

Axcient

x360Sync

Thin Client

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The Thin Client for Windows Machines

In addition to using the classic desktop client, you can also manage local files and folders using the Thin Client.

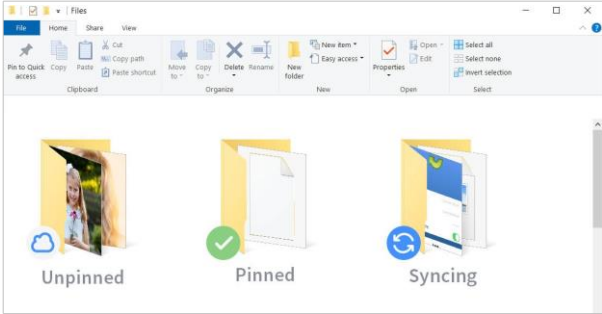
By default, the Thin Client helps you conserve local storage resources by only storing files and folders in the cloud (online only). Files and folders will still display in your local Synced Folder to help you visually monitor and manage your content.

If you need to edit cloud content without an Internet connection, you can simply mark content as *Pinned*. Your file will quickly download and become available for offline use. If you no longer need offline access to your content, we recommend that you mark the file or folder as *Unpinned* for improved storage management.



NOTE

Currently, you can only install the Thin Client on Windows machines. Future releases will support Mac machines.

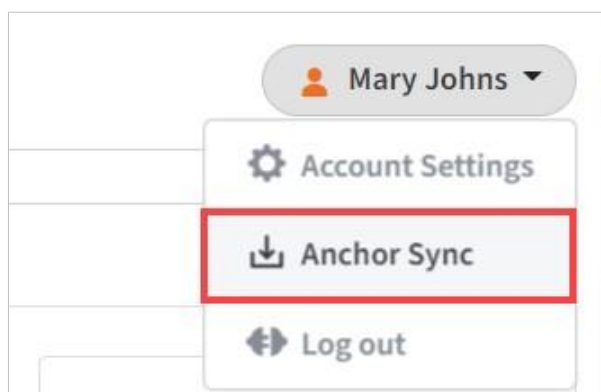


How to Download the Thin Client

When you download and install the Thin Client, you can access your files and folders directly on your computer (local machine).

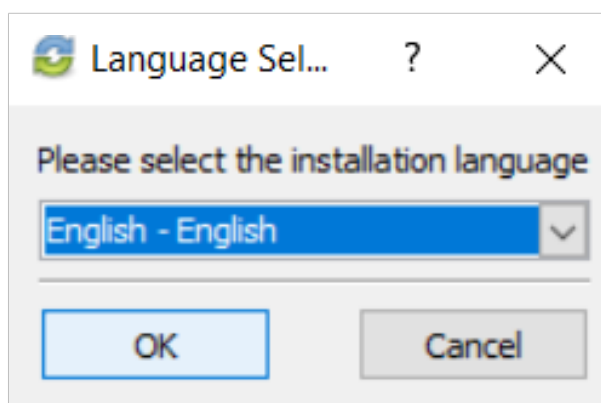
To download the Thin Client on a Windows machine:

1. Click the **Download** button in the web portal.

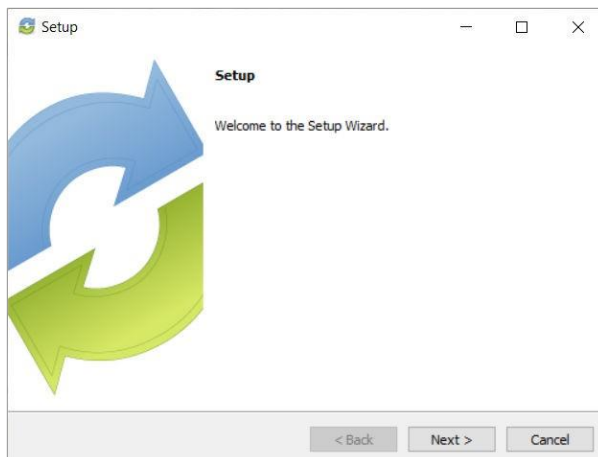


The *Download* page displays.

