

QUICK START GUIDE TO SYNAPPX GO

1. Download the application



On your laptop, visit the Microsoft Store and search "Synappx Go" and download.



On your phone, visit the Google Play/App Store and search "Synappx Go" and download.

2. Sign in

Use your Microsoft 365 or Google Workspace email and password.

HOW TO START A MEETING USING YOUR PHONE



STEP 1

Open the app and select "Meet".



STEP 2

Select the meeting you want to begin and press start.



STEP 3

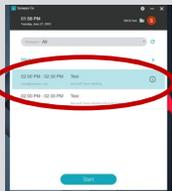
Choose your method to start (QR or NFC).



STEP 4

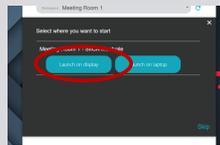
Scan the QR code on the display or tap the NFC tag.

HOW TO START A MEETING USING YOUR LAPTOP:



STEP 1

Select the meeting you want to start.



STEP 2

Select launch on display to start on the in-room display.

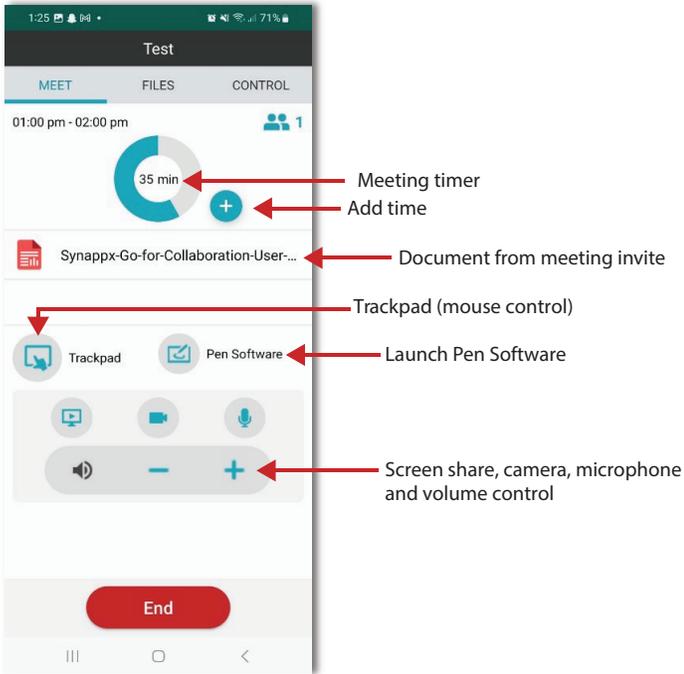


STEP 3

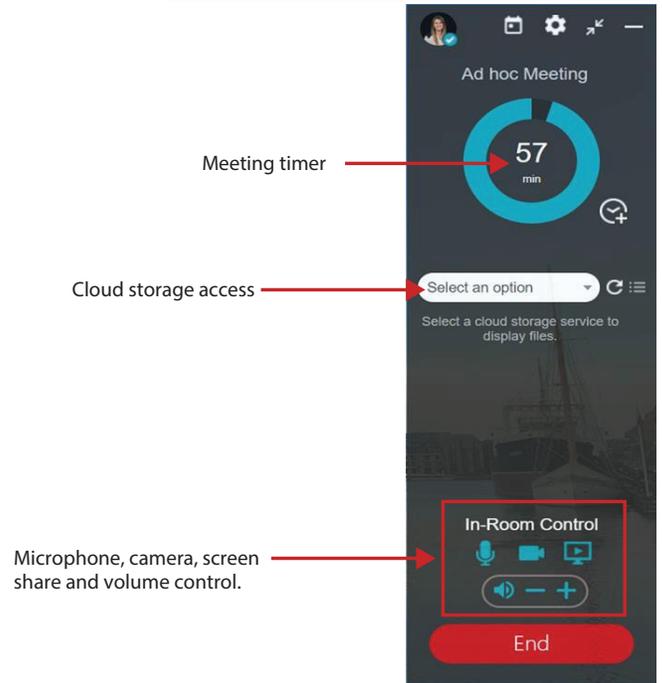
Type in the pairing code that is located on the display and start!

CONTROL KEY

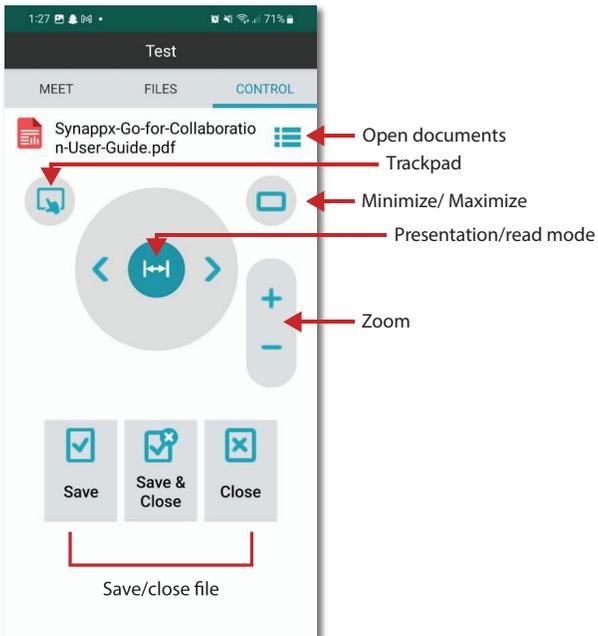
MEET TAB:



LAPTOP MEETING ASSISTANT :



CONTROL TAB:



TRACKPAD:

