

SHARP

SYNAPPX™



SYNAPPX™ MEETING

START MEETINGS ON TIME!

USER SETUP AND
CONFIGURATION GUIDE

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Synappx Meeting Overview

Synappx Meeting helps free your attention from complex technology to focus on the meeting at hand, helping you gain maximized collaboration and productivity. Synappx Meeting aids in removing the challenges of learning technologies necessary to start meetings. By minimizing technological challenges, you can focus on increasing productivity and optimizing meeting room resource utilization.

Synappx Meeting helps you run your meetings with the following features:

Start Meetings

Meetings start with the click of a button. When starting an ad hoc meeting within a workspace, Synappx Meeting automatically books the meeting room.

Automatic Casting

Your PC will automatically connect to Barco's wePresent® or Miracast® receivers* and enable the large display in the meeting room.

Auto-Start Web Conferencing

Your web conference starts and the room audio connects automatically—no more searching for invites or login information. Start in-room and remote meetings smoothly.

Easy Access to Meeting Materials

Obtaining meeting content is easier than ever. You can set shortcuts to your favorite websites and folders and quickly access documents attached in the meeting invitation and saved in your cloud storage.

Track Meeting Time

The Synappx Meeting Assistant includes a timer to help keep meetings on track. You can add time to extend the meeting, and your calendar will reflect the additional time automatically.

Hands-Free Meeting

Synappx Meeting offers hands-free voice operation, so starting and ending your meetings on time is as easy as saying a few simple commands.

End Meeting and Disconnect

Synappx Meeting reminds you when the meeting is nearing its end. End the meeting with one click, and Synappx Meeting automatically disconnects the technologies, allowing the next meeting to start on time. Synappx Meeting can automatically update the calendar and free the meeting room if the meeting ends early.

*Casting to Miracast-enabled receivers is in beta testing. We encourage you to [share your feedback](#).

System Requirements

Supported Environments

A stable internet connection is required.

Microsoft 365 [®] Service Plans	
Business	Microsoft 365 Business Basic*/Standard/Premium
Enterprise	Microsoft 365 Enterprise E1*/E3/E5 Microsoft 365 Enterprise F1
Education	Microsoft 365 Education A1*/A3/A5
Government	Microsoft 365 Government G1*/G3/G5

Google Workspace [™] Service Plans
Business Starter
Business Standard
Business Plus
Enterprise

Supported Windows [®] Platform	
Operating System (OS)	Windows 10 (32-bit and 64-bit versions) Builds 1803 and later
Central Processing Unit (CPU)	2.0 GHz processor
.NET Framework	More than 4.5.1
Memory	4GB of RAM
Hard Disk Drive (HDD)	More than 200 MB

Supported Mac Platform

macOS[®] 10.15 and 11.0*

Supported Mobile Platform

OS	Supported Versions
	Android [™] 9 to 11
	iOS 13 and iOS 14

*This package offers only the web or mobile version of Microsoft Office applications. Synappx Go requires Office applications to be installed on the display PC for full functionality. Otherwise, the file will be open using the web browser.

Supported Features Comparison per Client OS				
Features	Windows	OS X [®] (Beta)	iOS	Android [™]
Start Meeting	✓	✓	✓	✓
Auto-Cast	✓ Miracast [®] MirrorOp https://www.barco.com/en/support/mirrorop/drivers ClickShare https://www.barco.com/en/clickshare/app	✓ MirrorOp https://www.barco.com/en/support/mirrorop/drivers ClickShare https://www.barco.com/en/clickshare/app	✗ (AirPlay [®] for device casting)	✗ (Google Cast [™] or Miracast [®] for device casting)
Auto-Start Web Conference	✓	✓	✓ (Require web conf app)	✓ (Require web conf app)
Access to Files	✓	✓	✓	✓
Meeting Timer	✓	✓	✓	✓
Voice Operation	✓	✗	✗	✗
End Meeting	✓	N/A	✓	✓

Supported Web Conference Services	Supported Cloud Storage Services
Synappx Meeting supports automatic start and end web conference sessions from the following providers*.	Synappx Meeting supports the following cloud storage services to access files during a meeting.
<ul style="list-style-type: none"> • Microsoft® Teams • Zoom • GoToMeeting™ • WebEx® • Google Meet™ (end meeting not supported) • Amazon Chime • Skype for Business • StarLeaf 	<ul style="list-style-type: none"> • OneDrive® for Business • OneDrive • Microsoft Teams • SharePoint® • Google Drive™ • Box • Dropbox
*When the web conference is started with its client application. Auto-meeting end using web browser-based meetings are not supported.	

Supported Casting Devices and Casting Sender Applications	
Barco ClickShare (Client app: ClickShare software)	<ul style="list-style-type: none"> • CX-20, CX-30, CX-50 • CS-100, CSE- 200 • CSE-200+, CSE-800
MirrorOp Supported Hardware (Client app: Barco MirrorOp software)	<ul style="list-style-type: none"> • WiPG-1600W • WiCS-2100
MirrorOp Supported Hardware (Client app: Barco MirrorOp software)	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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 Receivers*	<ul style="list-style-type: none"> • Separate Synappx Meeting Cast Assist app required • Shuttle PC: PN-SPCi7W10C/PN-SPCi5W10C • Display: PN-CD701 (with Miracast capability) • Microsoft Wireless Display Adapter V2

*Casting to Miracast-enabled receivers is in beta testing. We encourage you to [share your feedback](#).

Supported Displays for Voice Control

The following Sharp display models support the "My Sharp" skill for Amazon Alexa.

PN-L401C	PN-L803CA	PN-L751H	PN-HB851H
PN-L501C	PN-L705H	PN-L851H	PN-HM651H
PN-L603WA	PN-L805H	PN-HB651H	PN-HM751H
PN-L703WA	PN-L651H	PN-HB751H	PN-HM851H

Supported Pen Software for Voice Control

3.8.2.2 (January 2020 update)

Supported PowerPoint® for Voice Control

PowerPoint® Microsoft 365, Microsoft 2016 or later

Bluetooth Audio Devices

The following audio Bluetooth devices are available for auto-connection when a meeting is started. Some speakers require manually selecting Bluetooth pairing mode on the device. The device must be turned on and the client PC Bluetooth must be enabled to use the auto-connect audio function.

- Jabra Speak Series
- Logitech® Connect
- Yamaha®
 - YVC-200
 - YVC-330
 - YVC-1000
- Poly Calisto 7200
- Avaya B109

Synappx mDesk Experience

[My Desk](#) • [My Meetings](#) • [My Mobile](#)

Designed for the new normal, start and join meetings from your home office with Synappx mDesk!

mDesk uses the Synappx Meeting experience to allow you to start meetings at home. Your Synappx Go license (new and existing) harnesses the power of mDesk. The Synappx Admin Portal will be updated to accommodate the mDesk features for IT administrators.

How Can the Synappx mDesk Experience Support Your Organization?

The Synappx mDesk experience simplifies web conferences in your virtual workspace, providing you with all the benefits of Synappx Meeting right from your home! The mDesk experience helps organizations maintain real-time collaboration with their remote and on-site workforce.

Synappx mDesk lets you start meetings from your laptop or mobile device.

- Auto-start web conference sessions with Zoom™, WebEx®, Microsoft® Teams, Google Meet™, GoToMeeting™, and more
- Convenient access to meeting attachments and cloud storage
- Track meeting progress with the Synappx Meeting Timer
- Synappx Admin Portal will be updated to add the mDesk features for IT administrators.

*When the web conference is started with its client application. Auto-meeting end using web browser-based meetings are not supported.

Notes:

- Automatic mirroring/casting and audio connection requires a Synappx Meeting room license.
- The Synappx mDesk Experience is available with a Synappx Go license.

Start by downloading Synappx Meeting V2.1 and installing it on your devices. The app is available from The Microsoft® Store, Apple® App Store®, and Google Play™ store.



Log in with your Microsoft® 365 or Google Workspace™ credentials, and the Synappx Meeting Launcher will open with a list of meetings scheduled for the day.

Start Meetings Anywhere, Anytime, with One Click.

Synappx Meeting and mDesk Experience Feature Comparison Chart

Features	Meeting Room (licensed workspace only)		Desk (with Synappx Go license)	
	Desktop App	Mobile App	Desktop App	Mobile App
Auto-start casting/mirroring	Yes	No	No	No
Voice control	Yes	No	No	No
Auto-start web conference	Yes	Yes	Yes	Yes
Access to attachments	Yes	Yes	Yes	Yes
Access to cloud storage	Yes	Yes	Yes	Yes
Meeting timer	Yes	Yes	Yes	Yes
Shortcuts	Yes	No	Yes	No
Update calendar with end time	Yes	Yes	No	No
Extend meeting time	Yes	Yes	No	No
Upload meeting materials	Yes	No	No	No
End meeting reminder	Yes	Yes	Yes	Yes
Start meeting countdown	Yes	No	Yes	No
Start scheduled meeting	Yes	Yes	Yes	Yes
Start ad hoc meeting	Yes	Yes	Yes	Yes

Get Started: Synappx Meeting Setup and Configuration

Here is a summary of the steps to set up Synappx Meeting. The following sections describe each step in more detail.