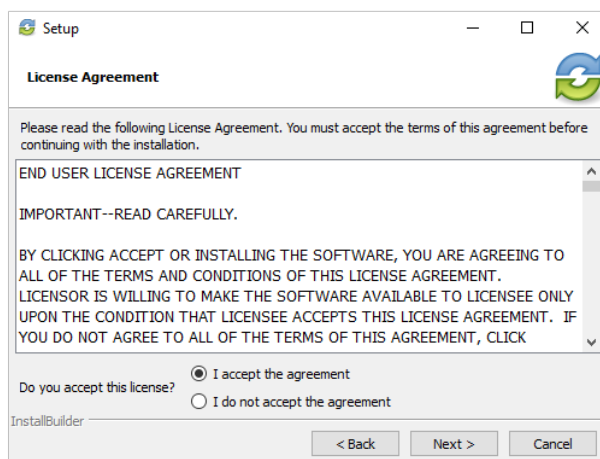
2. In the *Download* page, select the Thin Client button. The selected file will start to download, or you will be prompted to save the file, depending on your browser type.
3. When the file finishes downloading, click the **installation** file to launch the *Setup Wizard*.
4. Select your language and click the **OK** button to continue.



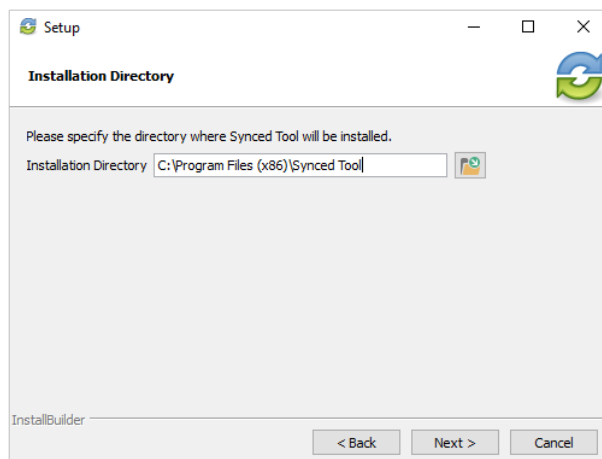
5. Click the **Next** button to start the *Setup Wizard*.



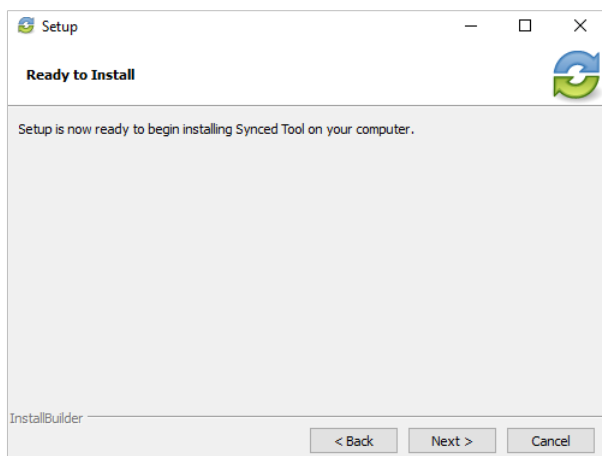
6. In the *License Agreement* screen, click the **I accept the agreement** radio button if you accept the license. Then, click the **Next** button to continue.



