Manuals+ — User Manuals Simplified.

SHARP Go for Collaboration User Guide

SYNAPPX™ Go for Collaboration

User Guide

SYNAPPX™

Contents

User Experience

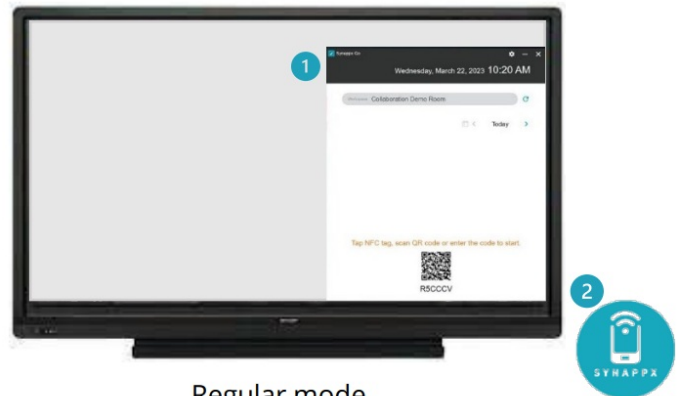Synappx Go facilitates hybrid collaboration. The following are the key components in each environment.
Before the meeting
The Synappx Go room calendar displays meetings scheduled with the meeting resource. The calendar displays only time and who reserved the resource to maintain privacy and security.
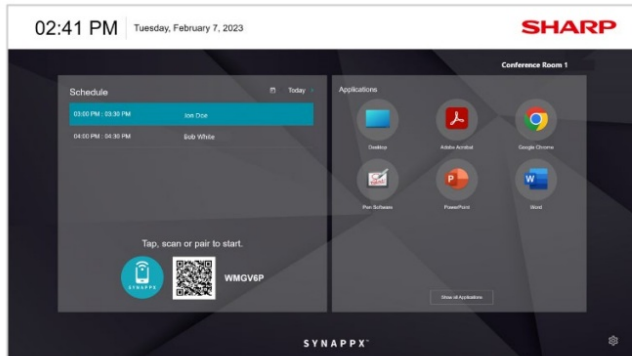

Full screen mode   Regular mode

1. Meeting room calendar (Microsoft 365 only)

2. Synappx NFC tag

3. Synappx QR Code

Starting a scheduled meeting
When a user taps the NFC tag or scans the QR code, the scheduled meeting will start. Or users can open Synappx Go to select a scheduled meeting to start and then tap an NFC tag or scan the QR code. Users can also create an ad hoc meeting and tap the NFC tag to start a new unscheduled meeting. When it is configured, Synappx changes the display input to the in-room PC.
Users can start a meeting 10 mins before the scheduled meeting time. They can also start the meeting at a different licensed workspace, as long as the workspace is available and no other scheduled meeting in the workspace will start in 10 minutes or less.
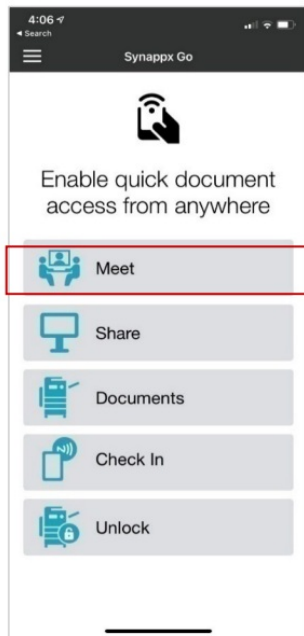
Synappx Go app home screen

Synappx Go app meeting list (Synchronized with MS 365 or Google Workspace)

1. Select to choose workspace.
2. Start to start the select meeting.
3. The plus + icon to create an ad-hoc meeting.

When the NFC tag is tapped or the QR code is scanned, the following components will start automatically:

- Start the scheduled web conference.
- Connect in-room camera and audio (camera is on as default).