1. Download Synappx Meeting
2. Log in to Synappx Meeting
3. Create a Meeting Invite
 - Synappx Meeting is designed to work with your Outlook® or Google Workspace™ calendar.
 - Create a meeting invitation that includes:
 - Subject line
 - Location
 - Agenda (clearly address meeting goals)
 - Web conference information
 - Zoom
 - Microsoft® Teams
 - GoToMeeting™
 - Google Meet (end meeting not supported)
 - Amazon Chime
 - WebEx®
 - Skype for Business
 - StarLeaf
 - Attachments (if applicable)
 - Attendees
 - Modify Settings (Optional)
 - Calendar update
 - Shortcuts
 - Voice settings
 - Cloud storage
 - Synappx Meeting Mobile App (iOS and Android)

Meeting Organizers and Attendees



- Auto-start meeting
- Easy access to meeting content
- Track meeting time
- End meeting to disconnect

IT Managers



- Central device/workspace management console
- Meeting analytics

How It Works

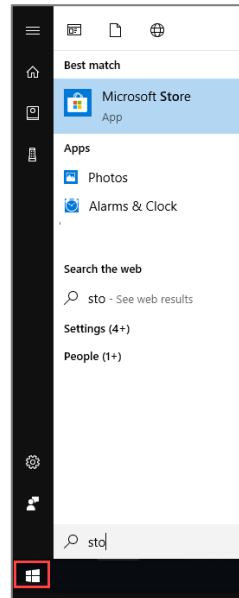
Step 1: Download Synappx Meeting

Notes:

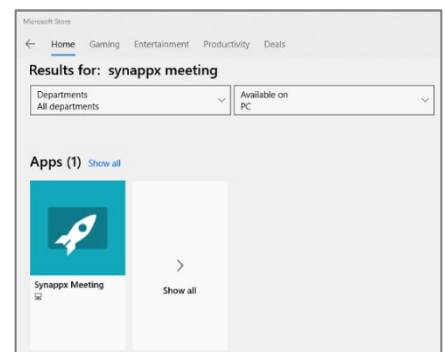
- Some organizations add restrictions to Microsoft 365 or Google Workspace accounts. Ensure you have permission to download apps from The Microsoft® Store.
- Your PC must have your organization's casting or mirroring app, Miracast or [MirrorOp](#).
- Organizations using Miracast also require the [Synappx Meeting Cast Assist](#) app on user PCs. Contact your administrator with questions.

Download Synappx Meeting to your PC from The Microsoft® Store.

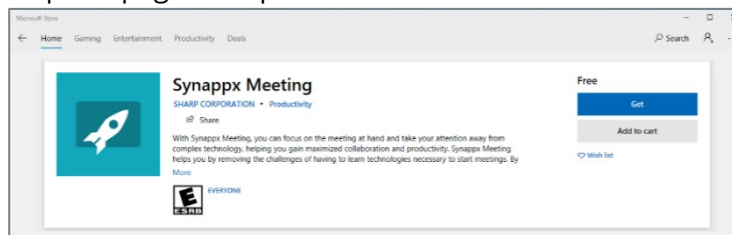
1. Open the Windows® **Start** menu.
2. Start typing **store**.
3. Select the **Microsoft Store** app.



4. Type **Synappx Meeting** in the Microsoft Store **Search** bar.
5. Select the Synappx meeting app.



6. The app description page will open. Select **Get**.



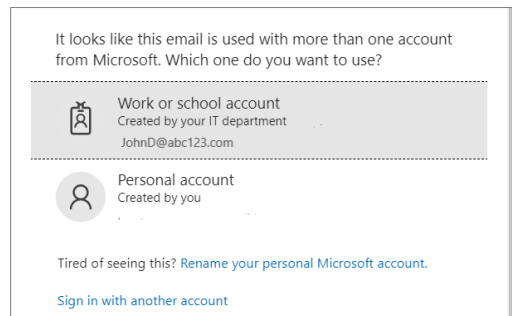
7. The app will begin downloading. Accept the download if a dialogue box requests permission. After the download is complete, Synappx Meeting will open automatically.

Step 2: Log in to Synappx Meeting

1. Open Synappx Meeting and enter your Microsoft 365 or Google Workspace email address at the login screen.

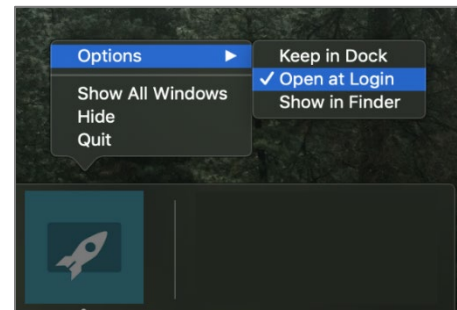


2. **Microsoft 365:** If given the option, select your organization account.

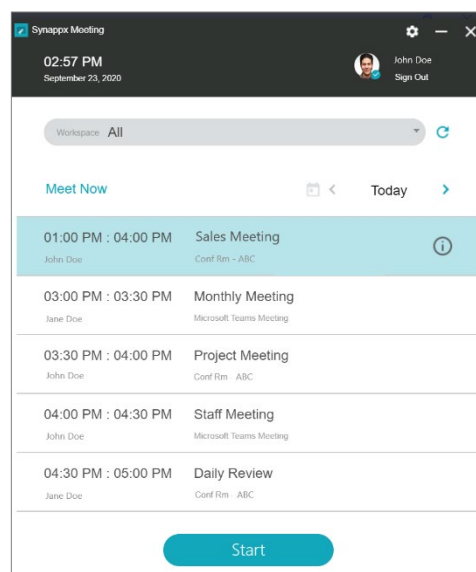


Launch Synappx Meeting at Login for Mac

Synappx Meeting does not launch at startup on Macs. To enable Synappx Meeting to open at login, right-click the Synappx Meeting icon and select **Open at Login**.



The Synappx Meeting launcher will open with a list of meetings scheduled for the day.

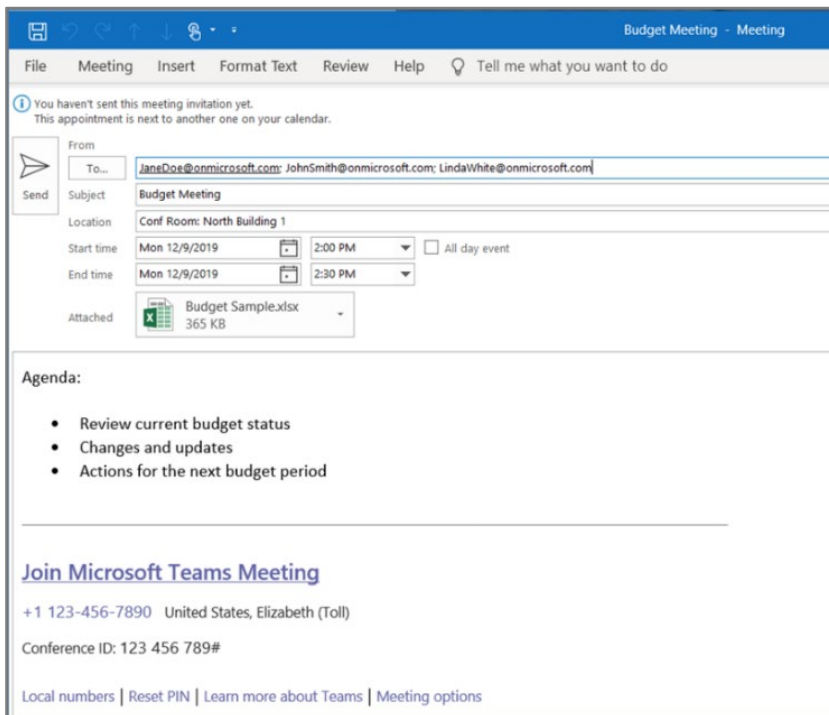


Step 3: Create a Meeting Invite

Synappx Meeting is designed to work with your calendar. For the best Synappx Meeting experience, include the following items when you create a meeting invite.

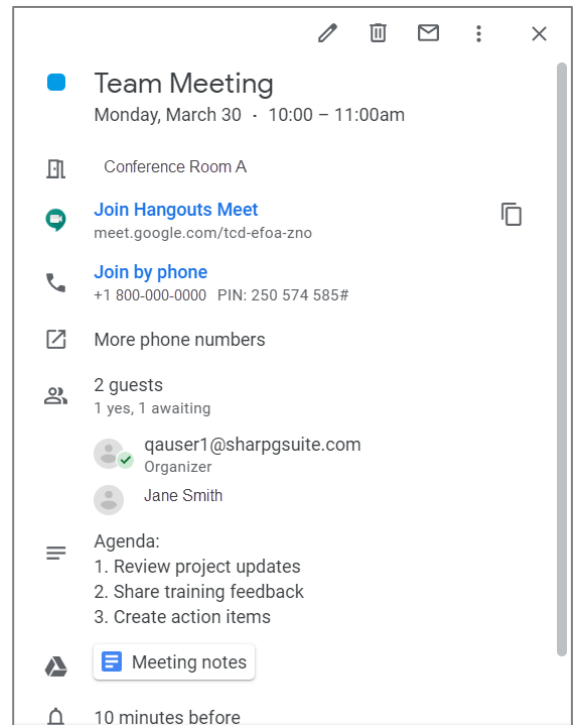
- Subject line
- Meeting room/location (Synappx Meeting works with available rooms)
- Agenda (clearly address specific meeting goals)
- Web conference information
 - GoToMeeting™
 - Skype for Business
 - WebEx®
 - Zoom
 - Microsoft® Teams
 - Amazon Chime
 - Google Meet™
 - Starleaf
- Attachments (if applicable)
- Attendees

Microsoft 365



The screenshot shows the Microsoft 365 meeting invite form. The title bar reads "Budget Meeting - Meeting". The menu bar includes "File", "Meeting", "Insert", "Format Text", "Review", and "Help". A notification states: "You haven't sent this meeting invitation yet. This appointment is next to another one on your calendar." The form fields are: "To..." with recipients "JaneDoe@onmicrosoft.com; JohnSmith@onmicrosoft.com; LindaWhite@onmicrosoft.com"; "Subject" as "Budget Meeting"; "Location" as "Conf Room: North Building 1"; "Start time" as "Mon 12/9/2019 2:00 PM" with an "All day event" checkbox; "End time" as "Mon 12/9/2019 2:30 PM"; and "Attached" as "Budget Sample.xlsx 365 KB". The "Agenda:" section lists: "Review current budget status", "Changes and updates", and "Actions for the next budget period". At the bottom, there is a "Join Microsoft Teams Meeting" link, a phone number "+1 123-456-7890 United States, Elizabeth (Toll)", and a "Conference ID: 123 456 789#" with links for "Local numbers", "Reset PIN", "Learn more about Teams", and "Meeting options".