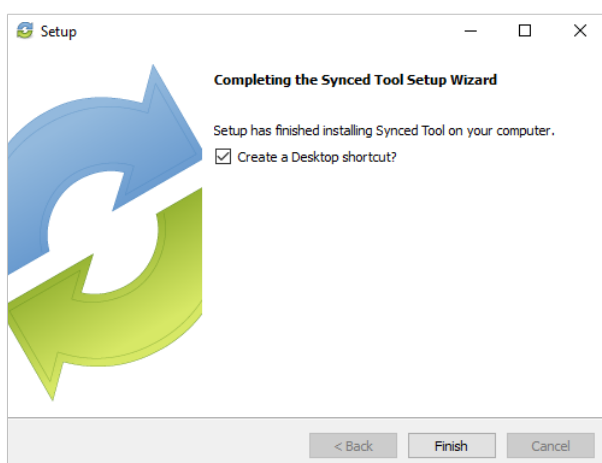
7. In the *Installation Directory* screen, select the location where you want the installation files to reside on your local machine. In most instances, you can accept the default location. Alternatively, manually input a new directory or click the **Folder** icon to select a new directory on your local machine. Click the **Next** button to continue.



8. In the *Ready to Install* screen, click the **Next** button to begin the installation process.



9. When the *Setup Wizard* completes, you can optionally click the **Create a Desktop Shortcut** checkbox. Then, click the **Finish** button.





NOTE

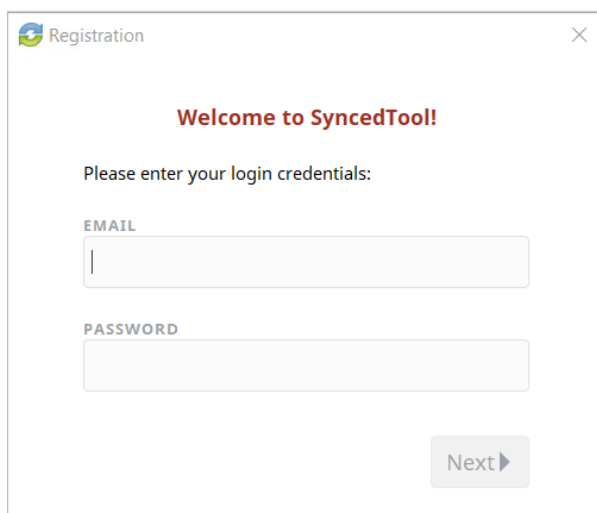
You *must* restart your computer to complete the installation process.

How to Register the Thin Client

After the Thin Client is installed, it must be registered to your user account so that it can recognize the files and folders that belong to you.

To register the Thin Client on a Windows machine:

1. After the *Setup Wizard* completes, the *Registration Wizard* will automatically launch. Alternatively, click the icon on your computer's system tray or menu bar and select **Register**.
2. In the *Registration* screen, enter your **login credentials** as provided by your administrator. Click the **Next** button to continue.



Registration

Welcome to SyncedTool!

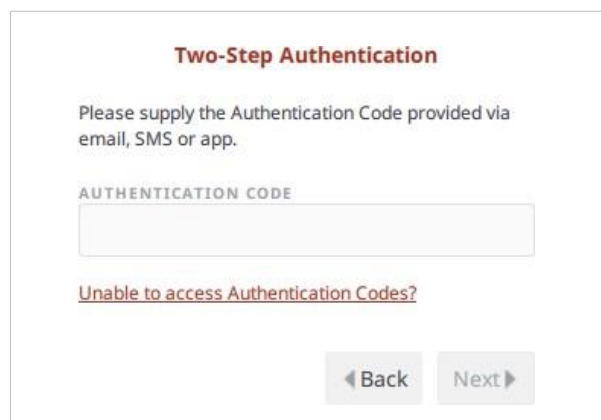
Please enter your login credentials:

EMAIL

PASSWORD

Next ▶

- a. If Two-Step Authentication has been enabled for your organization or for your user account, you will also be prompted to enter an authentication code at the time of initial registration.



