

**SHARP**<sup>®</sup>

# Synappx mDesk Experience

## Quick Start Guide

**SYNAPPX**<sup>™</sup>



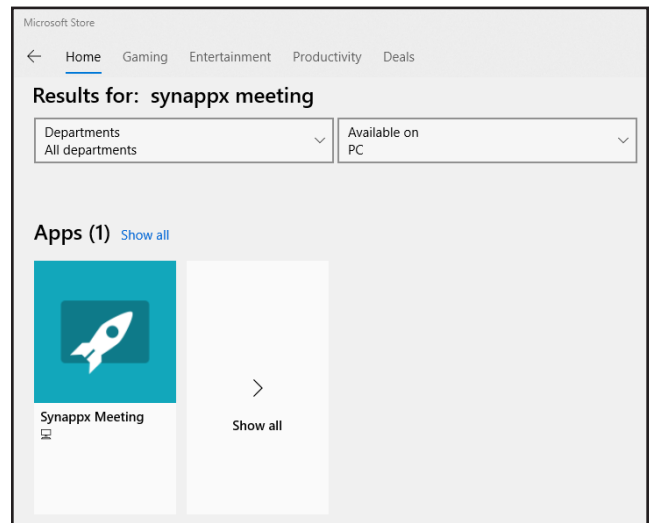
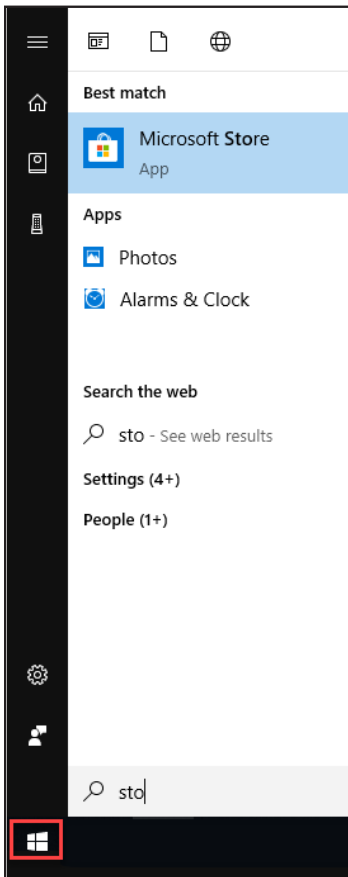
# THE SYNAPPX mDESK EXPERIENCE

## DOWNLOAD

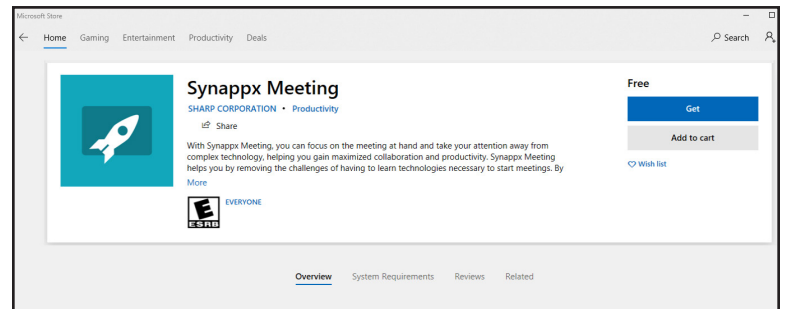
### DOWNLOAD SYNAPPX MEETING FROM THE MICROSOFT® STORE

mDesk simplifies web conferences in your virtual workspace, providing you with all the benefits of Synappx Meeting right from your home! *Now Synappx Go users can preview the new mDesk experience\*!* Your Synappx Go license (new and existing) harnesses the power of mDesk.

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.

