

T1V



ThinkHub
HUDDLE™

USER GUIDE

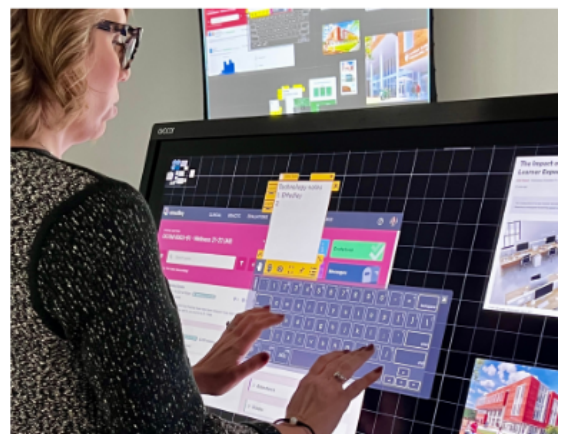
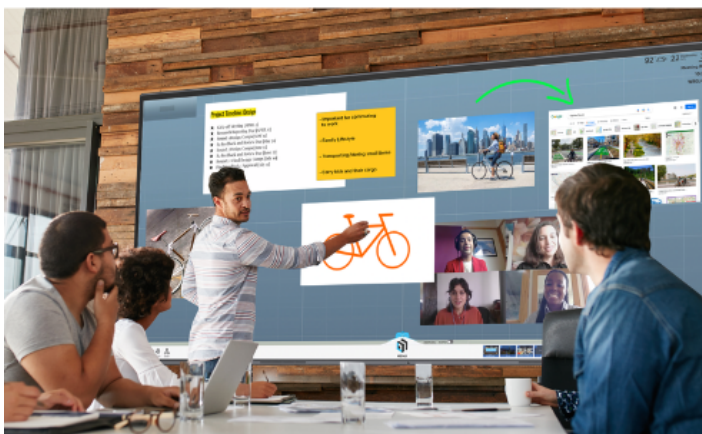
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ThinkHub Huddle

ThinkHub Huddle is a visual collaboration tool designed to help you ideate, collaborate, and innovate. By consolidating all the moving pieces of a collaboration session, ThinkHub Huddle works with the same devices, content and software that you already use, meaning almost zero setup time to create ThinkHub Huddle Canvases, and more efficient and productive meetings with your peers. Our ThinkHub Huddle platform provides a digital workspace for distributed teams to come together for real-time, flexible collaboration across in-room, hybrid, and virtual meeting environments.

Visit t1v.com/ThinkHub Huddle to learn more.



Touch Gestures

ThinkHub Huddle is developed to accommodate multiple people doing several things at the same time. If you are used to operating a smartphone or tablet, many of ThinkHub Huddle's touch gestures are the same.



Tap

Lightly strike the screen to select content or a link.



Long Tap (Tap and Hold)

Touch the screen, leaving your finger motionless until new information is displayed. This is used to open the Menu.



Flick

Place a finger on the screen and quickly swipe it in the desired direction. Use this gesture to scroll or pan quickly, or to send content across the screen.



Drag

Touch any object on the interactive surface and drag to its desired location. Lift your finger to release the object. This gesture can also be used to pan across the Canvas in a more controlled manner than using a flick gesture.



Pinch-Zoom

To zoom in, place two fingers close together on the screen and move them apart without lifting them from the screen. To zoom out, place fingers a distance apart on the screen and move them together without lifting them from the screen.



Erase

Make a fist with your hand and use the outside of your fist to 'erase' any annotations on content windows or on the Canvas itself.

Idle State

When ThinkHub Huddle has not been interacted with for a set amount of time, it will display this screen:



1. T1V App

In the top right corner of the display, you'll see your T1V app credentials. This allows you to connect and display your device screen to the ThinkHub Huddle Canvas without having to physically touch the screen.

2. Weather / Date / Time

Here you'll see the daily forecast, date, and time. This can be configured by your ThinkHub Huddle administrator (the designated point person within your organization).

3. Calendar

You'll see the meetings scheduled for the room for the day. (This is an optional calendar integration, which your organization may or may not have set up). Your ThinkHub Huddle administrator can dictate how much or how little meeting detail to display (the times, meeting names, meeting descriptions, and meeting hosts are all configurable). You can also scroll up and down to see all meetings scheduled throughout the day.

4. ThinkHub Huddle Shortcuts

The white buttons each represent a different shortcut.

Sketch - Tap 'Sketch' to launch the ThinkHub Huddle Canvas and immediately open a large Sketch window. Use this feature to start sketching right away.

Present - Tap 'Present' to launch the ThinkHub Huddle Canvas and immediately open the T1V app instructions. Use this feature to aid meeting attendees to connect and share devices to the Canvas.

Browse - Tap 'Browse' to launch the ThinkHub Huddle Canvas and immediately open a Web Browser window. Use this feature to start browsing right away.

5. ThinkHub Huddle Help

Tap 'Help' for our onscreen Help Guide.

6. ThinkHub Huddle Start

Tap 'Start' to open a ThinkHub Huddle Canvas.

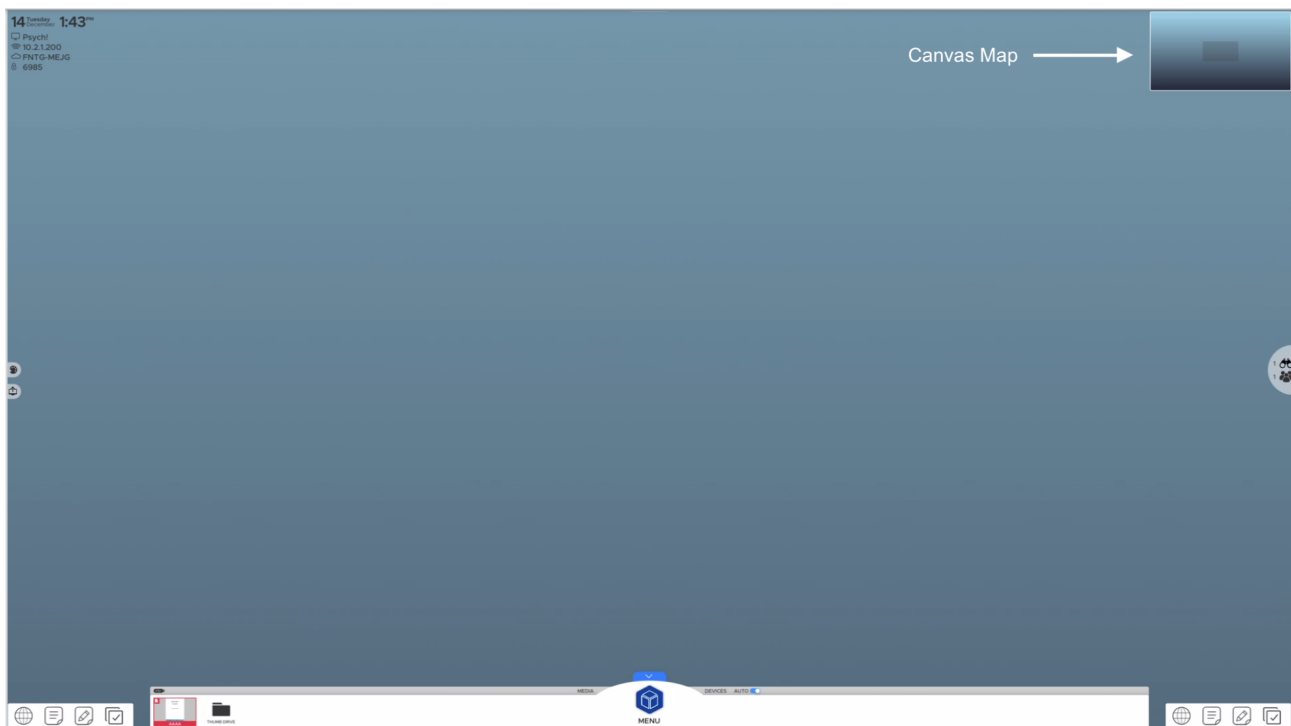
7. Custom ThinkHub Huddle Start Button

Contact T1V to add a customized button to your ThinkHub Huddle, which will open a specified Canvas.

Canvas and Canvas Map

The ThinkHub Huddle Canvas is the digital backdrop for your ThinkHub Huddle sessions, and can expand up to 20 times the surface area of the physical touchscreen. Use touch gestures to navigate the Canvas.

The Canvas Map is located in the upper right corner of your ThinkHub Huddle Canvas. The active area of the Canvas is the visible piece that is displayed on the touchscreen, 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 tap directly on the Canvas Map to quickly navigate to areas of the Canvas.

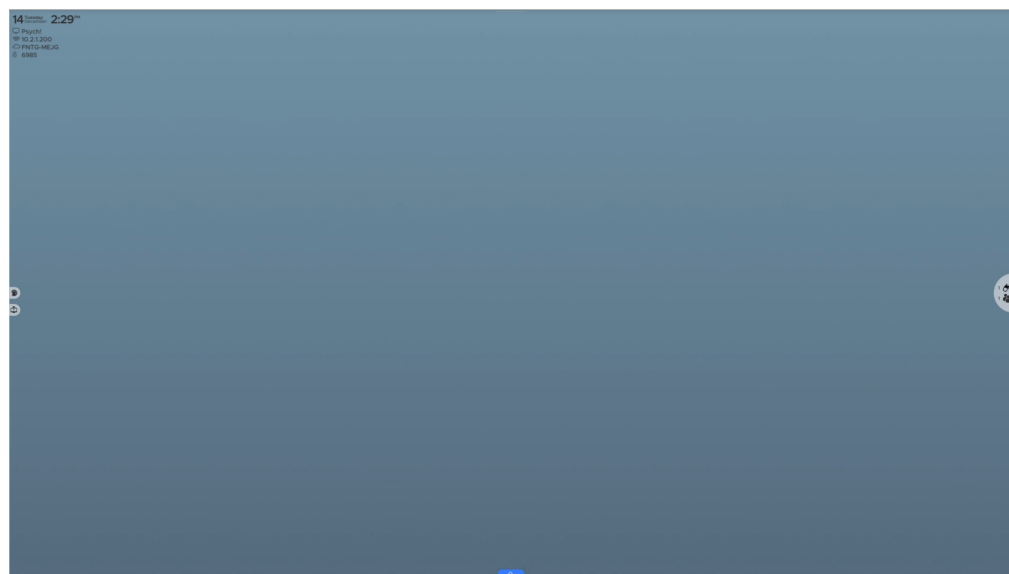
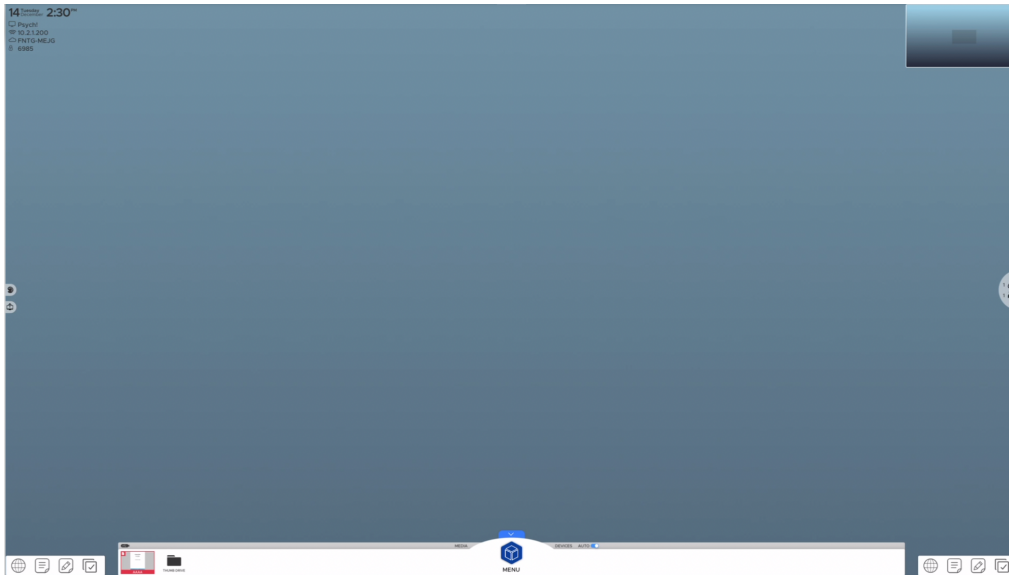


Canvas Tray

The Canvas tray lives at the bottom of the ThinkHub Huddle Canvas and holds all of your key Canvas tools. From the Canvas tray, you can access apps, media, menu, and devices.