Two-Step Authentication

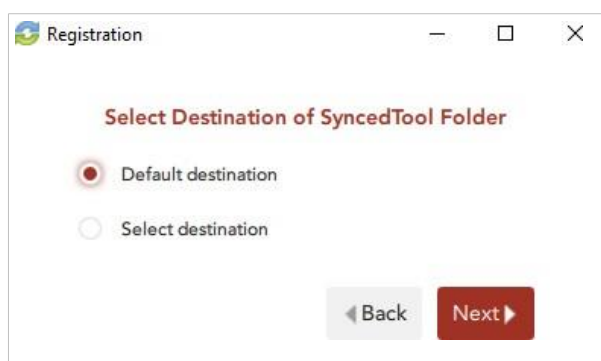
Please supply the Authentication Code provided via email, SMS or app.

AUTHENTICATION CODE

[Unable to access Authentication Codes?](#)

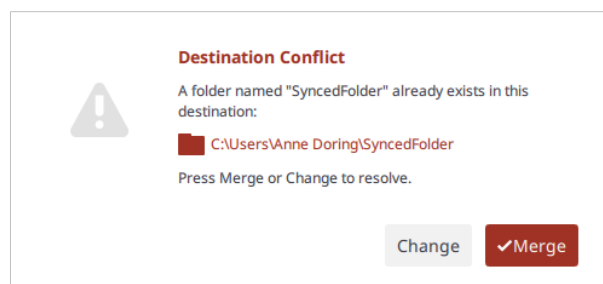
◀ Back Next ▶

- b. After you receive your authentication code, enter the **authentication code** and press the **Next** button.
3. In the *Select Destination of Folder* screen, select either a default or customized destination for Synced Folder, where all files, folders, and team shares can be accessed on your local machine. In most instances, you can select **Default**, and you will be able to access Synced Folder in the following location: *C:\Users\[User Name]\Synced Folder*.



- If you selected the **Select destination** radio button, you will be prompted to choose your preferred folder location. In the *Select Destination* screen, click the **Browse** button to specify another location on your local machine. Click the **Next** button when you are finished.

In some cases, if you have previously installed using the same settings, you will receive a warning message indicating that a folder already exists. Click the **Merge** button to merge with the existing folder, and then continue with the Registration Wizard.



4. Click the **Finish** button when the *Registration Wizard* completes.

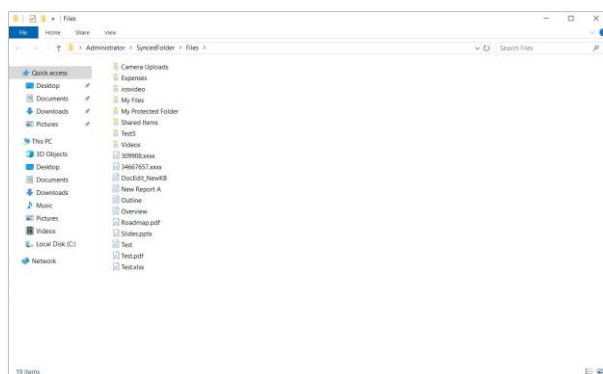


How to Sync Files with the Thin Client



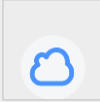

When files and folders are added to the web portal, they automatically become viewable on your local machine, inside your Synced Folder. You can either keep content online to conserve local storage resources, or make files available for offline use.







To upload files in the Thin Client on a Windows machine:

1. On your computer (local machine), open the Thin Client in an Explorer window.



2. By default, files and folders are stored in the cloud. To make content available for offline use, right-click a file or folder, point to the Synced Folder menu item, and select **Pin**.
3. If you no longer need offline access to your content, right-click a file or folder, point to the Synced Folder menu item, and select **Unpin**.
4. To sync local content to the cloud, simply drag files or folders into your Synced Folder. Alternatively, you can create files inside of your Synced Folder, or save files to Synced Folder directly from the application in which you are working (for example, Microsoft Word).
5. Use the icons to understand the current status of your files and folders.

Status	Description	Not Locked	Locked
Syncing	The Syncing icon indicates that the file or folder is uploading or downloading, and not synced with the server.		
Unpinned (Online Only)	The Unpin icon indicates that the file or folder is only available in the cloud and not available locally.		