Note: Supported automated actions varies for web conference service
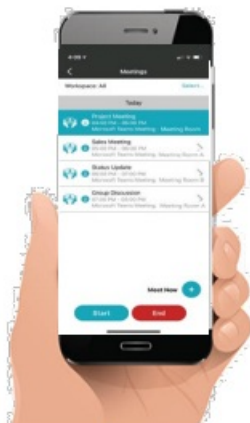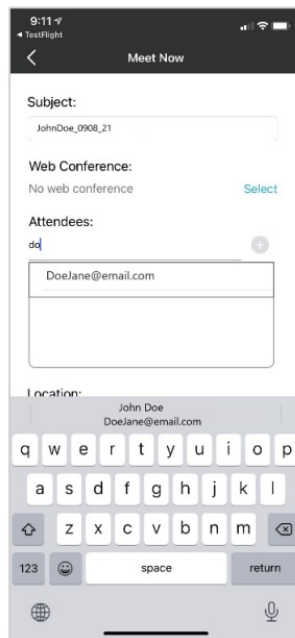

Synappx App

Sharp Display

Starting an ad-hoc meeting

An ad-hoc meeting can be coordinated using Synappx Go using the Meet Now feature. Users can create a new meeting. When users click Start, the invite with the web conference information will be sent to attendees, the room is booked if available, and starts the web conference session while connecting all key technology components (display, camera/audio) in the room.
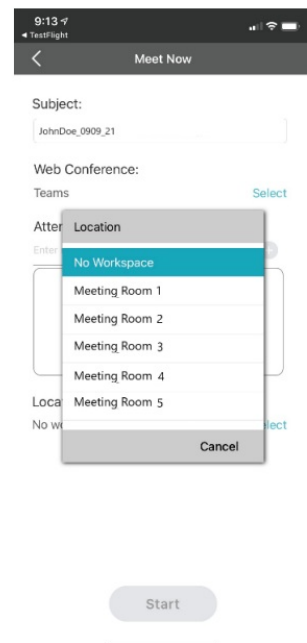
If you are already in the room, you can simply tap the NFC tag or scan the QR code. The workspace information is auto populated. In addition, the last-used web conference is already entered to simplify the ad-hoc meeting process. If the room is already booked in the next 15 mins, the user will receive a notice that the room is not available for the ad-hoc meeting.
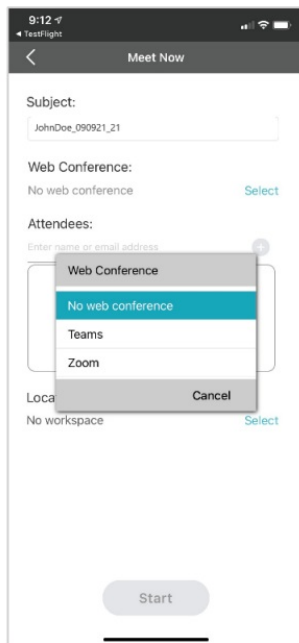
**Ad-hoc Web Conf Selection**   **Ad-hoc Attendee Selection**   **Ad-hoc Room Selection**

During a meeting

When the meeting is started, Synappx Go will display a meeting timer on the display. The interface can be minimized to the toolbar or enlarged to provide you with a larger timer view.