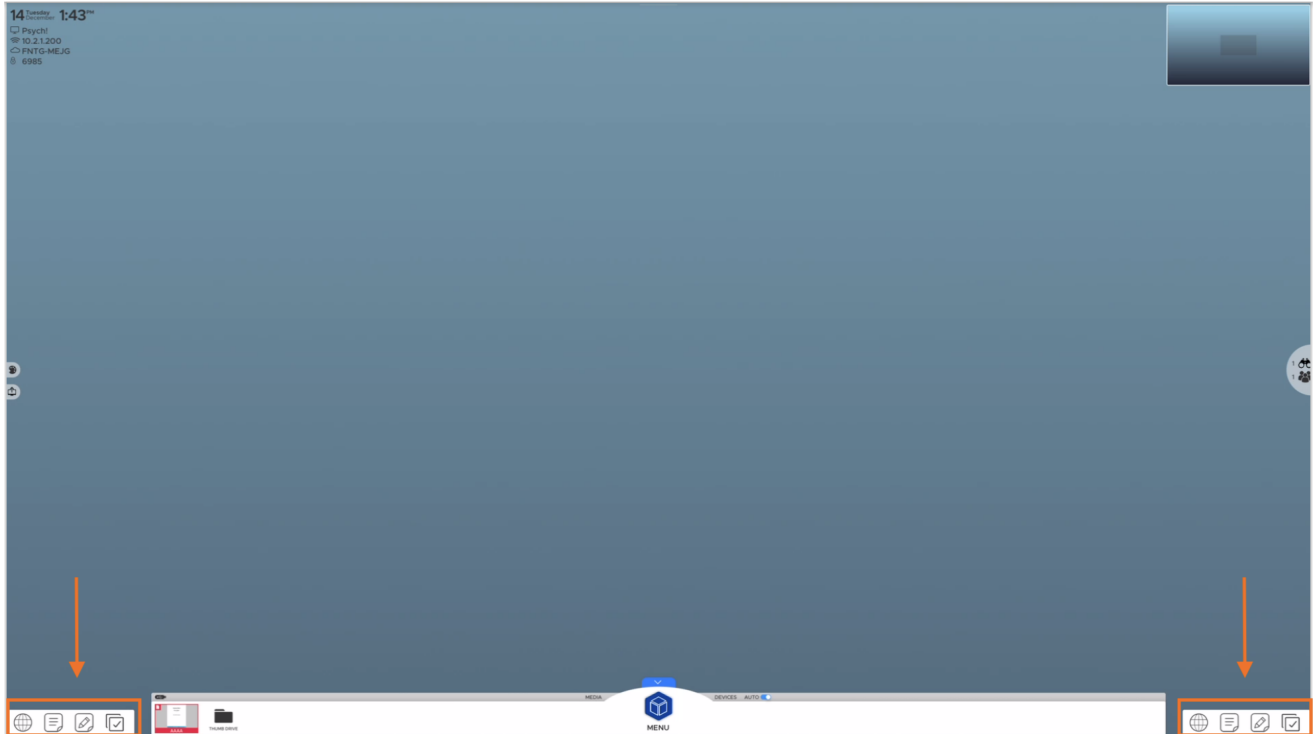
Minimize Tray

The ThinkHub Huddle Canvas Tray can be hidden to maximize the user's active workspace. Tap the blue arrow at the top of the menu icon to hide the Canvas Tray, Canvas Map, and T1V app credentials.




Apps

To help you get ideas and thoughts onto the Canvas quickly, we've built in several apps: Web Browser, Note, Sketch, and Group. You can access all four of these apps from the bottom corners of the Canvas. You can also access our built-in apps in the menu.



Simply tap or drag/drop the icons to the Canvas to open a new Web Browser, Note, or Sketch. Tap once inside the window to make it active (you'll know the window is active when the color border appears and you can see your content tray at the bottom of the window). When active, you can pinch-zoom within the content window to focus on a particular area.

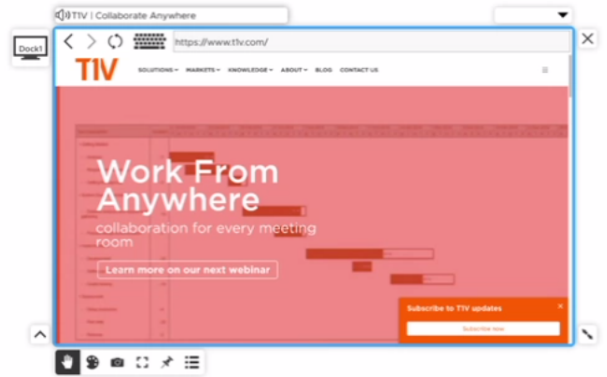
To make the window inactive, simply tap the collapse tray button () on the bottom left of your content tray. You'll now be able to drag the content wherever you please.

To remove a Web Browser, Note, or Sketch window from the Canvas altogether, tap the 'X' button in the top right corner of the content window.



BROWSER

Tap on the browser search bar to open the keyboard to enter your search query, or tap on the top URL bar to go directly to a web page. Simply tap anywhere on the Web Browser window to activate your content window. Once the window is active (you'll know this when the color border appears and you can see your content tray) you can pinch- zoom within the content window. The default URL for new Web Browser windows is Google.com.



Note: with ThinkHub Huddle Huddle, you are limited to 2 Web Browsers on your ThinkHub Canvas at a time.



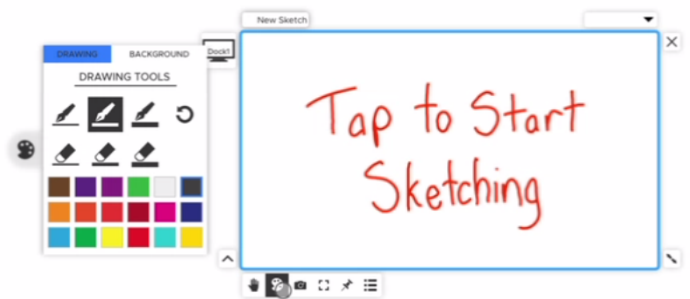
NOTE

Tap anywhere on the Note window to activate your content window. Once the window is active (you'll know this when the color border appears and you can see your content tray) you can pinch-zoom within the content window. You can also resize the dimensions of the Note using the two-arrow icon on the bottom right of the window. In addition to the standard content tray, you can change the background and text colors using the button in the top left corner of your Note content window.



SKETCH

Sketches are designed to draw freehand or with a stylus. Tap anywhere on the Sketch window to activate your content window. Once the window is active (you'll know this when the color border appears and you can see your content tray) you can pinch-zoom within the content



window. You can also resize the dimensions of the Sketch using the two-arrow icon on the bottom right of the window.



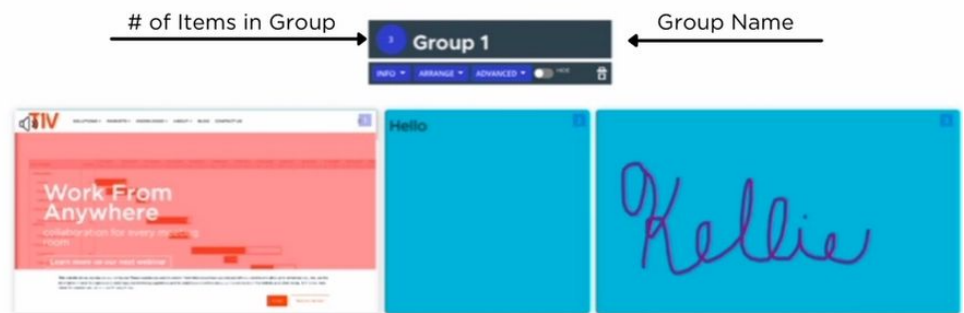
With ThinkHub Huddle Groups, users can create groups and add individual content assets to those groups. Groups can contain notes, sketches, images, videos, PDFs, or any other content asset shared to the Canvas. Once a group is created, users have the ability to assign a theme (background and text color), and can control the way the group content is displayed (spacing between assets, alignment, and more...). ThinkHub Huddle 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.

1. Number of Items in a Group

The number next to the Group name indicates how many items are within that group.

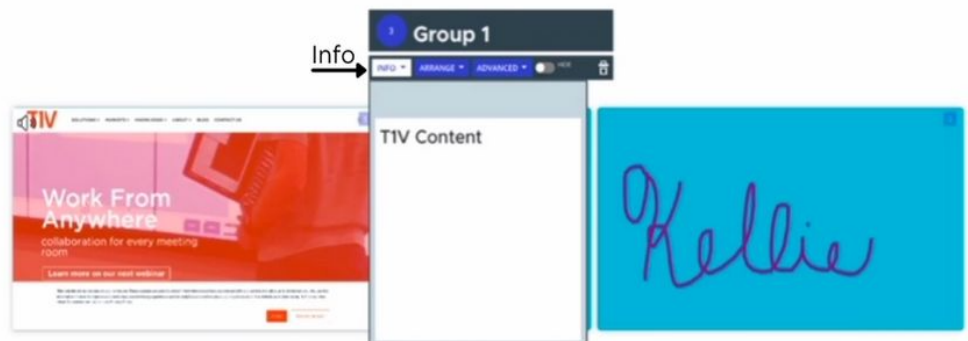
2. Group Name

The Group header gives you the ability to edit the Group name. Simply tap anywhere within the Group header text to put the Group header in edit mode.



3. Info

Tap this button to display the Group info card. The info card allows you to put a more detailed description of the Group and/or the Group contents.



Arrange

Tap this button to display different Group arrangement and layout options.



5. Advanced

Tap this button to display different Group behavior. For example, you can select and apply a different application background and text color for all the Group contents.

6. Hide Content

Tap this button to hide or minimize the Group contents on the canvas.



7. Close Group

Tap this button to close or delete the Group. Note: The Group contents will remain on the canvas and retain the group attributes (if applicable), but will no longer be grouped together.



8. Adding Items to a Group

To add an item to a group, drag the item close to the group. A light blue border and "Add to.." text will appear around the group. Release the item and it will automatically be added to the group.



9. Removing Items from a Group


To remove an item from a group, drag an item away from the group until an orange border and "Remove from" text appears around the group.

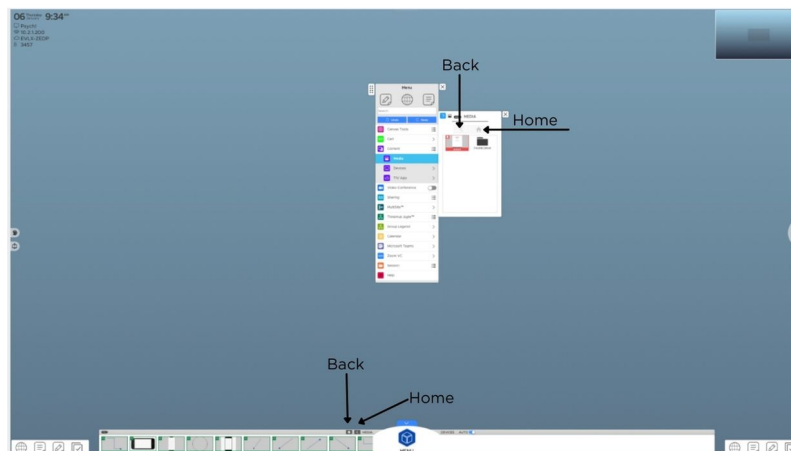
Media

All media files live within the media section of the Canvas tray. This includes images, videos, and PDFs. To load your files to the media section, simply plug in a USB drive to your ThinkHub Huddle USB port. For larger ThinkHub Huddle solutions (multipanel displays), this is likely a USB port installed near the interactive wall. For smaller ThinkHub Huddle solutions (single panel displays), this may be located on the back or side of the interactive display. Ask your ThinkHub Huddle administrator for more details on where your USB port is placed. Your ThinkHub Huddle may be integrated with your network drive folders, in which case no USB is required to access your media.

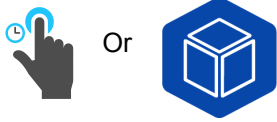
Once you've plugged in your USB drive, your content will automatically load into the media section of the tray with thumbnail preview windows. The file name will appear as overlay text on the base of the thumbnail preview image as an additional reference point. You can drag or flick through media to find the content you would like to share to the Canvas. To share the content to the Canvas, simply tap or drag file thumbnails.



If you've entered a media folder, the home button () will take you back to the top level of your USB or network drive. Hit the back button to move in and out of file folders.



