SHARP

What is Synappx GO?

Synappx Go is a mobile app that connects to Sharp multi-function printers (MFPs), shares content to Sharp displays, enables productive in-room meetings when used with Synappx Meeting, and captures workspace locations with mobile check-in.

Synappx Go completes your scan, print, share, meet, and check-in tasks.

Synappx Go Overview:

Synappx Go is a mobile app that connects to Sharp multi-function printers (MFPs), shares content to Sharp displays, enables productive in-room meetings when used with Synappx Meeting and captures workspace locations with mobile check-in.

Projects move with you throughout your workday, providing productivity wherever you go!

Synappx Go completes your scan, print, copy, share, meet and check-in tasks with the following features:

Easy Setup

- Create your own scan-to-cloud or email distribution lists right from your phone.
- Set default scan, print and copy settings to save time.
- Login MFP mode enables scan, copy, print release &print cloud files features with license set up.
- For Display agent we can share the screen from drive files

Scan:

- Tap your phone to scan a file to yourself (via email), email distribution lists, and popular cloud storage services.

Print:

- Walk up to any enabled MFP to release print jobs and print from cloud storage.

Copy:

- Create contactless copy jobs from your mobile phone and save your favorite copy settings.

Share:

- Tap the NFC tag to display content on the Sharp display.
- Team members can also tap the NFC tag to retrieve content and collaborate.
- Remotely operate Microsoft Office files.
- Speed up collaboration with Synappx Go. Modified content is stored back in the original cloud location.

Meet (Collaboration Hub beta):

- Tap NFC tag, select a meeting from your mobile and automatically start web conference sessions on the display, connecting all necessary audio/video components.
- Create ad hoc meetings from your mobile for unscheduled collaborations
- Remotely operate web conference and cloud or attachment files from your smartphone.
- Close opened files, end and disconnect meeting with one click.

Web Page Login through allotted users to access from Admin portal.

Login through Microsoft Account,

Ex: (XXX1@sharpsoftwaredev.onmicrosoft.com).

There are Few types of Stacks login as per that stack,

Here, I am Using Dev1 Stack.
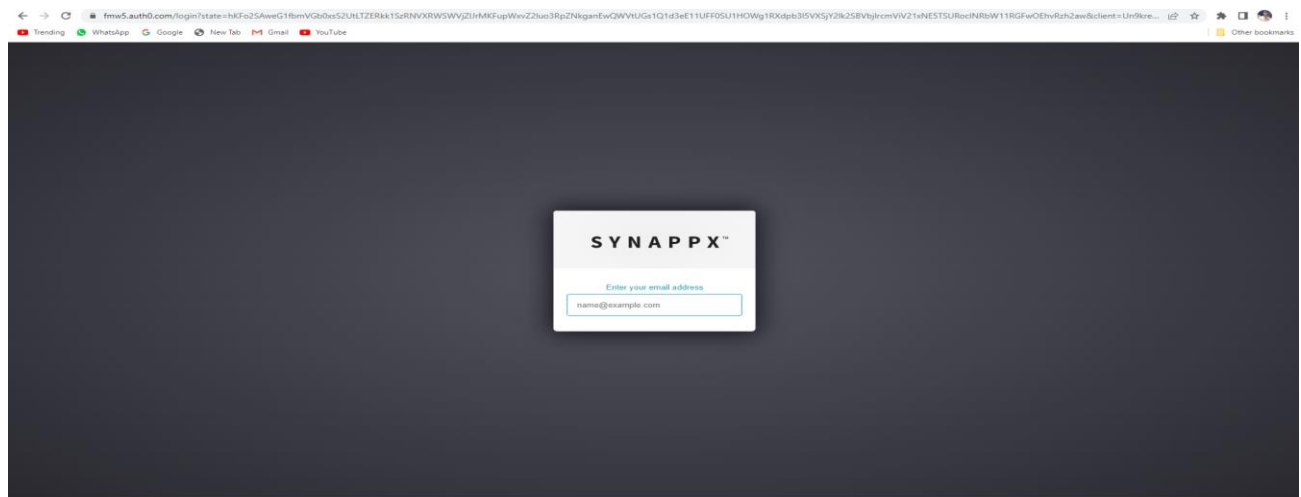
Then,

As usually enter the password and login to it then,

After login page:

After login into it we can see Few Options like:(Uses, Workspace, Analytics, Settings, Subscriptions, Systems.

USERS:

In these users page we can see that how many License totally Available, how many licenses were Active and how many inactive licenses and total users. As shown below.

And here we can assign licenses and remove licenses and by noticing Active an inactive in this page we should understand that Active means licensed and inactive means license not assigned.

Workspaces:

In this workspace we can see that some users and what they are performing with some detailed simply by seeing this page and wee can assign some workspace here like for example:(For MFC, Display, Bluetooth audio & check in).

Now,

After assigning to the workspace we can use those particular Operations as per their terms and conditions.

Analytics:

In this Analytics page we can see all the performances in a clear usage in Graph view.

We can adjust the date and see as per that who and all used those performances in a Graph. Here there are three different parts can be seen those are;

(Usage Overview, Feature and Device Usage & Mobile Usage).
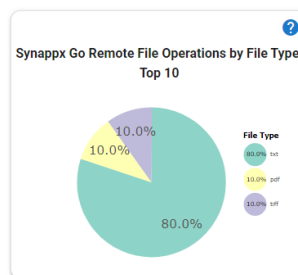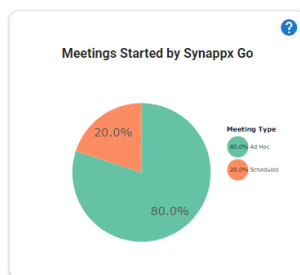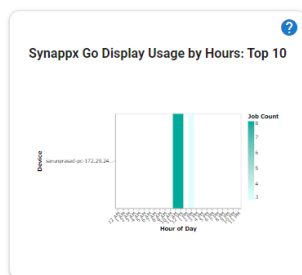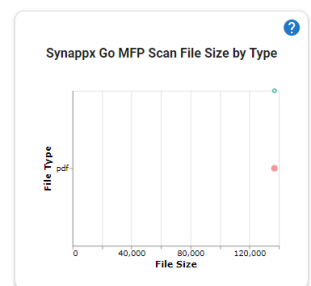
Usage Overview:
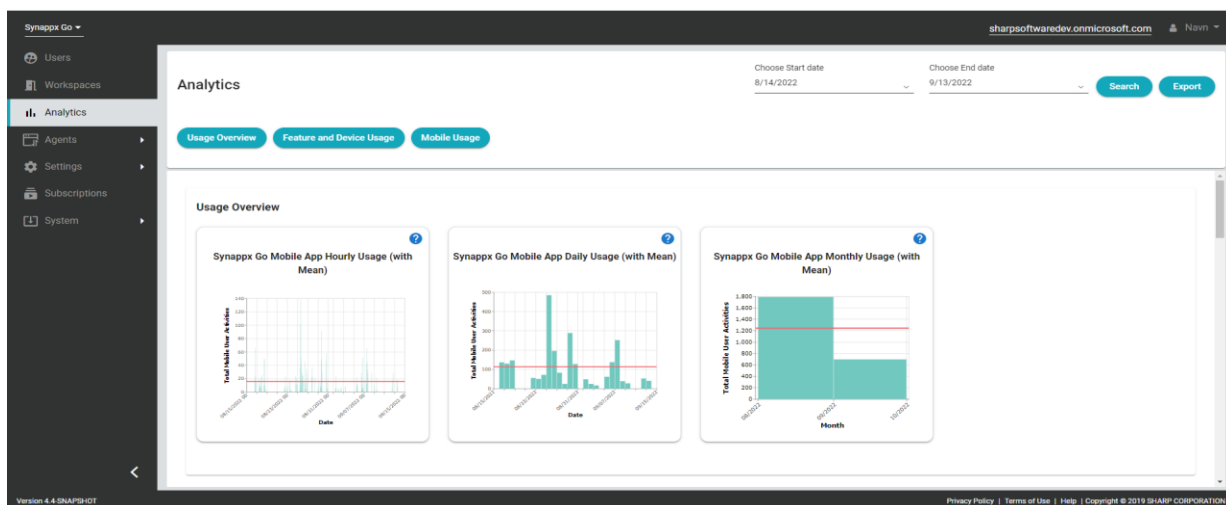
Feature and Device Usages:

