



USER GUIDE

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T1V app

The T1V app powers hybrid collaboration. Whether connecting to a ThinkHub Room, or building ThinkHub Cloud Canvases from your laptop - T1V app is a total collaboration tool for you and your hybrid teams. The T1V app is a free download that supports macOS, Windows, iOS, and Android.

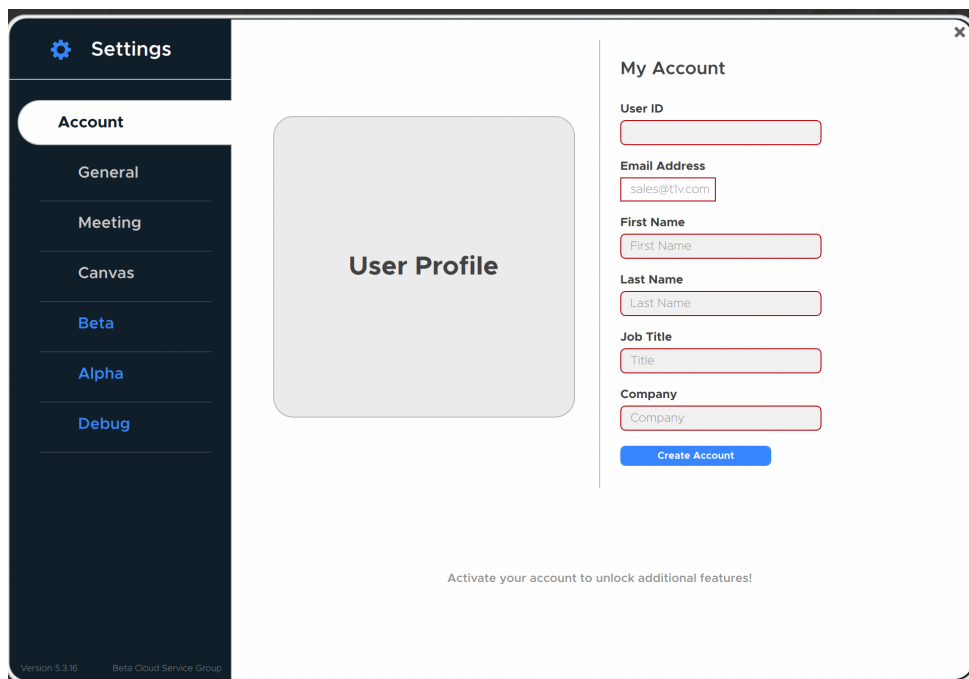
To install T1V on your device, visit t1v.com/app.

Register to unlock additional features, like [ThinkHub Cloud](#).

Settings: How to Register your Account

Register your Account under Settings > Account. Fill out all fields and select 'Create Account'. An email will be sent to that email address to confirm your registration.

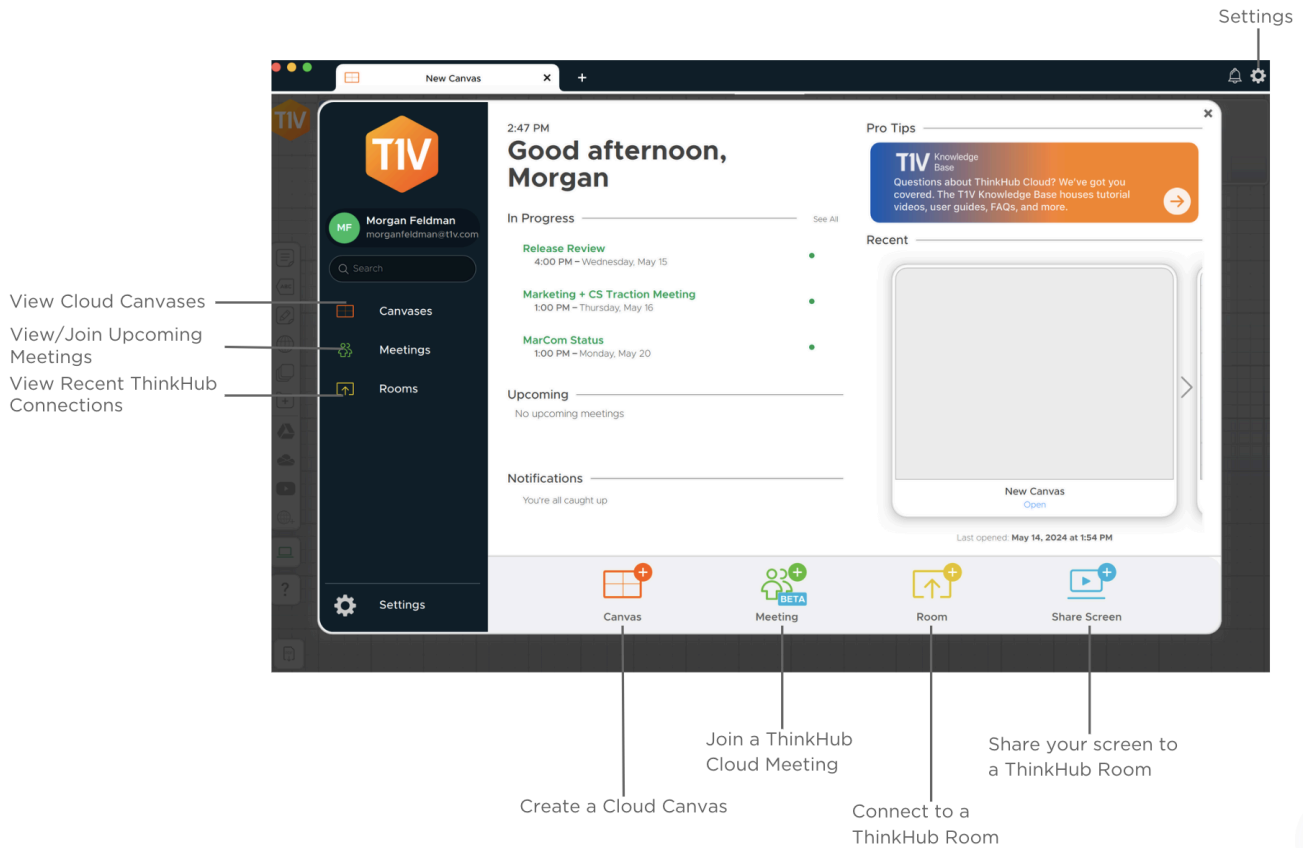
You must verify your email by clicking the verification link sent to you to complete registration. This must be done on the same device you are registering on.



The screenshot shows the 'My Account' registration form within the T1V app's settings. The interface includes a dark sidebar with 'Settings' at the top and 'Account' selected. The main content area features a 'User Profile' placeholder and a form with the following fields: 'User ID', 'Email Address' (pre-filled with 'sales@t1v.com'), 'First Name', 'Last Name', 'Job Title', and 'Company'. A blue 'Create Account' button is positioned below the form. At the bottom of the screen, a message reads 'Activate your account to unlock additional features!'. The footer of the app window displays 'Version 5.3.16 Beta Cloud Service Group'.

Dashboard

Once you register your T1V app and verify your email address, your T1V dashboard will update to this view.

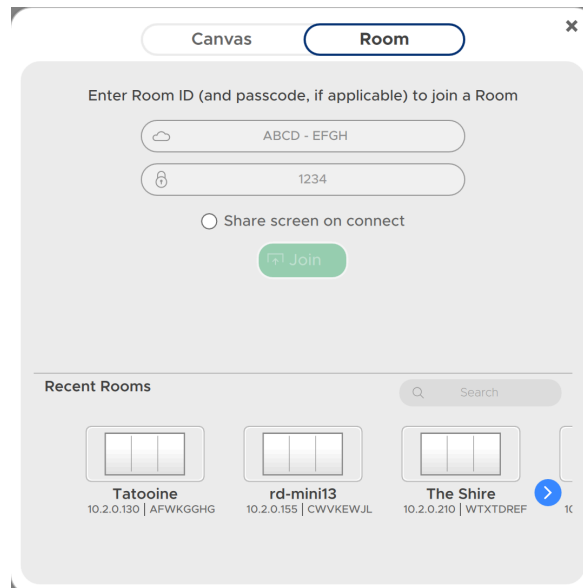
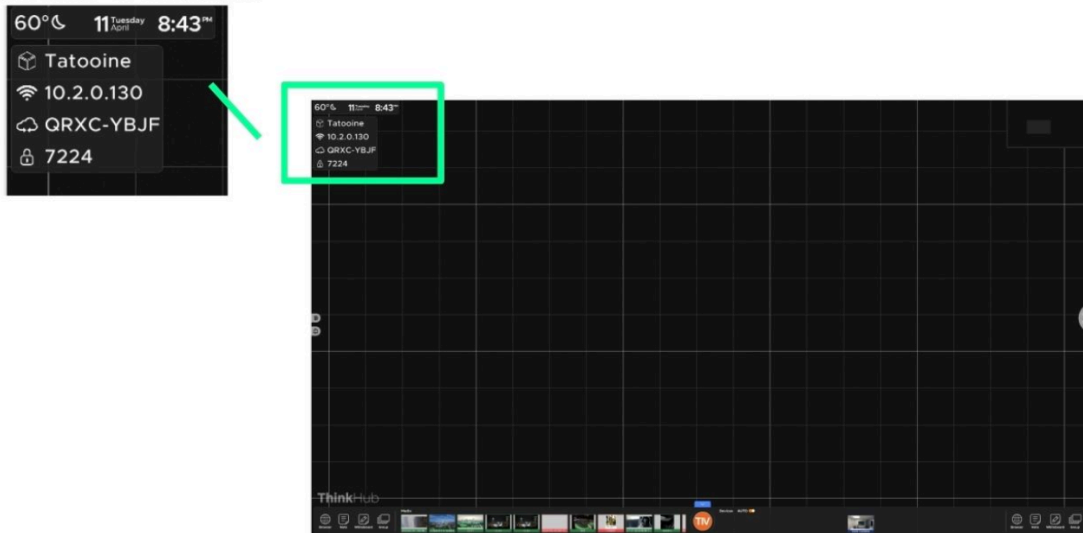


Join Room

Once you have installed the T1V app on your device, select 'Room' to connect to a ThinkHub Room or T1V Hub.