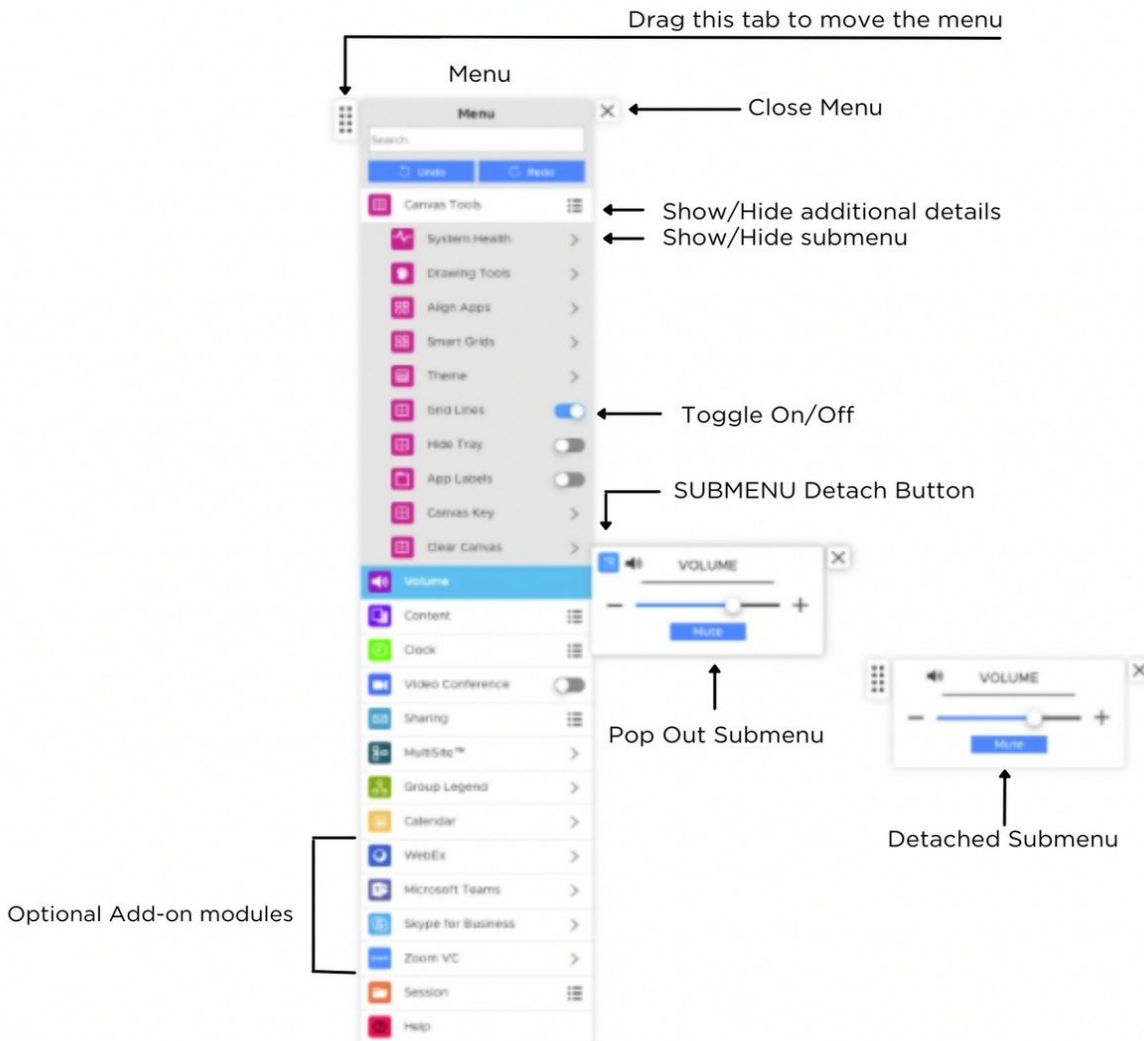
Menu



Or

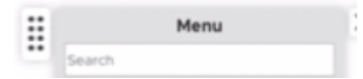
To open the menu from the Canvas Tray just tap the ThinkHub Huddle icon to launch. You can also long tap (tap and hold) anywhere on the Canvas to open the menu. Multiple users can open the menu at the same time. If the menu goes idle after a set period of time, it will disappear from the Canvas.

The menu is broken into a series of tabs and submenus. All submenus can be detached by touching the blue pop-out icon in the top left of the submenu. This will detach the submenu from the menu, and will remain persistent on your Canvas. Use the submenu tab in the top left corner to drag and place the submenu anywhere on the Canvas.



1. Menu Search

The Menu Search feature allows you to quickly search for applications, content etc. within the Menu. When you start typing, the Search feature will return all the results that include the text entered. The Menu Search also has a built in calculator, so you can quickly enter in simple formulas and see the results.



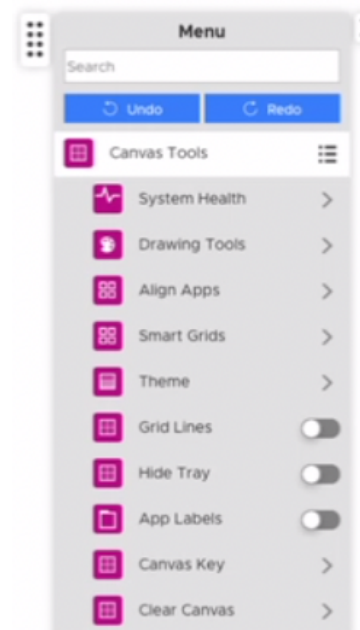
2. Undo/Redo

Select 'Undo' to undo the last action on the Canvas (annotation, opening content, aligning content, etc.). 'Redo' restores actions removed by 'Undo.'



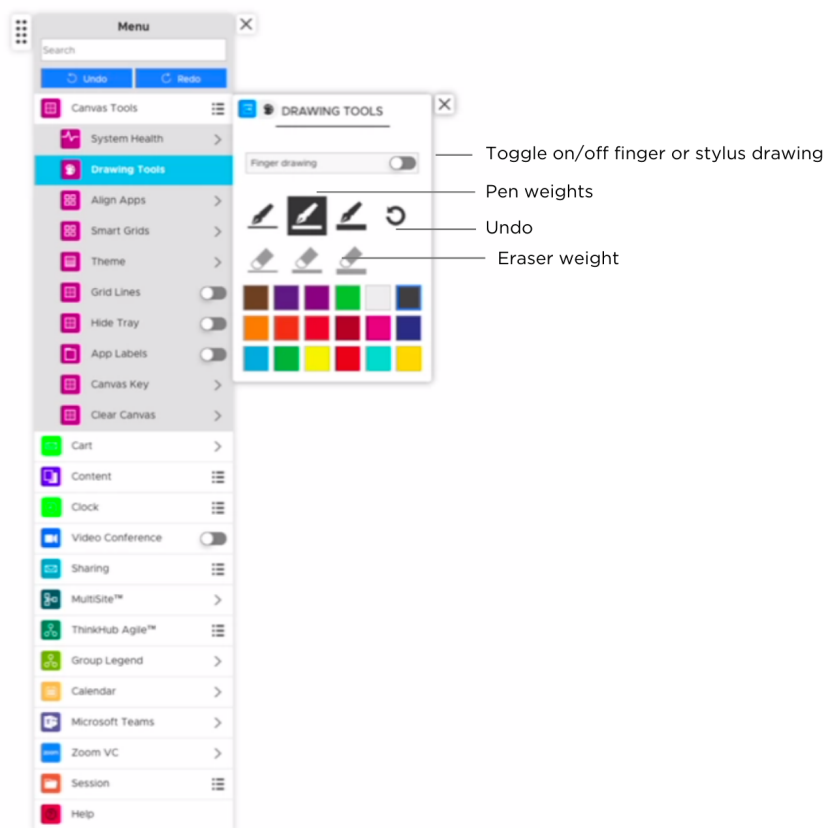
3. Canvas Tools

Select this tab for all Canvas controls. Here you can view multiple submenus, including Drawing Tools, Align Apps, Theme, Grid Lines, App Labels, Canvas Map, and Clear Canvas.



Drawing Tools

From the Drawing Tools submenu, you can control how drawings will appear on the Canvas. Start by toggling on Finger drawing to enable users to draw on the Canvas using their fingers. If your display supports Stylus drawing, you will have the option to toggle Stylus Mode on, enabling you to draw on the Canvas using a Stylus.



Once Canvas drawing is enabled, you can select pen weight and color at the same time. You can also undo your last action, select eraser weights if you want to erase specific content, or erase all (this will erase all Canvas drawing). Please note, you can undo the erase all action by tapping the same button once highlighted.

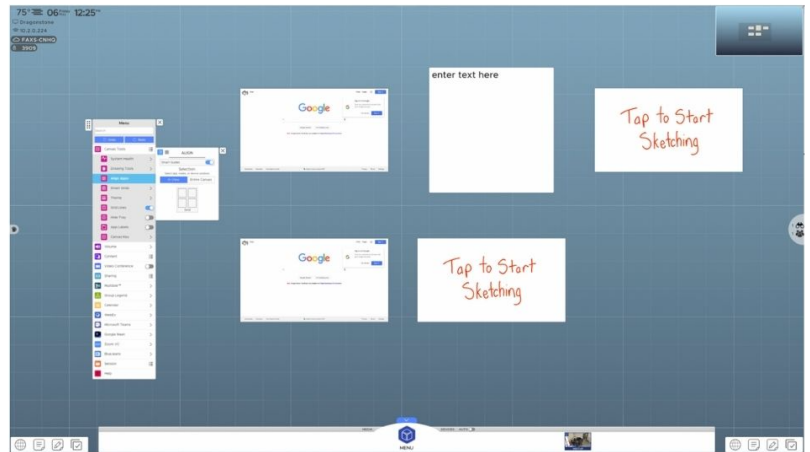
When using Canvas drawing tools, you will only be able to select one pen/eraser/color at a time, however the Drawing Tools menu will remain active until you close it. Multiple people will be able to draw (or erase) at the same time, but once the drawing tool is selected for Canvas drawing, those selections will apply to the entire Canvas.

Stylus Mode

When used with compatible touch sensor hardware, ThinkHub Huddle can immediately distinguish between a finger touch and a stylus touch. With your finger, you can move objects around the Canvas. With a stylus, you can write and annotate on the Canvas. Because ThinkHub Huddle recognizes the difference between these two touch events, you can more quickly operate between these two actions. You can also erase annotations by creating a fist with your hand, and moving the backside of your fist in a circular motion to erase writing on the interactive Canvas. This is a tool you can toggle on/off.

Align Apps and Smart Guides

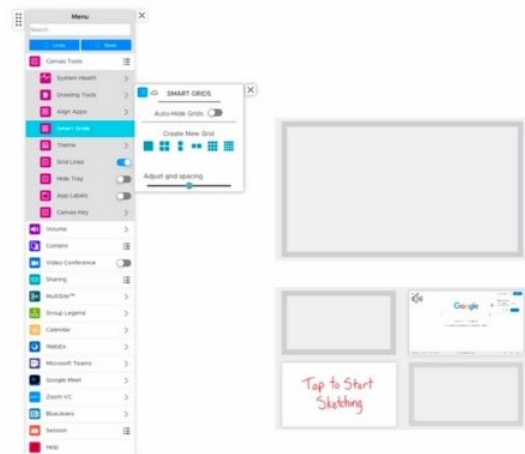
Use this tool to align the content on the ThinkHub Huddle Canvas. You can align all items 'In View' (what's currently displayed on the physical display), or the 'Entire Canvas.' This feature will quickly snap all items to the grid.



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

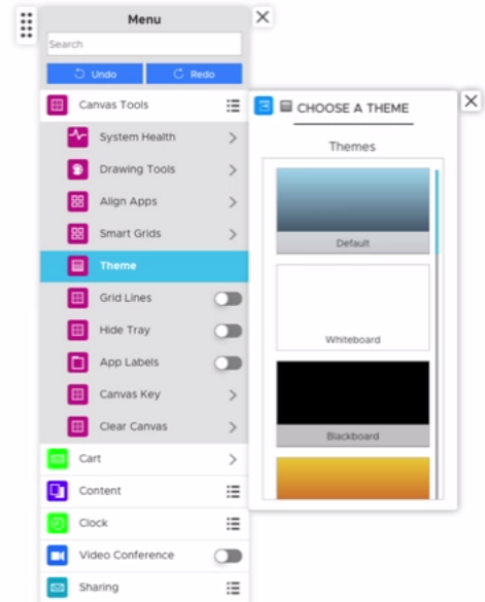
SmartGrids

Use SmartGrids to create Canvas layouts to view and present content in optimal sizing and alignment. Once the content is dragged into the SmartGrid drop zone, the content will expand to the max size of the grid. SmartGrids is part of the ThinkHub Huddle alignment tool set, designed to aid users in better organizing and visualizing content on the ThinkHub Huddle Canvas. Plus, it makes for a powerful presentation tool when utilizing ThinkHub Huddle.



