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**JUMPDRIVE USERS – MAY 2016**

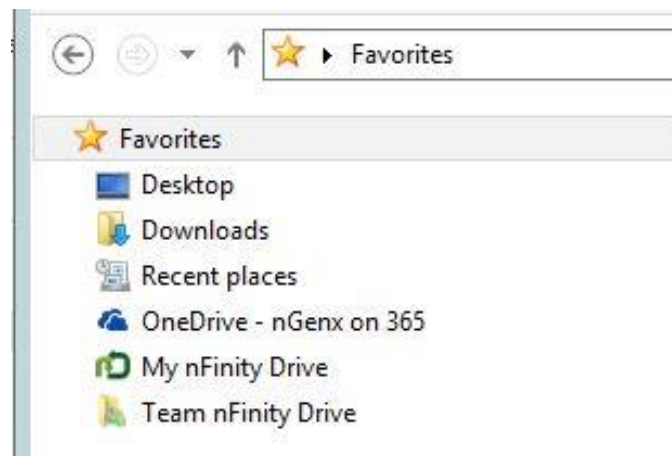
# How to Set Up the nWorkSpace Client

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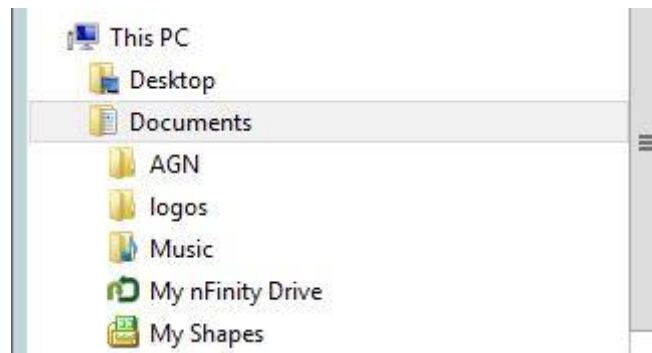
This guide outlines how the JumpDrive is initially accessed, downloaded, configured and used by Users from the nWorkSpace and on desktops, laptops and mobile devices.

## Accessing JumpDrive from the nWorkspace

- Connect to the nWorkspace
- Open Windows Explorer - you will see a pair of items in the Favorites section called My JumpDrive and JumpDrive Team Share



- My JumpDrive represents your personal file sync location. This can also be accessed underneath My Documents in Windows Explorer.





- Team JumpDrive represents company shared sync locations that have been shared to you. This can also be accessed under in JumpDrive Team Share in the I: drive.



## Logging into JumpDrive from the Web Interface

- Navigate to your login page – this will be <https://yourcompanyname.syncedtool.com>. For example, the CloudJumper login page is <https://ngenx.syncedtool.com>.
- Enter your Username and Password and click **log in** to continue

A screenshot of the ngenx login page. At the top is the ngenx logo, which consists of a green stylized 'n' followed by the word "ngenx" in a grey sans-serif font. Below the logo is a login form with a title bar that says "Login" with a user icon. The form has two input fields: "Username/Email:" and "Password:". Below the password field is a link that says "Forgot Password?". To the right of the password field is a blue button that says "LOG IN". At the bottom of the page is a link that says "Not your organization?".