Enter the T1V Room ID - reference the top left corner of the room display for this information.

ThinkHub Credentials

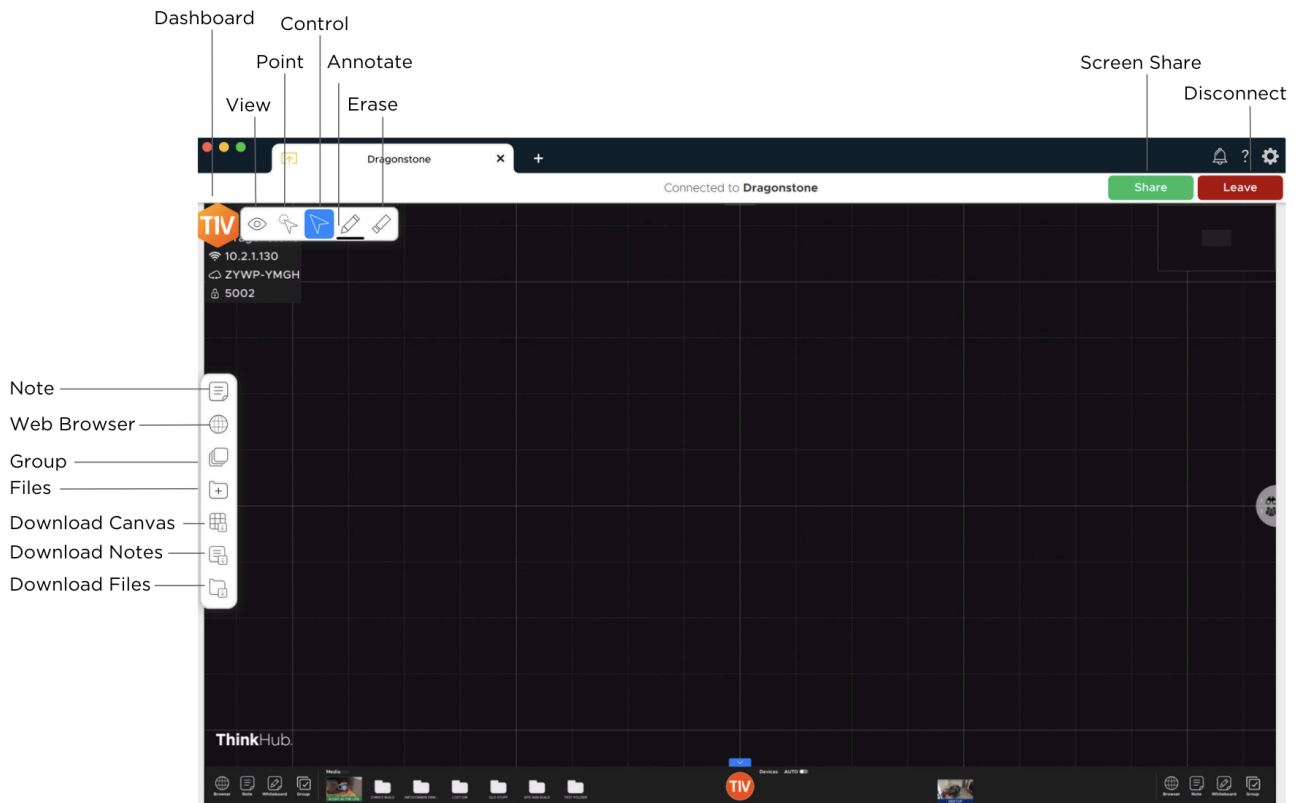


Note: T1V users can connect to a T1V device from anywhere in the world, even from a cellular network connection.

Once you have connected to a T1V room display, that device will automatically appear in your 'Rooms' list - this allows you to quickly connect to future sessions (note: you must use the IP Address for the Hub to remember your 'Rooms' list). After your first connection, all you will need to enter to join that same display will be the Room passcode (4-digits).

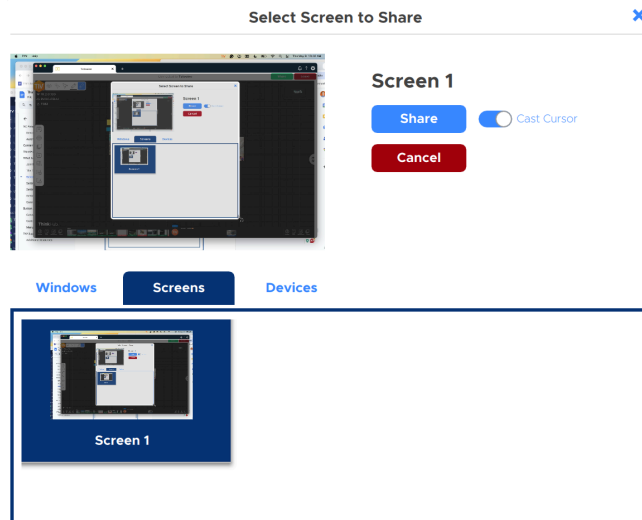
The T1V app Menu

Once you are connected to a ThinkHub Room via the T1V app, you have the following controls:

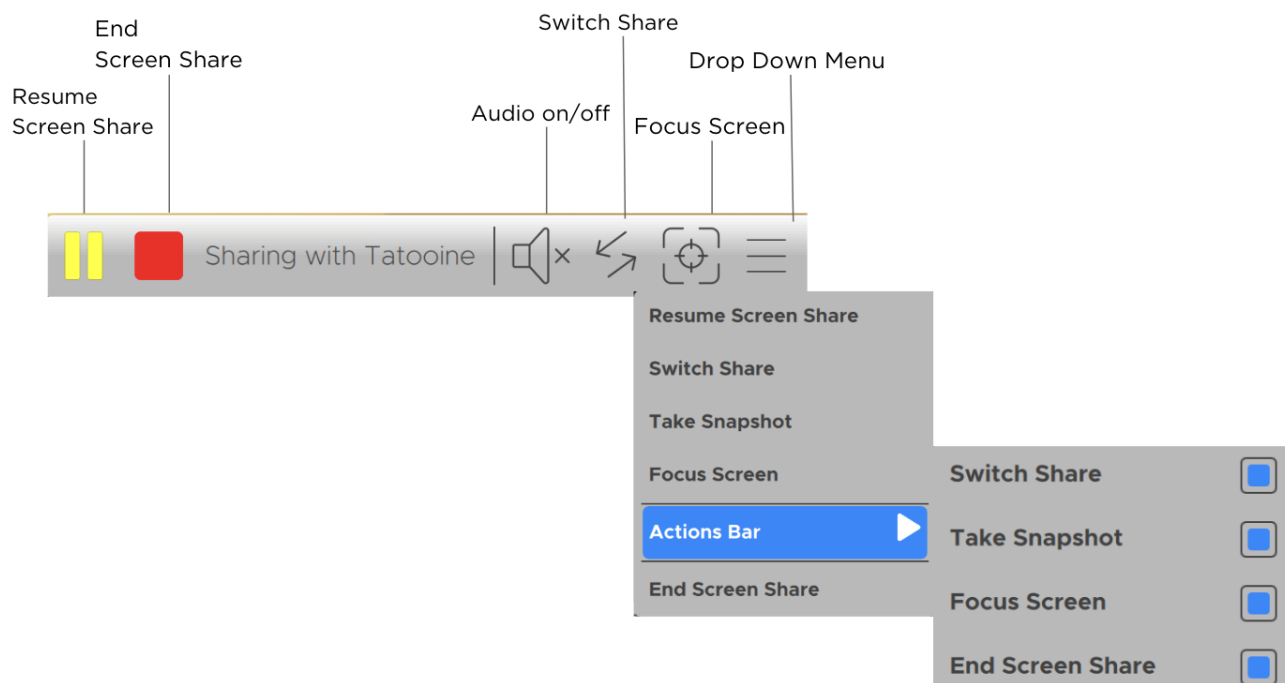


Selecting a window or screen to share

Share a window or your entire device screen. Select 'Share' when you have selected what content to share from your device. Select 'Cancel' if you do not wish to share content from your screen.



After you select 'Share,' you will see a gray or black bar at the top of your device screen. This indicates you are successfully casting your device screen to the ThinkHub or T1V Hub display. There are additional screen-sharing options available in the drop down menu.



When sharing your device screen (entire desktop view) while you are viewing the Canvas, T1V app will automatically pause your device feed to prevent the repeating “window within a window” effect. When you click off of the T1V app and interact with other applications on your device, the share feed will automatically resume the real-time device screen feed. You always have the option to manually pause / unpause your device screen share with the share menu.

Settings - General

The screenshot shows the 'Settings' application with the 'General' tab selected. The left sidebar contains menu items: Settings, Account, General (highlighted), Meeting, Canvas, and Beta. The main content area lists various settings with toggle switches or dropdown menus. Annotations on the left side point to specific settings:

- 'Select between Light/Dark /Auto' points to the Theme setting.
- 'Select where you want downloads to be stored' points to the Download Folder setting.
- 'Select between trackpad or mouse' points to the Canvas Navigation Input setting.
- 'Try new features before they are rolled out to everyone' points to the Enable Beta Settings setting.

Other visible settings include: In-App Notifications (on), Email Notifications (on), Theme (Light), Download Folder (/Users/morganfeldman/Desktop), Minimize dashboard tabs (off), Icon Size (Large selected), Canvas Navigation Input (Auto), Compress Image and PDF Resolution (off), and Enable Beta Settings (on).