Google Workspace



The screenshot shows a Google Workspace meeting invite card for "Team Meeting" on "Monday, March 30 - 10:00 - 11:00am". The location is "Conference Room A". It provides a "Join Hangouts Meet" link (meet.google.com/tcd-efoa-zno) and a "Join by phone" number (+1 800-000-0000 PIN: 250 574 585#). It also includes a "More phone numbers" link, "2 guests" (1 yes, 1 awaiting), and lists the organizer "qauser1@sharpgsuite.com" and attendee "Jane Smith". The "Agenda:" section lists: "1. Review project updates", "2. Share training feedback", and "3. Create action items". There is a "Meeting notes" button and a "10 minutes before" notification.

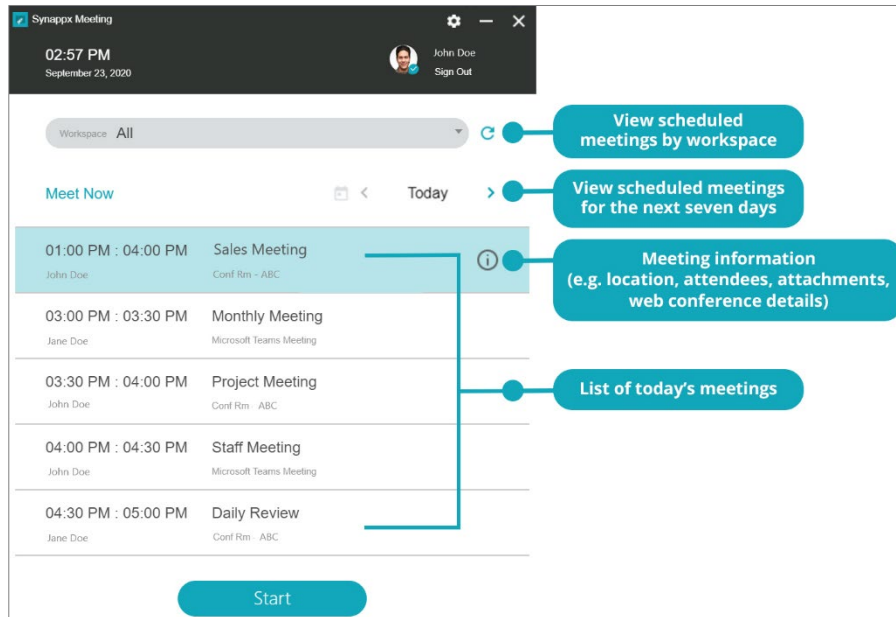
Start a Meeting

After logging in, a list of the day's meetings will display.

- Select the  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*.

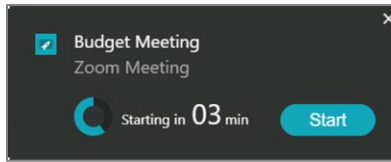
*Meetings set as private in the Outlook or Google Workspace calendar will not appear on the Synappx Meeting Launcher.

*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.



Starting a Scheduled Meeting

You can start a meeting by double-tapping the meeting, selecting the meeting and selecting **Start**, or selecting start from the five-minute countdown timer.



Please note the following prerequisites:

- Scheduled meeting is in your calendar (Outlook or Google Workspace)
- One of the following casting/mirroring sender applications is installed:
 - Barco's ClickShare app for ClickShare receivers (Download at <https://www.barco.com/en/clickshare/app>)
 - Barco's MirrorOp for wePresent receivers (Download at <https://www.barco.com/en/product/mirrorop>)
 - [Synappx Meeting Cast Assist](#) is installed on the PC for screen casting with Miracast technology
- PC is connected to a corporate network.

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

1. The Synappx Meeting Assistant opens with meeting attachments.
2. The casting application (ClickShare, MirrorOp, or Miracast with [Synappx Meeting Cast Assist](#)) launch (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.

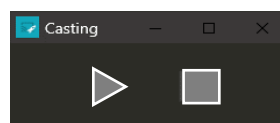
Screen Casting with Miracast

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

1. Start a meeting with the Synappx Meeting Launcher. The Synappx Meeting Assistant and Synappx Meeting Cast Assist app will launch automatically.
2. Enter the PIN when requested to start casting.

Note: When ending casting manually using the Synappx Meeting Cast Assist app or native Miracast application UI, you still need to select **End** to end the meeting.

3. End the meeting and disconnect casting by selecting the **End** button.

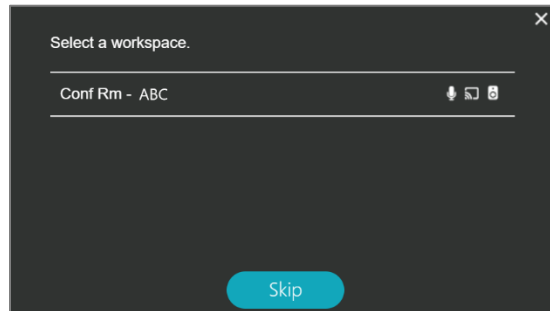


Synappx Meeting Cast Assist

Synappx mDesk Experience: Remote Meetings

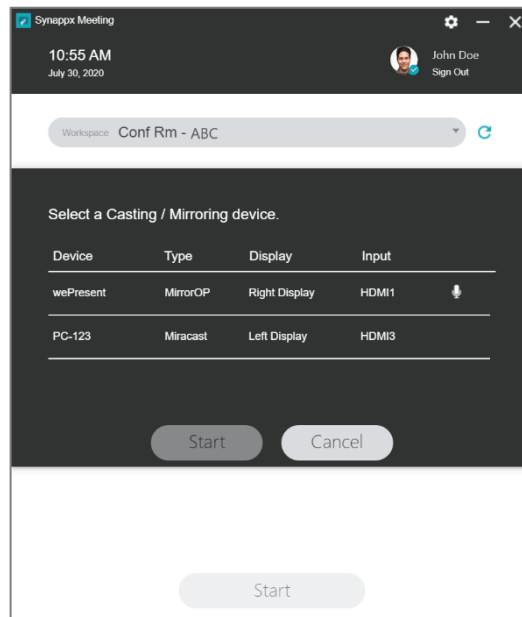
If you have the Synappx mDesk Experience (available with a Synappx Go license) and Synappx Meeting enabled in the workspace, you will see an option to join the meeting remotely or at the workspace.

Select **Skip** if you are joining the meeting remotely and do not require in-room device connections.



Multiple Workspace Displays

When multiple display devices are configured in a workspace, you will see the option to select a display for automatic PC mirroring.

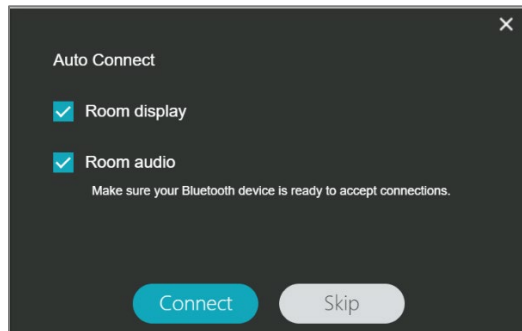



Start a Web Meeting and Connect to Room Audio

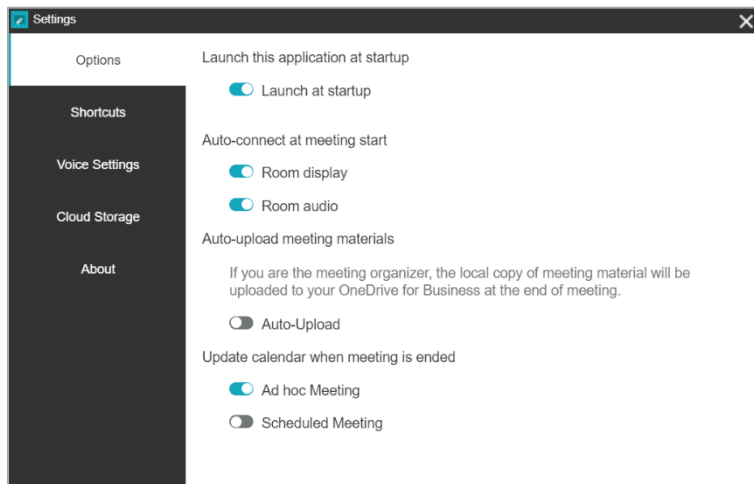
When a scheduled meeting includes a web conference, the web conference application will be launched and the meeting session will begin. (For a list of supported web conference services, go to [System Requirements](#).)

Note: The **Auto Connect Audio Device** option will only appear if audio Bluetooth connection is configured by an administrator.

To auto-connect to an in-room audio device via Bluetooth, a dialog box will appear when you start a meeting. Select **Audio Device** and **Connect**. De-select **Audio Device** if you do not want to connect the device or select **Skip** to opt out.