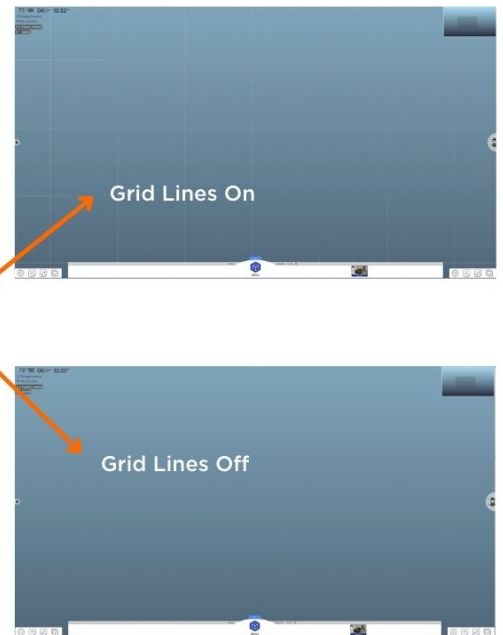
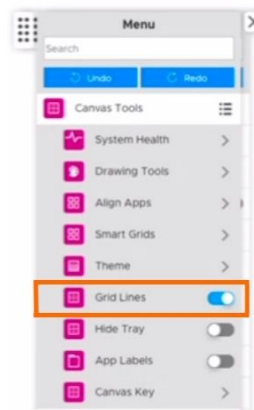
Theme

Use this tool to switch the background theme of your Canvas. There are multiple options to choose from, which you can view by scrolling up and down. All content will remain the same on the Canvas; this will simply change the theme palette.



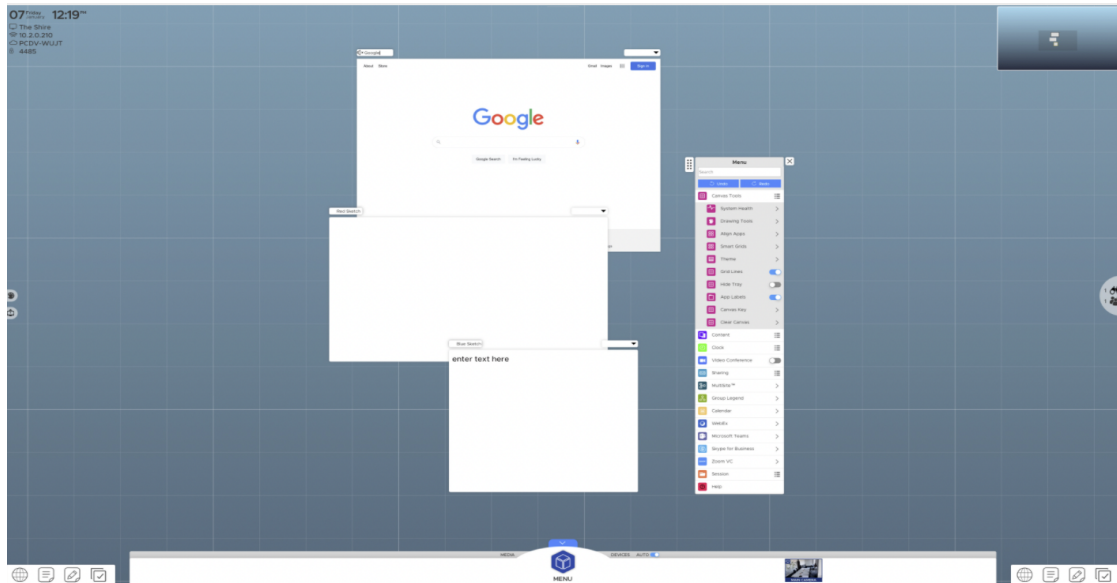
Show Grid Lines

ThinkHub Huddle gives you the option to toggle your grid lines on or off. Access this feature in the Canvas submenu of the ThinkHub Huddle menu.

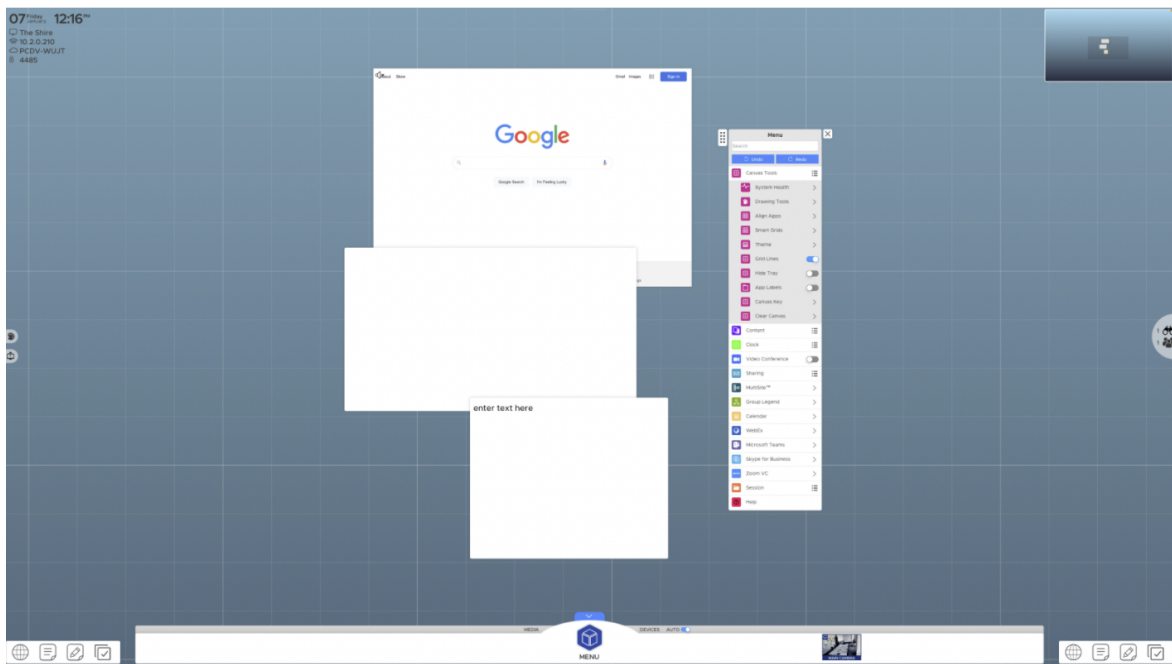


Show App Labels

This is a tool you can toggle on/off. When on, app labels will appear in the top left border of all content windows. These are designed to help you distinguish between different pieces of content displayed on the Canvas. You can change the name of the app label anytime by tapping on the label's text. A keyboard will appear and you can rename the content directly on ThinkHub Huddle.



App Labels On (above), App Labels Off (below)



Canvas Map

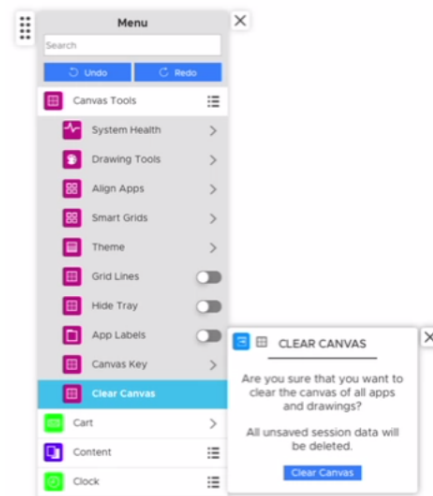
Access the Canvas Map from the convenience of the menu - particularly useful for large, multipanel walls or any ADA deployments.

You can quickly move to a different area of the canvas by tapping on the Canvas Map.



Clear Canvas

This is the one area where you can clear the entire Canvas of all apps and drawings, and start from scratch. Anything that is not saved will be deleted.



4. Volume

Select this tab to control the volume of media and content playing on your ThinkHub Huddle Canvas. This button appears only when using an analog audio output, like speakers (not HDMI).



5. Content

Select this tab to access all Canvas content. Here you can view multiple submenus, including Media, T1V app, and Devices.

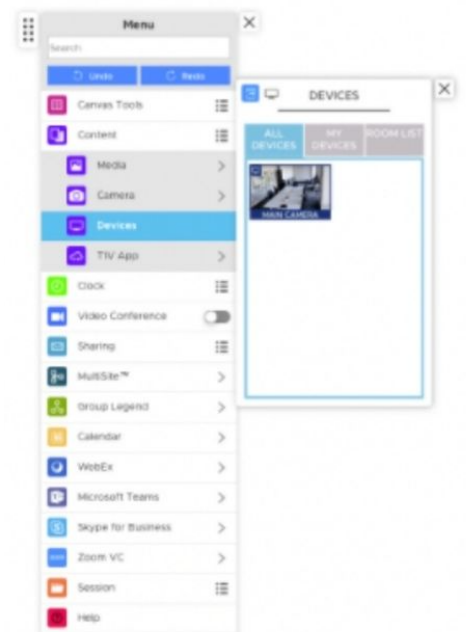
Media

Select this tab to access your media files. These will also live in the media section of the Canvas Tray. Here in the menu, you can use your detachable submenu to relocate the media anywhere on the Canvas. If you are working on a large wall, or multiple people want to access media at the same time, each person can operate from their own media submenu.



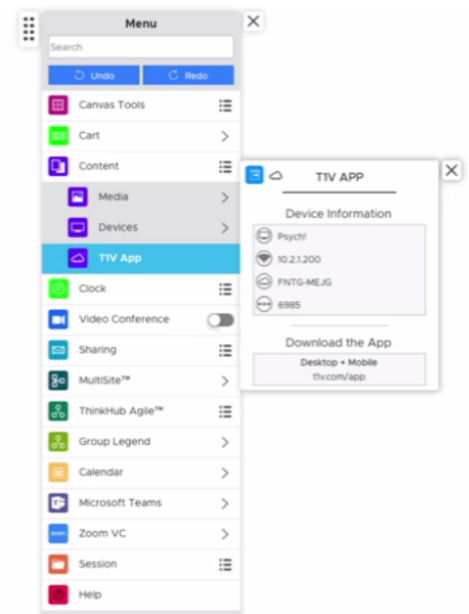
Devices

Select this tab to access devices connected through T1V app (laptops, smartphones, tablets, etc.). To view specific devices, you can tap or drag them directly to the Canvas. **ThinkHub Huddle supports up to 1 device connected via a hardline input, and up to 5 simultaneous devices connected wirelessly via the T1V app.**



T1V App

Select this tab to access your T1V app information, along with instructions on where to download the latest T1V app (free to all ThinkHub Huddle users). These details live persistently in the top right of the Canvas, but now you can detach your T1V app submenu and place wherever is most visible to users in the room (particularly useful to those with large, multipanel wall deployments).

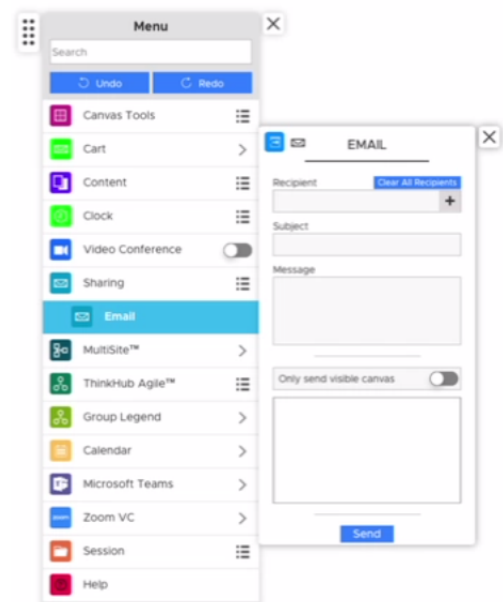


6. Sharing

Select this tab to view your sharing options for the Canvas. In this example, you can choose to email or print your Canvas.

Email

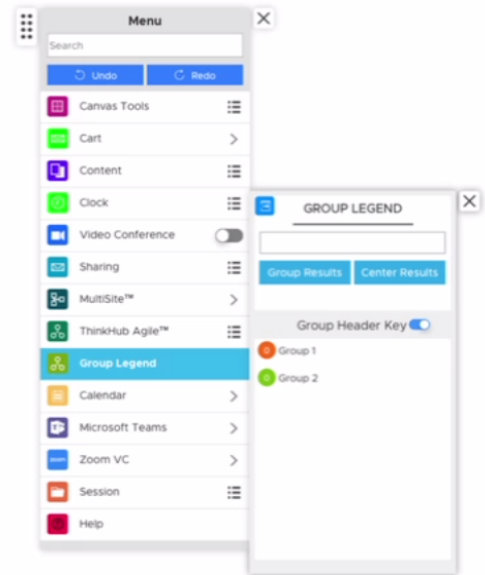
In this submenu, you'll be prompted to enter the email recipient(s), subject, and message. You can also select whether you'd like to email the entire Canvas or just the visible Canvas (what's currently in view on the touchscreen display). Tap 'Send' when you have completed all of these fields. The recipients will receive a PDF copy of your Canvas session.