There is some information that we need to know, here in Synappx Go content Downloaded by cloud storage. Example: (From Teams and One Drive for Business).
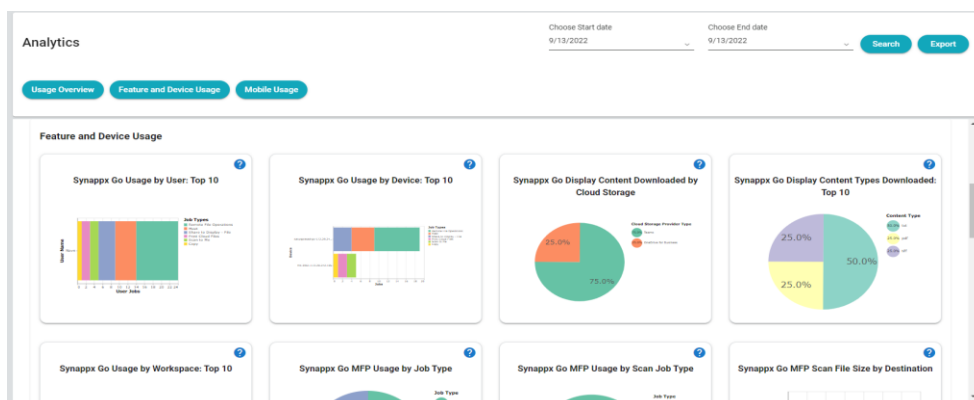
Performances and their graphs:

Feature and Device Usage
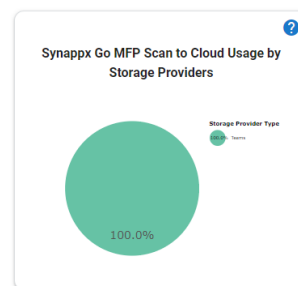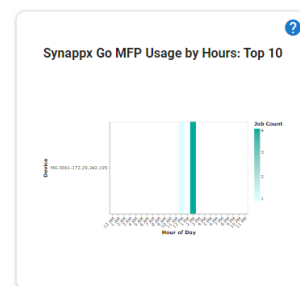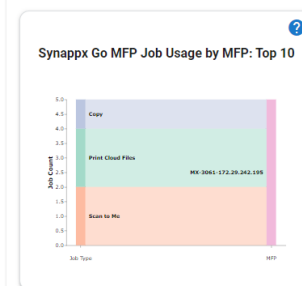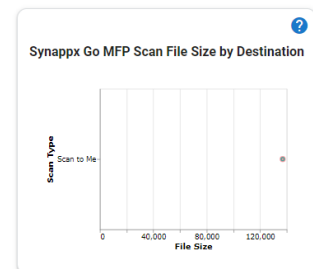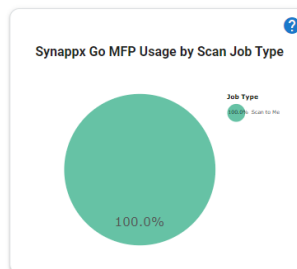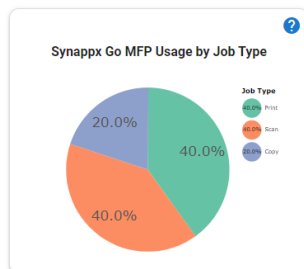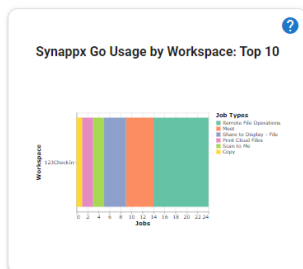
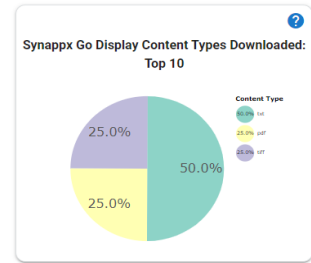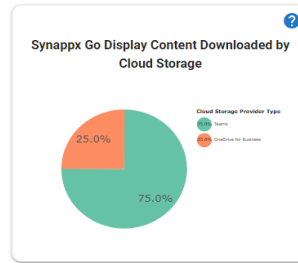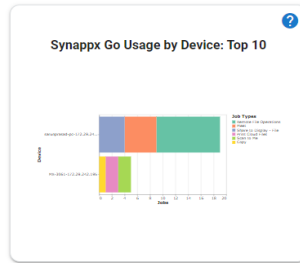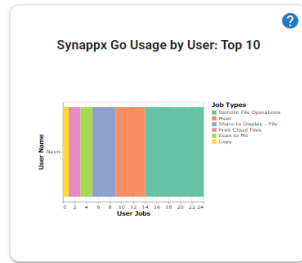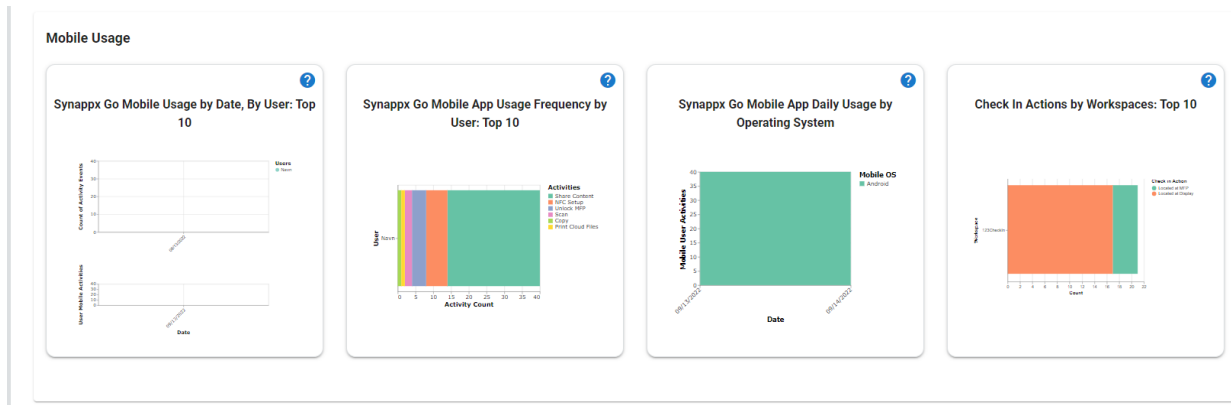In the last image (above image) you can see that Ad Hoc and Scheduled.

It means that Ad Hoc is called Immediate meeting started and scheduled means preplanned meeting.

Mobile Usage:

Here you can see that the usage of the mobile as per its terms and conditions and what all the performances were happened and who done the operations all in the below graph.

Agents:

Agents - Agents and Device Summary:

This is the place where we can see that Summary of Devices and Agents for MFP and for Display Agents.

In this page we can see the detailed view of who is the agent and Agents PC/Server with the agent ID and IP address and which version he/she is using and how many devices he/she was connected.

Here we can see the summary for both MFP and For Display agents.

Agents - Agents Downloads:

Here you can Download the

1.Synappx GO MFP Agent, (Supports MFP Scan and Print Release)

2.Synappx GO Display Agent, (Supports Content Sharing to Display)

3.Synappx Collaboration HUB Installer. (Includes Synappx Go Display Agent, Synappx Meeting (Link), Pen Software)

All the three Applications can be Downloaded here.

SNMP Configuration:

* IP Range must be entered to automatically discover Sharp MFPs

Enter the IP address in IP Range start and Enter the IP address where it ends and then Click on download Now it will start downloading.