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



Starting an Ad Hoc Meeting

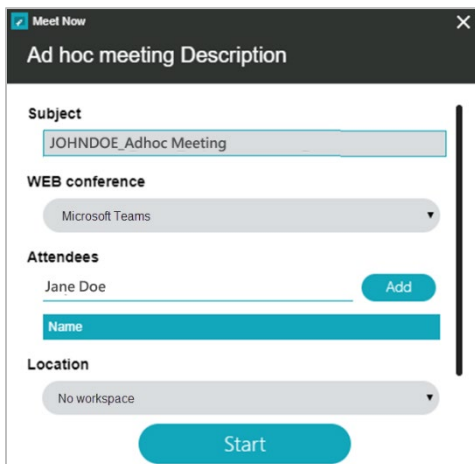
Synappx Meeting can help coordinate ad hoc meetings.

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

- Invite attendees
- Set up a web conference (Microsoft Teams support for Microsoft 365, Google Meet support for Google Workspace)
- 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.

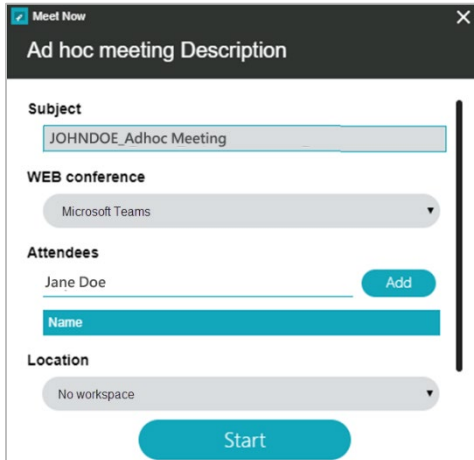


3. Select a workspace under **Location**.
4. If a web conference is not required, select **Start**. If not, see [Create a Web Conference](#). If the workspace is not available, a notification will pop up. In that case, select a different workspace.

The Synappx meeting launcher will open and your PC will connect to the room display and audio (if configured by your administrator).

Create a Web Conference

1. Select **Meet Now**.
2. The **Ad Hoc Meeting Description** window will open.




3. Select a web conference from the dropdown menu (Microsoft Teams for Microsoft 365 users, Google Meet for Google Workspace users).

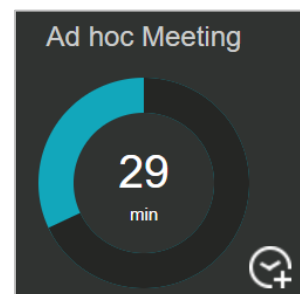
Note: To access the user directory and add attendees, you will be required to log in to Synappx Meeting again. A new permission screen will be displayed for Microsoft 365 users to enable access to user directory. For Google Workspace, contact an administrator for support.

4. Type a few characters and users from the directory will populate. Select the attendee(s). Then select **Add**.
5. Select **Start**.

A web conference will begin and invitations will be sent to attendees while your PC automatically connects to the display and the meeting room audio.

Notes:

- Ad hoc meetings are set for 60 minutes.
- The meeting can be extended by 30 minutes by selecting the 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**.



Select **Add** to search attendees from the user directory.

Choose **No workspace** if attending the meeting remotely.

Casting and Automatic Input Switch

Some display devices support multiple inputs. Since the device input may not be set to use screen casting, Synappx Meeting v2.3 and later supports auto-input switch. 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.



When multiple devices are configured for casting in the workspace, Synappx Meeting will prompt you to select the display device when you start a meeting or cast your PC. When the display is selected, your PC will project to the device.

Device	Type	Display	Input
wePresent	MirrorOP	Right Display	HDMI1
PC-123	Miracast	Left Display	HDMI3

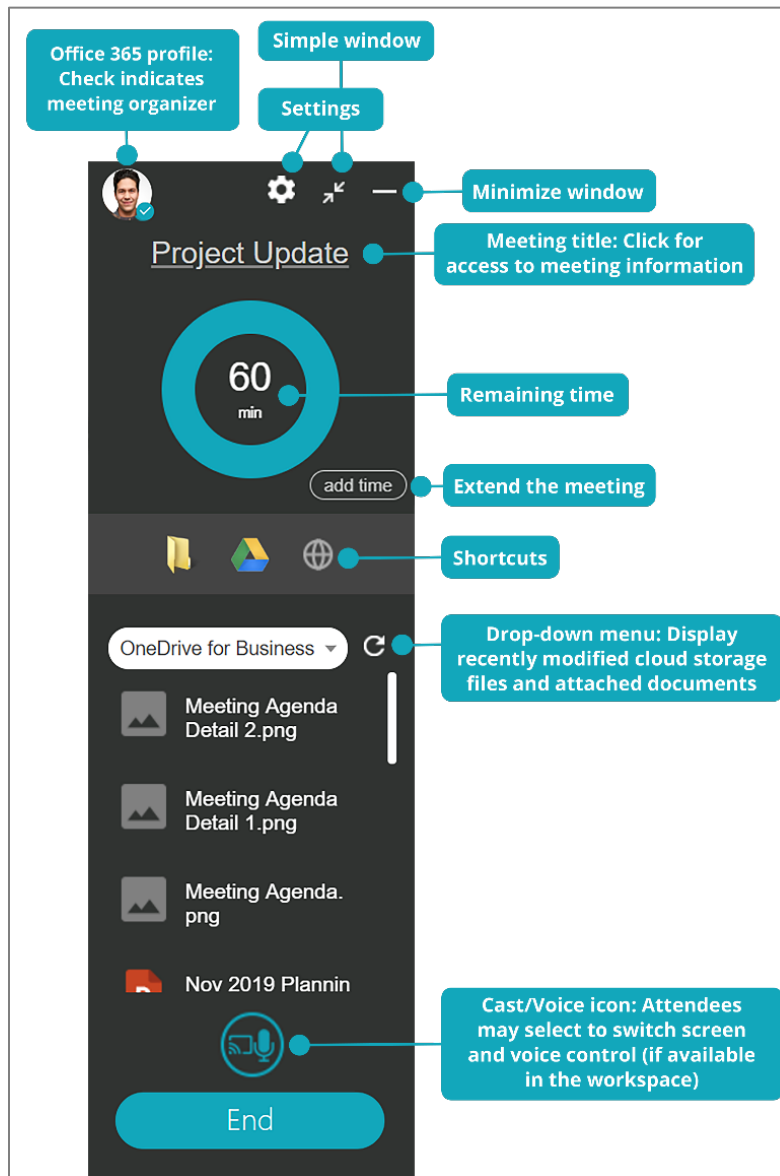
During a Meeting

Synappx Meeting Assistant

The Synappx Meeting Assistant helps you manage productive meetings.

Key features:

- Meeting timer
- Extend the meeting with one click
- Access to meeting attachments and cloud storage files
- Shortcuts to frequently used apps and websites
- Hands-free voice control
- Switch presenters with one click
- End meetings with one click

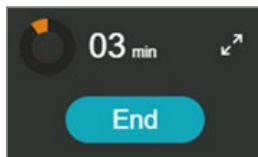


Meeting Timer

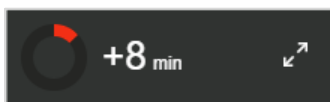
The meeting timer helps you track your meeting's allotted time, control discussions, and conclude meetings as scheduled. Once a meeting starts, the timer counts down.



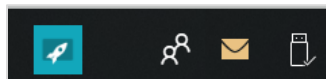
When the scheduled end time nears (10% remaining), the timer color changes to orange, and an **End** button appears as a reminder.



If the meeting goes over time, the color changes to red and the meeting timer counts up.

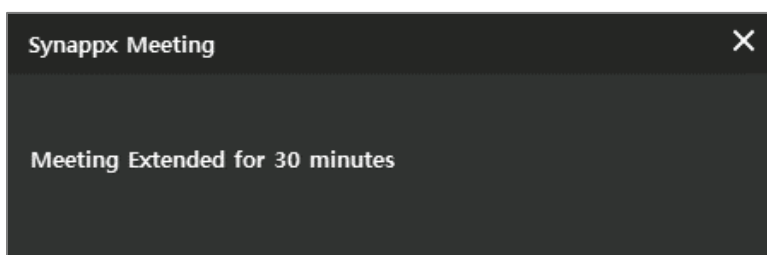


When the timer is minimized, it will stay in the Windows taskbar or Mac dock.



Extending the Meeting

Select the **add time** option to extend a meeting. The Synappx Meeting Assistant will extend the meeting time by 30 minutes. A notification will pop up if the workspace is unavailable.