7. Group Legend

Select this tab to access the Group Legend. With the Group Legend you can easily keep track of how many Groups are on the canvas, how many applications are in each Group, and what color the Group header has.

You can also search for specific text within notes that are in Groups and either center those results or create a new Group with the notes that contain the searched upon text.

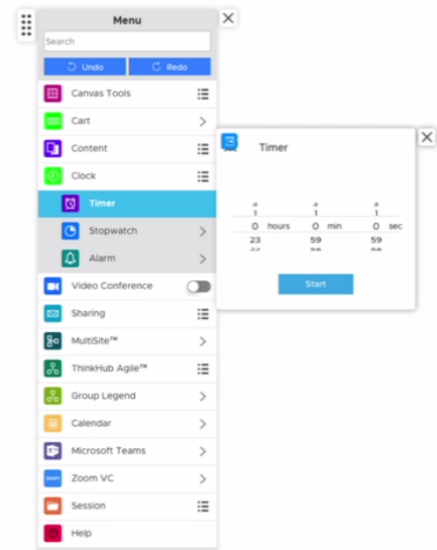


8. ThinkHub Huddle Clock

The ThinkHub Huddle Clock features three main capabilities: Timer, Alarm, and Countdown. Use these applications to get more done while managing effective meetings and brainstorming sessions. You can also leverage the clock tool for design and sprint planning or lean innovation.

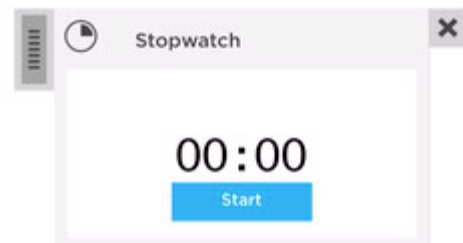
Timer

From the ThinkHub Huddle Clock submenu, select the Timer option to run effective meetings and brainstorming sessions.



Stopwatch

From the ThinkHub Huddle Clock submenu, select the Stopwatch option to measure and track time intervals on the canvas.



Alarm

From the ThinkHub Huddle Clock submenu, select the Alarm option to set a visual alarm on the canvas.



9. Videoconferencing

ThinkHub Huddle's Video conferencing Add-On is designed to work with the systems you already have in place. ThinkHub Huddle VC is compatible with hardware video conference gear, such as Cisco and Polycom, and requires a one time setup and configuration fee.

Webex

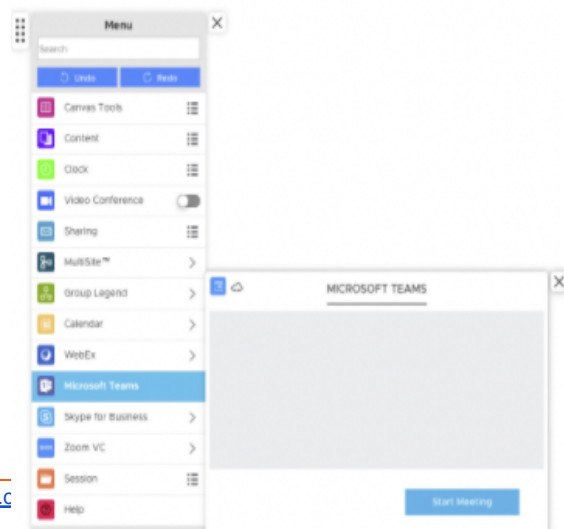
Select this tab to join an existing Webex call or create a new one entirely.

Remote participants will be able to view the ThinkHub Huddle Canvas, while you will be able to view remote participants' screen and/or camera feed. When Webex is selected from the menu, the Webex window is displayed on the Canvas and in the VC Panel to the right.



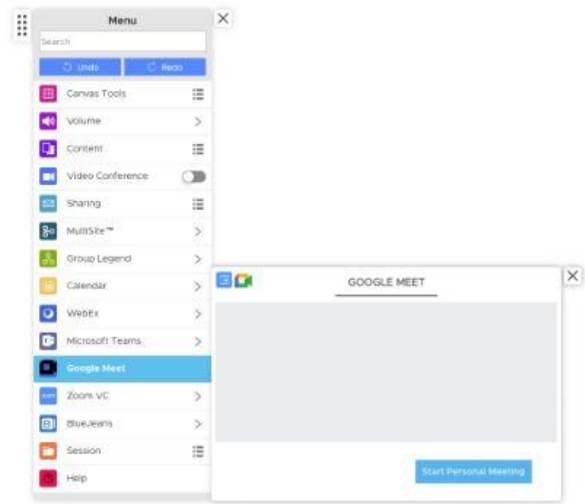
Microsoft Teams

Select this tab to join an existing MS Teams call or create a new one entirely. Remote participants will be able to view the ThinkHub Huddle Canvas, while you will be able to view remote participants' screen and/or camera Feed. When Teams is selected from the menu, the Teams window is displayed on the Canvas and in the VC Panel to the right.



Google Meet

Select this tab to join an existing Google Meet call or create a new one entirely. Remote participants will be able to view the ThinkHub Huddle Canvas, while you will be able to view remote participants' screen and/or camera Feed. When Google Meet is selected from the menu, the Google Meet window is displayed on the Canvas and in the VC Panel to the right.



Skype For Business

Select this tab to join an existing Skype for Business call or create a new one entirely. Remote participants will be able to view the ThinkHub Huddle Canvas, while you will be able to view remote participants' screen and/or camera Feed. When Skype for Business is selected from the menu, the SFB window is displayed on the Canvas and in the VC Panel to the right.



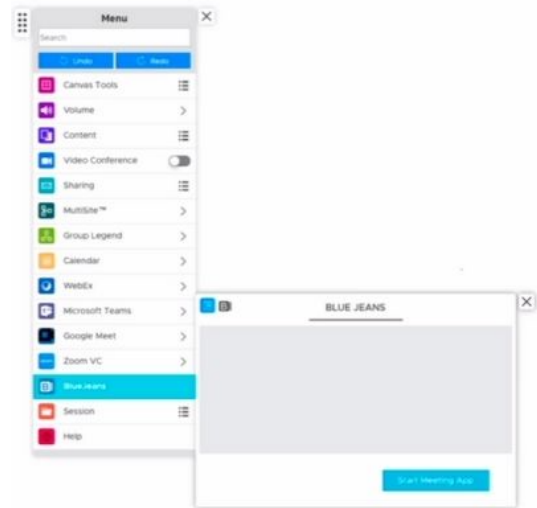
Zoom

Select this tab to join an existing Zoom call or create a new one entirely. Remote participants will be able to view the ThinkHub Huddle Canvas, while you will be able to view remote participants' screen and/or camera feed. When Zoom is selected from the menu, the Zoom window is displayed on the Canvas and in the VC Panel to the right.



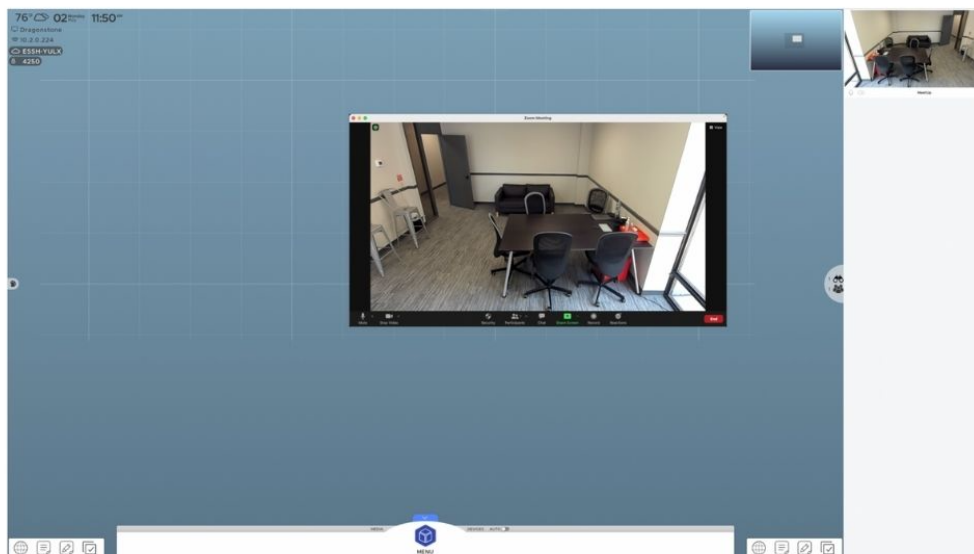
BlueJeans

Select this tab to join an existing BlueJeans call or create a new one entirely. Remote participants will be able to view the ThinkHub Huddle Canvas, while you will be able to view remote participants' screen and/or camera feed. When BlueJeans is selected from the menu, the BlueJeans window is displayed on the Canvas and in the VC Panel to the right.



VC Panel

The ThinkHub Huddle VC Panel can now be used to maximize your active workspace while running a 3rd party VC application. Accessible through the Menu, you can toggle this feature on and off. When launching a 3rd party video conference application, (i.e. Skype, Zoom, Webex, and Blue Jeans) the application will now display in a panel to the right of the viewable canvas. You can then drag and drop or tap the VC application windows onto the Canvas. The VC application windows will remain persistent in the VC panel, so if one of the VC application windows is closed while on the Canvas, you will still be able to access the VC windows in the VC panel.

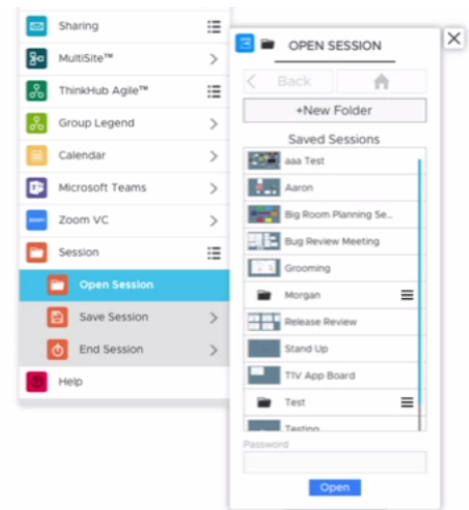


10. Session

From this tab you can open, save, and end your ThinkHub Huddle session.

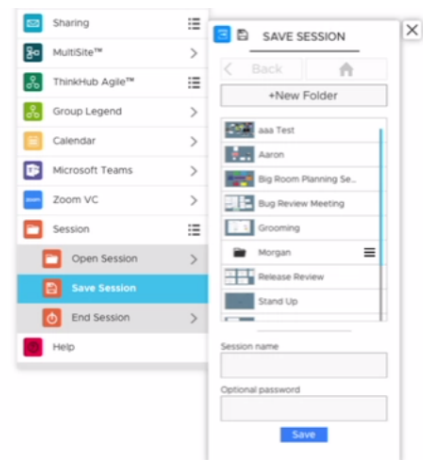
Open Session

Here you'll see a list of all saved Sessions available to you. These are presented in alphabetic order, and offer a thumbnail preview of the Canvas for reference. Tap the Session you want to open. You'll be prompted for a password if the Session is password-protected. Finally, tap 'Open' to open the selected Session.



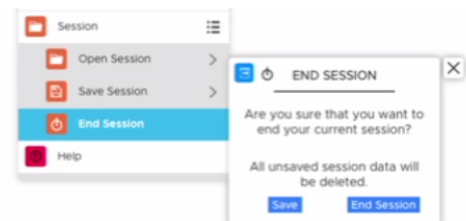
Save Session

Here you can save your Session. You'll be able to view all saved Sessions so that you can be sure not to create a duplicate name for your Session. You can also enter a password if you want to password protect your Session. Tap 'Save' when you are ready to save your Session.