And after downloading the application to your device you need to extract the file then only it can be Installed to that particular device.
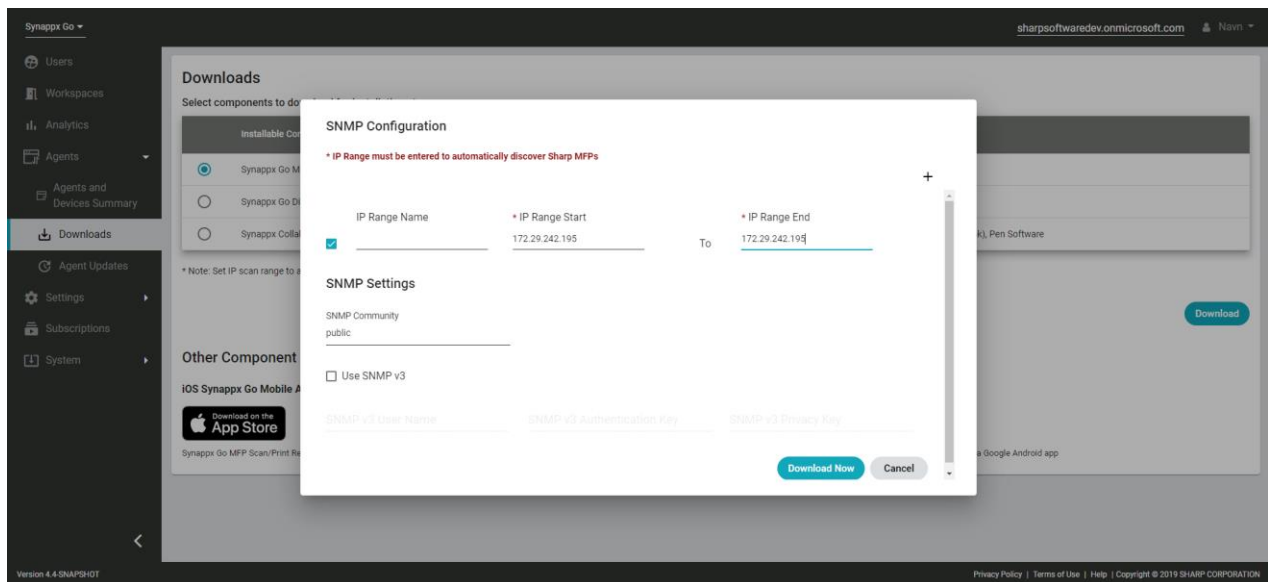
Then,

Click on Extract to Sharp Synappx GO MFP Agent,

After extracting that file and open the file and click on setup to start install the application.

Now Follow few steps to install the application in to your PC/Device. Then check if its downloaded or not in (control panel – Programs – Programs and features).

Next,

Open the stack which you're using and go to (Agents – agents and devices summary) and check if your Pc name or agent name is added or not.

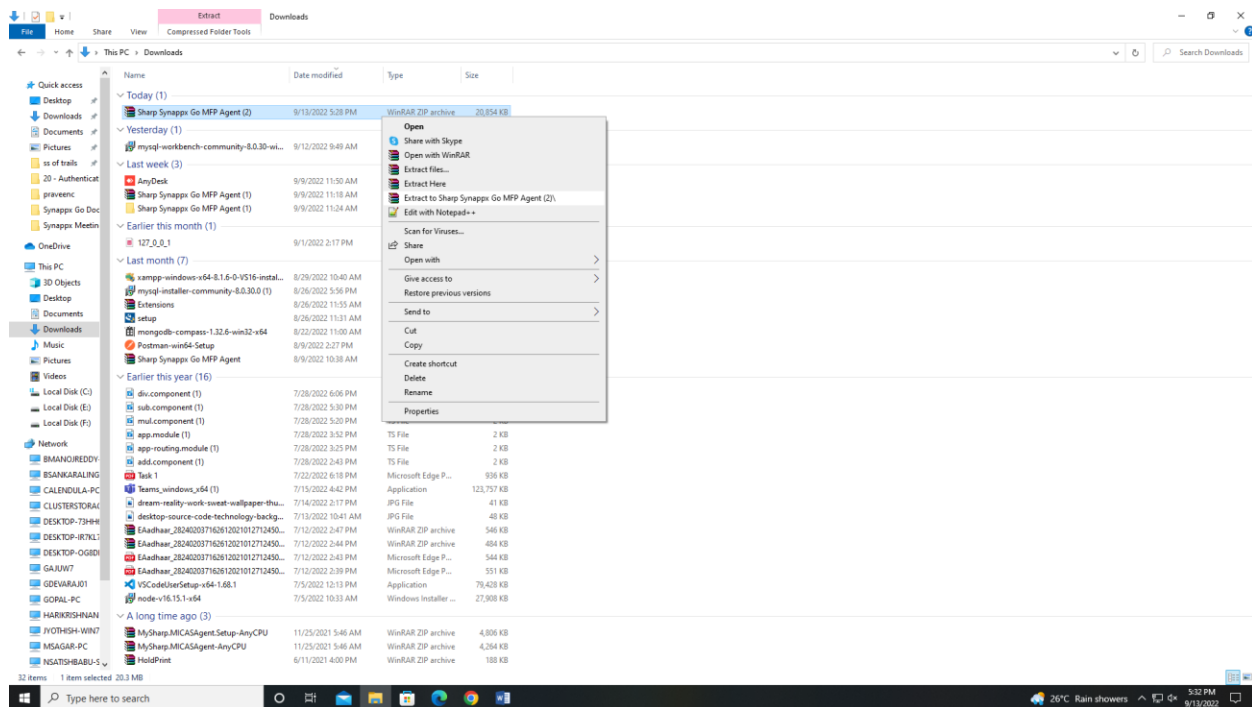Now see the device is assigned or not if not go to the bottom and check the MFP IP Address is in unassigned if its in that click on unassigned and remove or delete unassigned devices. Now go check whether its added to your agent or not, if added go to workspaces and open your

licensed workspace and check if your pc name or agent name is added or not.
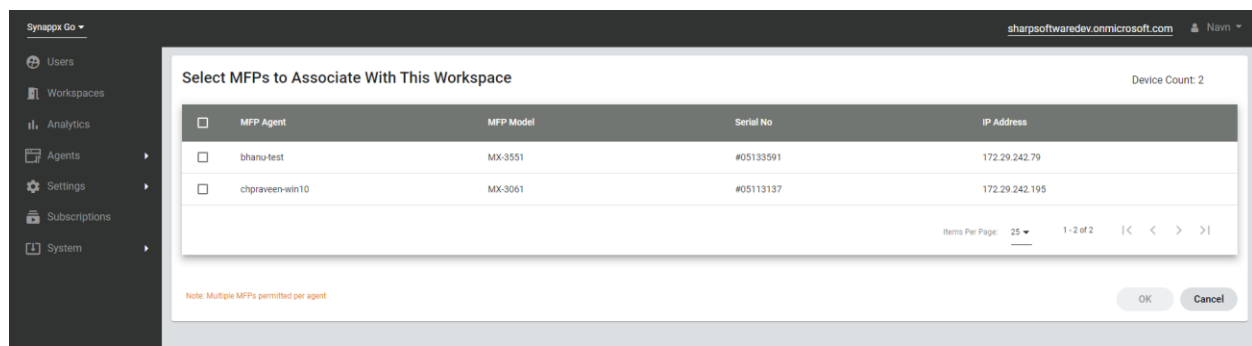
Then,
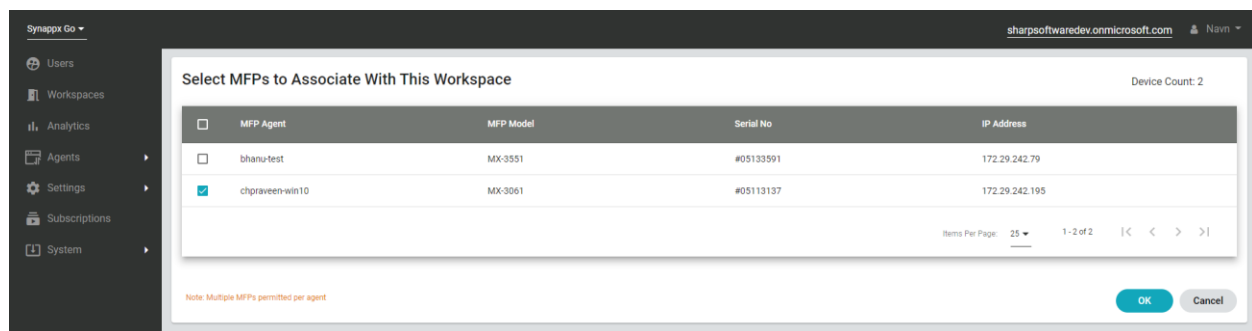
See the above picture for your clarification.

Now Select MFPs to associate with this workspace and confirm it on clicking ok button on bottom. See the next image that will tell you the MFP is assigned to your workspace.

MFP is successfully Connected to your Workspace.