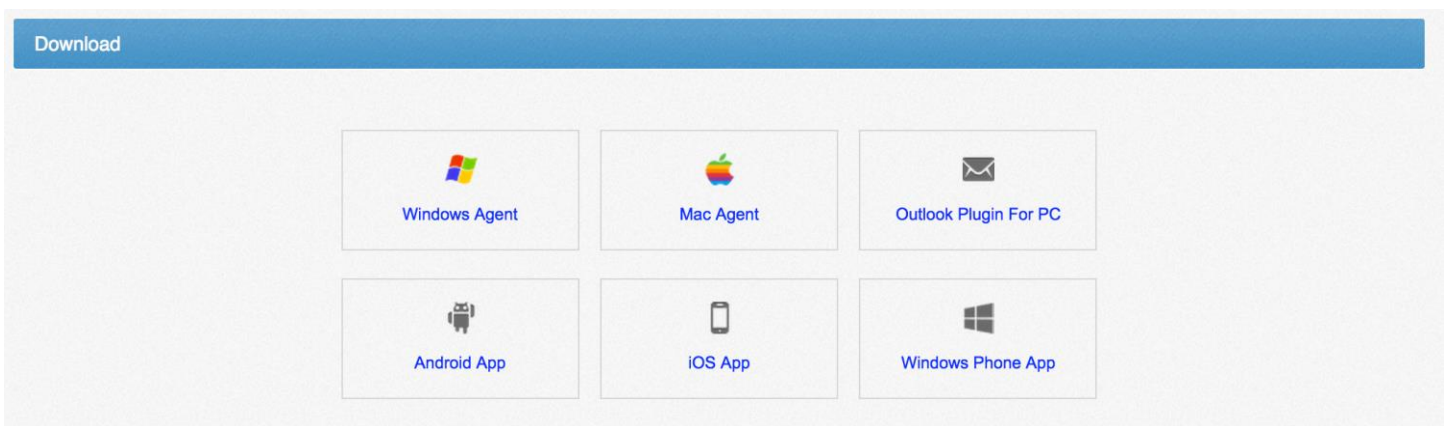


## Installing the Sync Client on your local PC/Mac

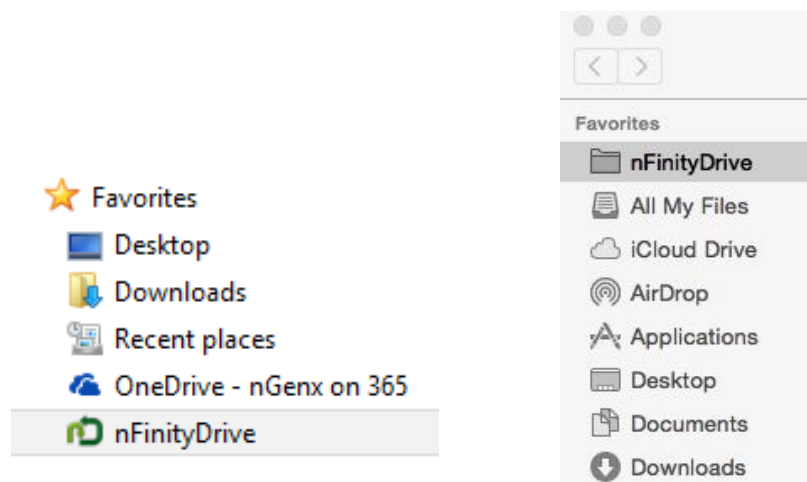
- This is the Web Interface page – the location from which you can create folders, upload files, share files with others and download the JumpDrive client. Click **Download nFinityDrive App** to begin the process of downloading the JumpDrive client.



- Locate the appropriate client and click it to download it to your local PC or Mac



- Click next through the installer, select the install location and click next again to complete the installation
- Enter your host per the instructions in the image below (your host will likely be your company name – the “company” in [first.last@company.com](mailto:first.last@company.com). For CloudJumper, this is the **CloudJumper** in [www.ngenx.syncedtool.com](http://www.ngenx.syncedtool.com))
- Log in to JumpDrive with your Username and Password – you will see files under the Favorites section in Explorer on a Windows machine or in Finder on a Mac





## Installing JumpDrive on mobile devices

- Navigate to the App Store on your mobile device and search for **Synced Tool**. Next, download the Synced Tool app.

### IOS DEVICES

- Launch the Synced Tool app on your mobile device and enter **Host** (the “ngenx” in [www.ngenx.syncedtool.com](http://www.ngenx.syncedtool.com)), then the **User** and **Password** provided by CloudJumper and tap **Login** to continue
  - Allowing your device to remember your login credentials is an optional convenience

A screenshot of the Synced Tool app's login screen on an iOS device. The status bar at the top shows "Verizon", signal strength, time "10:21 AM", and battery level "38%". The app's logo, a blue and green circular arrow, is centered on a blue background. Below the logo are four input fields: "Host" with placeholder text "e.g. syncedtool.com", "User" with placeholder text "e.g. user@mail.com", "Password" with masked characters "\*\*\*\*\*", and a "Remember Me" toggle switch. A blue "Login" button is at the bottom.