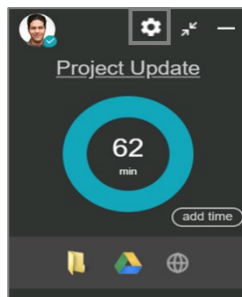
Access to Cloud Storage

Cloud storage services:

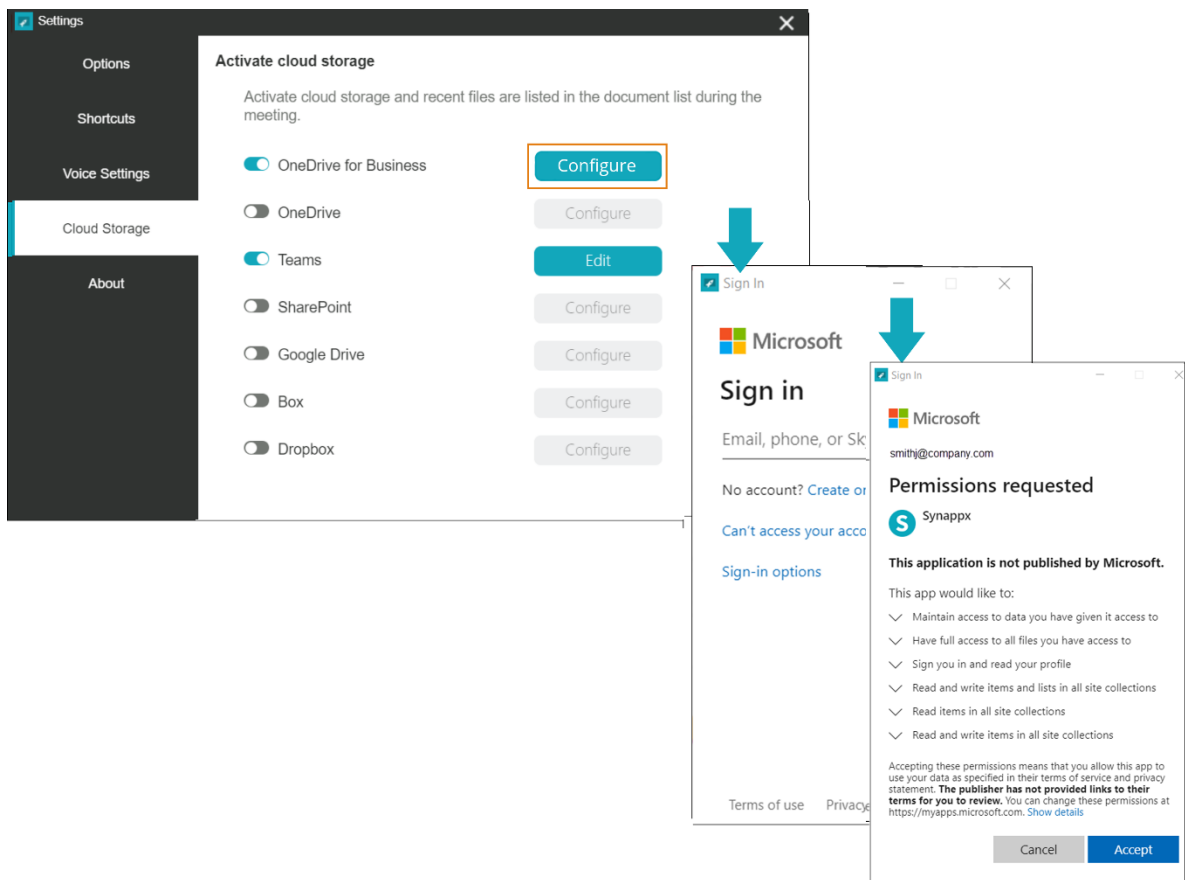
- OneDrive® for Business
- OneDrive
- Microsoft Teams
- SharePoint®
- Google Drive™
- Box
- Dropbox

Configure Shortcuts

1. Open settings from the launcher or meeting assistant and go to the **Cloud Storage** tab. Select the toggle to enable cloud accounts on the Meeting Assistant.

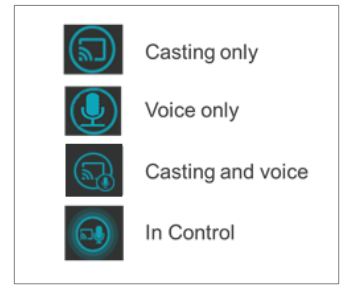


2. You will need to log in to each service upon first time access from the Meeting Assistant.



Presenter Switch

Meeting attendees can become presenters by selecting the cast/voice icon on the Meeting Assistant. (Attendees must first start the meeting on their individual meeting launchers to obtain access to the Meeting Assistant.)



Voice Control

Synappx Meeting supports hands-free operation with Amazon Alexa. Supported functions:

- Control PowerPoint® presentations
- Open files
- Control SHARP Pen Software
- Control select Sharp displays
- End meetings

Note: Voice operation is only available during meetings.

The Synappx administrator must register an echo-enabled smart speaker to a workspace. Then, use voice commands by selecting the microphone icon in the Synappx Meeting Assistant.



To stop voice control, select the microphone icon again and it will change back to gray.

Synappx Meeting's voice control feature is based on the "My Sharp" skill for Amazon Alexa. Before each voice command, activate the "My Sharp" skill by saying:

Alexa, ask "My Sharp."
or
Alexa, open "My Sharp."

Control Microsoft 365 PowerPoint Presentations

Synappx Meeting's voice control feature makes it possible to control a PowerPoint presentation from anywhere in a meeting room. Using simple voice commands, you can start presentations, navigate through slides, and end presentations.

Start a Presentation

Note: Ensure the PowerPoint file is open and ready for presentation mode on your PC.

You: Alexa, ask My Sharp to start a presentation.

or

You: Alexa, open My Sharp. Start presentation.

Alexa: Starting presentation from first slide.

Conversation Variations

Note: (the) is optional.

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to [start / begin] (the) presentation	[Start / Begin] (the) presentation
Alexa, ask My Sharp to [start / begin / open] (the) presentation mode	[Start / Begin / Open] (the) presentation mode
Alexa, ask My Sharp to [start / begin] slideshow	[Start / Begin] slideshow

Move to Next Slide

You: Alexa, ask My Sharp to move/go to next slide.

or

You: Alexa, open My Sharp. Move/go to next slide.

Alexa: Moving to next slide.

Conversation Variations

Note: (to) is optional.

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to [move / jump / go / turn / proceed] (to) next [page / sheet]	[Move / Jump / Go / Turn / Proceed] (to) next [page / sheet]
Alexa, ask My Sharp to [move / jump / go / turn] (to) next	[Move / Jump / Go / Turn] (to) next
Alexa, ask My Sharp to [move / go] next	[Move / Go] next
Alexa, ask My Sharp to advance [page / sheet]	Advance [page / sheet]
Alexa, ask My Sharp for next [page / sheet]	Next [page / sheet]
Alexa, ask My Sharp for next	Next

Move to Previous Slide

You: Alexa, ask My Sharp to move/go to previous page.

or

You: Alexa, open My Sharp. Move/go to previous page.

Alexa: Moving to previous page.

Conversation Variations

Note: (to) is optional.

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to [move / jump / go / turn] (to) previous [page / sheet]	[Move / Jump / Go / Turn] (to) previous [page / sheet]
Alexa, ask My Sharp to [move / jump / go / turn] to previous	[Move / Jump / Go / Turn] to previous
Alexa, ask My Sharp to [move / go] previous	[Move / Go] previous
Alexa, ask My Sharp to go back (to) previous [page / sheet]	Go back (to) previous [page / sheet]
Alexa, ask My Sharp to go back	Go back
Alexa, ask My Sharp for previous [page / sheet]	Previous [page / sheet]
Alexa, ask My Sharp for previous	Previous

End Presentation

You: Alexa, ask My Sharp to end presentation.

or

You: Alexa, open My Sharp. End presentation.

Alexa: Ending presentation.

Conversation Variations

Note: (the) is optional.

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to [end / stop / quit / finish / exit] (the) presentation	[End / Stop / Quit / Finish / Exit] (the) presentation
Alexa, ask My Sharp to get out of (the) presentation	Get out of the presentation
Alexa, ask My Sharp to get out of presentation mode	Get out of presentation mode
Alexa, ask My Sharp to [end / stop / quit / finish / exit] presentation mode	[End / Stop / Quit / Finish / Exit] presentation mode
Alexa, ask My Sharp to [end / stop / quit / finish / exit] slideshow	[End / Stop / Quit / Finish / Exit] slideshow
Alexa, ask My Sharp to get out of slideshow	Get out of slideshow

Open Files

You can open files with voice command by specifying the document number.

Open Files

You: Alexa, ask My Sharp to open document 2.

or

You: Alexa, open My Sharp. Open document 2.

Alexa: Opening the file.

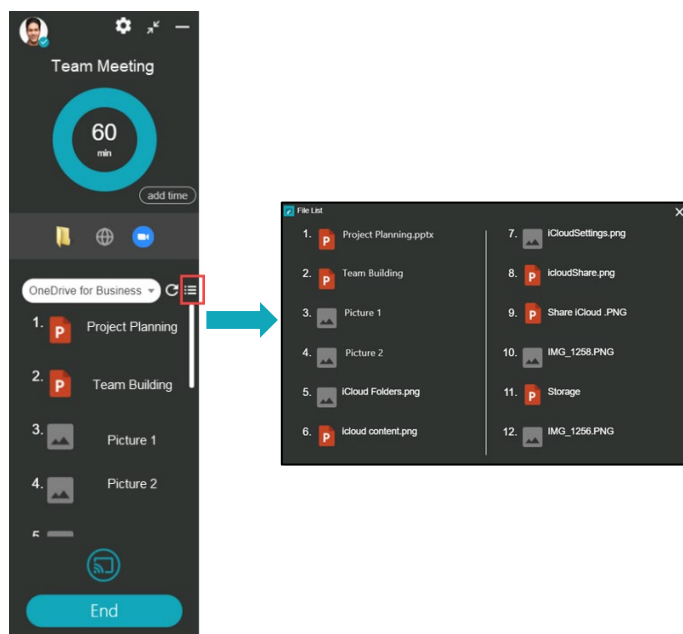
Open the Document List

You: Alexa, ask My Sharp to open [application name, e.g. OneDrive].

or

You: Alexa, open My Sharp. Open [application name, e.g. OneDrive].

Alexa: Opening the file list.



Note: You can also say “view” or “access” instead of “open”.