Status	Description	Not Locked	Locked
Cached	The Cached icon indicates that the file is fully downloaded, not pinned and synced with server.		
Pinned (Available Offline)	The Pin Offline icon indicates that the file or folder is fully downloaded, pinned, and synced with the server.		
Warning	The Warning icon indicates that the file has at least one warning. For more information on warnings, please reference How to Manage Preferences [14] section.		

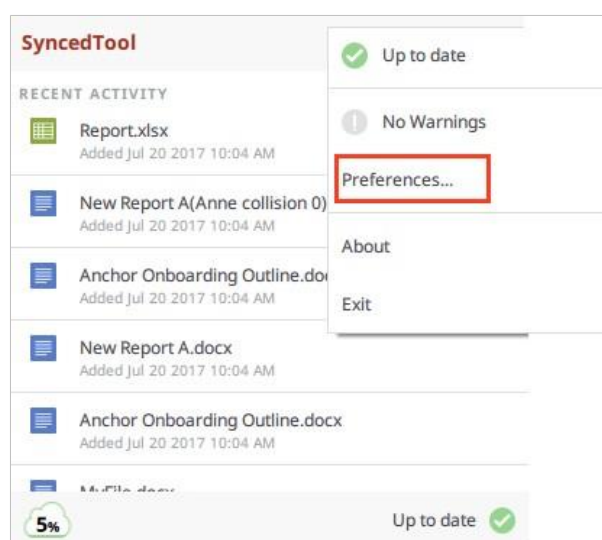
How to Manage Preferences for the Thin Client

Using the icon on your computer's system tray, you can manage preferences, pause a sync process, and view warning messages.

Managing Preferences

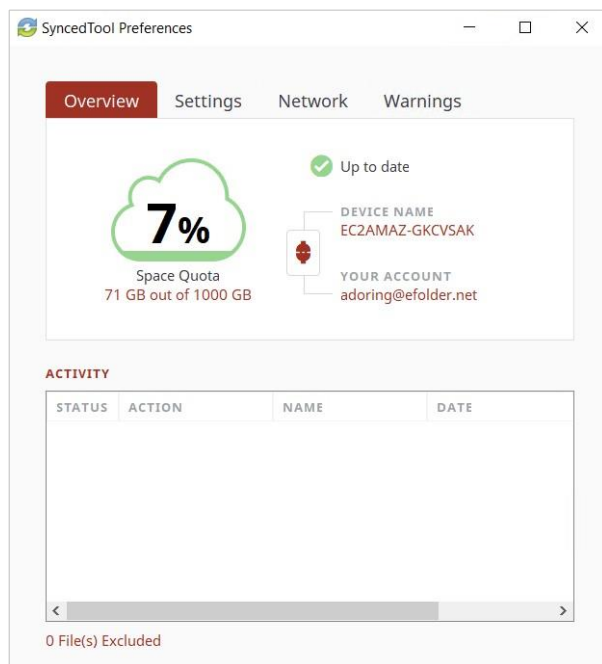
To manage your preferences or to change your settings:

