

# quick start guide

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### see detailed explanation

- In this manual, explanations are performed using GEMBA Note for Business on iPad (iPad OS 15, landscape orientation). The screen and available functions may differ from your GEMBA Note for Business.
- This manual only introduces basic functions. For detailed operating instructions, see User Manual. User Manual can be referenced from the following locations.  
User Manual: Top right of GEMBA Note for Business screen ≡ >"User Manual"
- In this manual, screen shots were taken with the upper right of the GEMBA Note for Business screen ≡ >"System Settings" >"Display Settings" >"Display Labels on Buttons" turned off.
- Please note that if you open a note in GEMBA Note for Business, which is an OS that is different from the OS environment in which the note was created, there may be differences in character feeding and line feed due to font differences. It is solved by using Genno Mincho or Genno Kaku Gothic Font.

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# 1 Install the app

## 1. Install GEMBA Note for Business 6



GEMBA Note Website

**i** You can also install from the store. Open the store app for each OS, enter "meta-moji" in the search field, and search. Select and install "GEMBA Note for Business 6".

**i** If use of the "Microsoft Store" is restricted within the company, a method called side-loading can be used to install directly on the computer without going the "Microsoft Store".



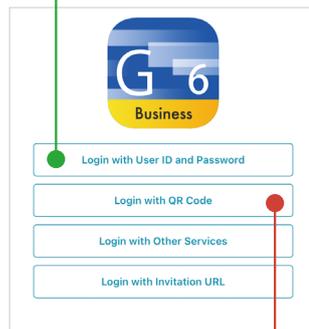
# 2 Log in

## 1. Tap "GEMBA Note 6" to start it



## 2. Select the login method

Here, press [Login with User ID and Password].



You can also log in by holding the QR code distributed by the administrator over the camera.

## 3. Add organization with the "organization ID" and "the server URL"



## 4. Enter the "Organization ID" "User ID" "Password" and press [Login]



\*2 Your Organization ID is saved once you log in. Thereafter, when logging in with the same device, it is not necessary to enter the Organization ID.

\*3 Contact the administrator for ID and password.

\*1 For Windows version, click [Start] > [GEMBA Note for Select Business 6].

GEMBA Note for Business starts and the Notes List is displayed.

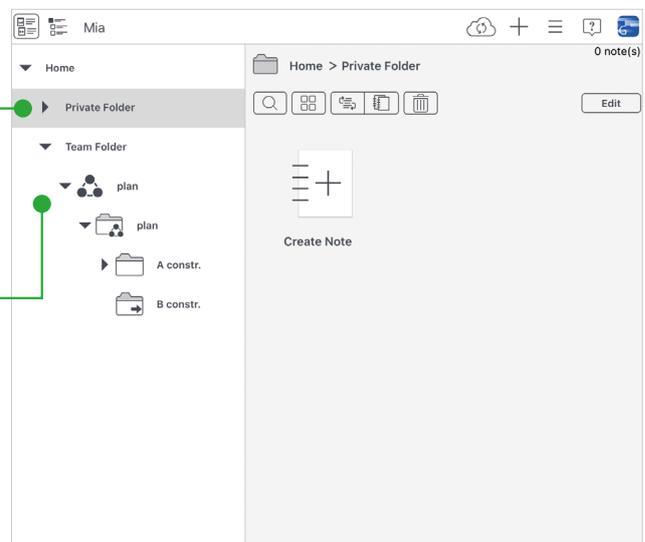
### Private Folder

Notes in Private Folder cannot be seen by other users. Use a Private Folder when you want to make your own Notes or prepare before distributing Notes.

### Team Folder

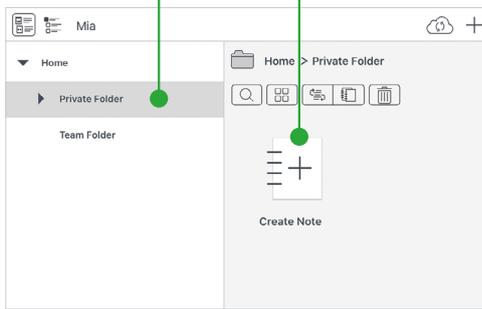
This is a function that enables you to share the created notes and Share Note with members set in the Team Folder. When set as a member of a Team Folder, you will be able to use the Team Folder. If Note is created and distributed in a Team Folder, it will also be displayed in the member's Team Folder.

Members can open the same Share Note and participate in the meeting simply by tapping the displayed Share Note to open it.