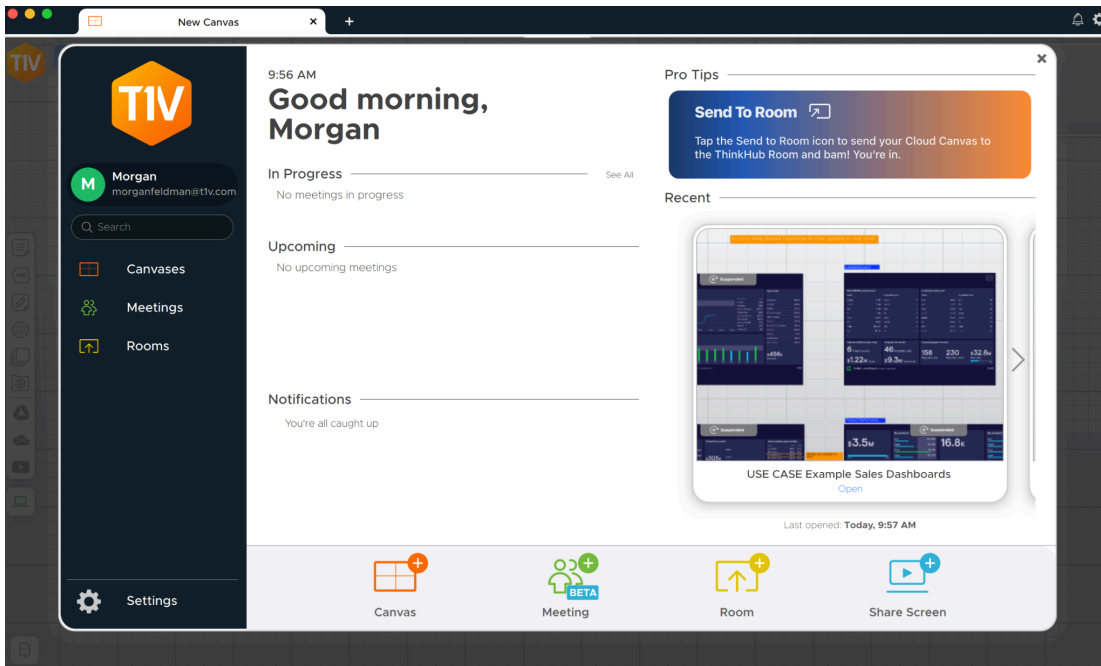
T1V Dashboard — Unregistered View

When you first download the T1V app, this is your default view. From here, you can join a ThinkHub or T1V Hub room. Register to unlock additional features, like [ThinkHub Cloud](#).

The screenshot shows the T1V dashboard interface. The top navigation bar includes the T1V logo, a 'Guest' profile, and a 'Settings' icon. The main content area features a 'Work From Anywhere' header with the subtext 'Cloud-Based Canvas Collaboration Room | Hybrid | Virtual'. Below this is a 'Join Room' modal form with fields for 'Room ID' (containing 'ABCD - EFGH') and 'Password' (containing '1234'). A 'Join' button is highlighted in green. A 'Register' button is also visible in the left sidebar under 'Unlock All Features'. At the bottom, there is a 'Compare Plans' button.

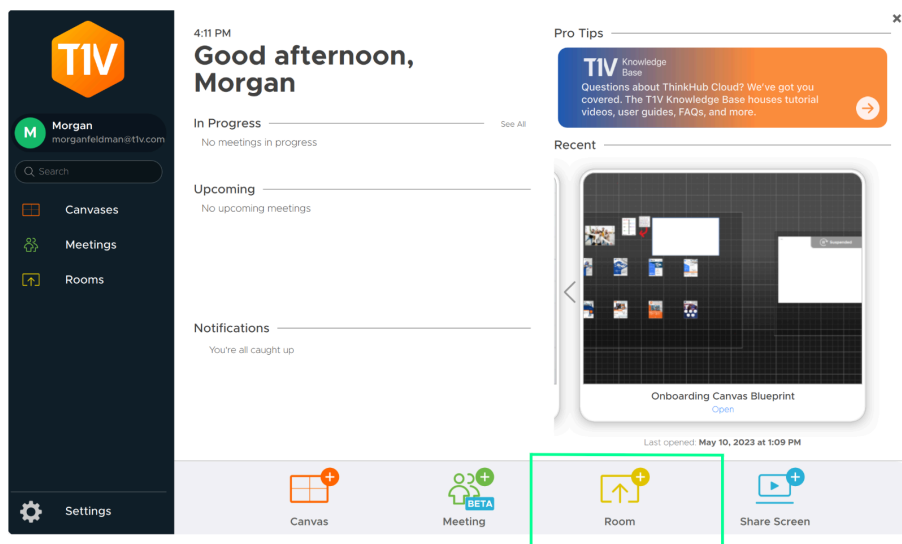
T1V Registered View

Once you register your T1V app and verify your email address, your T1V dashboard will update to this view.



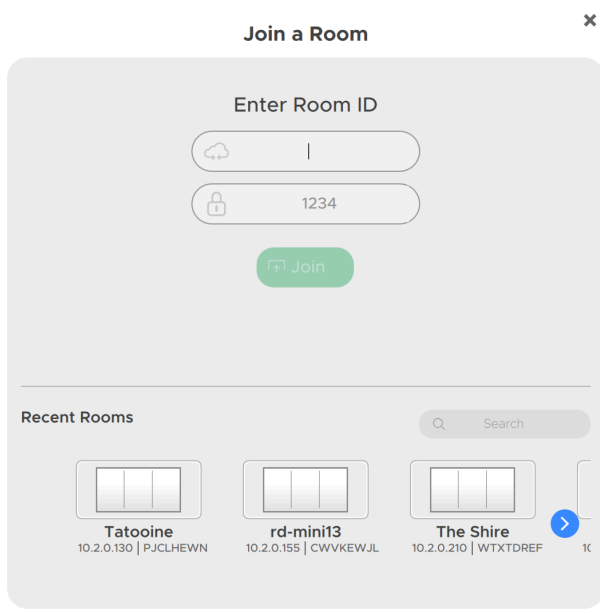
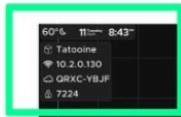
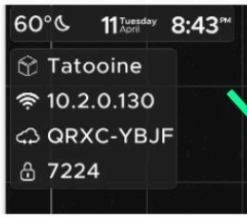
Join Room

Once you have installed the T1V app on your device, select 'Room' to connect to a ThinkHub Room or T1V Hub.



Enter the T1V Room ID - reference the top left corner of the room display for this information.

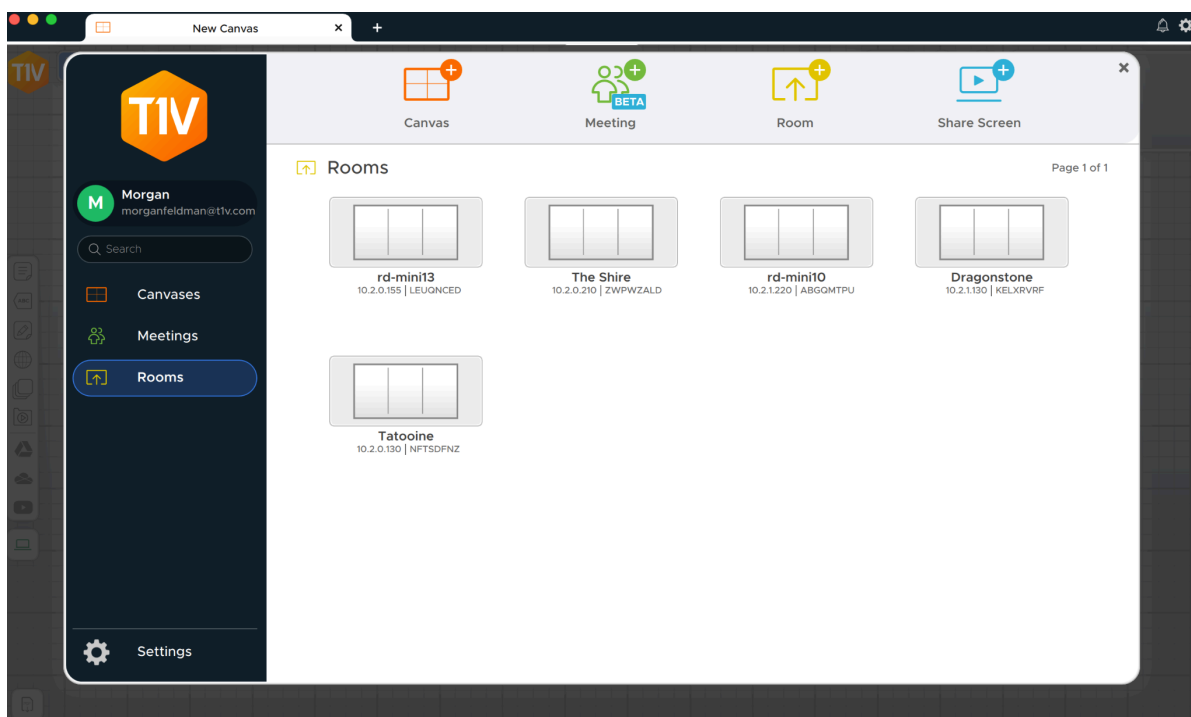
ThinkHub Credentials



Note: T1V users can connect to a T1V device from anywhere in the world, even from a cellular network connection.

Once you have connected to a T1V room display, that device will automatically appear in your 'Rooms' list - this allows you to quickly connect to future sessions (note: you must use the IP Address for the Hub to remember your 'Rooms' list). After your first connection, all you will need to enter to join that same display will be the Room passcode (the 4 digits).