In the Synappx Go app on the user's smartphone, productivity features will become available for the meeting.
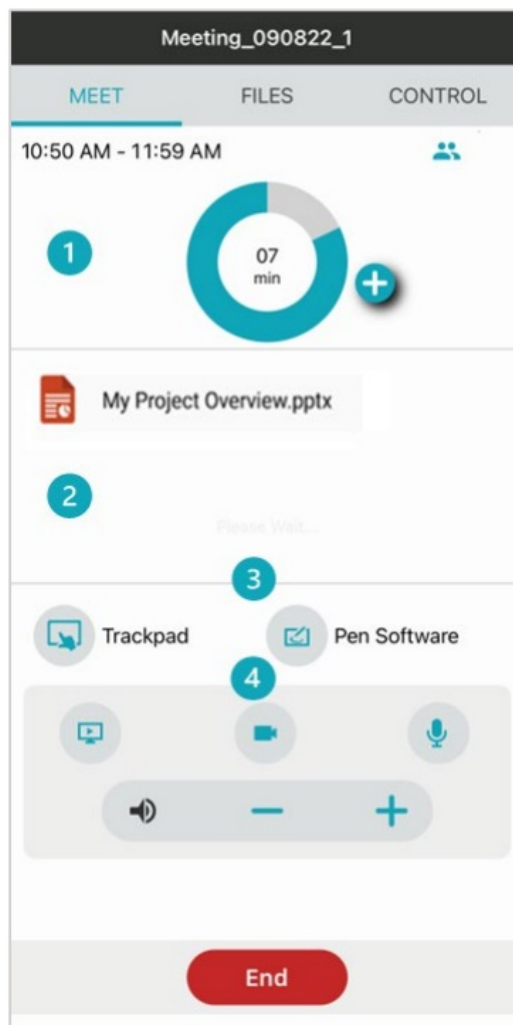
During a Meeting User Interface

1. Meeting Timer and Information
   • Meeting room timer

- Meeting extension option to extend the meeting for 30 mins based on the resource availability
- Attendee information

2. Meeting invite attachments

   Access to documents attached to the meeting invite. (Document links are not supported)

3. Launch trackpad and Pen Software

4. Web conference remote control

   - Screen share on/off
   - Camera on/off
   - Microphone mute/unmute
   - Volume up/down

Users also can navigate meeting main page (MEET), file access from the cloud storage (FILES), and remote file control (CONTROL) by tapping the tabs.

Remote file operation

Remote file operation is also available from the Synappx Go mobile app for presenter convenience and to minimize touching shared surfaces. User selected files are downloaded from the cloud and updated back to the cloud site if changes are made. Attachments to meetings are also downloaded and, if changes are made to those files, they are uploaded to the cloud with a temporary link to the changed attachment files sent to the meeting organizer.

The following file types are supported for remote file operation:

- Microsoft PowerPoint, Word, Excel
- PDF files (opened in Chrome browser)
- Image files JPEG, TIFF, GIF, BMP, PNG and SVG. (Opened in Chrome browser)
- Pen Software

Video files, web pages, text and email attachments are supported for tap-to-share or open with features on the smartphone. Remote control features are not supported for these files.

Synappx Go Remote File Operation

The functionality includes:

1. Current displayed document
2. Trackpad
3. Displayed file list
4. Minimize/maximize
5. Navigation
6. Mode
7. Zoom in/out
8. Save/close file

Share to Display
There are many options to share cloud content to Sharp displays.

- Select from recently modified cloud files
- Browse cloud storage folders
- Search for files
- Open email attachments
- Open files from text messages
- Open files in Microsoft Office or Teams
- Open URL from mobile browser