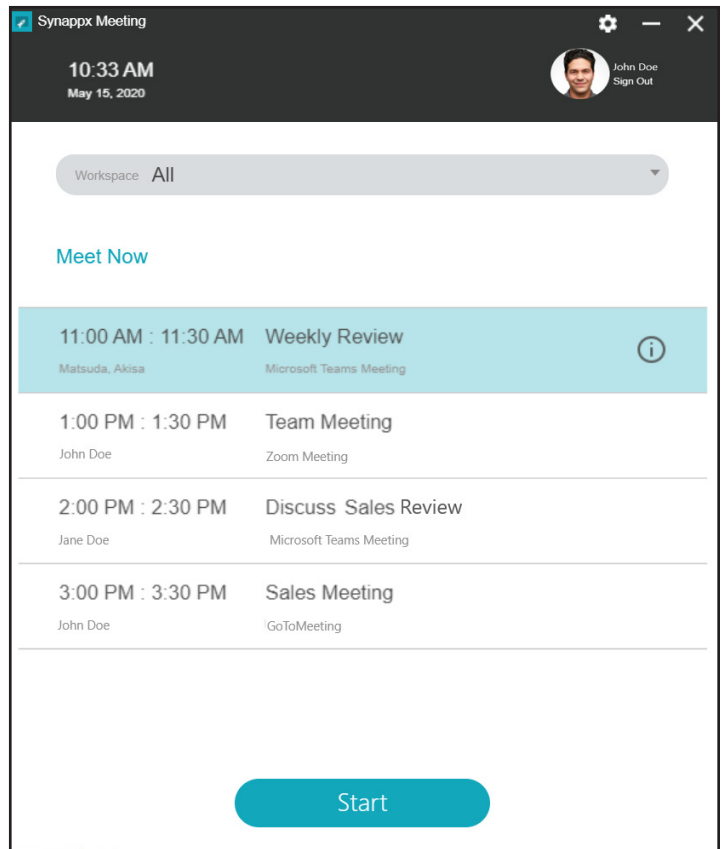
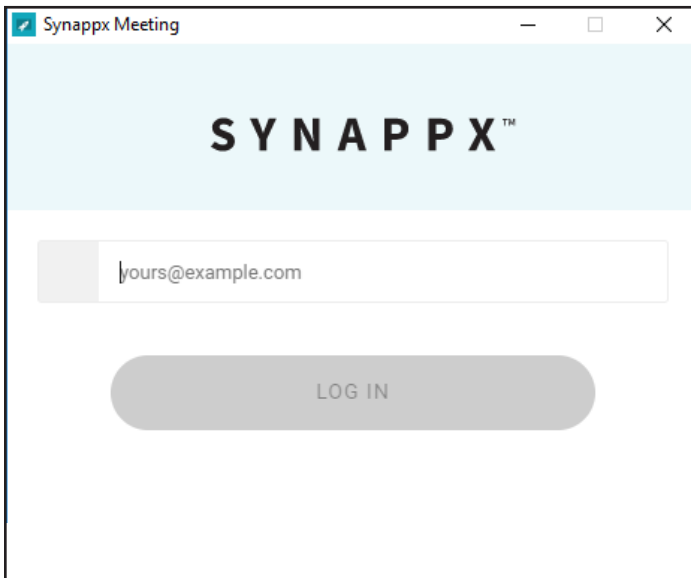
\*Auto Mirroring/casting requires a Synappx Meeting room license.

# SETUP

## LOG IN

Synappx synchronizes with your organization's cloud service environment, either Microsoft® 365 or G Suite™. Enter your Microsoft 365 or G Suite email address and select **LOG IN**.

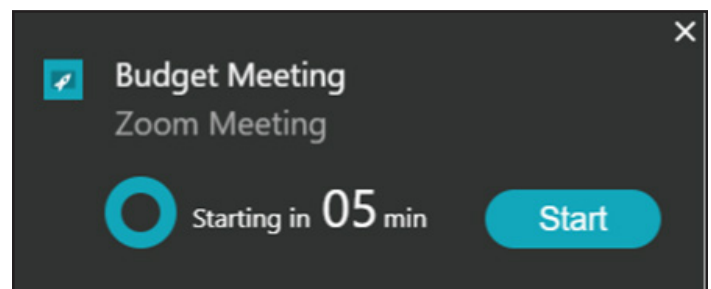
The Synappx Meeting Launcher will open with a list of meetings scheduled for the day.



## HOW IT WORKS

### START A SCHEDULED MEETING

1. Select the meeting; then select **Start**.  
OR
2. Double-click the meeting.  
OR
3. Select start on the five-minute countdown reminder.



# Meeting Assistant

The Meeting Assistant opens when an organizer or attendee starts a meeting.

## AUTO-START WEB CONFERENCES

Start your web conference with the click of a button—no looking for a meeting invite or login information.

## EASY ACCESS TO MEETING MATERIALS

Set shortcuts to your favorite cloud storage applications and access meeting attachments.

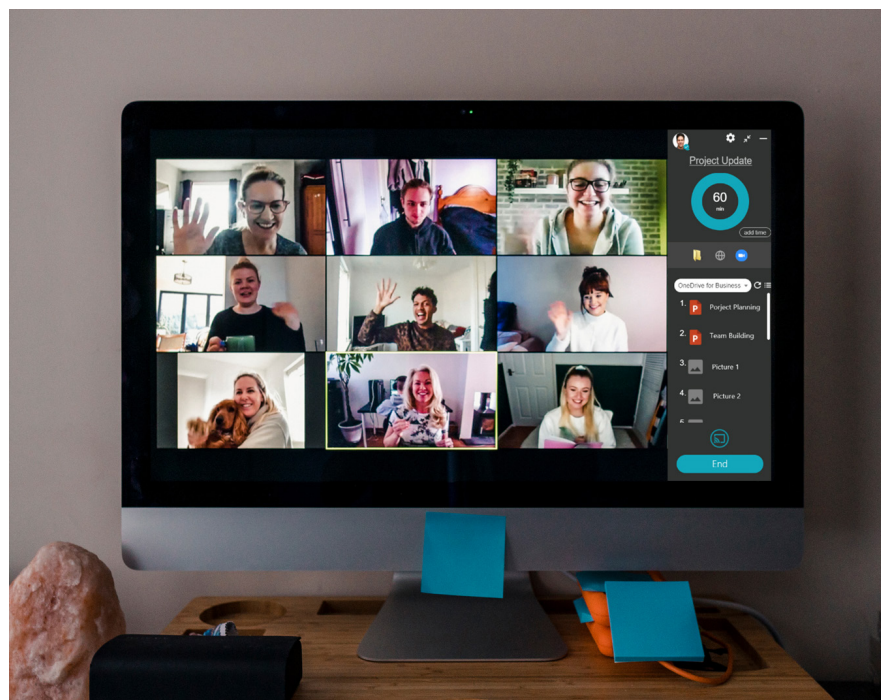
## TRACK MEETING TIME

mDesk helps you manage your meeting time with a countdown to meeting start, meeting timer, and end meeting reminder.