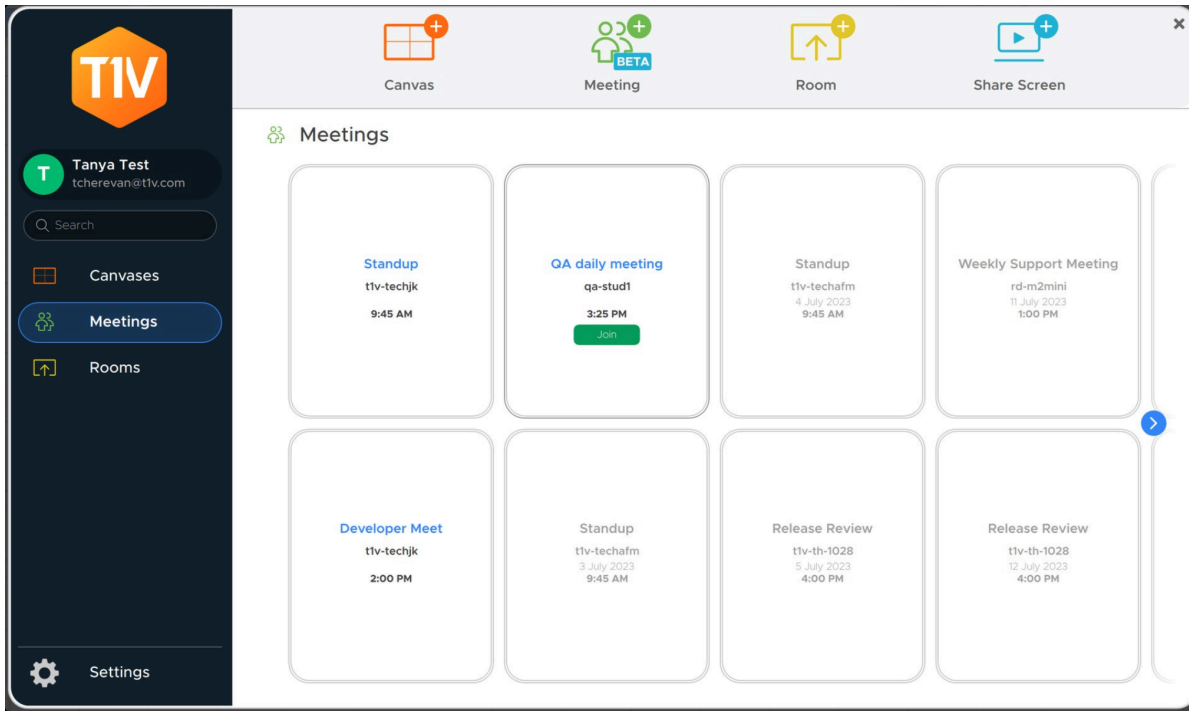
As an additional layer of security, the passcode is located in the upper left corner of the Canvas and is required to connect devices to the display via the T1V app. Your administrator can specify a static passcode, or request the passcode to reset automatically every 30 minutes. You may also request installations where no passcode is required.



Joining a Scheduled Meeting

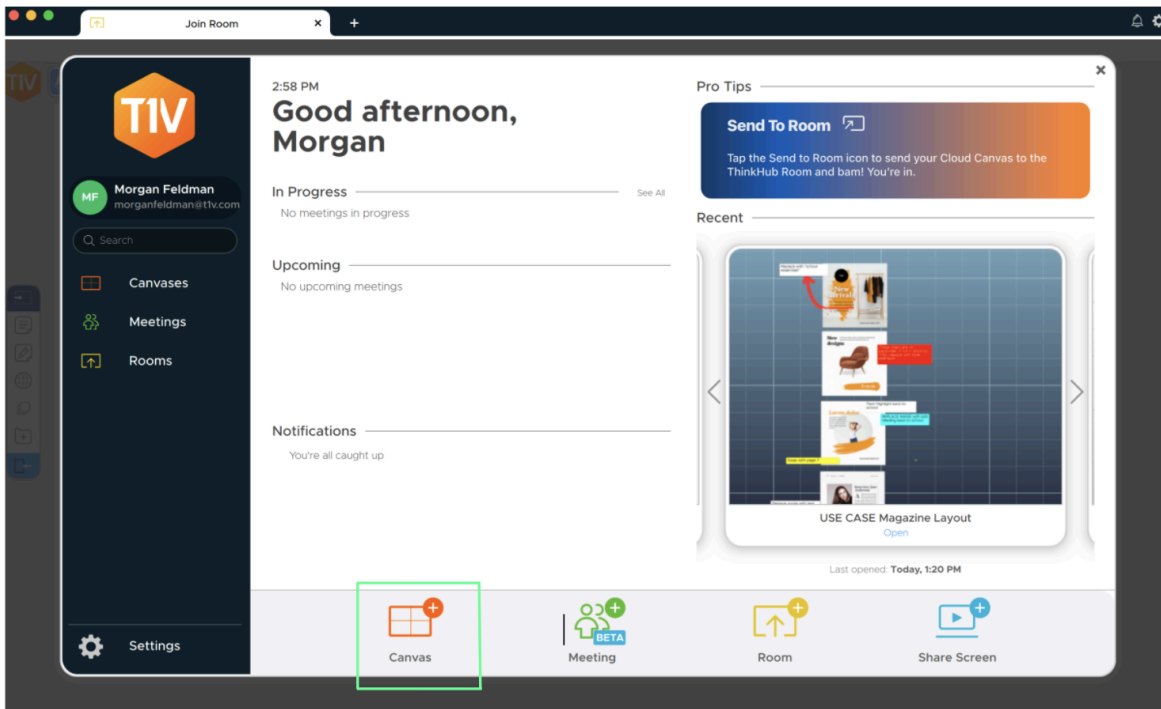
ThinkHub Scheduling allows you to schedule meetings with your ThinkHub or Hub room. Once a meeting has been scheduled, you'll see the meeting appear within your meetings tab, found on the left column of the app. The 'Join' meeting button becomes active five minutes prior to the start of a meeting. Or, if the meeting is initiated manually from the ThinkHub idle screen, the 'Join' button will become active and you will also receive an email that contains the link to join via the T1V app.

Note: The calendar and scheduling features must both be enabled on the ThinkHub device for meetings to display in the Meetings tab within your T1V app. More information on ThinkHub Scheduling can be found here: [ThinkHub Scheduling](#).

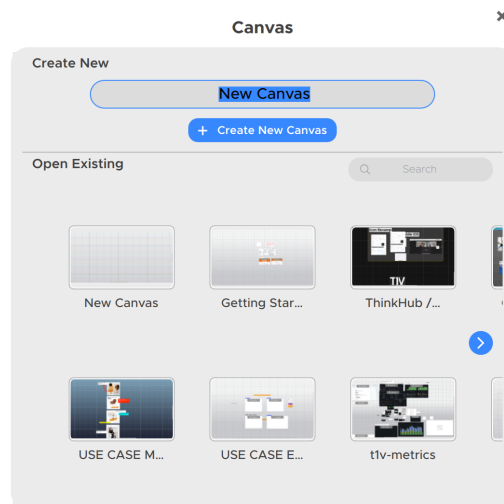


ThinkHub Cloud

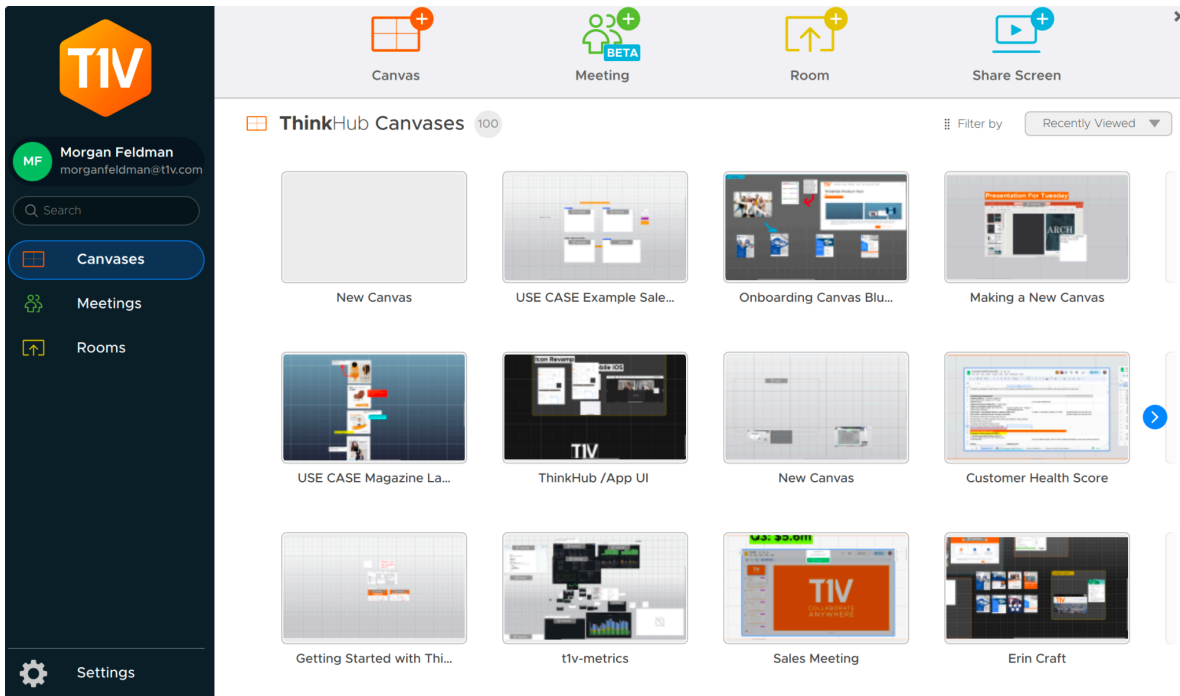
Create a digital workspace to invite collaborators and share content. Canvases will automatically save after any update is made. A Cloud Canvas can be shared with a ThinkHub Room for in-room collaboration.



To Create your Cloud Canvas, select 'Canvas' from your T1V Dashboard. This opens a window where you can name your new Canvas, or open an existing Canvas. Once you've named your Canvas, select 'Create New Canvas.' You can rename your Canvas at any time by opening your Canvas and clicking on the tab with the Canvas Name.