Host e.g. syncedtool.com

User e.g. user@mail.com

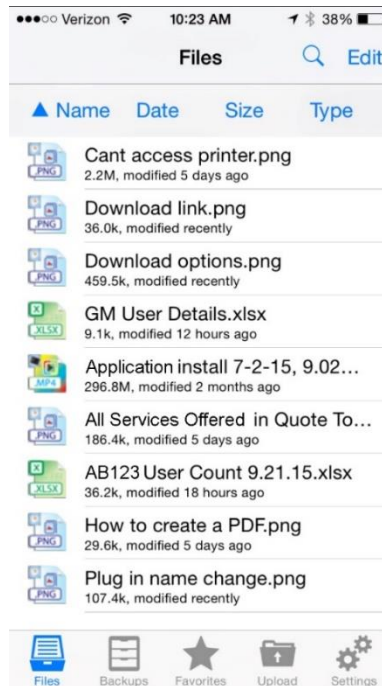
Password \*\*\*\*\*

Remember Me ☐

Login



- You can now view the files in your JumpDrive Folder



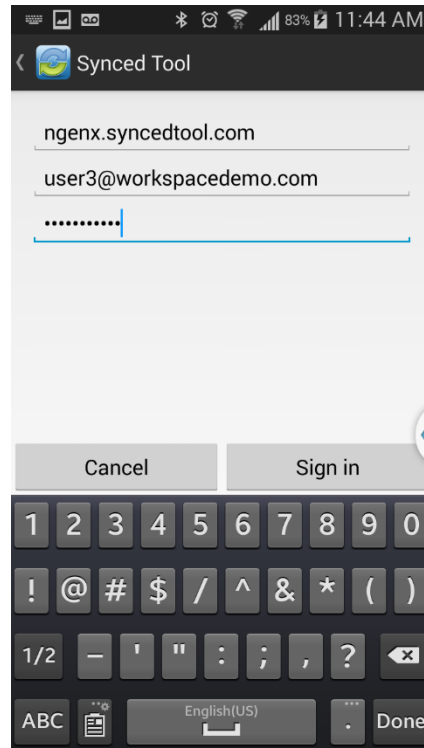
## ANDROID DEVICES

- Launch the Synced Tool and tap **Sign In** to continue

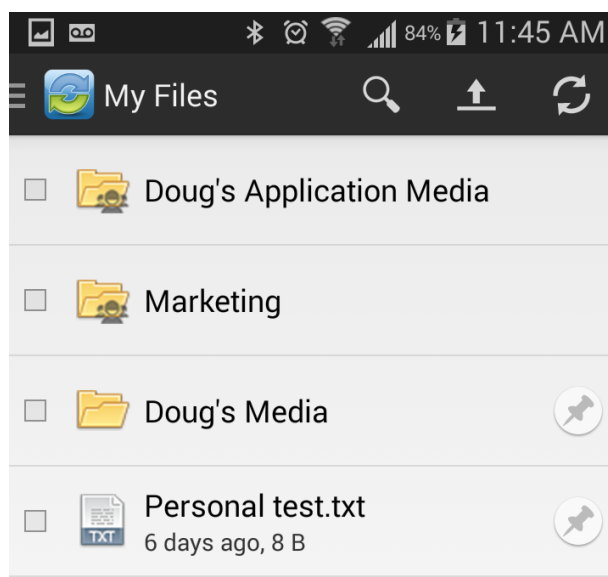




- Enter your host (the “ngnx” in [www.ngnx.syncedtool.com](http://www.ngnx.syncedtool.com)), username and password, then tap **Sign in** to continue

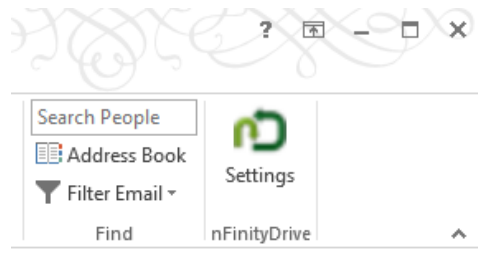


- You can now view the files in your JumpDrive folder

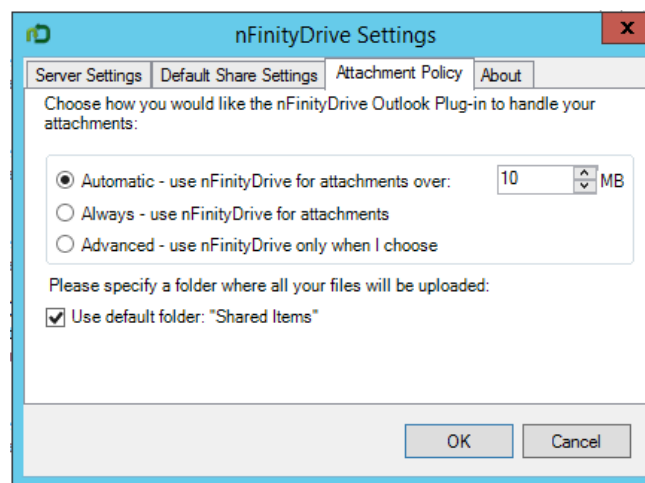


## Using the Synced Tool Outlook Plugin

- You will automatically be logged into the ShareFile plugin for Outlook – this will be visible in the ribbon.



- You can send large files as attachments via JumpDrive by clicking **JumpDrive Settings** in the ribbon, then clicking **Attachment Policy** and setting the size of the files you'd like to automatically use JumpDrive for



- When attaching a file to an email, you will see this prompt giving you the option to JumpDrive to send all attachments for you







## Additional Questions

Contact CloudJumper's Customer Engineering team at [support@cloudjumper.com](mailto:support@cloudjumper.com) with any additional questions you may have.