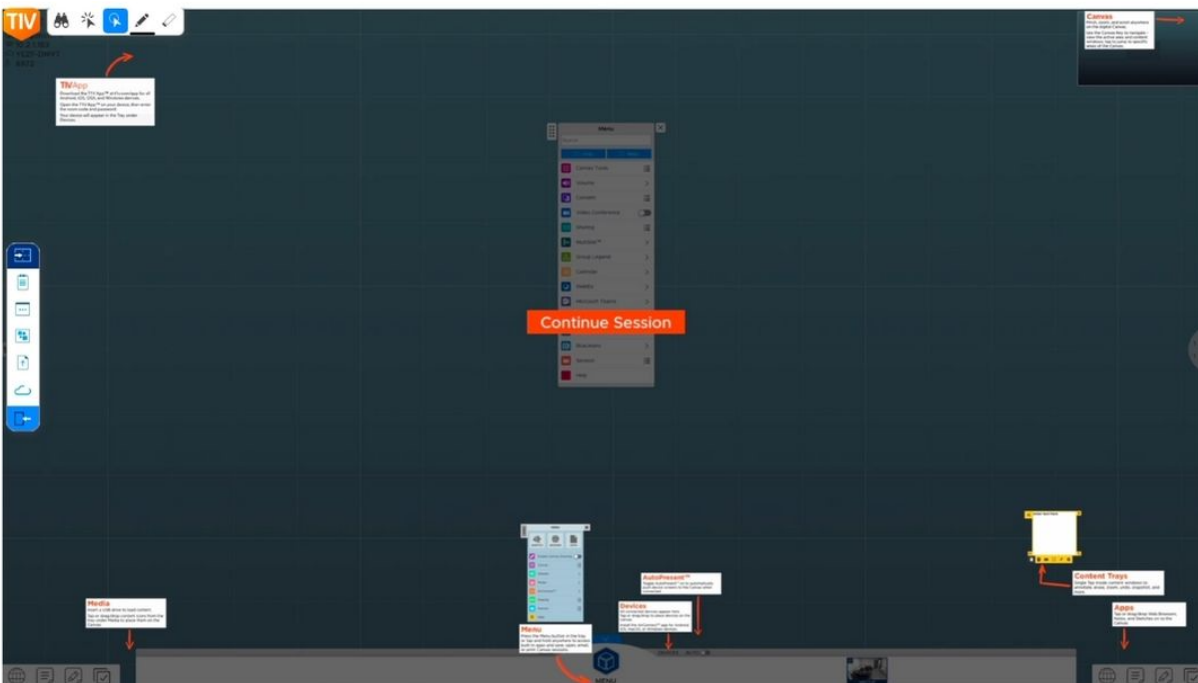
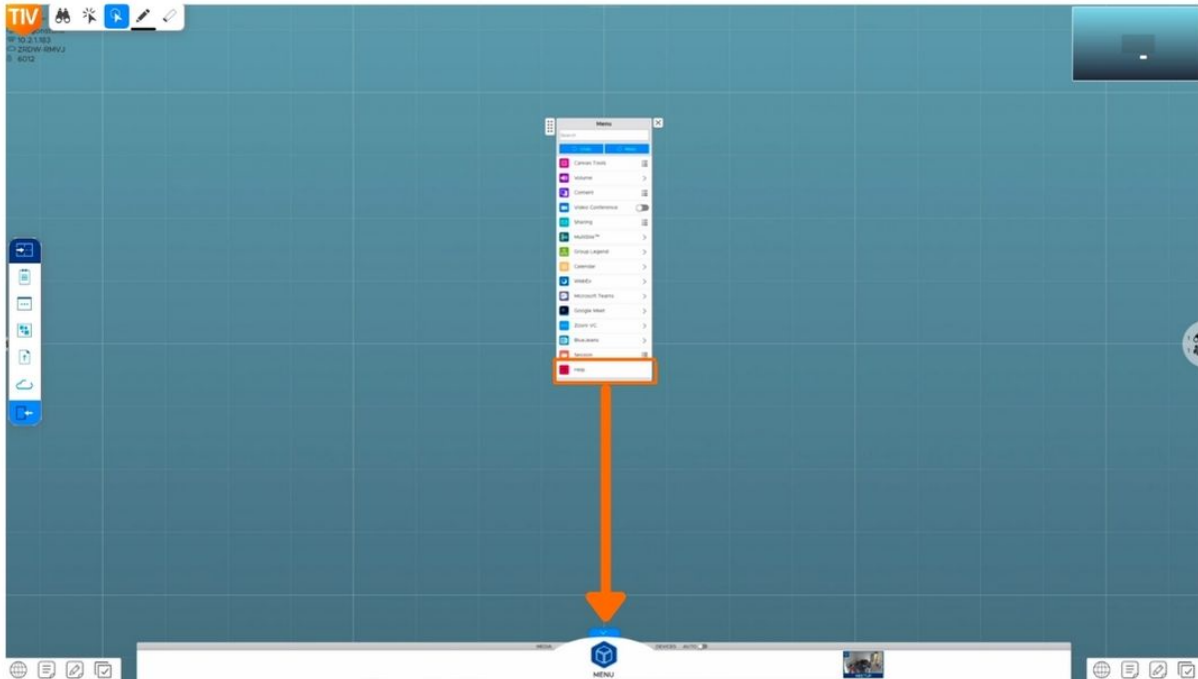
End Session

Here you can choose to end your Session. Please note, all unsaved session data will be deleted. Tap 'End Session' to end the session without saving any data.



11. Help

Anytime you need a quick refresher on your ThinkHub Huddle tools, you can access ThinkHub Huddle Help right here at the bottom of the menu. Tap 'Continue Session' to return to your session.



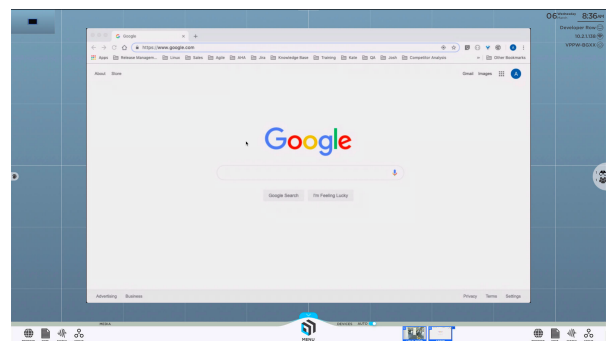
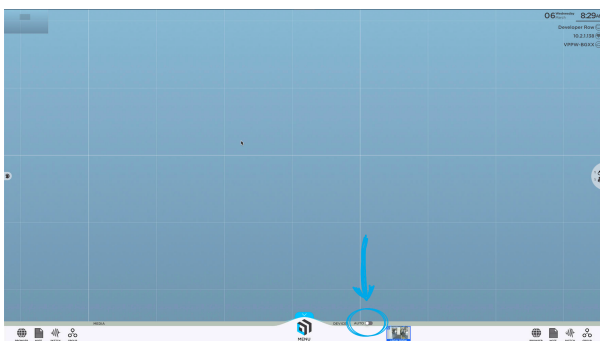
Devices

All connected devices 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.



AutoPresent Mode

You also have the option to enter AutoPresent Mode. You can toggle 'On / Off' to automatically display device screens to the Canvas when connected. This is helpful when giving presentations or when you don't want to rely on someone to drag connected devices to the Canvas. When AutoPresent is on, anyone who connects to the Canvas will automatically be pushed to the Canvas for quick presentations.

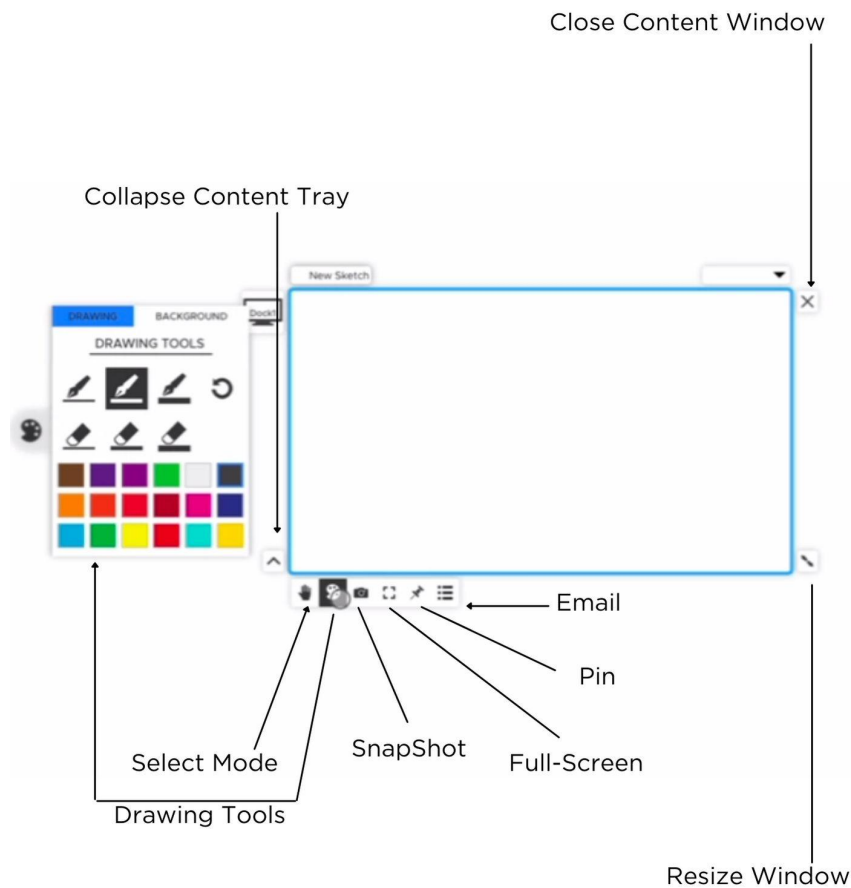


Device windows appear front and center in AutoPresent Mode

Content Tray

Each piece of content available to you on the ThinkHub Huddle Canvas comes with its own set of user tools. Or, what we call the content tray. The content tray is the same for all types of content, so no matter if you've opened a Note, Sketch, PDF, video, or image, your tray will be consistent and hold the same user tools.

To activate a content tray, tap inside the content window. You will see the content tray appear, always anchored to the bottom left corner of the content window. While the content tray is open, you can not flick or drag/drop content windows. To close the content tray, tap the collapse button on the bottom left of the window.



ThinkHub Huddle Scheduling

ThinkHub Huddle Scheduling allows you to schedule a future one-time meeting or a future recurring meeting.

INITIAL SETUP

ThinkHub Huddle Scheduling requires ThinkHub Huddle calendar integration. Your company administrator will need to contact T1V Support to properly add the room's calendar on the ThinkHub Huddle device.

USE CASES

High-Traffic Meeting Rooms and Classrooms

If ThinkHub Huddle is in a high-demand area, meeting leaders or instructors can use ThinkHub Huddle Scheduling to prepare their ThinkHub Huddle Sessions in advance. Users will use ThinkHub Huddle to create a Session and prepare the Session with their content. They can then download the Session file (.t1vx) to their device, and upload it to the in-room ThinkHub Huddle using the calendar prior to or at the start of their meeting or class.

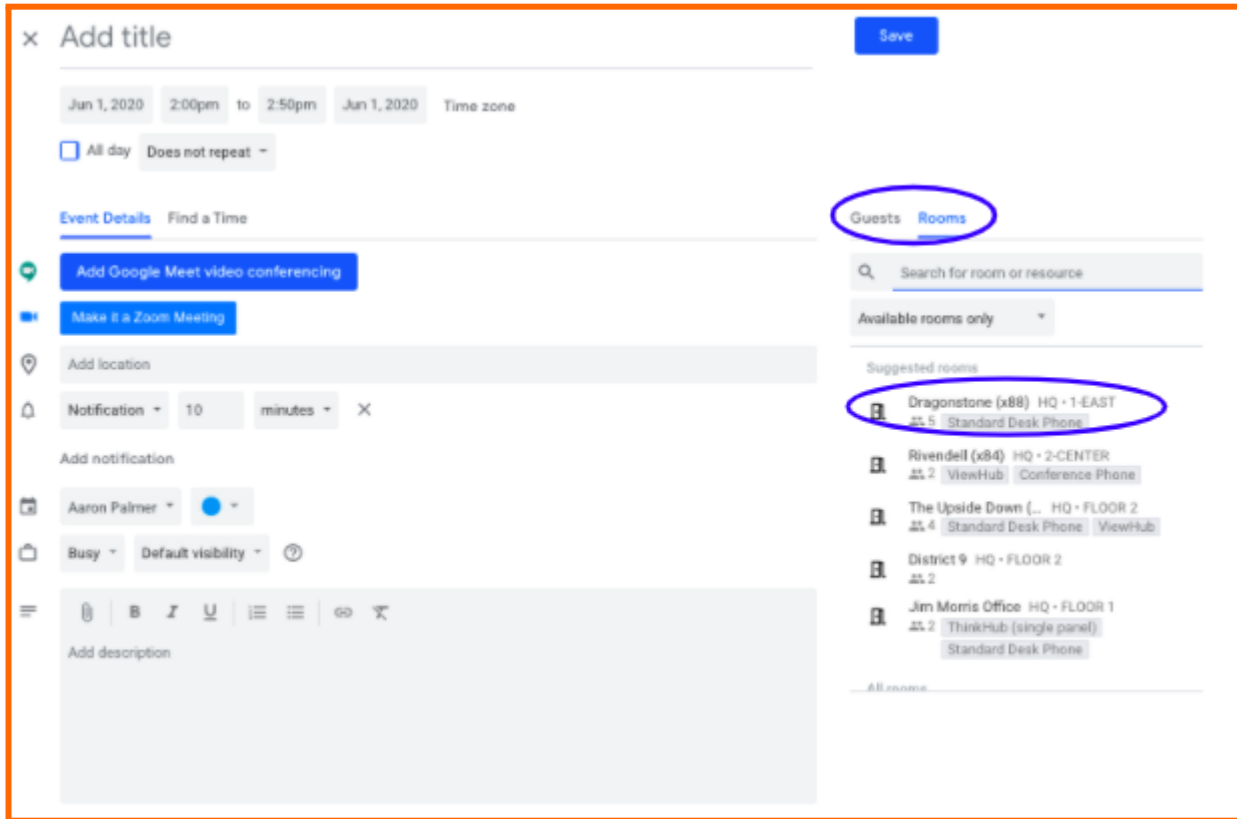
Remote Collaboration

ThinkHub Huddle Scheduling allows the same collaboration tool set as an in-room ThinkHub Huddle Session without the need to actually be in the room. Users can schedule their ThinkHub Huddle Session (see below), invite colleagues to join, and collaborate within the same, shared Canvas. ThinkHub Huddle Sessions can be saved and resumed anytime.