Conversation Variations

"ASK" Dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to open [application name]	Open [application name]
Alexa, ask My Sharp to start [application name]	Start [application name]
Alexa, ask My Sharp to open file [file number]	Open file [file number]
Alexa, ask My Sharp to open document [file number]	Open document [file number]
Alexa, ask My Sharp to open [file number] file	Open [file number] file
Alexa, ask My Sharp to open [file number] document	Open [file number] document

Pen Software Control

Sharp Pen Software enables an interactive display to function as a whiteboard. Use voice commands to change the pen color, move to the next page, print a sheet, and close Pen Software. When multiple pens are enabled, the voice commands control Pen 1.

Launch Pen Software

You: Alexa, ask My Sharp to launch Pen Software.

or

You: Alexa, open My Sharp. Launch Pen Software.

Alexa: Launching Pen Software.

Conversation Variations

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to [open / launch / start] application name	Open / Launch / Start application name

Change Pen Color

You: Alexa, ask My Sharp to change pen color to red.

or

You: Alexa, ask My Sharp. Change pen color to red.

Alexa: Changing color to red.

Conversation Variations

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to change pen color to [color]	Changing color to [color]

Move to Next Page

You: Alexa, ask My Sharp to move/go to next page.

or

You: Alexa, ask My Sharp. Move/go to next page.

Alexa: Moving to next page.

Conversation Variations

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to move / jump / go / turn / proceed (to) next [page / sheet]	[Move / Jump / Go / Turn / Proceed] (to) next [page / sheet]
Alexa, ask My Sharp to [move / jump / go / turn] (to) next	[Move / Jump / Go / Turn] (to) next
Alexa, ask My Sharp to [move / go] next	[Move / Go] next
Alexa, ask My Sharp to advance [page / sheet]	Advance [page / sheet]
Alexa, ask My Sharp for next [page / sheet]	Next [page / sheet]
Alexa, ask My Sharp for next	Next

Move to Previous Page

You: Alexa, ask My Sharp to move/go to previous page.

or

You: Alexa, ask My Sharp. Move/go to previous page.

Alexa: Moving to next page

Conversation Variations

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to [move / jump / go / turn] (to) previous [page / sheet]	[Move / Jump / Go / Turn] (to) previous [page / sheet]
Alexa, ask My Sharp to [move / jump / go / turn] to previous	[Move / Jump / Go / Turn] to previous
Alexa, ask My Sharp to [move / go] previous	[Move / Go] previous
Alexa, ask My Sharp to go back (to) previous [page / sheet]	Go back (to) previous [page / sheet]
Alexa, ask My Sharp to go back	Go back
Alexa, ask My Sharp for previous [page / sheet]	Previous [page / sheet]
Alexa, ask My Sharp for previous	Previous

Print the Sheet

You: Alexa, ask My Sharp to print sheet.

or

You: Alexa, open My Sharp. Print sheet.

Alexa: Print the current sheet?

You: Yes.

Alexa: Requesting print.

Conversation Variations

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to print current sheet	Print current sheet
Alexa, ask My Sharp to print current page	Print current page
Alexa, ask My Sharp to print sheet	Print sheet
Alexa, ask My Sharp to print page	Print page
Alexa, ask My Sharp to print screen	Print screen
Alexa, ask My Sharp for print	Print

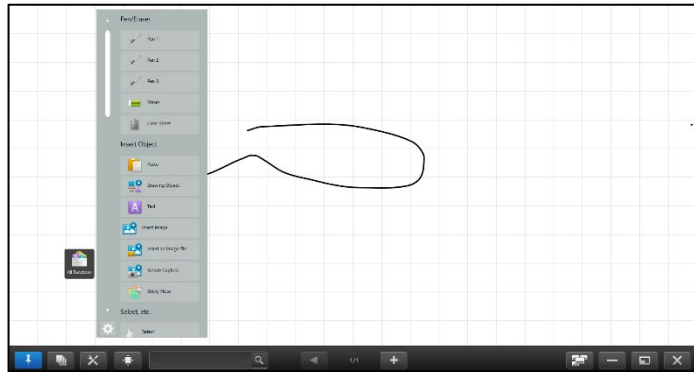
Show All Functions

You: Alexa, ask My Sharp to show all functions.

or

You: Alexa, open My Sharp to show all functions.

Alexa: Displaying all functions.



Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to show all functions	Show all functions
Alexa, ask My Sharp to show functions	Show functions / All functions / Show all
Alexa, ask My Sharp to show all features	Show all features
Alexa, ask My Sharp to show all capabilities	Show all capabilities

Clear Sheet

You: Alexa, ask My Sharp to clear sheet.

or

You: Alexa, open My Sharp to clear sheet.

Alexa: Do you want to clear the sheet?

You: Yes/No

Conversation Variations

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to clear sheet	Clear sheet
Alexa, ask My Sharp to clear	Clear
Alexa, ask My Sharp to clean sheet	Clean sheet
Alexa, ask My Sharp to clean	Clean

Launch Overlay Board

You: Alexa, ask My Sharp to launch overlay board.

or

You: Alexa, open My Sharp to launch overlay board.

Alexa: Launching overlay board.

Conversation Variations

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to launch overlay board	Launch overlay board

Screen Capture and Paste on Pen Software

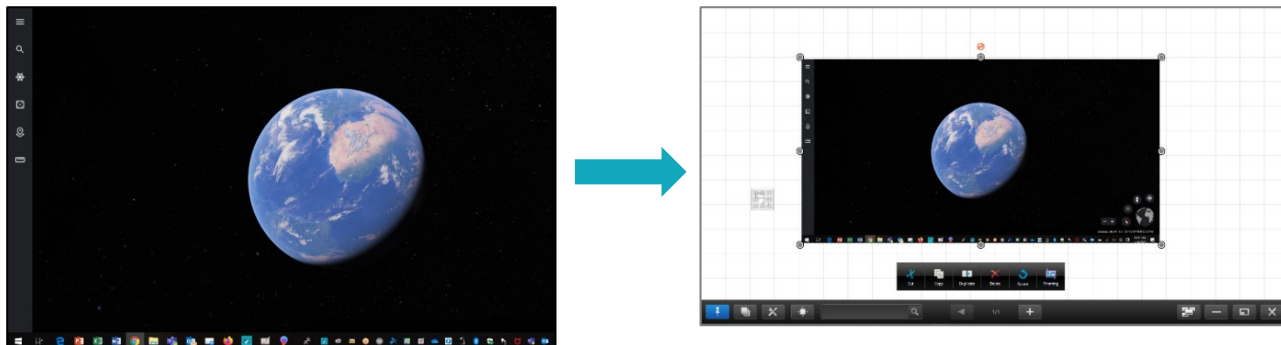
With voice commands, you can capture desktop images and paste them onto Pen Software.

You: Alexa, ask My Sharp to capture and paste on Pen Software.

or

You: Alexa, open My Sharp to capture and paste on Pen Software.

Alexa: Capturing and pasting on Pen Software.



Conversation Variations

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to capture [the] screen	Screen capture / capture and paste
Alexa, ask My Sharp to capture and paste	Capture screen
Alexa, ask My Sharp to capture the screen and paste	Screen capture and paste
Alexa, ask My Sharp to capture and paste on Pensoft	Capture the screen and paste
Alexa, ask My Sharp to capture and paste on Pen Software	Capture the screen / Capture and paste on Pensoft / Capture and paste on Pen Software
Alexa, ask My Sharp to copy screen	Copy screen
Alexa, ask My Sharp to add to Pen Software/Pen Soft	Add to Pen Software/Pen Soft

Close Pen Software

Note: Requires Pen Software Version 3.8

You: Alexa, ask My Sharp to close Pen Software.

or

You: Alexa, open My Sharp. Close Pen Software.

Alexa: Closing Pen software. Would you like to save the sheet?

You: No

Alexa: Closing Pen software without saving the sheet.

You: Yes

Alexa: Closing Pen software with saving the sheet.

Conversation Variations

Alexa "ASK" dialog	Alexa "OPEN" dialog	Alexa Response
Alexa, ask My Sharp to close Pen Software/Pensoft with save	Close Pen Software/ Pensoft with save	Closing Pen Software. The sheet is saved.
Alexa, ask My Sharp to terminate Pen Software/Pensoft	Terminate Pen Software/Pensoft	Terminating Pen Software/Pensoft. Would you like save the sheet?

Other Close Pen Software Conversation Variations

Alexa "ASK" dialog	Expected Behavior
User: Close Pensoft / Pen Software without save Alexa: Closing Pen Software. The Sheet will not be saved. Are you sure? User: Yes Alexa: Closing Pen software without saving the sheet.	Close Pen Software without saving.
User: Close Pensoft / Pen Software without save Alexa: Closing Pen Software. The Sheet will not be saved. Are you sure? User: No Alexa: Would you like to save the sheet then close pend software? User: Yes Alexa: Closing Pen software with saving the sheet.	Close Pen Software and save.
User: Close Pensoft / Pen Software without save Alexa: Closing Pen Software. The Sheet will not be saved. Are you sure? User: No Alexa: Would you like to save the sheet then close pen software? User: No Alexa: Cancelled your request.	Cancel closing Pen Software.
User: Close Pensoft / Pen Software without save Alexa: Closing Pen Software. The Sheet will not be saved. Are you sure? User: No Alexa: Would you like to save the sheet then close pen software? User: Cancel Alexa: Cancelled your request.	Cancel closing Pen Software.

End the Meeting

You can end meetings through voice command. This command disconnects casting, ends the supported web conference session, exits Pen Software and closes the Synappx Meeting Assistant.

You: Alexa, ask My Sharp to end meeting.

or

You: Alexa, open My Sharp. End meeting.