Next,

INSTALL THE MOBILE APPLICATION IN YOUR MOBILE PHONE

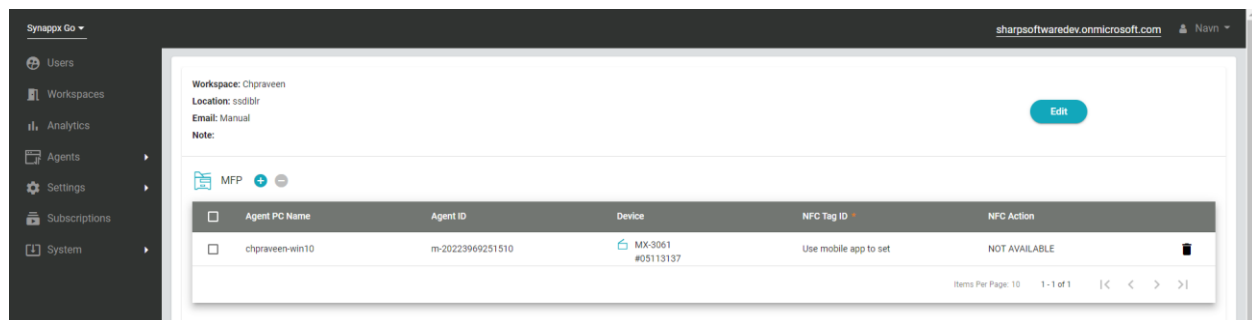Install the same stack mobile application in your mobile phone are in your device.

Now login with the same User Id which you logged in in your PC where you downloaded the above application. here you should not login with different user id or not to install different stack both should be same stack as well as same user id to inter connect with MFP, Agent and Mobile application.
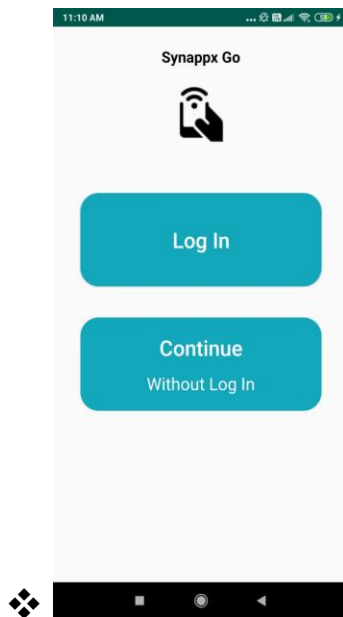
Login steps,

Login Synappx Go User Experience

As an alternative to the more fully featured, users have an option to use the **Continue Login** (licensed) version and No login version. Both the licensed and login (subscription version) Synappx Go are available from the same Synappx Go mobile app downloaded from the Apple App Store or Google Play site.

Before using the Continue Login (licensed) version of Synappx Go, ensure the SharpMFP you will use has been configured to support this feature. You should be able to select the Synappx Go – No Login icon from the MFP. See details below for more information.
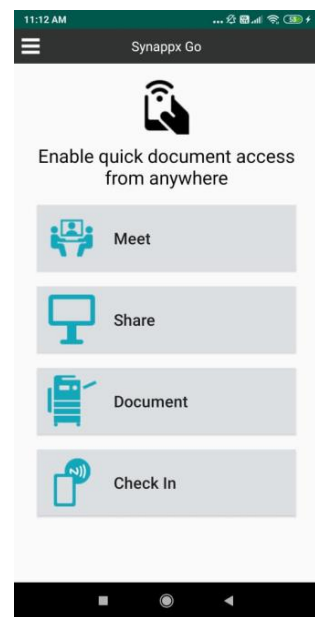
To use the Synappx Go Login version:

- Download the Synappx Go iOS or Android app from the Apple or Google app stores.
- Select **Continue Log In.**
- Agree to the End User License Agreement.
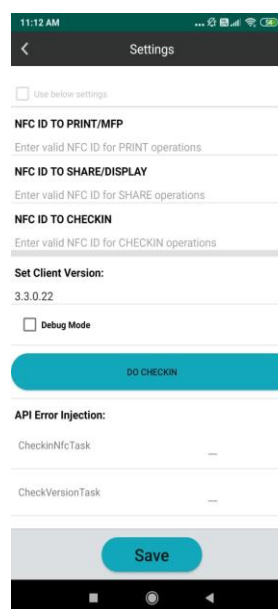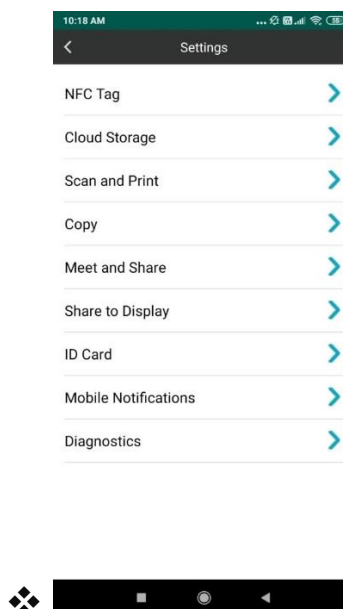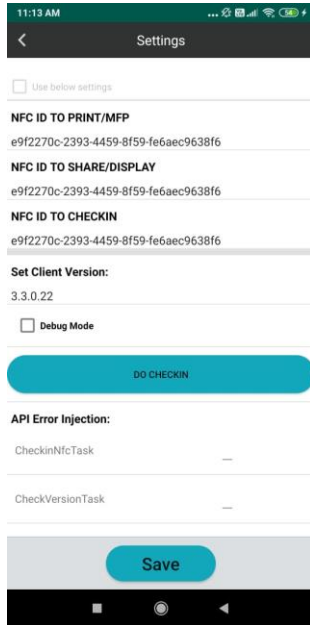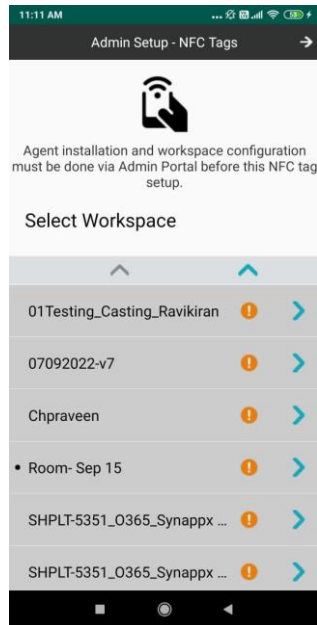- The Home screen is displayed on your mobile.

❖

| Step 1 | Step 2 | Step 3 |

❖

Step 4	Step 5	Step 6
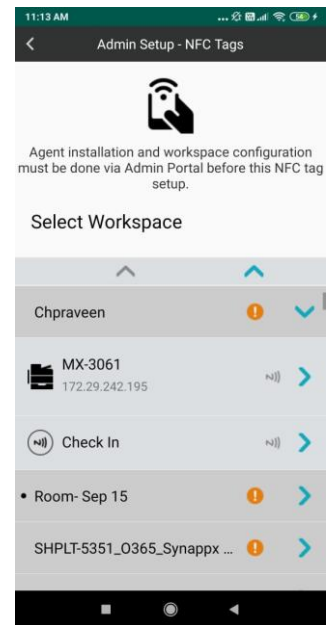
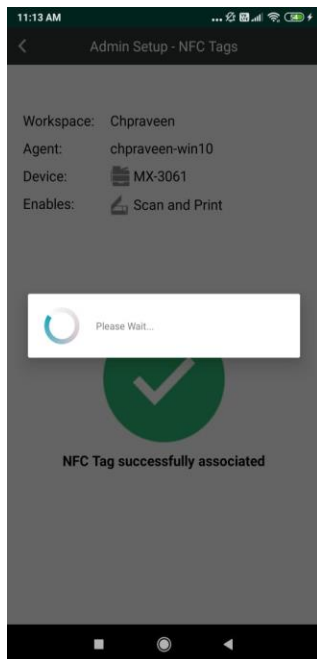| Step 7	Step 8	Step 9

Step 10	Step 11

After installing the Mobile application these are the steps to be followed to connect the mobile application to your MFP.

- ❖ Step 1: Click on the login to continue.
- ❖ Step 2: Give the login id which you have given in web page to download the Synappx Go MFP into your PC.
  After Login Successfully.
- ❖ Step 3: Chick the Menu button on left top and go to settings.
- ❖ Step 4: Then, you can see the many options listed here this page is to Setup the NFC tag Manually if you didn't have NFC tag.
  Tag five times on bottom empty space you will find the Step 4.