SCHEDULING A ThinkHub Huddle MEETING

ThinkHub Huddle Scheduling allows you to schedule a future one-time or a future recurring ThinkHub Huddle meeting on your ThinkHub Huddle device.

- On your personal computer, open your calendar application (Microsoft Exchange, Google Calendar, iCloud) and create a new calendar event
- Invite all participants that will need to access the ThinkHub Huddle device during the meeting
- Locate the room (device) name and add it to the invite list
- Tag your T1V Session file in the calendar description (optional)
 - ◆ Session: "file name" (case sensitive)
- Save the meeting invite

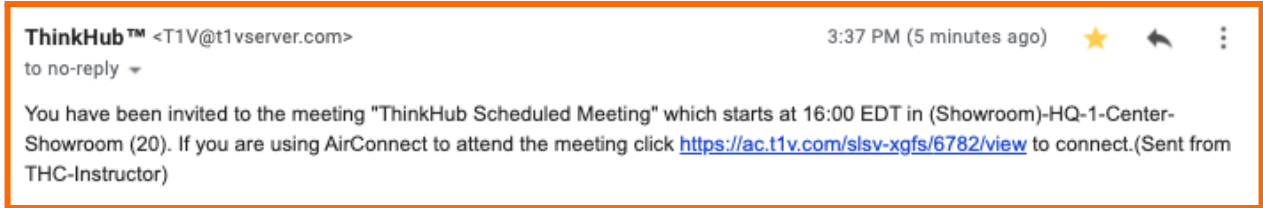


Once scheduled, you'll see the meeting on the ThinkHub Huddle idle screen on the meeting's scheduled date as well as in your usual calendar application. All meeting participants will receive an automatic email notification five minutes prior to the meeting start time, or if a user manually initiates the meeting from the idle screen by pressing the Join Meeting button.

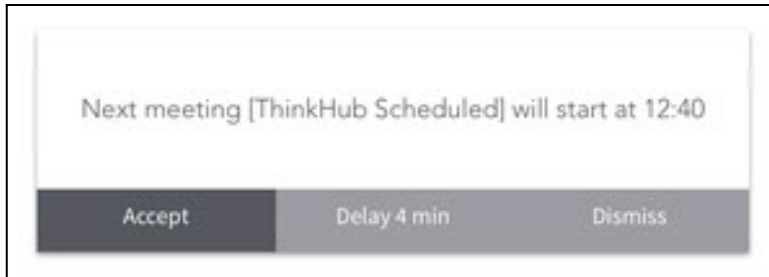


The email will contain a link to launch the T1V application which allows users to remotely connect to the scheduled meeting. Once you receive the link, simply click on it to remotely join the meeting via T1V.

If you're using T1V, once a meeting has been scheduled, you'll see the meeting appear within the T1V Meetings Tab. 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 Huddle idle screen, the 'Join' button will become active and you will also receive an email that contains the Room ID link.



If there is an active session on ThinkHub Huddle within five minutes of a scheduled meeting, ThinkHub Huddle users will be presented with the option to either accept the upcoming meeting, delay the upcoming meeting, or dismiss the upcoming meeting so that the current meeting can continue without interruption.



If the user chooses to accept the meeting, the current session will end and the new scheduled meeting will begin while preserving the content on the canvas. All T1V app users will be disconnected. If the user chooses to delay the upcoming meeting, the current meeting will continue. The same prompt will then display one minute prior to the next scheduled meeting. If the user chooses to dismiss the meeting, the current meeting will continue without further interruption. The next scheduled meeting can then be initiated from the idle screen or the menu calendar. (Note: This feature is only available if the optional calendar integration is set up on your ThinkHub Huddle).

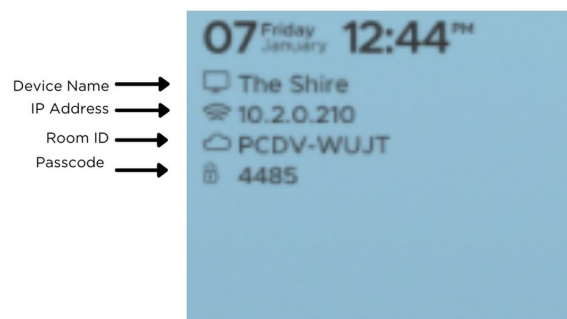
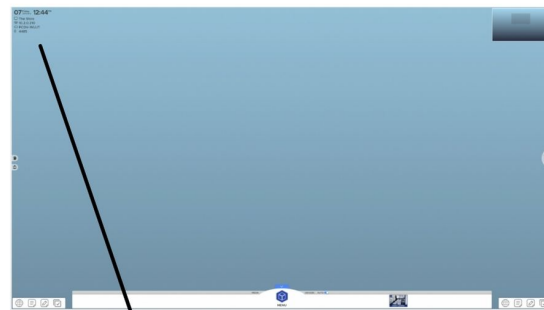
T1V

The T1V application enables you to connect any laptop or mobile device wirelessly to all T1V devices (ThinkHub Huddle and T1V Hub). The T1V app supports macOS, iOS, Android, and Windows.

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

Connecting your device

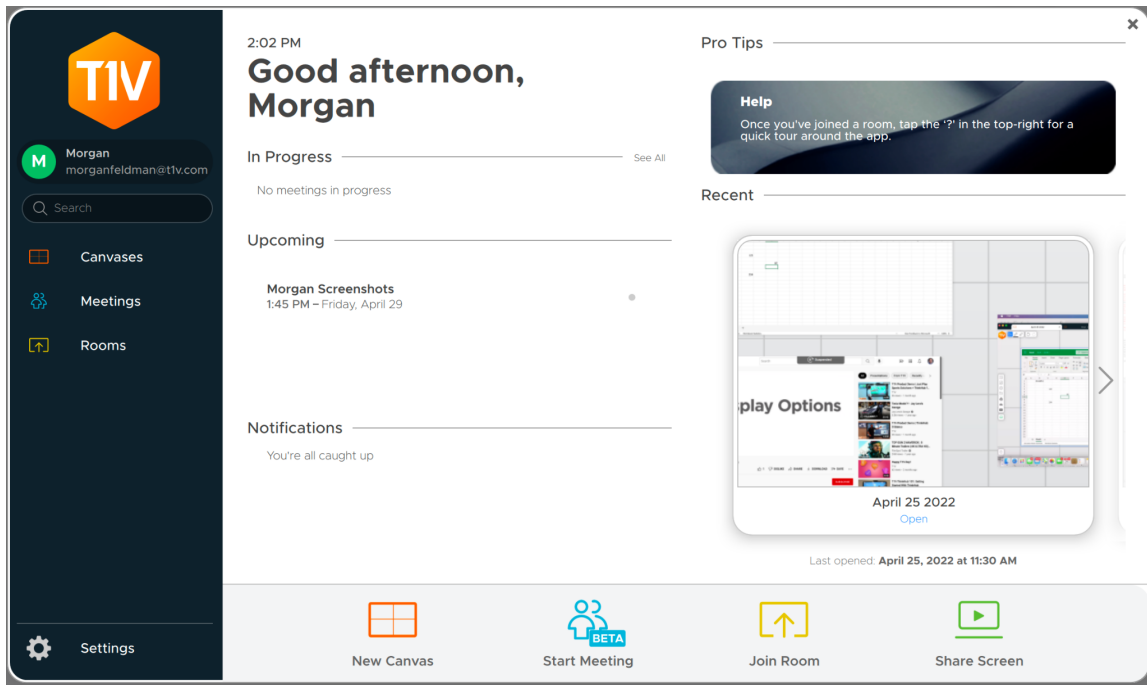
Once you have installed the T1V app on your device, you can enter the T1V Room ID or IP address, found within the Join Meeting section of your T1V dashboard. You can reference the top left corner of the room display for this information.



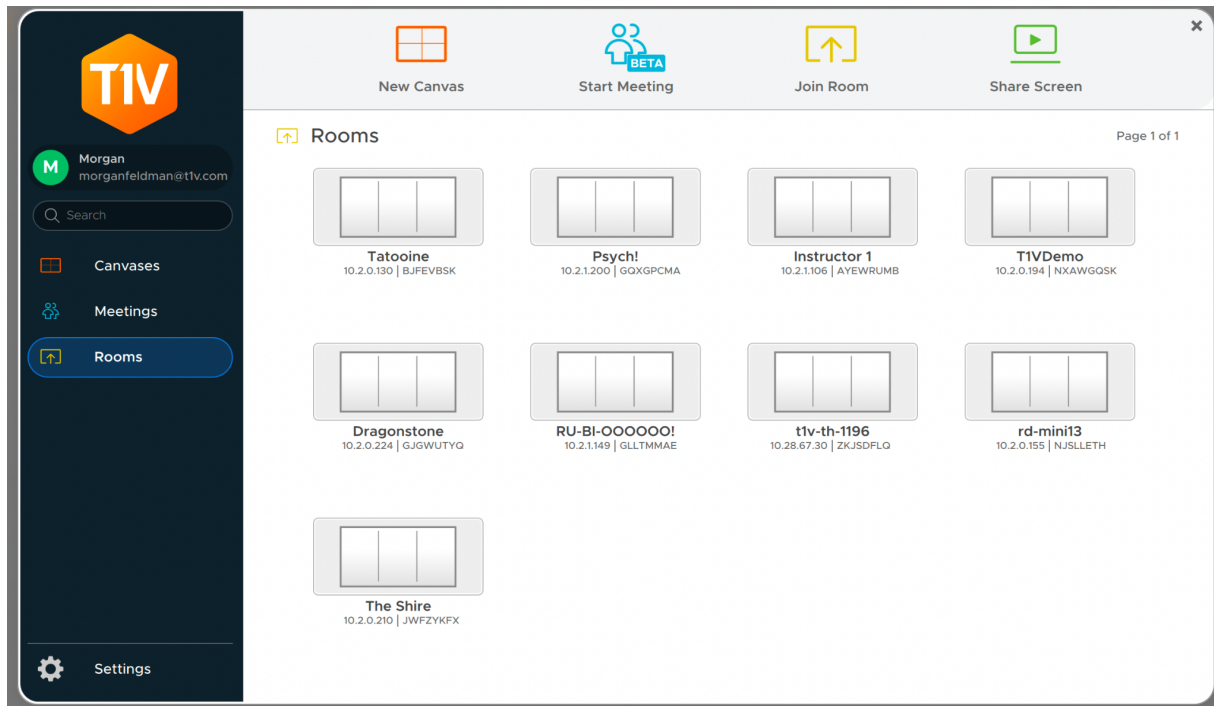
If you are on the same network as the T1V display device, you may enter the IP Address. If you are on a different network (say you are a guest, or you have guests who would like to connect to the T1V display from your guest network), you should enter the T1V Room ID.

Note: T1V users can connect to their T1V display 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 passcode (the 4 digit number).