Up to five users can share content simultaneously and save to the original cloud storage locations. After Office, PDF and image files are downloaded to the display PC, you can use your mobile phone for remote file operation. Remote trackpad allows you to remotely interact with other content on the display.
Sharing files can be utilized within meetings or by clicking share right from the Synappx Go home screen.
Files from popular cloud storage services can also be accessed from the app including access to OneDrive, Microsoft Teams, Google Drive, SharePoint, and DropBox. Recently modified documents will automatically populate giving easy access, or you can browser your folders and share specific content.
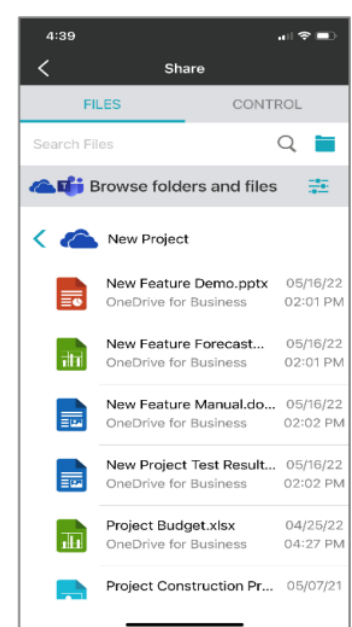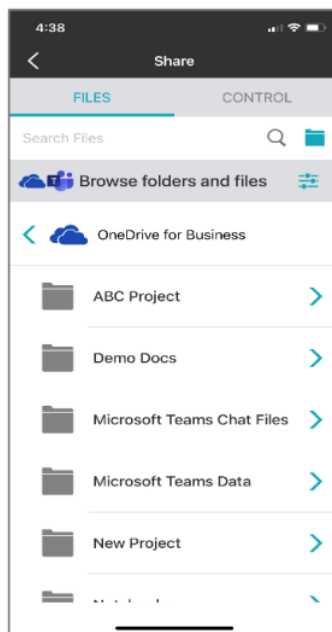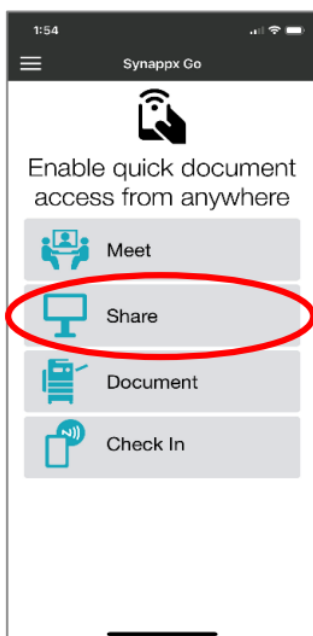

Synappx Go Pen Software Remote Operation
Sharp Pen Software enables an interactive display to function as a whiteboard. Follow the instructions below to access whiteboard features:

- Open a Pen Software blank page by selecting the icon on the Meeting control page.
- Use the arrows to navigate the pages.

  o Press the left arrow < to go to the previous page.

  o Press the right arrow > to go to the next page.

- Long press the mode button ▤ to switch to Scroll mode.
- Change the pen color.
- Clear Sheet: Clear the current page.
- Save as PDF: A temporary link to download the saved file will be sent to the meeting organizer.
- No Save & Close: Close the file without saving changes.
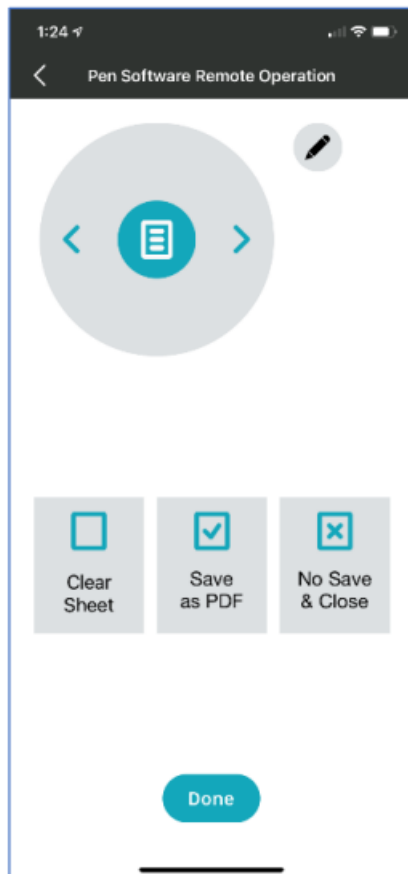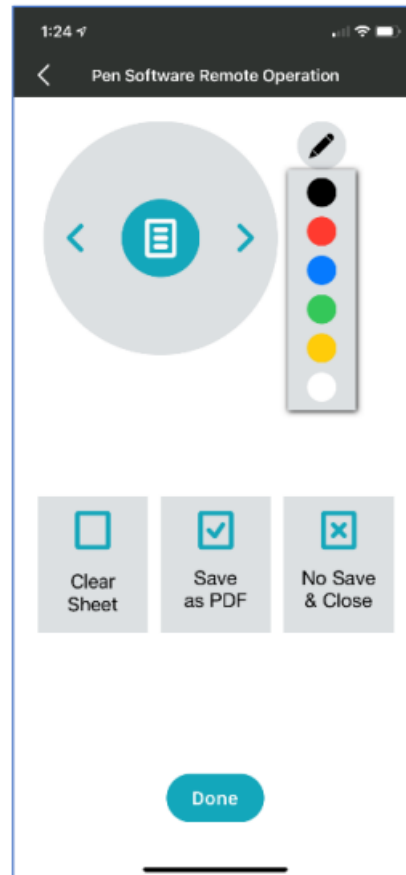
Main Screen   **Pen Color Choice**