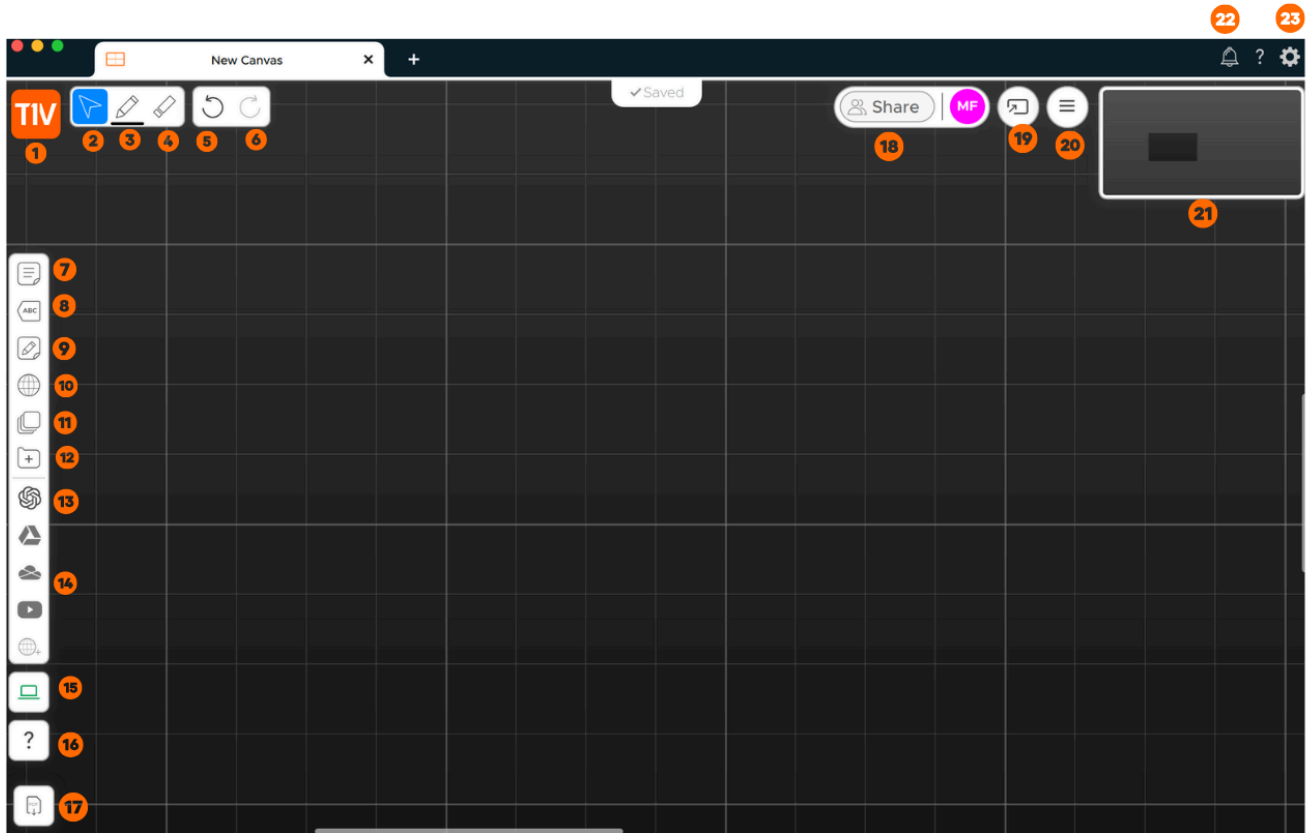


To browse your existing Canvas, select 'Canvases' from your T1V Dashboard.



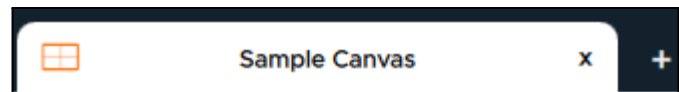
You can sort your Canvases by alphabetical order or most recently viewed. To open a Canvas, click on the Canvas you want to open.

Cloud Canvas - Navigation



Canvas Name

Click on the Canvas title to rename the canvas and/or change the canvas theme



Create New Canvas

Create a new canvas by clicking on the "+" icon.

1. Home Button

Navigate back to the Home screen by clicking the T1V logo in the top left corner of the Canvas.

2. Canvas Control

When in this mode, you can move objects around the Canvas or resize objects.

3. Annotate

4. Eraser

5. Undo

Undo the last action on the Canvas (annotation, opening content, aligning content, etc.).

6. Redo

'Redo' restores actions removed by 'Undo.'

7. Notes

Create a note on the Canvas by selecting the note icon. Once added to the Canvas, collaborators with edit privileges can also edit your Notes. There are options to change background colors to categorize ideas, changing the actual copy, or annotating on top of the Note.



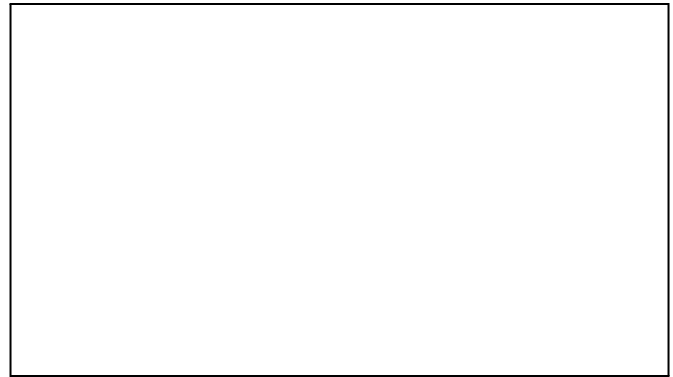
8. Text

Create freestanding text that can be placed anywhere on your canvas.

Agenda

9. Whiteboard

Create a whiteboard on the Canvas by selecting the whiteboard icon. Once added to the Canvas, collaborators with edit privileges can also annotate within the whiteboard or change the background color.

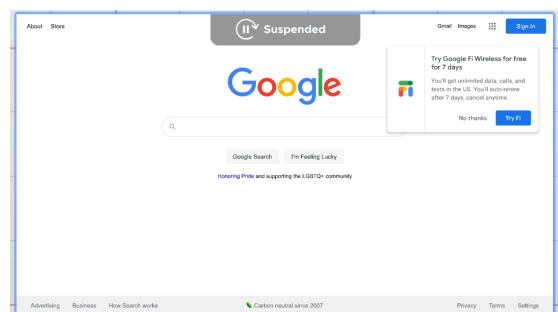
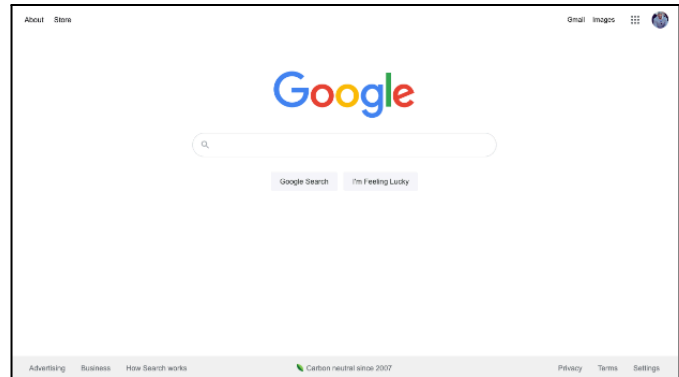


10. Browsers

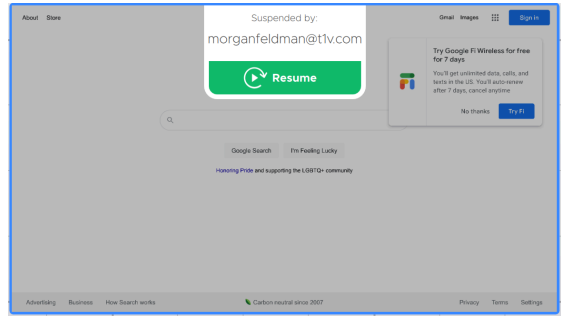
Add a browser to the Canvas by selecting the browser icon. Simply tap anywhere on the Web Browser window to activate your content window. The default URL for a new Web Browser window is Google.com.

Browser Suspension

When you are logged into a private or confidential web page that your Canvas collaborators do not have native access to (for example, a private Google sheet or Office



365 presentation), this file is shared with collaborators when you place it in a shared Canvas. While you are in the shared Canvas, collaborators with editing access to your canvas can view and update your content using your authentication, meaning changes that occur to the native document will appear as made by you. To prevent this, you can suspend a tab. All private and restricted web pages will automatically suspend when you leave the Canvas, preventing others from making updates while you are away.



Tabs may also be suspended to preserve processing resources.

11. Groups

Users can create groups and add individual content assets to those groups. Groups can contain notes, sketches, images, videos, PDFs, or any other content asset shared to the Canvas. Once a group is created, users have the ability to assign a theme (background and text color), and can control the way the group content is displayed (spacing between assets, alignment, and more...). ThinkHub Groups are an effective way to manage and organize Canvas content, and help participants to visualize and categorize content in large team planning and brainstorming sessions.



12. Files

Send media files (images, videos, PDFs) to the canvas. When you hit the files button, it will open your finder window. You can then select a file and tap 'Open' in the finder window.

Alternatively, you can simply drag and drop files to the designated drop zone or directly to the canvas anytime.



13. ThinkHub Cloud AI Assistant

The AI Assistant in ThinkHub Cloud empowers you to brainstorm, research, and develop content ideas effortlessly. Enter your prompt in the text box, and the AI Assistant will generate a response.

Choose 'Send to Canvas' to add the content as a single note or 'Split to Canvas' to create multiple notes, depending on the AI's output.

14. Integrations

Quickly access your documents from your current online workspaces. Select the icon to open a panel that will be visible only to you (not to your collaborators). On that panel, log into your account. Once logged in, you will be able to view all of your content from that workspace. Add any of your content to the Canvas by choosing Open or double-clicking on the file. Standard integrations include **Google Drive, Microsoft One Drive, and YouTube**. You can add additional integrations from your Settings in your T1V app.

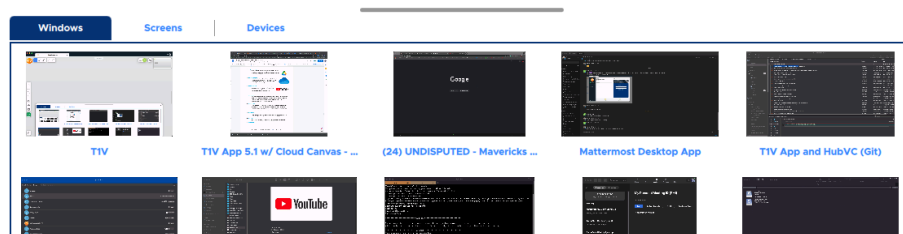
*Note: URLs auto-pinned

Note: When adding web-based content via integrations, the initial URL is automatically pinned, making it easier for you to find the original URL if someone accidentally navigates away from it. Every time you open your Canvas, it will resume the pinned URL. If you navigate to a new page and you would like to save the new URL, you can do so by navigating to the new page, unpinning the content, and repinning the content on the updated URL.



15. Share Devices

All of your connected screens, cameras, and open windows will appear in the devices section of the Canvas tray. Each device will display as a preview thumbnail until you tap or drag the thumbnail to share to the Canvas. At the base of the preview thumbnail, the name of the device displays as overlay text for additional reference.