- ❖ Step 5: Here you can see that you have to paste NFC tag Valid Id to perform the Print, Share/Display and Checkin Operations.
- ❖ Step 6: To get that ID go to the Browser from the same mobile and search for UUID GENERATOR or uuidgenerator.net and copy the latest UUID and Paste it on that Step 5 page or paste it on that Print, Share/Display and Checkin and go to the bottom and save that given id.
- ❖ Step 7: After saving you will get the Step 4 Page, now here click on NFC Tag.
- ❖ Step 8: It will ask you to select the workspace where you created your licensed workspace or in which workspace you want to perform those operations. Here I have my workspace so I choose my workspace because I assigned MFP in my workspace.
- ❖ Step 9: Click on the MFP which you assigned to your Workspace to give the NFC tag.
- ❖ Step 10: After clicking I will Automatically Assign that NFC tag to that MFP successfully.
- ❖ Step 11: Now go back to get that Scan, Print Release, Print Cloud Files & Copy Operations.

❖ Now All the Setups completed successfully to use MFP.
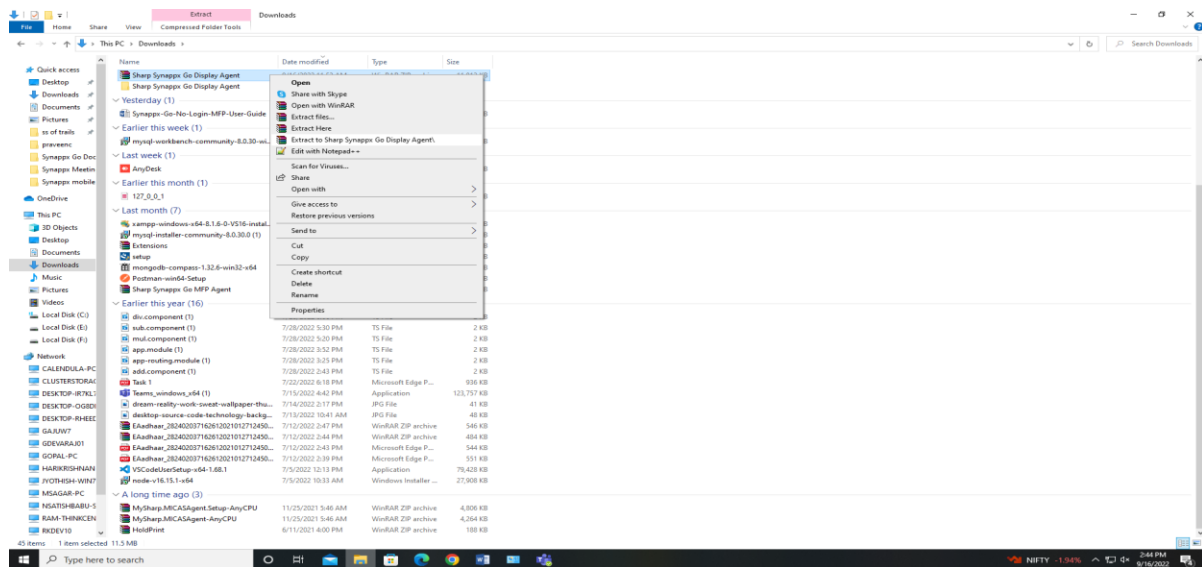
<u>Synappx Go Display Agent</u>

Login with the any stack with the user id provided.
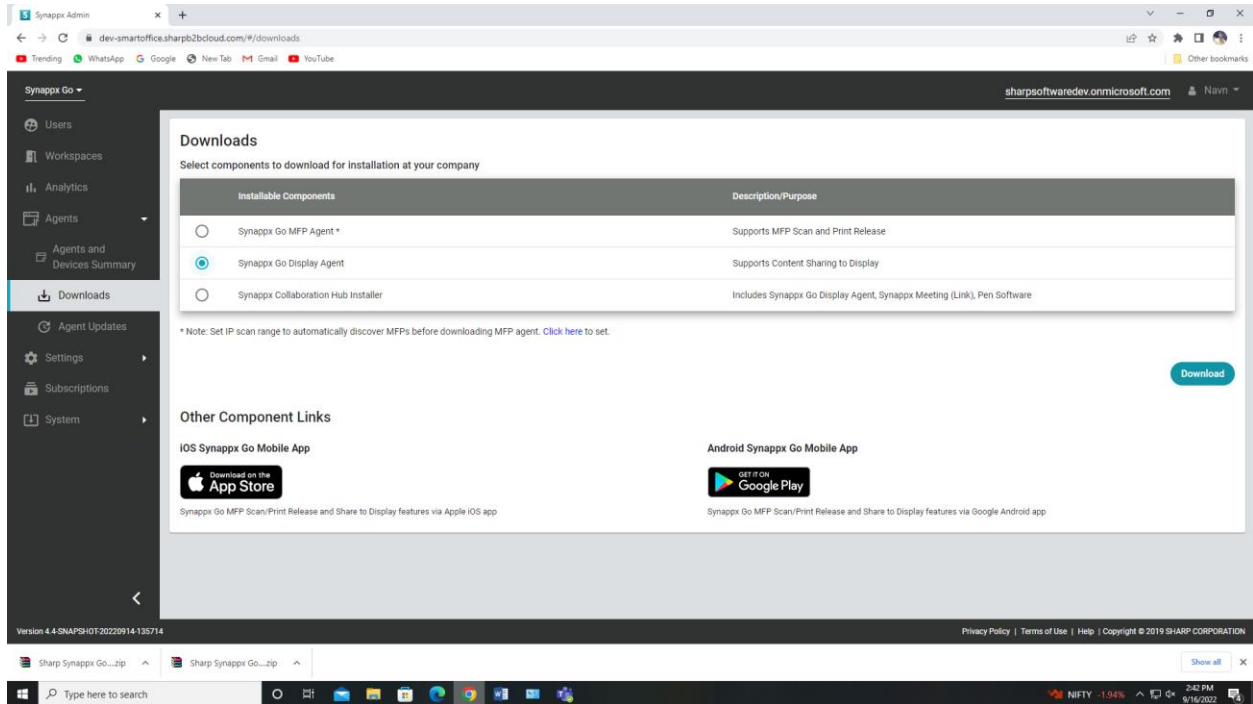
Now, after Downloading this **Synappx GO Display Agent** into your Device OR PC.

**Next,** right click on mouse and Extract Synappx GO Display.

Then,

Open the Extracted file and click on the Setup and install the Synappx GO Display Agent into your PC.

After installing Successfully, go to the web page of that current stack where you downloaded this display agent and click on Agents and device summary it will be present at unassigned devices.