Ending a meeting
The meeting organizer or another participant can end the meeting, simply by selecting the End button.
This action also:

- Disconnects from the web conference
- Disconnects from the camera and audio
- Closes displayed content/files

  o Auto-close is supported on shared Microsoft Office plus image and PDF files opened with the built-in Synappx Image Viewer.

- When configured, returns the display to its default input.
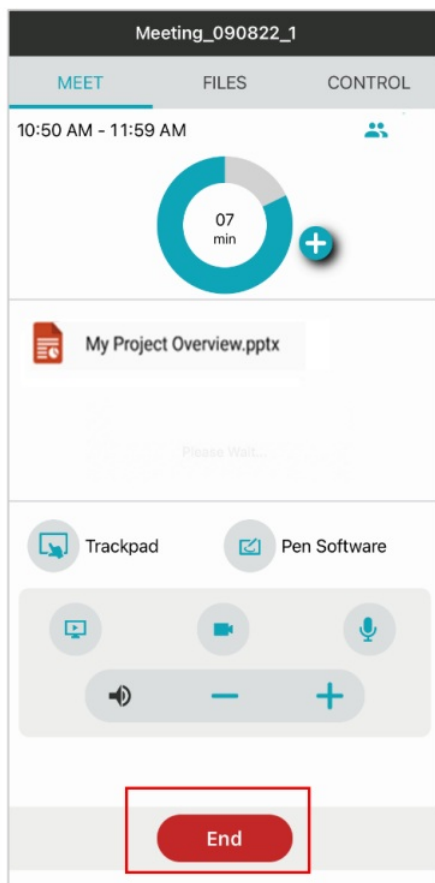
Meeting Main Screen End button
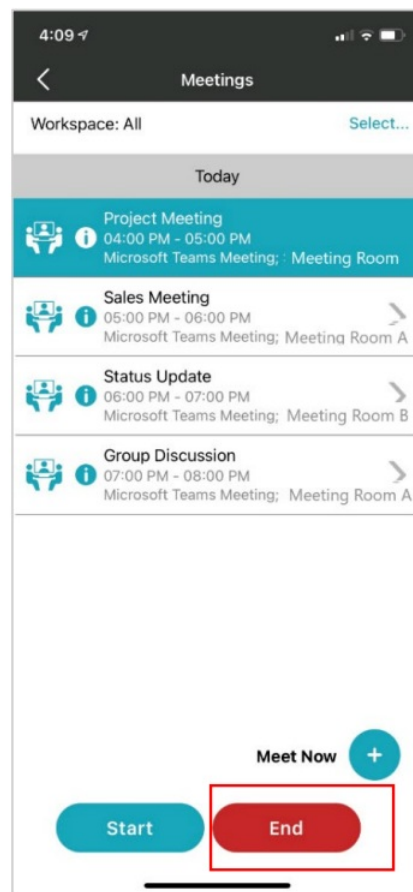
Meeting List Screen End button

This page is left blank intentionally.

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**.

Documents / Resources

	SHARP Go for Collaboration [pdf] User Guide Go for Collaboration, Go for, Collaboration

References

- **a** **Amazon.com**
- **Synappx Support Home | Sharp**
- **End User License Agreement | Synappx | Sharp**
- **Privacy Policy | Synappx | Sharp**
- **Terms of Use | Synappx | Sharp**