16. Download PDF

You can download a PDF of the entire Canvas or the current viewport. When you select the 'Download PDF of Canvas' option, it will open the file browser window. You can then name your file, add a tag (optional), and select where you would



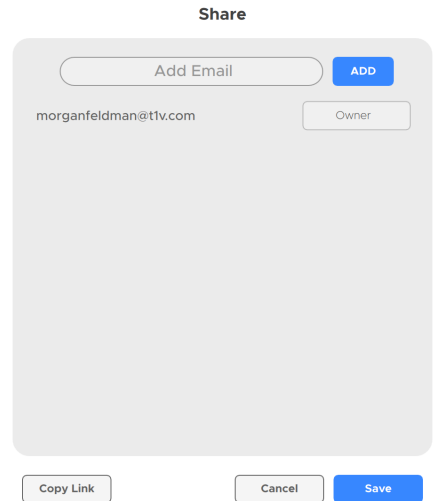
like the file to be saved. A PDF of the Canvas will then be saved to the desired location.

17. Share Canvas

You can add additional Canvas collaborators and control their Canvas permissions by entering their email address, selecting the appropriate Canvas permission from the drop-down, and selecting Save. You can also choose to remove collaborators from the Canvas.

Once you've added your collaborators, select 'Copy Link' to share the link to your Canvas with participants. You can even paste this link in a meeting invite's notes section for easy access.

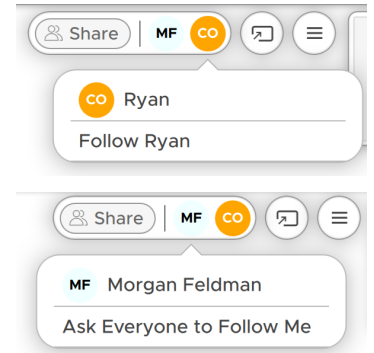
If the meeting invite includes a ThinkHub Room, the ThinkHub Cloud Canvas will automatically launch at the start of your ThinkHub meeting.



18. Canvas Collaborators

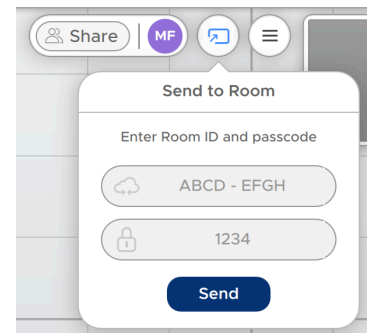
Active Canvas Collaborators are represented by their first and last initial next to the Canvas Map. Hover your mouse over any icon to see the collaborator's full name.

Click on your collaborator's initials to see the option to follow their view, or click on your initials to invite others to follow your view.

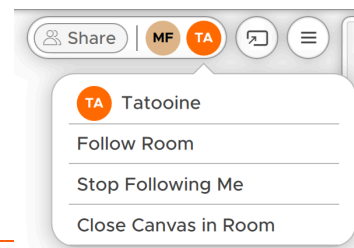


19. Send to Room

Send your Canvas to a compatible ThinkHub Device. Simply enter in the key and passcode and select 'Send.'. The Canvas will now be shared with the ThinkHub Device for in-room collaboration.



When you're ready to end your meeting, you can close your Cloud Canvas, removing it from the ThinkHub Room, directly from your

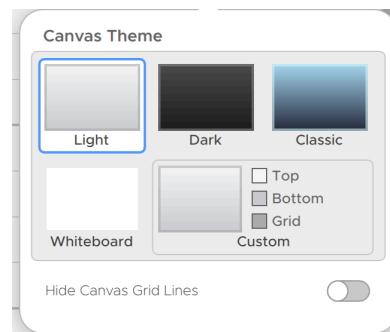


T1V app. This will appear as an option when you select the ThinkHub Room icon in the collaborators section at the top of your ThinkHub Cloud Canvas.

20. Canvas Theme

Customize your Canvas background by selecting from several recommended themes, or create your own background with the custom options.

Toggle off “Hide Canvas Grid Lines” to remove the gridlines on your Canvas background.



21. Canvas Map

The Canvas Map is located in the upper right corner of your Canvas. The active area of the Canvas is the visible piece that is displayed and is represented by the dark shaded box. This can aid you in finding particular pieces of content, or panning from one area of the Canvas to another. In addition to using the Canvas Map as your visual aid, you can select different areas of the Canvas Map to quickly navigate to the selected areas of the Canvas.



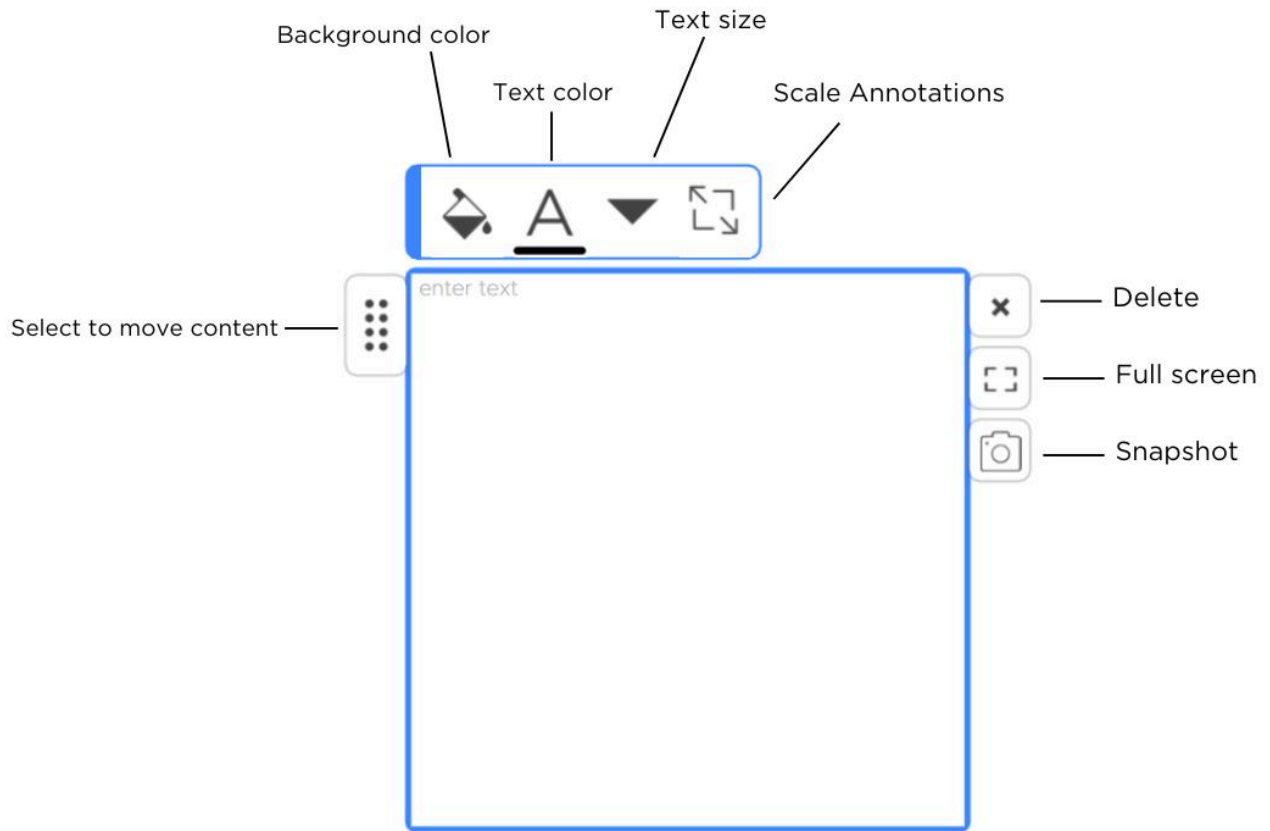
22. Notifications

Notifications will appear here, alerting you to important updates.

23. Canvas Guide

The Canvas Navigation Guide gives you a brief overview of your Cloud Canvas tools and features.

Cloud Canvas — Content Menu



Instant Meeting (Beta)

An Instant Meeting allows you to quickly and easily collaborate with participants by launching a specified Canvas along with leveraging your preferred video-conferencing application.

1. Instant Meeting Title

This is the title of your Instant Meeting and how it will appear on the participants' home screen. You can add a unique title to your meeting by clicking on this field.

2. Description

Add a brief description of your instant meeting in the description field.

3. Meeting Info

Collapse the Instant Meeting window to see more of the Canvas.

4. Allow Editors to Lead Synced View

Meeting Sync enables the host to 'lead' a meeting by inviting other participants to sync with their current view. This ensures that all participants can view and operate within the exact same area of the Canvas at the same time.

5. Video Conference

Video conferencing enables you to work with the Video Conferencing applications you already have installed on your computer. When participants join the instant meeting, the selected video conference application will automatically join the meeting. T1V App Instant Meetings supports Zoom, Microsoft Teams, and Google Meet.