## END MEETING AND DISCONNECT

End your meeting with one click and mDesk automatically ends the web conference.

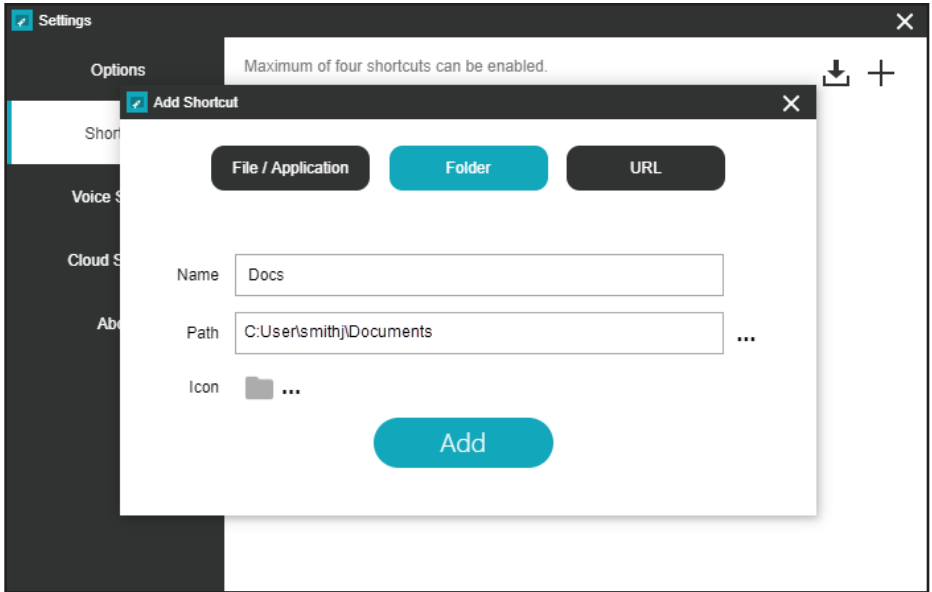
my Desk • my Meeting • my Mobile



# OPTIONAL SETUP

## SET SHORTCUTS

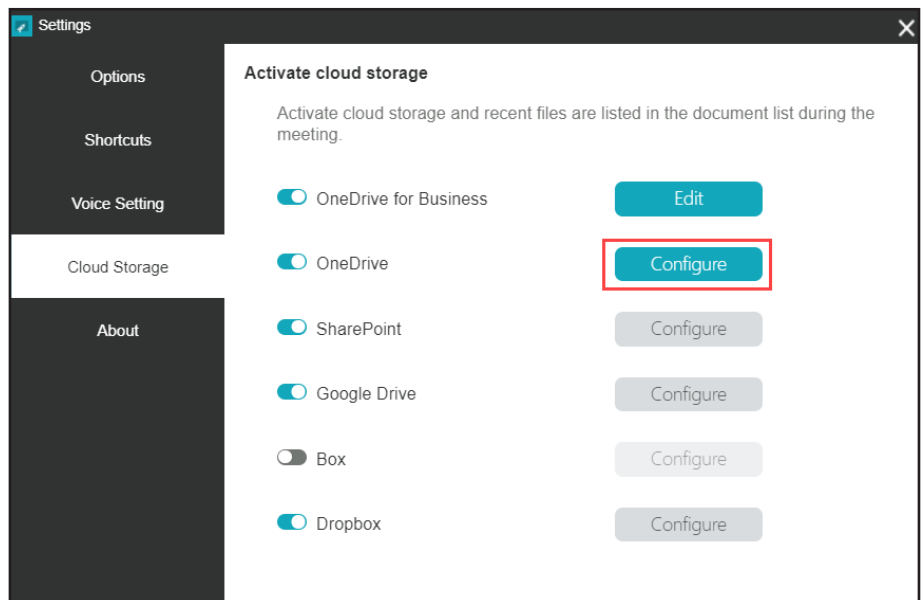
1. Select the **settings gear** in the launcher or meeting assistant.
2. Go to **Shortcuts**.
3. Select **+**.
4. Select the type of shortcut.
5. Type a name for your shortcut.
6. Enter the file or folder path or website URL.
7. Select **...** to upload an image as an icon or leave the default icon.



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

## ACTIVATE CLOUD STORAGE

1. Select the **settings gear** from the launcher or meeting assistant.
2. Go to **Cloud Storage**.
3. Select **Configure** to activate a cloud storage service.
4. Synappx will prompt you to log in to an activated cloud site when you start a meeting and select that cloud storage service.
5. Select **Edit** to change configured cloud storage settings.



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