Now, go to the workspace where you want to assign the display agent and open that workspace and click on the display to add your device.
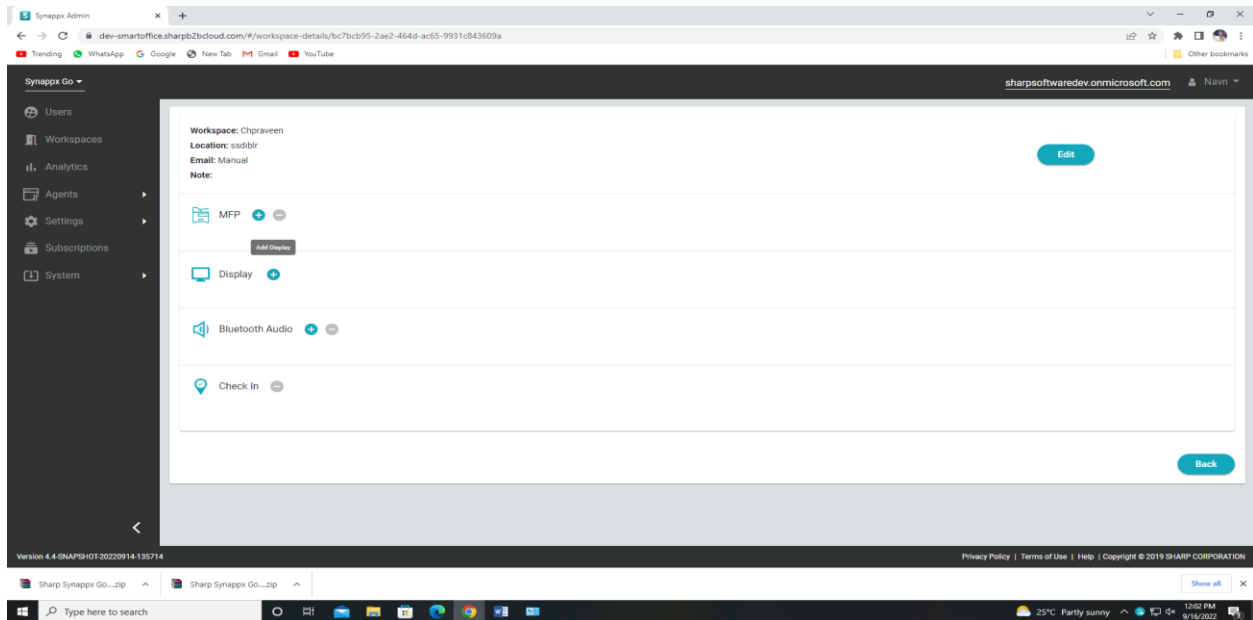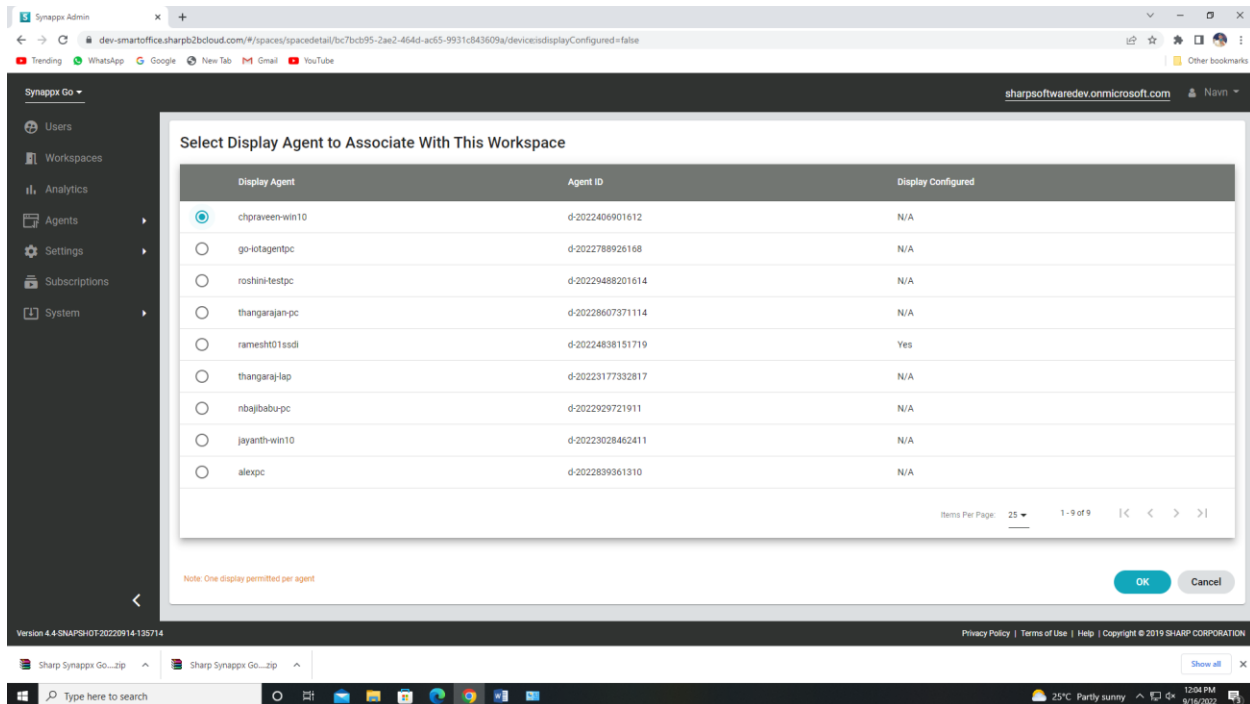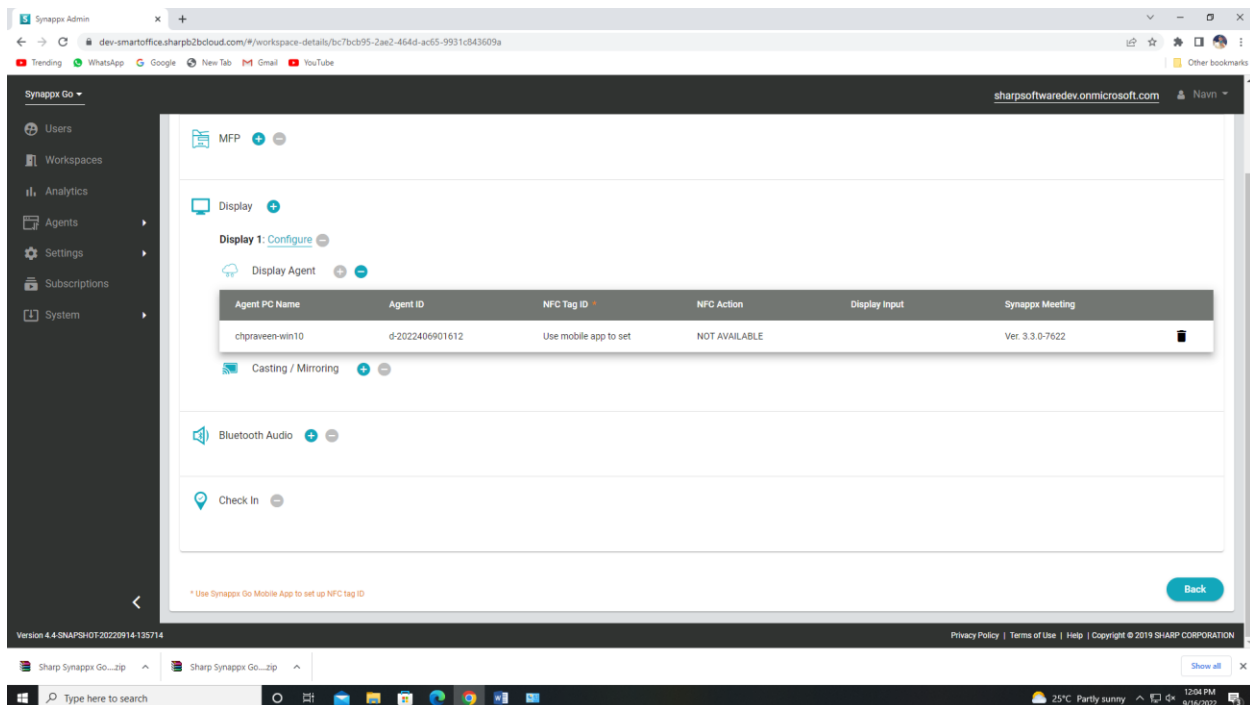
Then,
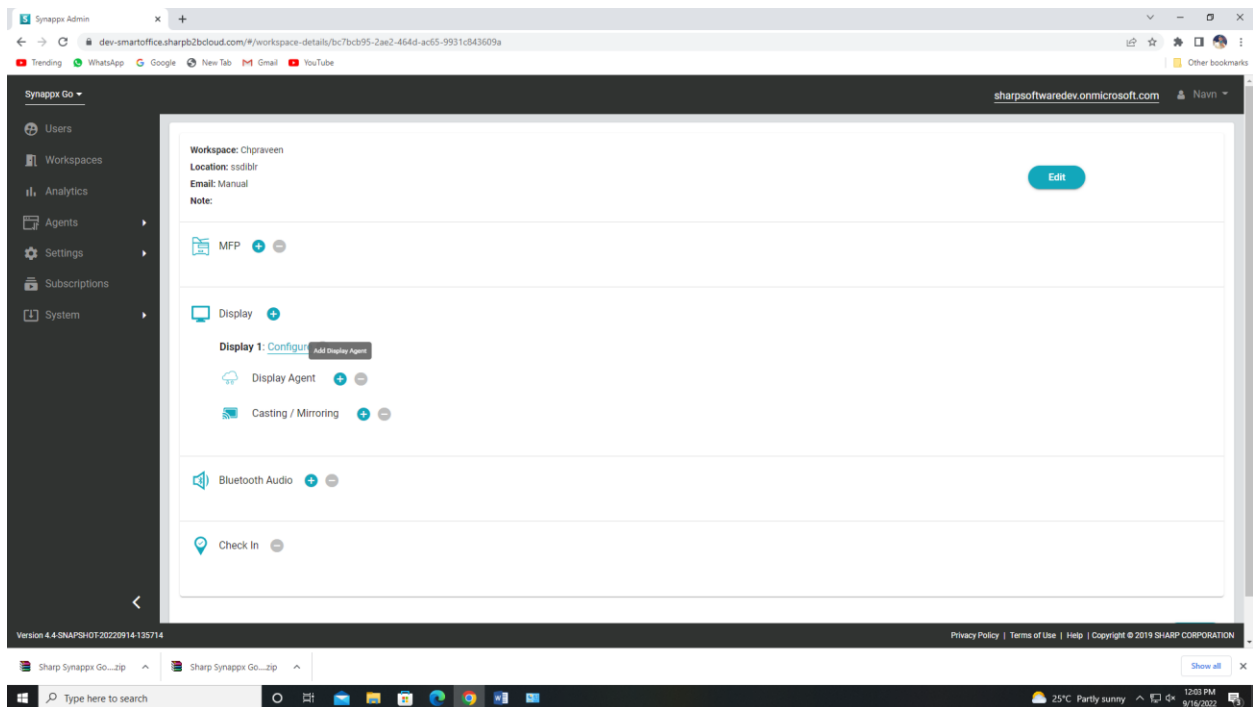
Again, click on that + add button for display agent to add your device.

