloud service or select **Next**.



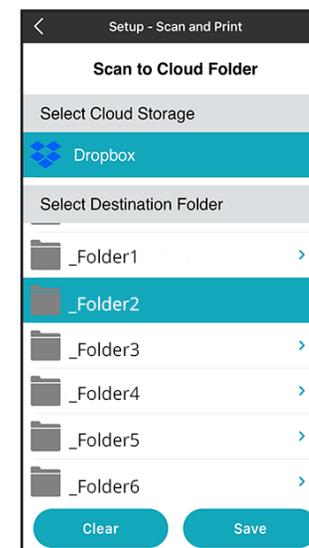
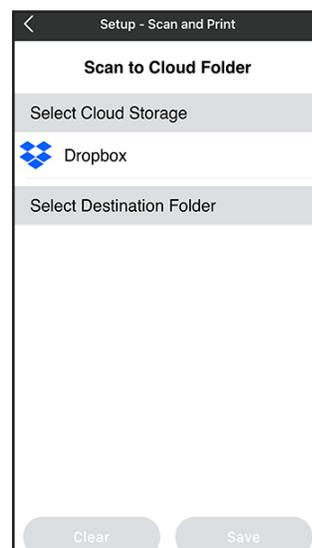
2 EMAIL DISTRIBUTION LIST FOR SCANNING

1. The **Setup - Scan and Print** screen will appear next. Select **Configure**.
2. Choose to allow or deny access to mobile contacts.
3. Type a distribution list title in the **Scan to Email List** field.
4. Type an email address or a few characters of a mobile contact.
5. Select (+) to add more addresses. Addresses will appear in the **Send to:** list below (ten maximum).
6. Select **Save** when done.



3 CLOUD STORAGE FOR SCANNING

1. Next, the **Scan to Cloud Folder** screen will load accessible cloud storage.
2. Select a service to use as a scan destination option.
3. Select a folder and **Save**. Your folder will appear as a **Scan to Cloud Folder** destination.



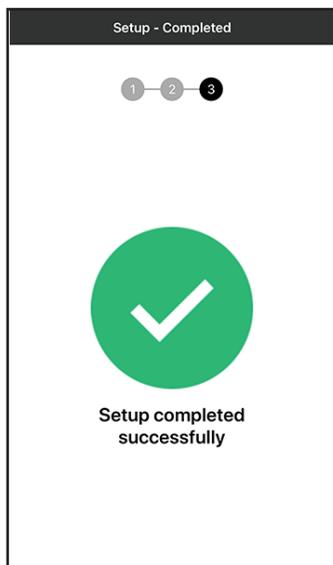
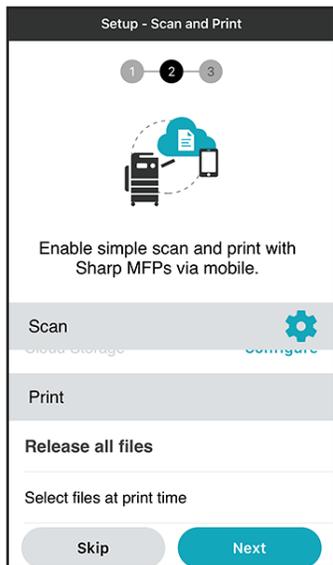
SETUP

4 PRINT RELEASE DEFAULT BEHAVIOR

There are two options for print release.