Alexa: Do you want to end this meeting?

You: Yes / Okay / Go ahead.

Alexa: Ending meeting.

Conversation Variations

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to [end / complete] meeting	[End / Logout / Complete] meeting

Display Control

Using voice command, you can control Sharp display products.

- Change input
- Turn display on/off

Change Input

You: Alexa, ask My Sharp to change input HDMI1.

or

You: Alexa, open My Sharp. Change input HDMI1.

Alexa: Displaying input HDMI1.

Conversation Variations

Note: Ensure the display network card is connected to the network with a static IP address. Input options: HDMI, HDMI1, HDMI2, HDMI3, DisplayPort, DisplayPort1, DisplayPort2, D-SUB, and D-SUB1. If an input is unavailable, Alexa will respond with available options.

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to [change / switch] input {input name}	Change / Switch {input name}

Turn On/Off Sharp Display

You: Alexa, ask My Sharp to turn on/off display.

or

You: Alexa, open My Sharp. Turn on/off display.

Alexa: Turning on display.

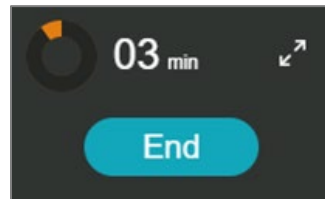
Note: The Sharp display will not turn off with voice control if the Direct Drawing application is open. Close Direct Drawing before executing the voice command.

Conversation Variations

Alexa "ASK" dialog	Alexa "OPEN" dialog
Alexa, ask My Sharp to [power / turn on / power on / power up] [display board / interactive display / AQUOS BOARD]	[Power / Turn on / Power on / Power up] [display board / interactive display / AQUOS BOARD]
Alexa, ask My Sharp to [turn on / power on / power up]	[Turn on / Power on / Power up]
Alexa, ask My Sharp to [turn off / power off / power up] [display board / interactive display / AQUOS BOARD]	[Turn off / Power off / Power up] [display board / interactive display / AQUOS BOARD]
Alexa, ask My Sharp to [turn off / shut off]	[Turn off / Shut off]

End a Meeting

Synappx Meeting 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 Meeting Assistant is minimized.



By simply selecting the **End** button or saying "End Meeting" with voice operation, you can disconnect from the web conference on the client device (Windows client only) and end screen mirroring. This action also closes the Meeting Assistant so that the next team can start their meeting promptly.

You: Alexa, ask My Sharp to end meeting.

or

You: Alexa, open My Sharp. End meeting.

Alexa: Do you want to end this meeting?

You: Yes/No.

Share Meeting Materials (Microsoft 365)

Meeting organizers can share edited meeting materials with attendees after the meeting. When this feature is enabled, Synappx Meeting 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 Meeting 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 Meeting Assistant and edit them during the meeting.
2. Use the Synappx Meeting Assistant 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

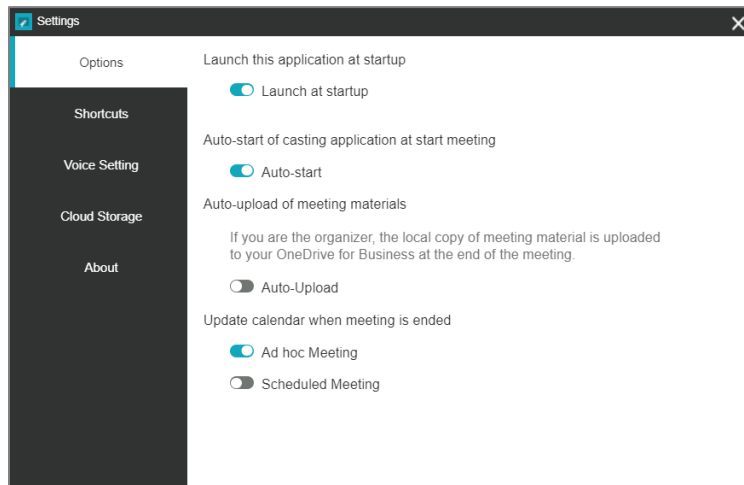
- **Folder Structure:** Synappx > Meeting > YYYYMMDD_[meeting title]
- **File Name Structure:** [original file name]_synappx_[YYYYMMDD]

	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


Optional Settings

Options


Synappx Meeting allows you to set preferences in settings.




Launch at Startup

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

Auto-Start Casting

When you start a meeting with Synappx Meeting, you have the option of disabling automatic casting. All other elements of Synappx Meeting 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

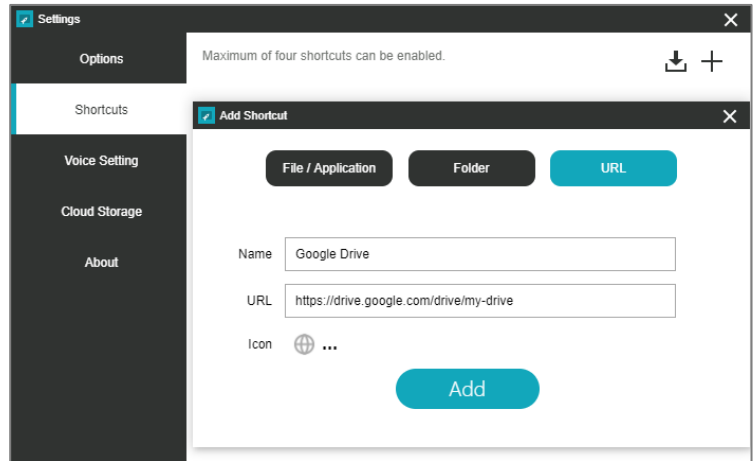
You have the option to update the Outlook calendar when a meeting ends early. By default, ad hoc meetings are set to update the calendar, not scheduled meetings. By enabling this option, you can free the room for other team members.

Shortcuts

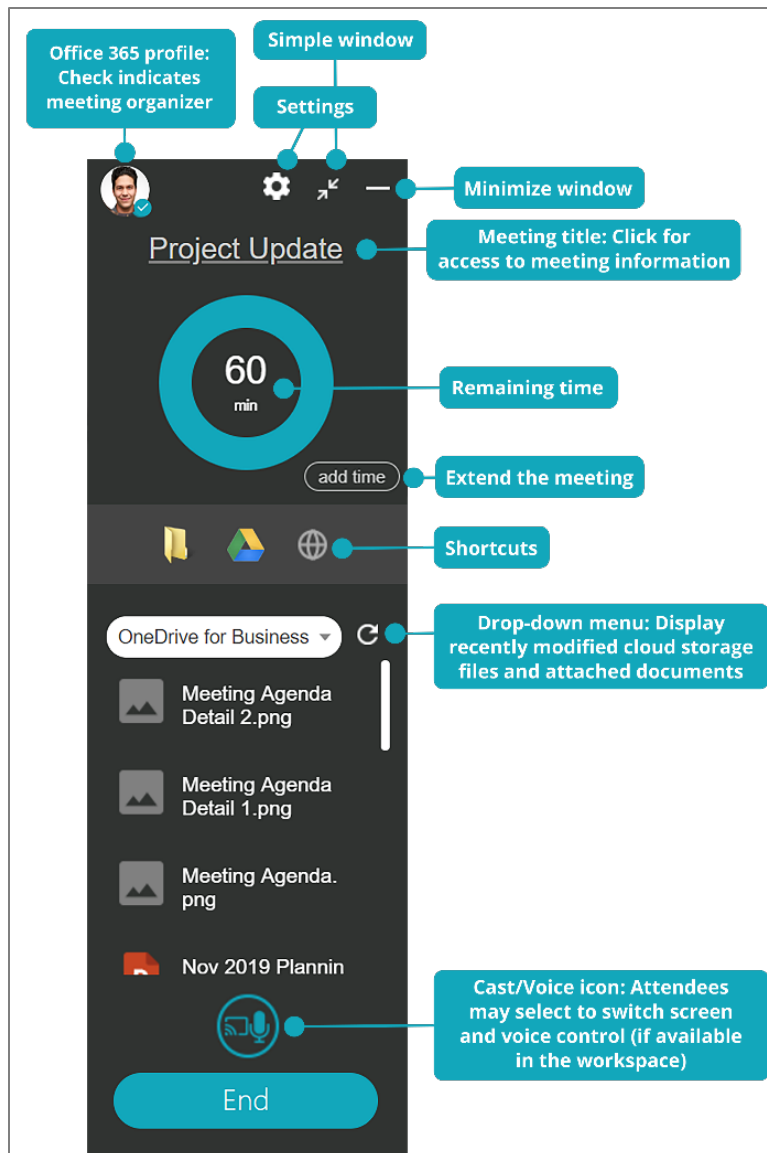
Shortcuts help you quickly access websites and frequently used document storage (local or cloud folders).

To configure shortcuts:

- Go to Synappx Meeting 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)




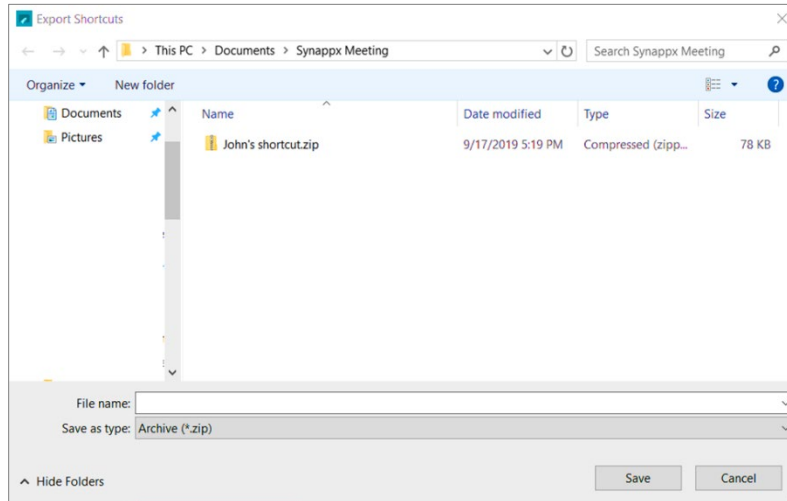
Once the shortcut is created, the icon will be displayed in the Synappx Meeting Assistant.