Now you can see your PC name or Device name here click on that and select ok to add that particular device to assign.


Now you can see that the device is added for the display agent.

After doing this, go back to the Synappx GO Mobile application

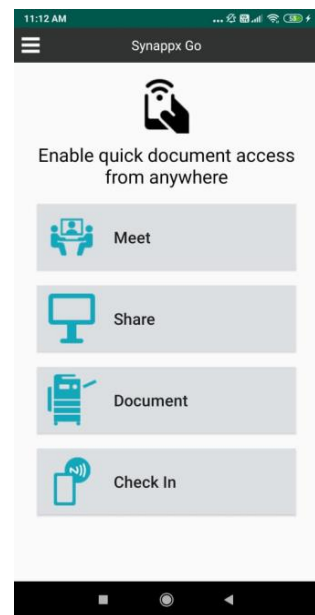And give the NFC tag to connect the Device internally.

Use these steps to set up the NFC tag to your display agent if your phone is not NFC supported. If your phone is supported you simply tap your NFC card on your phone to read the unique id of the card.
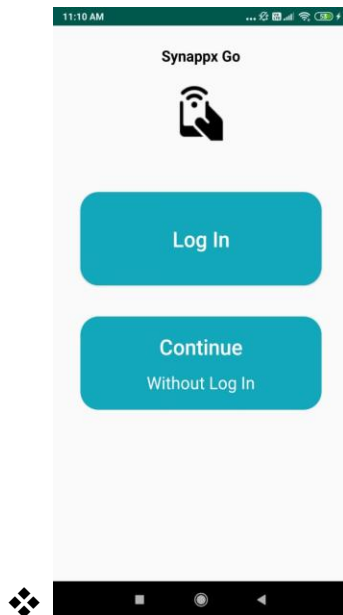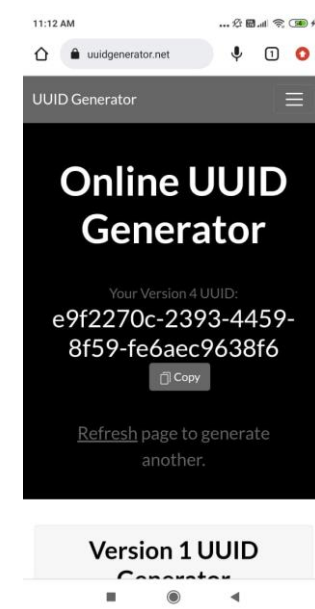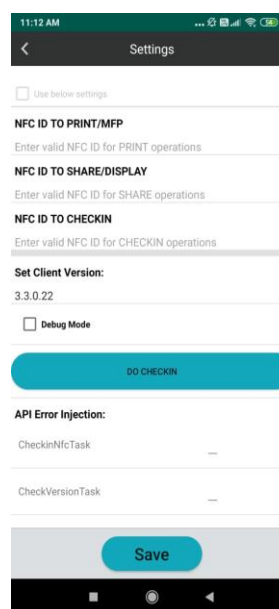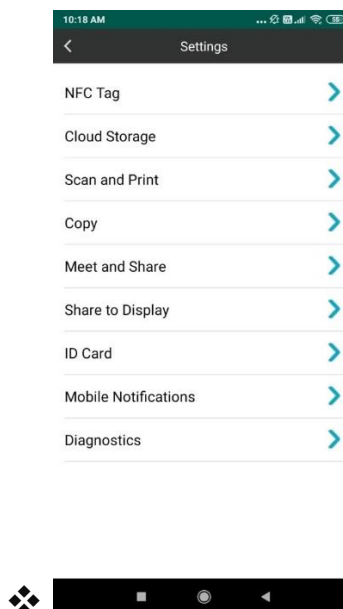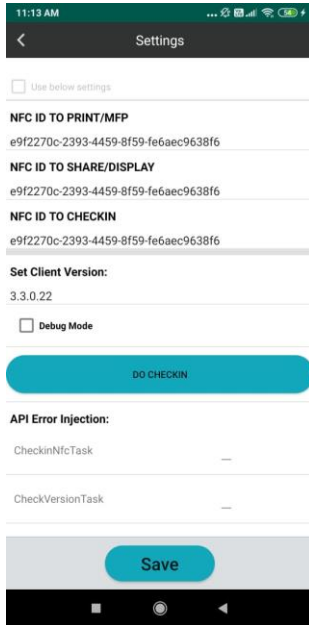

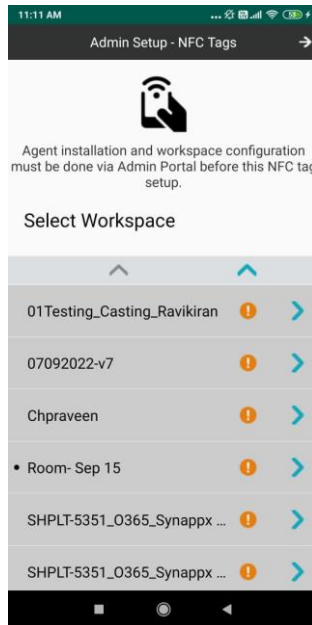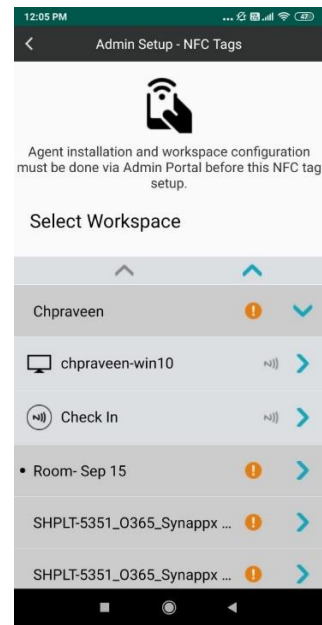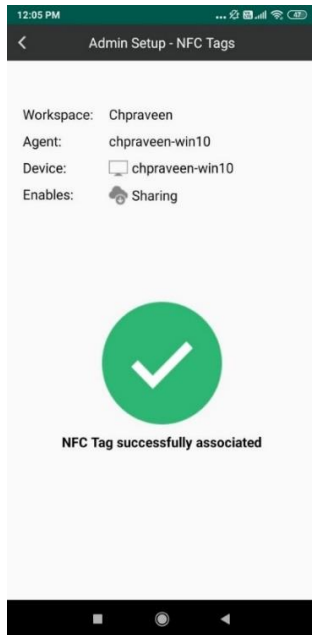| Step 1 | Step 2 | Step 3 |
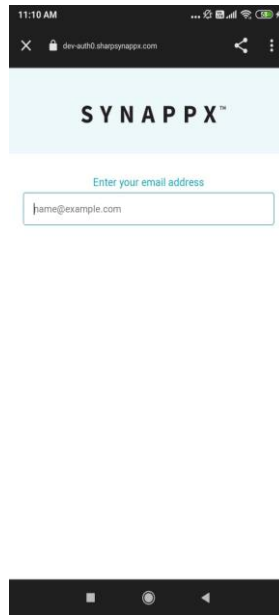
Step 4

Step 5

Step 6


Step 7

Step 8

Step 9

Step 10

After installing the Mobile application these are the steps to be followed to connect the mobile application to your Display agent.

- ❖ Step 1: Click on the login to continue.
- ❖ Step 2: Give the login id which you have given in web page to download the Synappx Go Display agent into your PC.
  After Login Successfully.
- ❖ Step 3: Chick the Menu button on left top and go to settings.
- ❖ Step 4: Then, you can see the many options listed here this page is to Setup the NFC tag Manually if you didn't have NFC tag.
  Tag five times on bottom empty space you will find the Step 4.