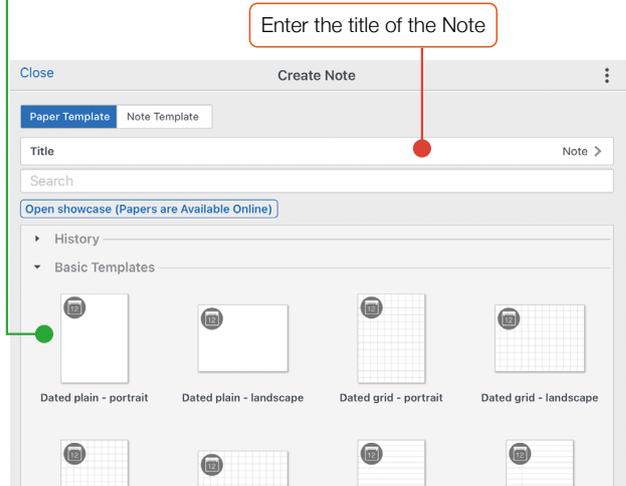


### 3 Make a Note

#### 1. Tap "Private Folder" and "Create Note"



#### 2. Select and tap a Note

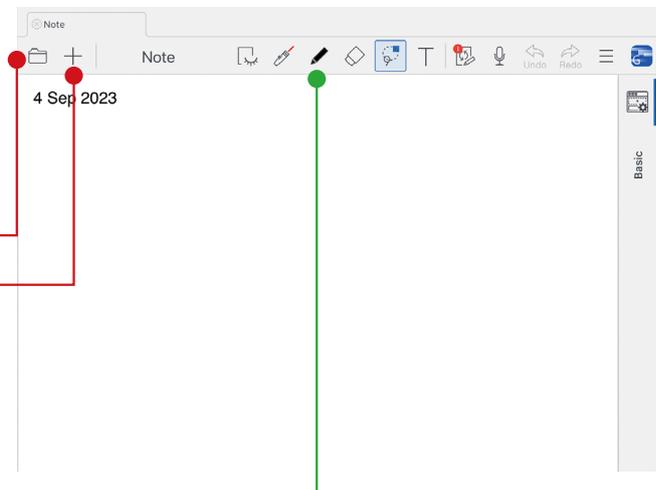


A new Note is displayed and the Note Edit Screen is displayed.

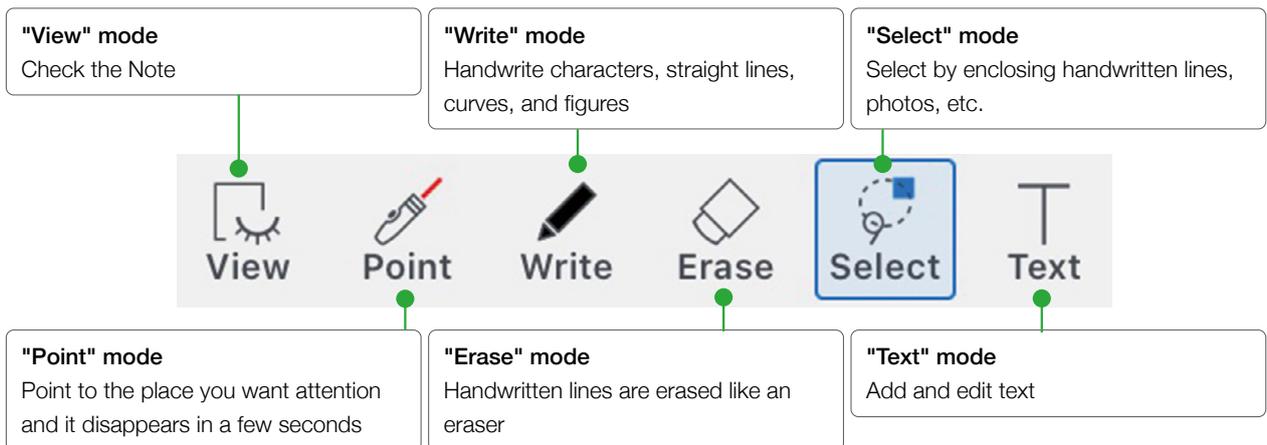
Edit your Note by adding photos or writing with a pen. Note created with GEMBA Note for Business are saved automatically. It is securely stored in the MetaMoji Cloud and can be accessed from anywhere.

Display the Notes List with > "Back to Notes List"

Add Shape , Add Photo , Add Video , etc.



### Six modes of note editing screen

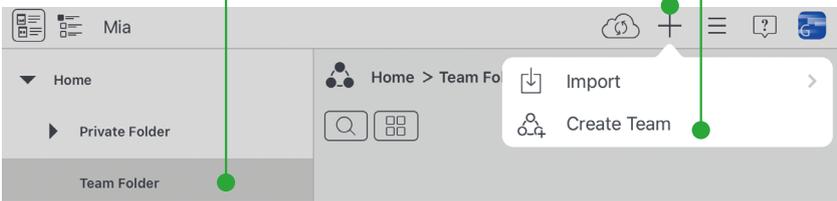


- Press each mode again to select colors and modes.
- In this manual, some screen shots were taken with the upper right of the GEMBA Note for Business screen  $\equiv$  > "System Settings" > Display Settings" > "Display Labels on Buttons" turned off.

# 4 Create a Team Folder

Create a Team Folder. Team Folder members can share notes and contents. Members can be added to each Team Folder, and permissions to operate the Team Folder can be set.

1. Tap "Team Folder"



2. Select + > "Create Team"

**If "Create Team" is not displayed**  
Users who have "👤 Create Team" turned on in "User Permissions" under "Administrator Tool" can create a team directly under the Team Folder.