1. Click the **system tray icon**, click the **Manage** button, and then select **Preferences**.

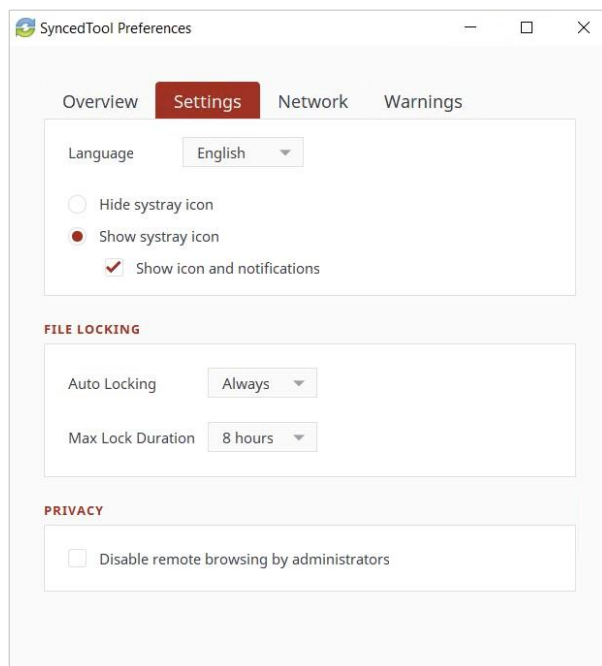


The *Preferences* dialog box displays, showing the *Overview* tab.

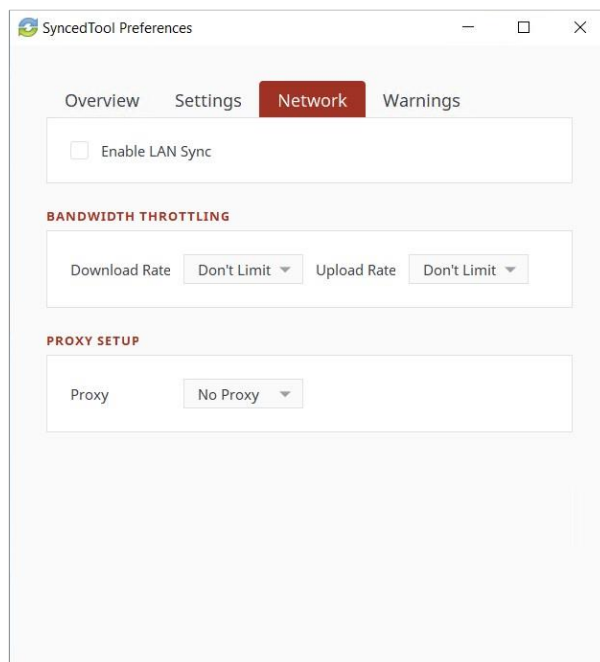
2. Use the *Overview* tab to view important information and status updates, including:
 - a. The current state of the sync process, including whether the files are up to date, pending sync, or currently syncing;
 - b. The total amount of space quota available and the total amount of space used;
 - c. The device name and the device account information;
 - d. The *Unregister* button, which unregisters your device; and
 - e. The *Activity* area, which lists the status of uploaded and downloaded files, as well as a notification of excluded files.



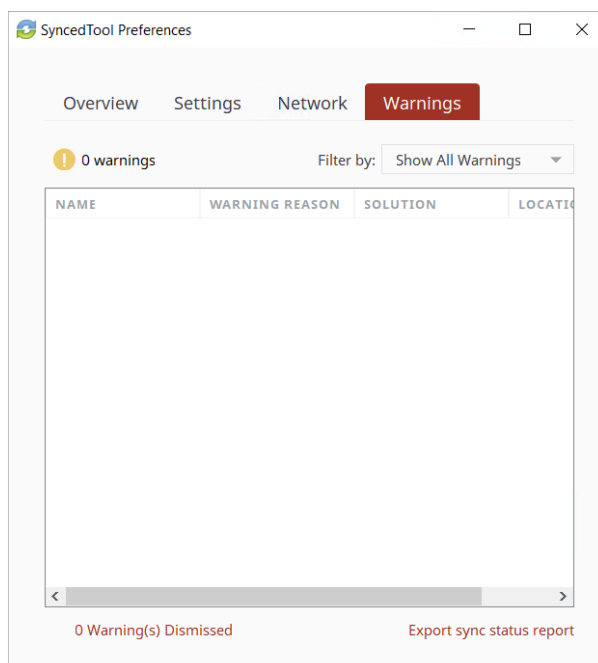
3. Click the **Settings** tab to specify language, locking, and remote browsing settings. For example:
 - a. Click the **Language** drop-down menu to select your preferred language. You can also choose to show or hide desktop notifications.
 - b. In the File Locking section, click the **Auto Locking** drop-down menu to set your preferred auto-locking preference. If your administrator has turned on the Auto-Locking feature for a Team Share, you can decide to automatically lock, never lock, or receive a prompt each time you open a supported Word, PowerPoint, or Excel file in a Team Share.
 - c. In the Privacy section, click the **Disable Remote Browsing** checkbox to prevent administrators from remotely browsing the contents of your Synced Folder (for example, to create a backup of your local folders).