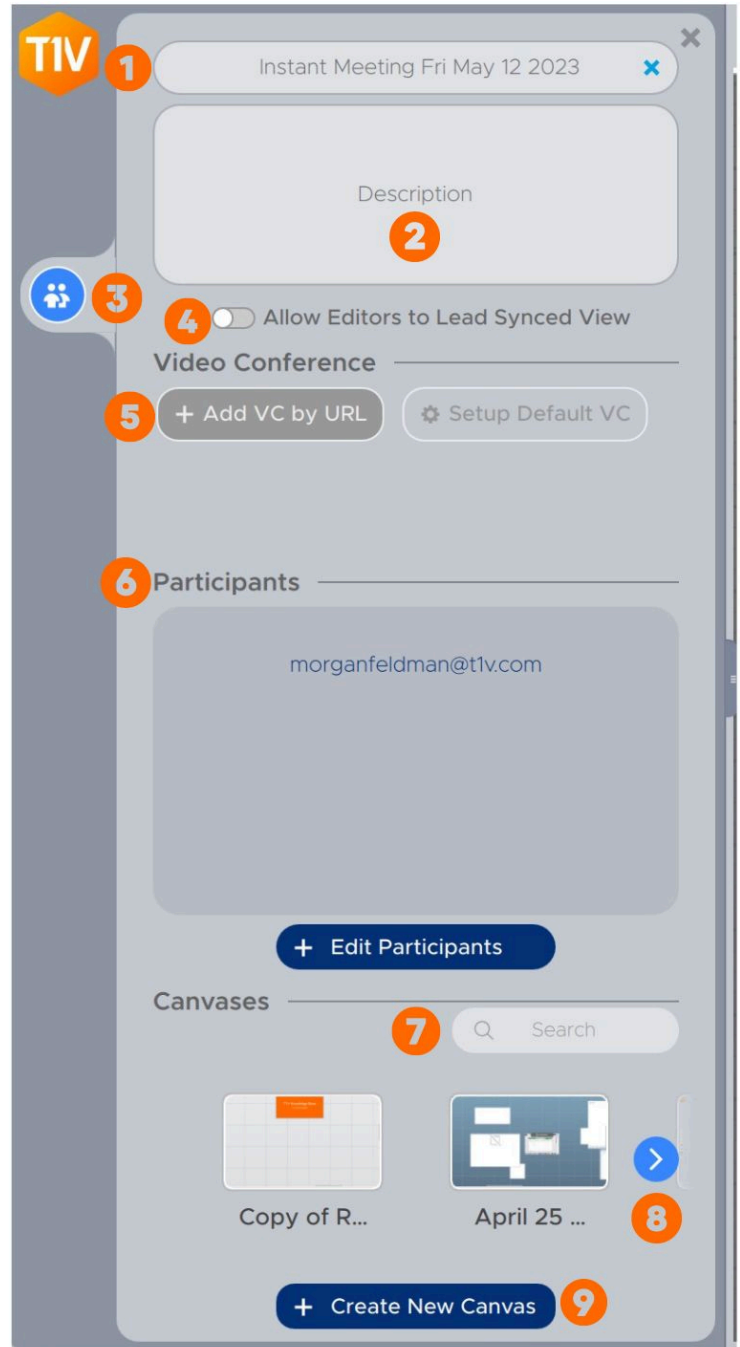
You can either select **'Add VC by URL'** to add a one-time Meeting Link, or select **'Setup Default VC'** to set up a recurring personal meeting link.

6. Participants

Invite participants and control their Canvas permissions by entering their email address, selecting the appropriate Canvas permission from the drop-down, and selecting Save.

7. Canvas Selection

Open a previously created Canvas for participants to begin collaborating with.



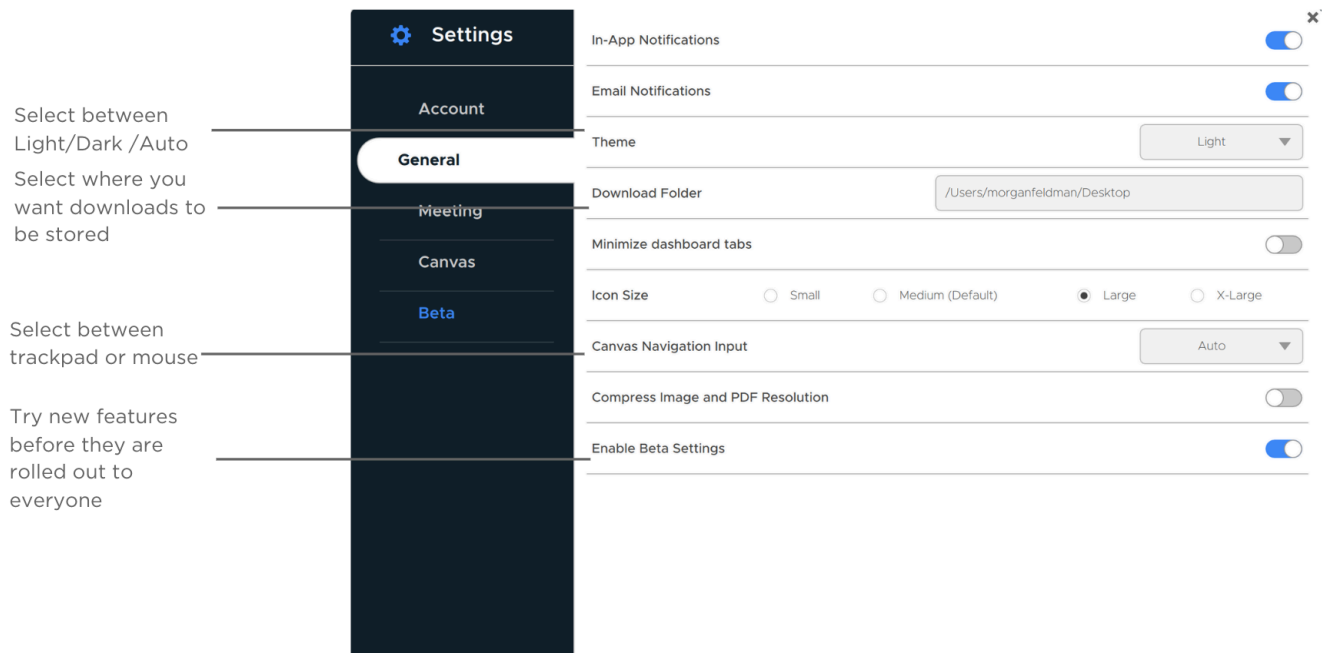
8. Canvas Paging

Page through your saved Canvases

9. Create New Canvas

Click on Create New Canvas to open a new Canvas.

Settings - General



Settings - Account — Unregistered

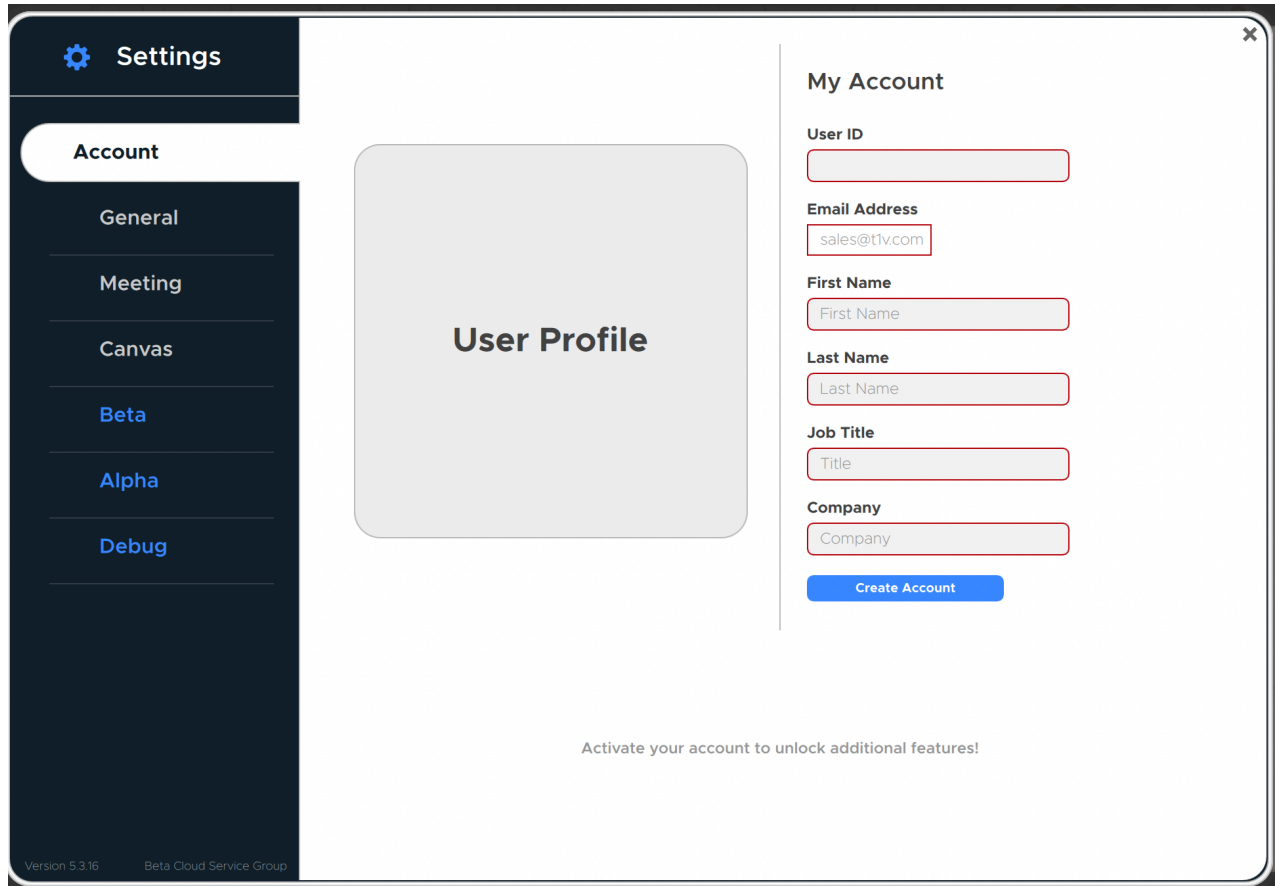
1. Register an email address with your device

Fill out the following fields to register: First Name, Last Name, Company Name, Title, email address.

2. Update Registration

Click the Update Registration button to send a registration request. An email will be sent to that email address to confirm your registration.

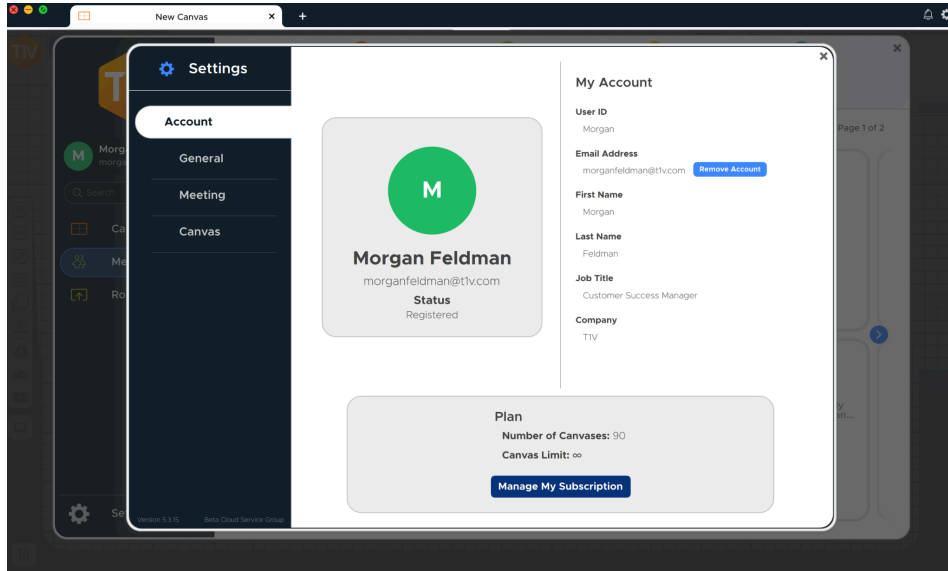
You must verify your email by clicking the verification link sent to you to complete registration. This must be done on the same device you are registering on.