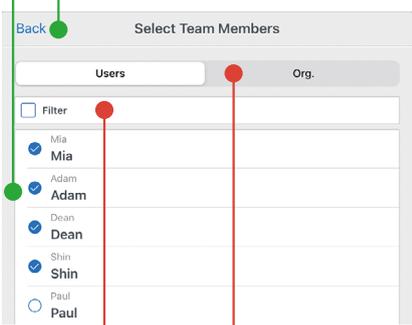
3. Enter the Team Name and press [Done]



4. Press ⊕ to add a member



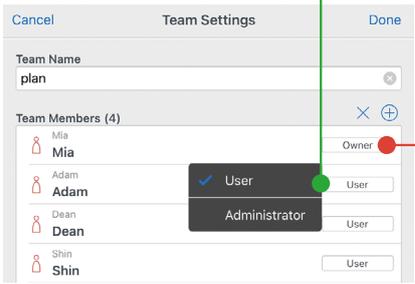
5. Select the user you want to add, and press [Back]



Filter users

It can also be added from the "List of organizations"

6. Press to change the authority



When the owner presses [Owner], other members can be changed to the owner

	owner/ manager	user
renaming/deleting Team Folder	✓	-
change owner/administrator/user	✓	-
add/delete participants	✓	-
add/move/delete folders	✓	-
add/delete tag folders and tags	✓	✓
create/edit/delete notes	✓	✓
manage voice files	*1	-

\*1 owner only

### Delete a member

1. Press ×
2. Press -
3. Press [Delete]

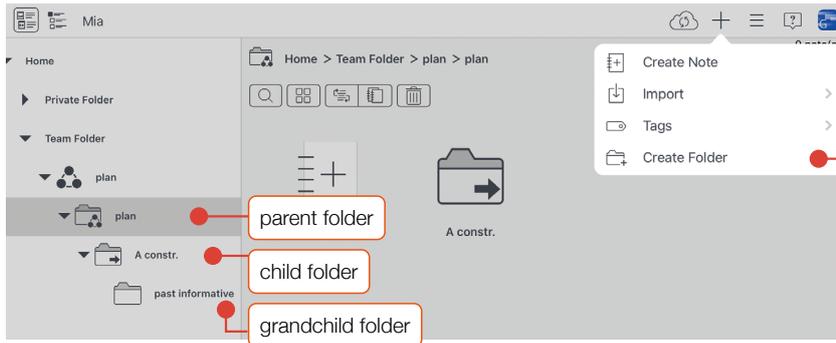


7. Press [Done]

### Reflect on other members

Team Folder settings are shared via MetaMoJi Cloud. Therefore, in order for changes and deletions to be reflected on the devices of other members, synchronized by pressing ☁️⊕, and the Team Folder is displayed on the screen of the added member.

**A Team is created.**



**Create Folder**

You can create multiple folders with different access rights in one team folder.<sup>\*1</sup>

1. Tap the Team Folder.
2. Select + > "Create Folder".

<sup>\*1</sup> A child folder can be created by a user with owner/administrator authority for the parent folder.

**i** is displayed on the team.

**i** In the team system folder, is displayed.

**i** is displayed in color when it is set as the owner/manager.

is displayed when it is set as the user.

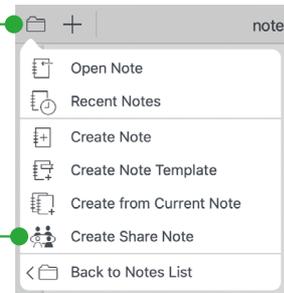
**i** If the access rights are different from those of the parent folder, is displayed like an arrow.

## 5 Create a Share Note and distribute it in the Team Folder

When loading a PDF, etc. and selecting [Yes] in "Create a new share note?", operate from "3."

1. Open the note you want to make a Share Note

2. Select > "Create Share Note"



3. Enter the Title of the Share Note<sup>\*1</sup>

Cancel Create Share Note Create

1. Title  
Report Note

2. Meeting Date  
 None  
 Set Date Thu, Sep 7, 2023 14:00

September 2023 > < >

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Time 14:00

3. How to Deliver a Share Note  
Shared Folder  
 plan Root

Delete Add

More Info

Share Password Not Configured >

Permission Settings 1 >

Enable/Disable Functions >

Expiration Date&Time >

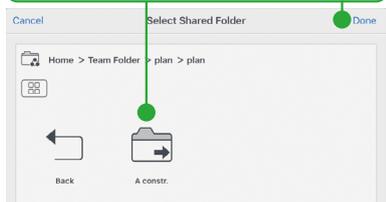
7. Press [Create]

The Share Note is saved in the Team Folder and distributed. is displayed on the Share Note.

4. Turn on "Set Date" for the date and set it<sup>\*2</sup>

5. Make sure the "Shared Folder" is selected and press [Add]

6. Select a Team Folder and press [Done]



**i** "More info" can be changed even after creating a Share Note. After creating a Shared Note, change from > "Share Note Settings".

<sup>\*1</sup>Displayed in share view

<sup>\*2</sup>Setting the date makes it easier to find Share Note in Share View.