4. Click the **Network** tab to manage LAN Sync, bandwidth, and proxy settings. For example:
 - a. Use the **Bandwidth Throttling** section to configure bandwidth settings; you have the option to set a specific limit, or decide not to limit bandwidth. Please note that administrator settings might override your personal settings.
 - b. Click the **Proxies** drop-down to configure proxy settings for your network connection. You can select from:
 - No proxy,
 - Detect Automatically, which auto-detects proxy settings from your system or network, or
 - Custom, which allows you to apply custom proxy configurations if automatic proxy detection is not available through the operating system.



5. Click the **Warnings** tab to view a list of file sync warnings. While still in this tab, you can also click the **Export Sync Status Report** link to save information about the current sync status to a text file.

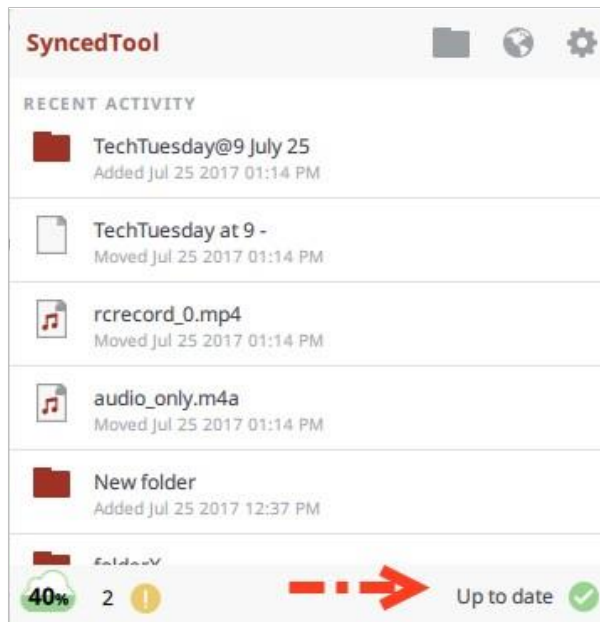


Pausing a Sync Process

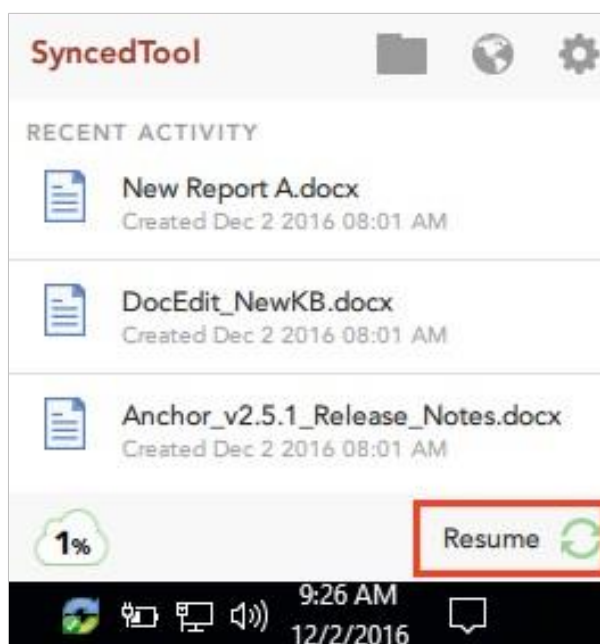
You may find times when you would like to pause the sync process, such as when you are getting on a plane, when you want to conserve bandwidth, or if you would like to work in isolation.