3. Registered Addresses

Once the registration has been completed, the registered email address(es) will display in the window.

Settings - Account — Registered



1. User ID

This is how your device will appear on the Hub display when connected. Enter the name you wish to appear. You can update this from this page.

2. Email Address

This displays the email address your device is registered with. Your account is tied to this email address. To change your email address, select the remove account button. Note: when you change your email address, you will lose access to Canvases shared to your previous email address (unless they are also shared to your new email address).

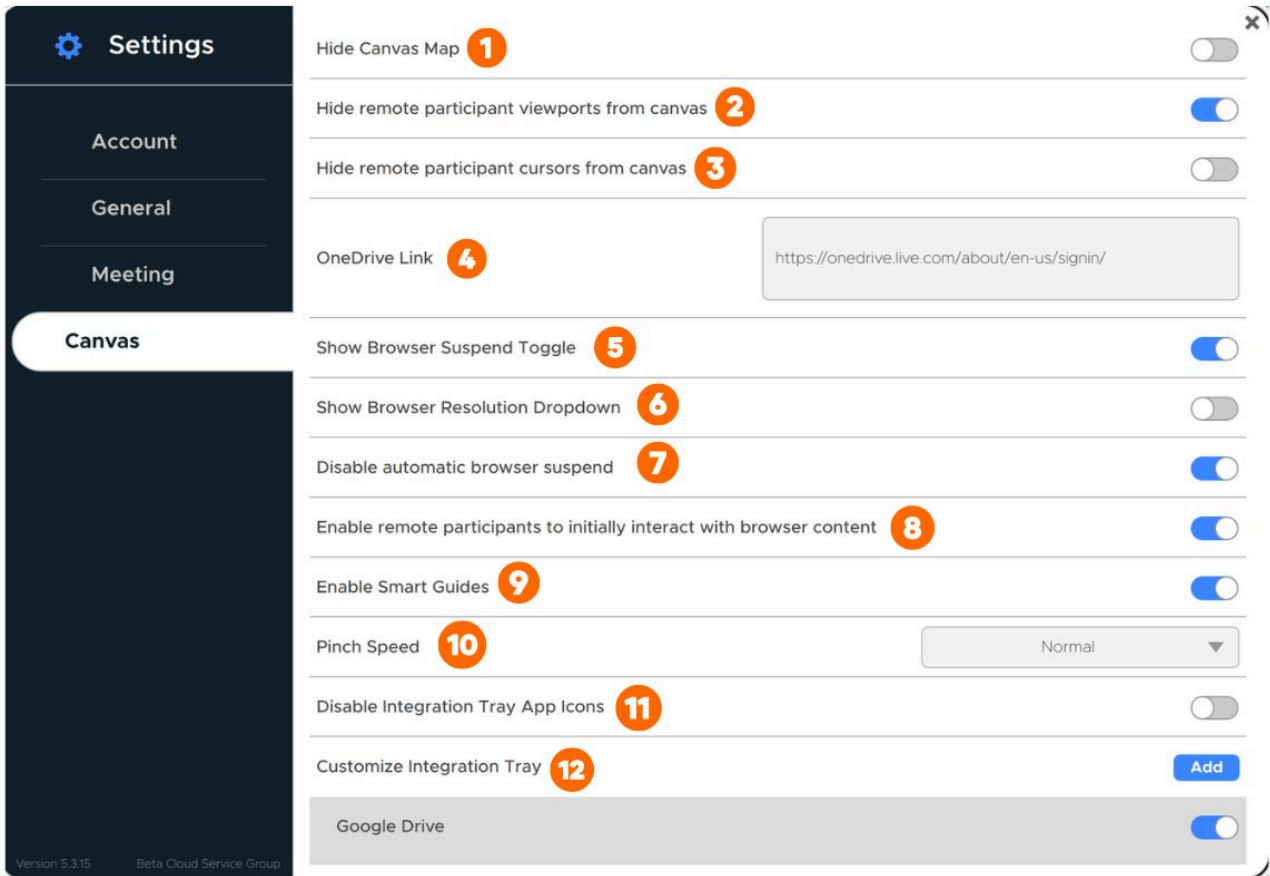
3. Personal Information

The information you provided when you created your account is displayed here. To update your First Name, Last Name, Job Title, or Company select 'Manage My Subscription'.

4. Plan

Your ThinkHub Cloud Plan information is displayed here, including the number of Canvases you have created and your current Canvas Limit. To upgrade or change your plan, select 'Manage My Subscription'.

Settings — Canvas



1. Hide Canvas Map

Removes Canvas Map from view

2. Hide remote viewports from canvas

Removes remote viewport outline from your Canvas view

3. Hide remote participant cursors from canvas

By default, a digital cursor indicates where other Canvas collaborators are interacting with the Canvas. You can toggle this off to hide the cursor from view.

4. OneDrive Link

Copy and paste a link to your OneDrive here to set your default OneDrive location

5. Show Browser Suspend Toggle

Allows you to suspend browser feeds

6. Show Browser Resolution Dropdown

Allows you to control the resolution of each browser window

7. Disable automatic browser suspend

Web Browsers are automatically suspended to save memory and processing power. Toggle this on to stop your ThinkHub Cloud Canvases from automatically suspending your web browsers.

8. Enable remote participants to initially interact with browser content

Toggle this off to prevent other Canvas Collaborators from being able to interact with web browsers you send to the Canvas.

9. Enable Smart Guides

Use the ThinkHub Smart Guides to enhance the alignment capabilities within ThinkHub. Smart Guides provide visual cues to indicate size, height, and spacing alignment of apps on the Canvas.

10. Pinch Speed

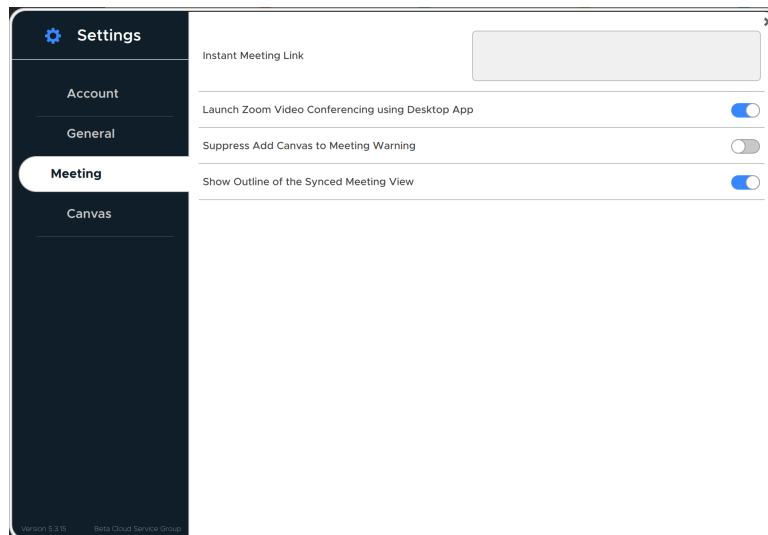
The pinch speed specifies the effect a pinch gesture has on scaling items. You can select between a slow, normal, and fast pinch speed.

11. Disable Integration Tray App Icons

Remove Integration apps from appearing in your toolbar.

12. Customize Integration Tray

Select which Integrations you would like to see in your Canvas toolbar. The default integrations include Google Drive, Office 365, and YouTube. Toggle these on or off using the toggle option to the right, or add your own web-based integrations by selecting 'add'.



Settings — Meeting

1. Instant Meeting Link

Copy and paste your instant meeting link (personal meeting room) here to automatically host meetings with this URL

2. Launch Zoom Video Conferencing using Desktop App

Toggle this on to launch Zoom as a separate app when you select to join an Instant Meeting. When this is toggled off and you select to start or join an Instant Zoom Meeting, Zoom will launch inside your T1V app.

3. Suppress Add Canvas to Meeting Warning

When you launch an Instant Meeting, you will see a warning that you are adding your Canvas to the Meeting. To suppress this warning, toggle this on.

4. Show outline of the Synced Meeting View

Connecting multiple devices

Connecting multiple devices in ThinkHub

ThinkHub supports unlimited device sharing. Depending on your version of ThinkHub, you may only be able to drag / drop a limited number of live device streams to the ThinkHub Canvas at a time. Contact your T1V Rep for details.

T1V Support

T1V Support is available for phone and email support the following hours:

8am Sunday - 10pm Friday[EST]

8am - 10pm Saturday [EST]

Additionally, T1V Support provides 24/7 remote monitoring of all products, offering a proactive response program should any issues arise.

T1V Support is proud to offer a one-hour call back time. If a request is made outside of regular business hours, you will be contacted by 9am the following day.

All Support requests are handled on a priority basis (emergency vs. non-emergency). An emergency is defined as a problem that immediately affects the operation of the T1V product (i.e., a system crash, or touchscreens are not working). All other requests, such as general questions, should be made during regular business hours.

Please note: T1V Support is available to help with any issues specifically related to T1V products. T1V Support is not intended to be a training session. If additional training is required, please contact your T1V administrator (the designated point person within your organization). T1V Support does not offer support for any third party applications, such as MS Office, Windows, Internet Explorer, Mac OS, and any other programs or operating systems.

Additional resources

T1V Knowledge Base: <https://knowledge.t1v.com/>

T1V app Download Page: <https://www.t1v.com/app>

[t1v.com](https://www.t1v.com)



Contact

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