- ❖ Step 5: Here you can see that you have to paste NFC tag Valid Id to perform the Print, Share/Display and Checkin Operations.
- ❖ Step 6: To get that ID go to the Browser from the same mobile and search for UUID GENERATOR or uuidgenerator.net and copy the latest UUID and Paste it on that Step 5 page or paste it on that Print, Share/Display and Checkin and go to the bottom and save that given id.
- ❖ Step 7: After saving you will get the Step 4 Page, now here click on NFC Tag.
- ❖ Step 8: It will ask you to select the workspace where you created your licensed workspace or in which workspace you want to perform those operations. Here I have my workspace so I choose my workspace because I assigned Display in my workspace.
- ❖ Step 9: Now assign that NFC tag to your display name to connect the Mobile phone to PC Display.
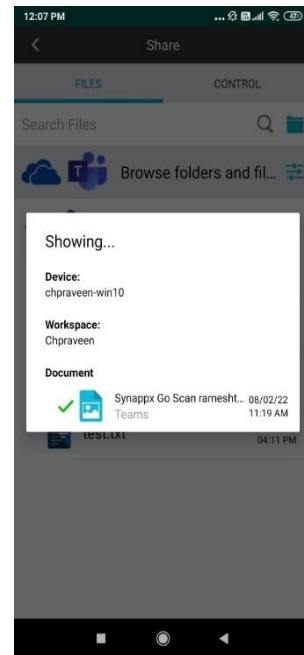- ❖ Step 10: Now the NFC tag will be Successfully Associated.

Now we can use the share operation form your Mobile application to share the file from your Mobile to PC to perform the Display agent.
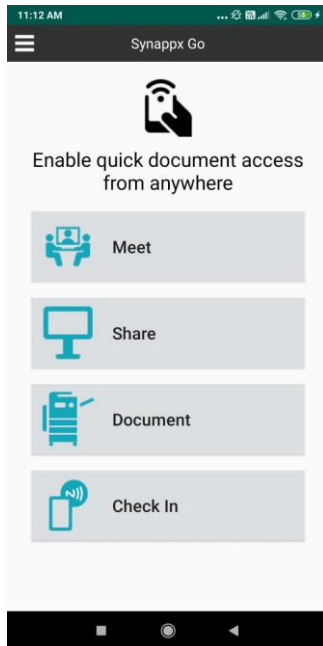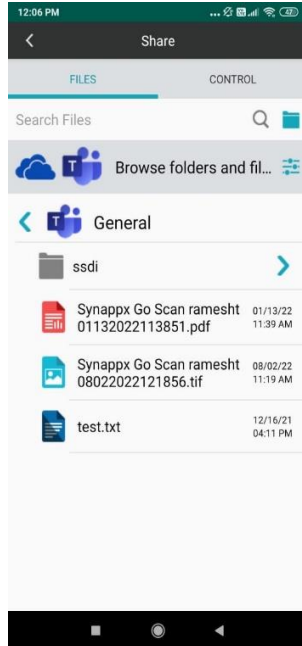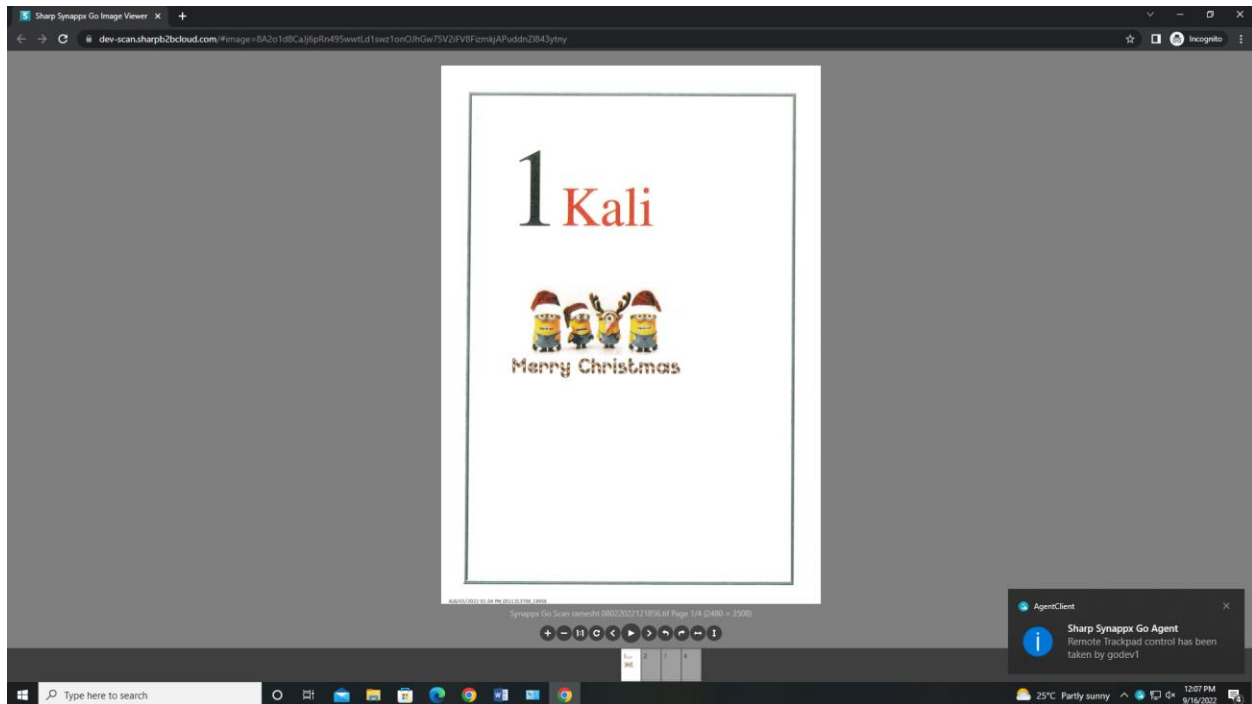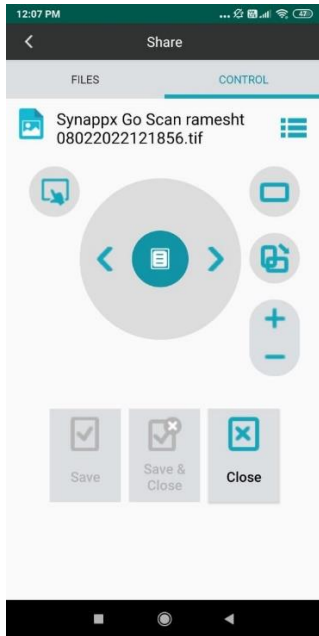
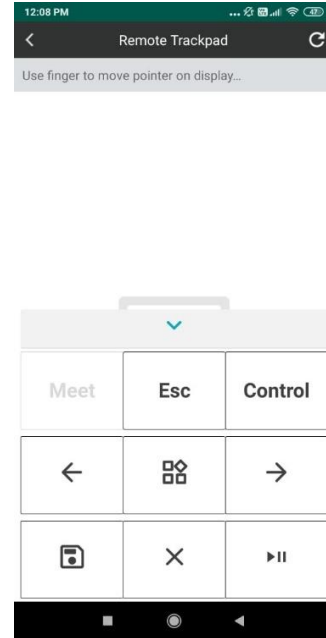Click on The Share   Select Any file   Now the file is sharing
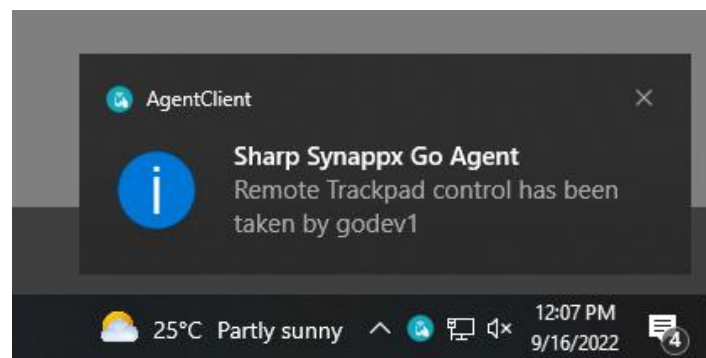
| Click on Trackpad | This is the Trackpad | Controls |

Notification for Remote Trackpad control has been taken by (your user) Successfully.

The features which you can see on that all that will be performed ex: Zoom in-out, Tab Double tab and Mouse.