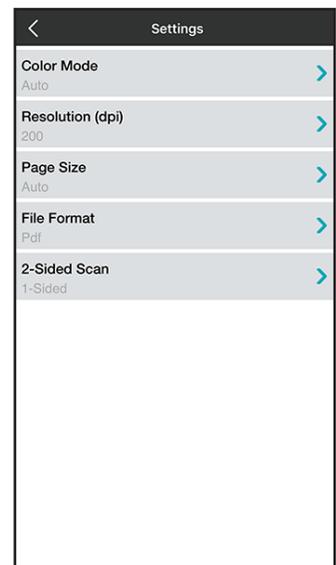
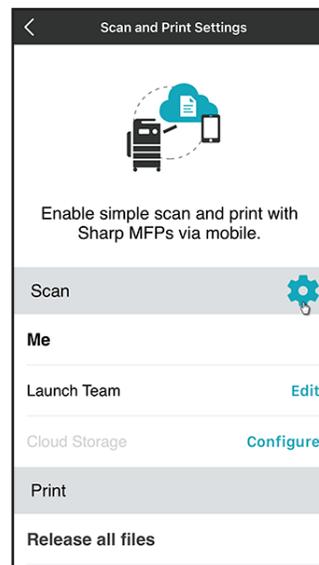
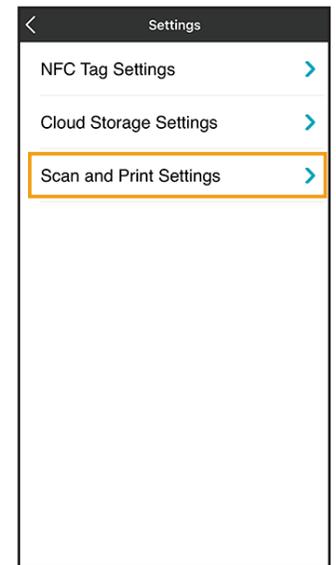
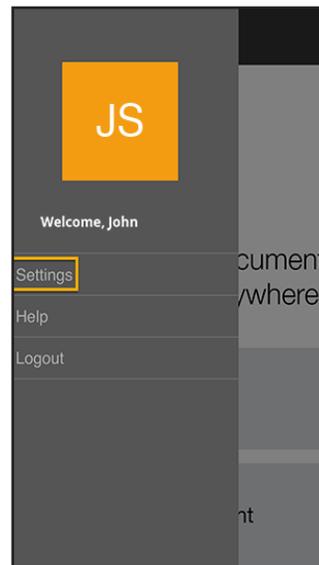
1. **Release all files** allows Synappx Go to print all files in the print queue at once.
2. **Select files at print time** allows you to choose specific files to print.

Choose your preference. Then select **Next**.



5 SCAN DEFAULT SETTINGS (OPTIONAL)

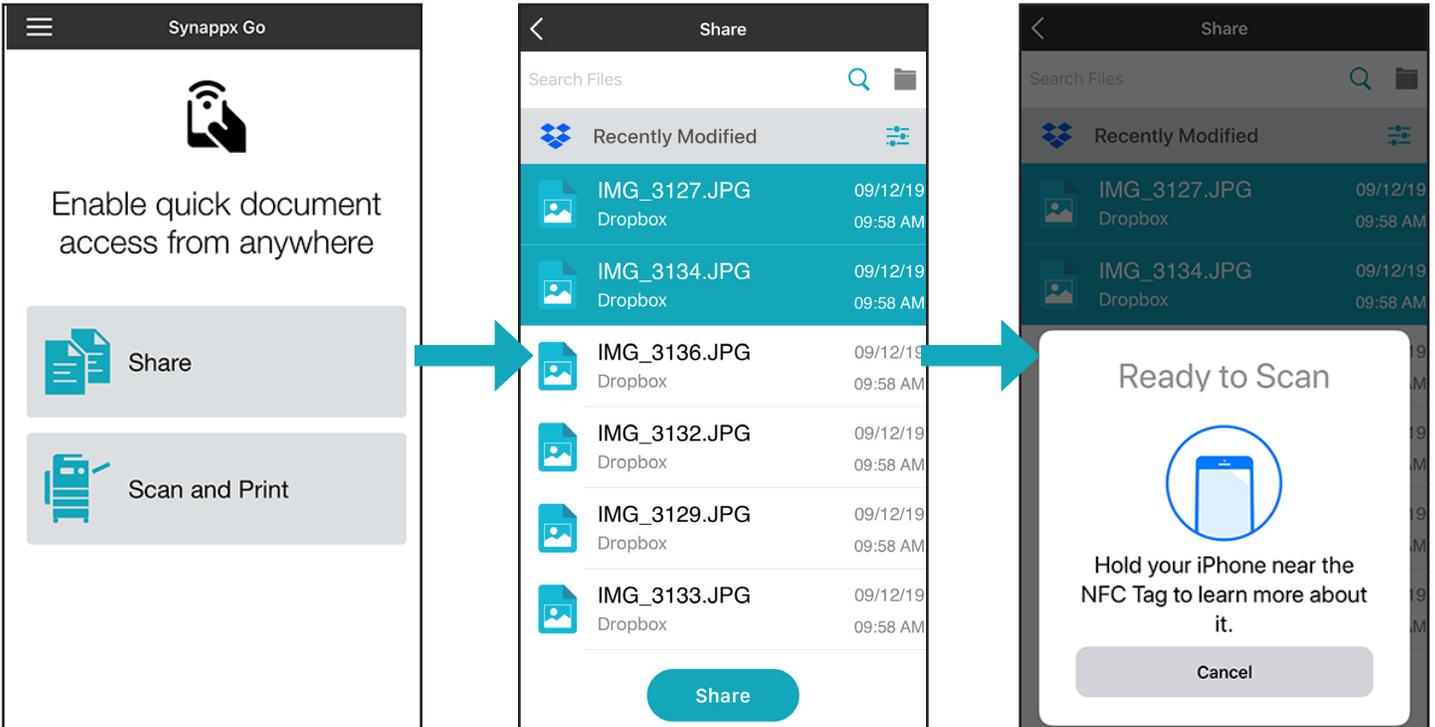
1. Select the menu icon from the home screen.
2. Select **Settings**.
3. Select **Scan and Print Settings**
4. Select the scan settings gear icon.
5. From the scan settings page, you can set the color mode, resolution, file format, and more.