To pause a sync process on a Windows or Mac machine:

1. Click the system tray icon and hover over the **Status** message (for example, *Up to date*). On a Windows machine, the icon is located in the lower right-hand corner of the screen.



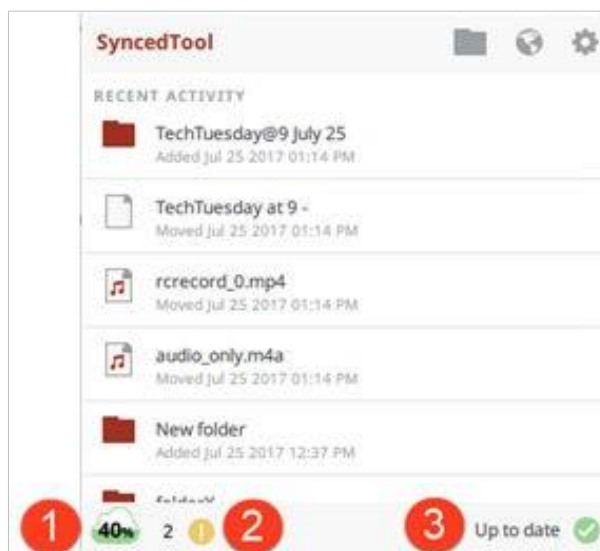
2. When the text changes, click the **Pause** button.
3. To resume the sync process, hover over **Paused** and select **Resume**.



Viewing Warning Messages

In addition to managing preferences and pausing a sync process, you can view the Thin Client warning messages and resolve issues directly from the system tray icon.

1. The *Space Quota* indicator message displays the amount of space you are currently utilizing.
2. The *Resolve Sync Warnings* indicator activates when a file sync warning—such as a collision or a locked change warning—occurs on your local machine. When this indicator is active, click to resolve the file sync warning.
3. The *Status* indicator displays the progress of the sync process. This indicator will alert you when the sync process is up to date, syncing, paused, or disconnected. You can also hover over this indicator to enable pause and resume functionality.



Reviewing Product Updates

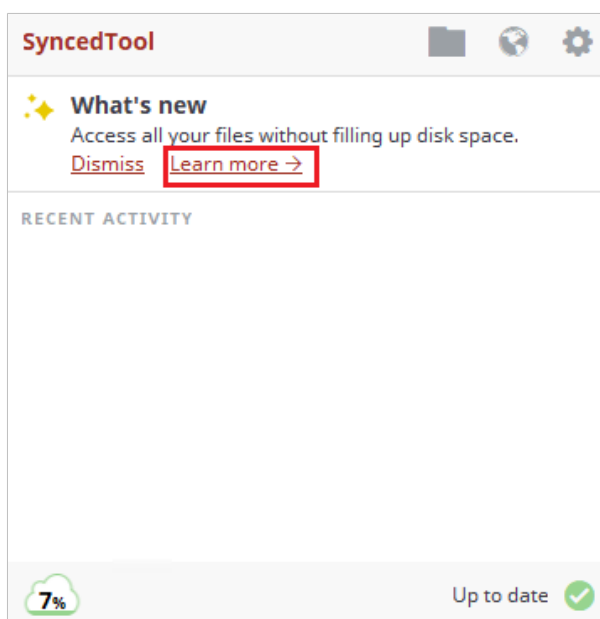
When product changes have been released for the Thin Client, your system will automatically update and alert you of important new features through the system tray icon. As a best practice, we recommend that you review these notifications to learn about key features and functionality.



NOTE

The Thin Client will only update when you are connected to the Internet.

1. Click the **system tray icon**. If new features have been released, you will see a *What's New* notification.
2. Click the **Learn more** link to learn about key new features and functionality.



3. Continue reviewing product change information by clicking the **Next** link when available.



4. Click the **Done** link when you are finished.