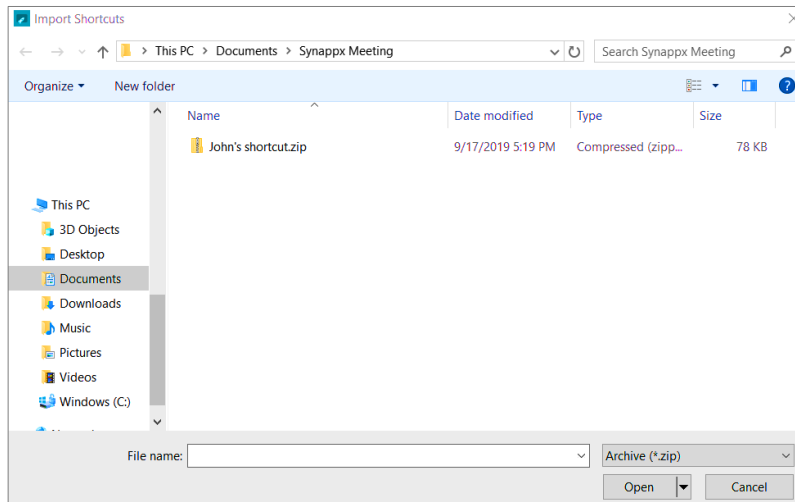
Saving and Exporting Shortcuts

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

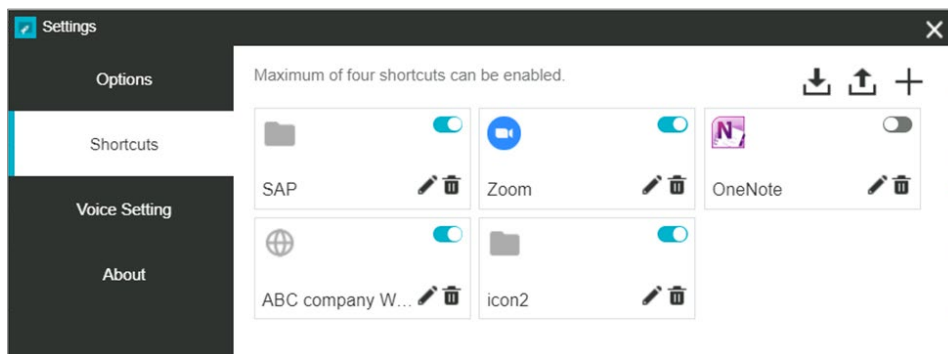
1. From the **Shortcuts** tab in **Settings**, select  to save shortcuts for export.
2. File explorer will appear. Select the folder destination to save the shortcut file and enter a file name. Then select **Save**.




3. Open the Synappx Meeting **Shortcuts** and select  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.



Voice Setting

Voice control is enabled by default. Select the toggle to disable startup launch . Administrators register Amazon Alexa devices in workspaces (See [Voice Control](#) for more information).

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.

Synappx Meeting Mobile App

Users can start and access meetings on the Synappx Meeting mobile app (available for iOS and Android™ devices).

Download the app from the Apple® App Store® (iOS) or Google Play™ store (Android).



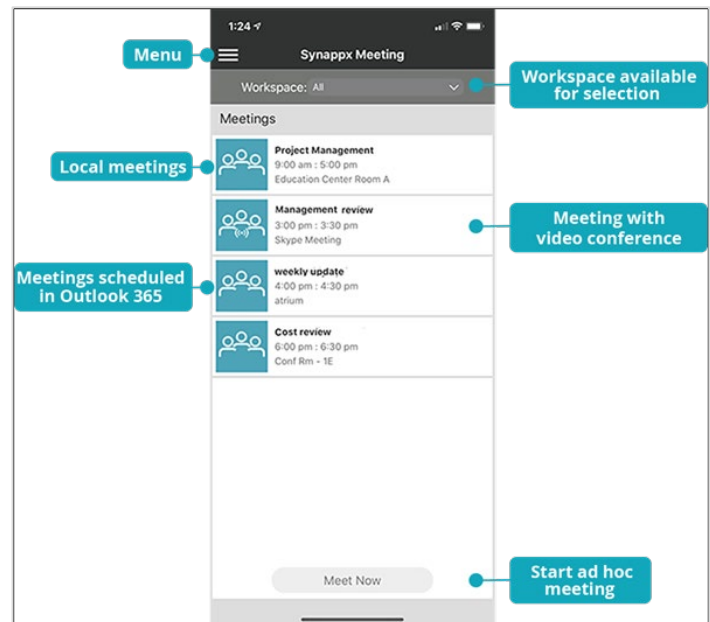
Use your Microsoft 365 or Google Workspace credentials to log in to the Synappx Meeting app.

The chart below highlights feature differences on the mobile app. For more information, see the [System Requirements](#).

Features	iOS	Android™
Start Meeting	✓	✓
Auto-Casting	✗ (Use AirPlay for device casting)	✗ (Use Google Cast or Miracast for device casting)
Auto-Start Web Conference	✓ (Requires web conf app)	✓ (Requires web conf app)
Access to Files	✓	✓
Meeting Timer	✓	✓
Voice Operation	✗	✗
End Meeting	✓	✓

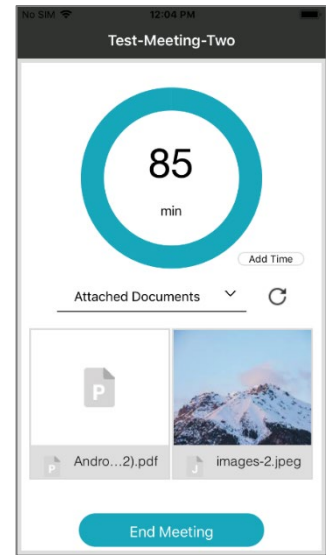
Meeting List Screen

After logging in, you will see a list of your meetings scheduled for the next eight hours.

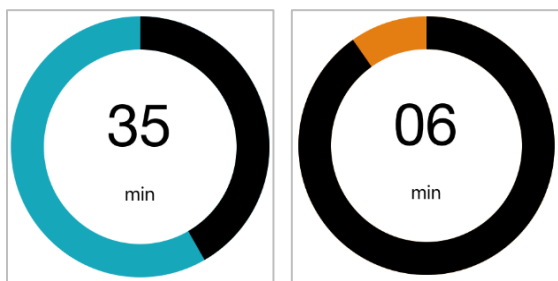


Start Scheduled Meeting

1. From the meeting list screen, tap a meeting to start. The **Meeting Details** screen will display.
2. Confirm the meeting details and tap **Start Meeting**. The meeting will start, and the **Meeting Progress** screen will display.



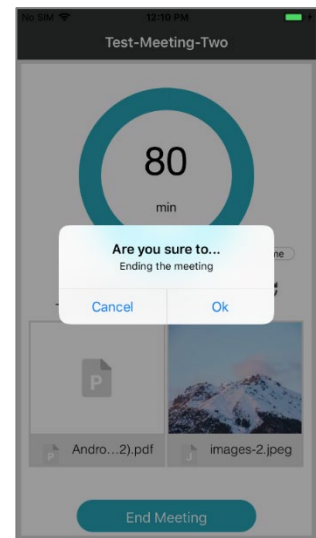
Meeting Timer



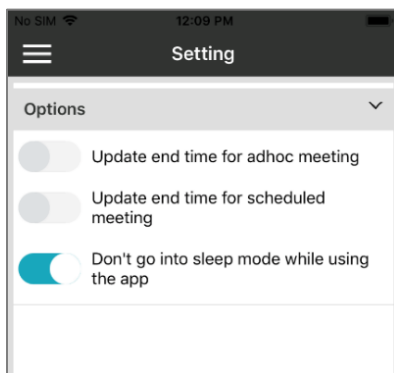
When the meeting is started, the meeting timer starts counting down. The round timer shows the remaining minutes left. When the meeting nears end (10% time remaining), the progress bar color changes to orange. If the meeting goes over time, the progress bar color changes to red and begins counting up.

End Meeting

To end the meeting, tap **End Meeting**. Select **Ok** to confirm meeting end or select **Cancel** to continue the meeting.



Settings



While using Synappx Meeting, the app prevents your phone from entering sleep mode to ensure access to key features like files and the meeting timer. The sleep default setting can be disabled in the app settings.

Under settings you can also enable Synappx to update the calendar for ad hoc and scheduled meetings. This allows you to free the meeting room if the meeting ends early.

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S Y N A P P XTM



For more information, visit the [Synappx support site](#).

Access the [Synappx Terms of Use](https://business.sharppusa.com/synappx-support/about/termsfuse) at <https://business.sharppusa.com/synappx-support/about/termsfuse>.

Access the [Synappx Privacy Policy](https://business.sharppusa.com/synappx-support/About/Privacy) at <https://business.sharppusa.com/synappx-support/About/Privacy>.

Access the [Synappx End User License Agreement](https://business.sharppusa.com/synappx-support/about/EULA) at <https://business.sharppusa.com/synappx-support/about/EULA>.

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