HOW IT WORKS

SHARE TO DISPLAY

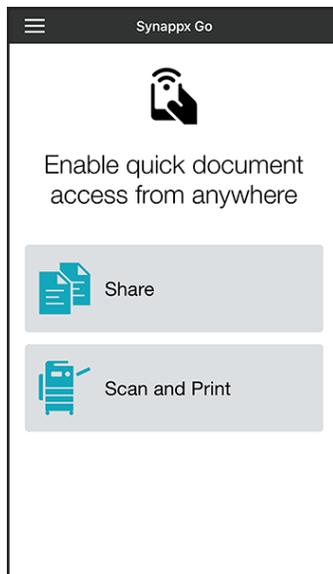
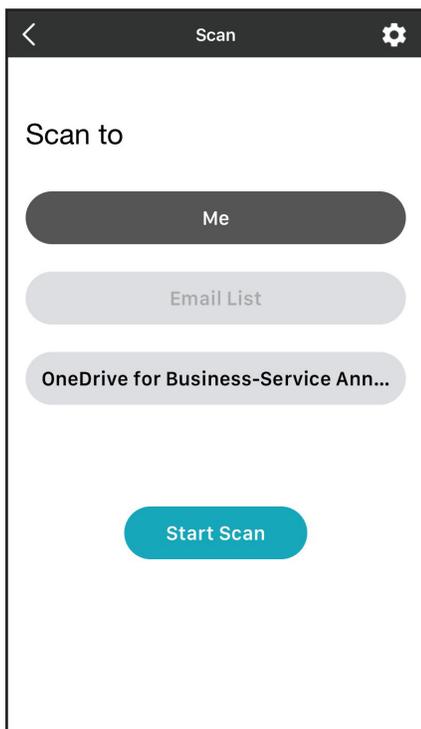
1. Select **Share** on the home screen. Recently modified files from configured cloud services will appear.
2. Choose a recently modified file from the list **OR** use the search, browse, or filter features to find a file.
3. Once you select a file, select **Share**. The app will prompt you to tap the NFC tag.



HOW IT WORKS

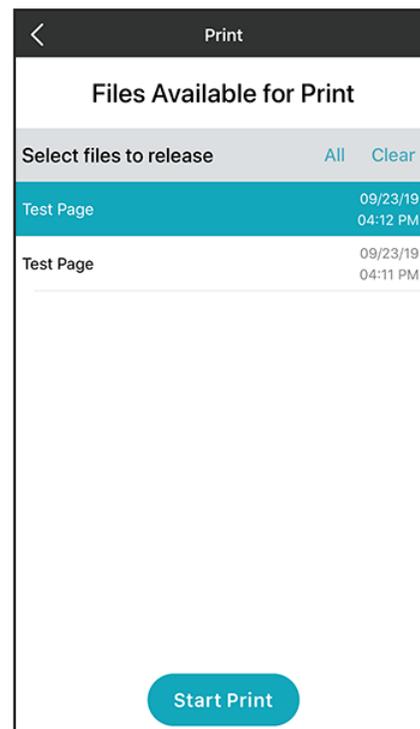
SCAN

1. Select **Scan and Print** on the home screen.
2. Then select **Scan**.
3. Choose your scan destination.
4. Select **Start Scan**. The app will prompt you to tap the NFC tag on the display board.



PRINT

1. Select **Scan and Print** on the home screen.
2. Then select **Print**.
3. The app will prompt you to tap the NFC tag on the MFP.



For detailed setup instructions, visit the Synappx support site at <https://business.sharppusa.com/synappx-support/>.

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