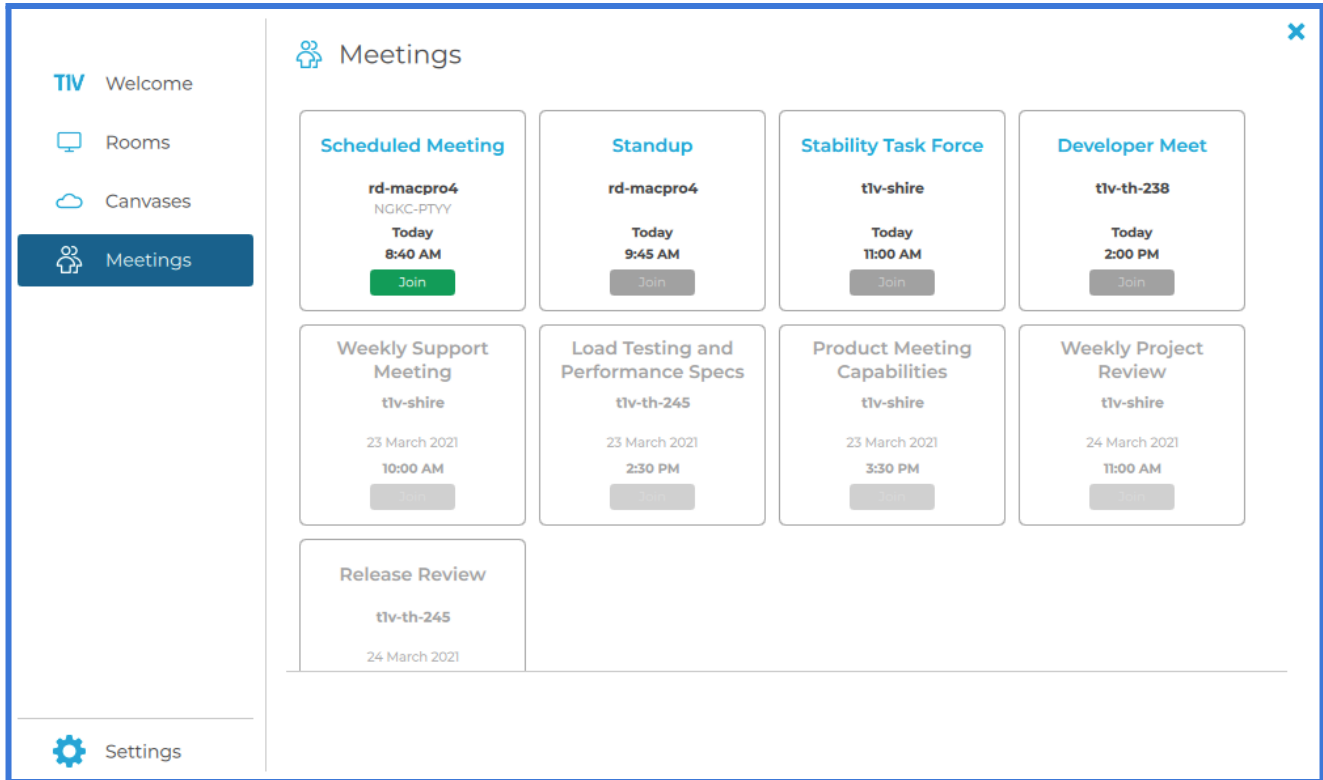


As an additional layer of security, the passcode is located in the upper left corner of the Canvas and is required to connect devices to the display via the T1V app. Your administrator can specify a static passcode, or request the passcode to reset automatically every 30 minutes. You may also request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



Joining a Scheduled Meeting

ThinkHub Huddle Scheduling allows you to schedule meetings with your ThinkHub Huddle or T1V Hub room. Once a meeting has been scheduled, you'll see the meeting appear within the T1V app 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 Huddle 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 Huddle device for meetings to display in the Meetings tab within your T1V app. More information on ThinkHub Huddle Scheduling can be found here: [ThinkHub Huddle Scheduling](#).

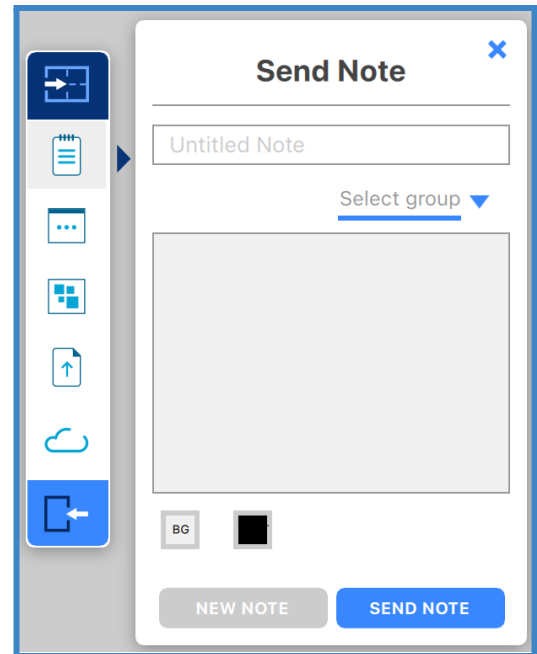


The T1V app Menu

The Menu is located on the left column of your T1V app. In the Menu, you'll find a series of tools that enable you to interact with the ThinkHub Huddle Room Canvas - including anything from sending notes, URLs, and files, to downloading assets from the Canvas. Here is a detailed breakdown of what you can do from your T1V app Menu:

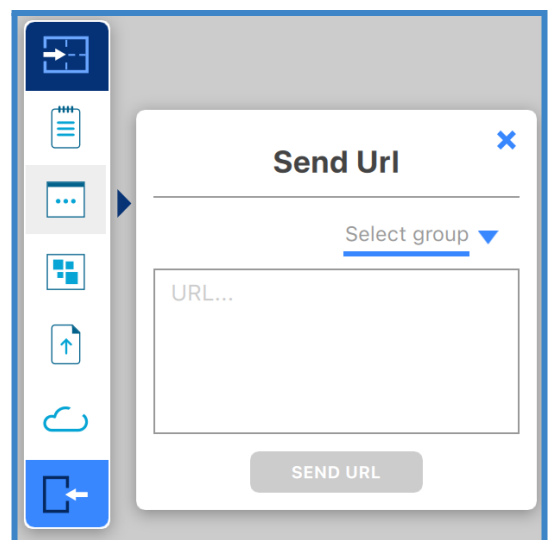
Send Note

Create a note from the convenience of your device by typing your note into the text field with your own keyboard. Select 'Send Note' to send your Note to the ThinkHub Huddle Canvas. Select the note icon to start a new note. Once shared to the Canvas, in-room participants can also edit your Notes - opting to change background colors to categorize ideas, changing the actual copy, or annotating on top of the Note. If there are one or more Groups on the Canvas, the 'Select Group...' dropdown appears in the top right of the Send Note window. Selecting a Group within this dropdown will automatically add the Note to that Group when sent to the Canvas.



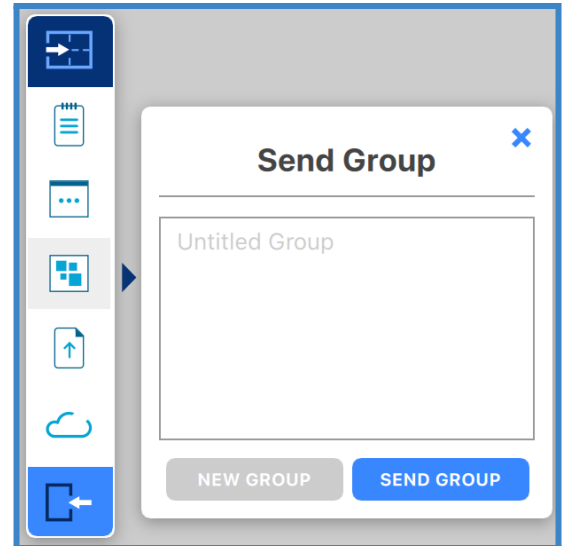
Send URL

Enter a URL to send to the ThinkHub Huddle Canvas. ThinkHub Huddle will then launch a Web Browser window with that URL.



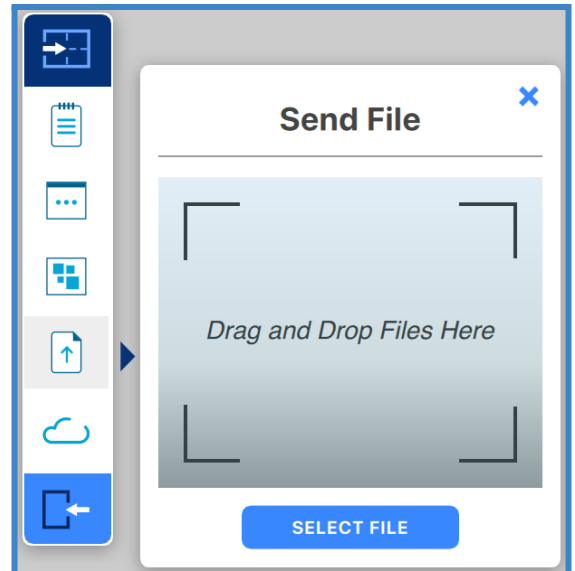
Send Group

Create a Group from the convenience of your device by typing your Group into the text field with your own keyboard. Select 'Send Group' to send your Group to the ThinkHub Huddle Canvas. Select 'New Group' to add a new Group.



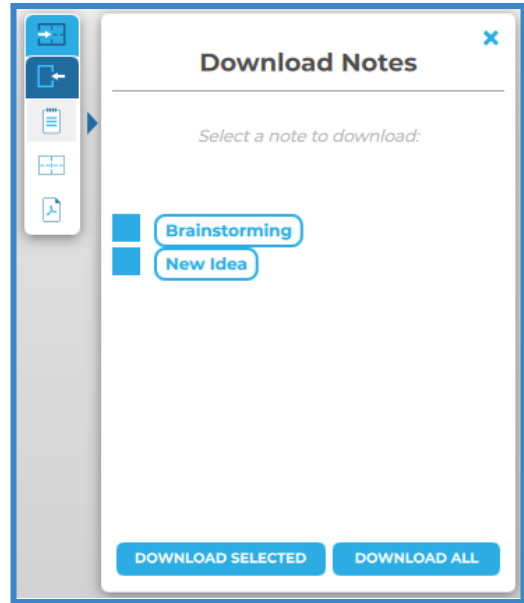
Send Files

Send content files (images, videos, PDFs) to the ThinkHub Huddle Canvas. When you hit the 'Send File' 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 ThinkHub Huddle Canvas anytime.



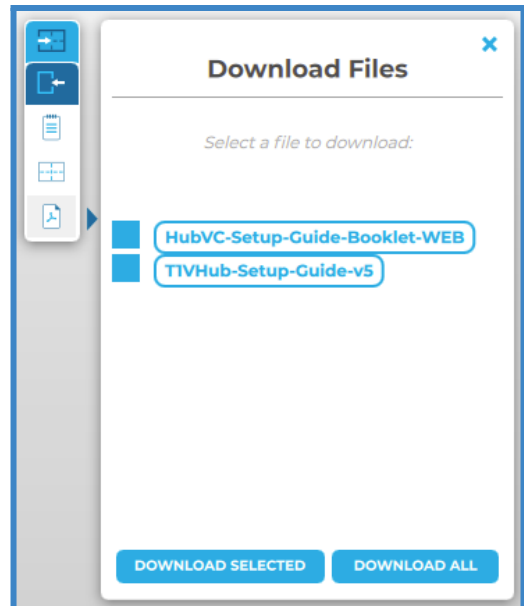
Download Notes

With the T1V app, you have the ability to download Notes from the ThinkHub Huddle Canvas. When you select 'Download Notes,' you are presented with the option of downloading individual Notes or all Notes. The Notes data will then be saved to your default downloads location (see settings) in a CSV file.



Download Files

You also have the ability to download files from the ThinkHub Huddle Canvas. When you select 'Download Files,' you are presented with the option of downloading specific files or all files. The files will then be saved to your default downloads location (see settings).

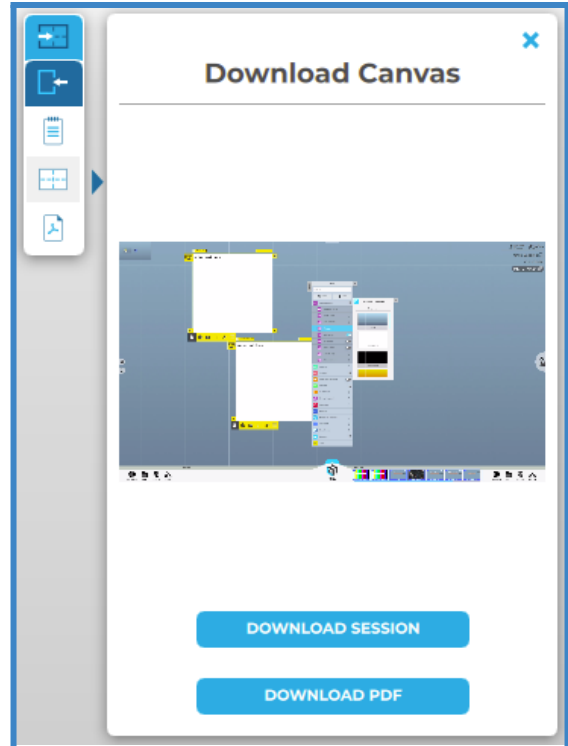


Download Canvas

You can download a PDF of the entire Canvas. 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.

You also have the ability to save your ThinkHub Huddle Canvas directly to your laptop or mobile device, so you can securely carry your ThinkHub Huddle Canvas with you and resume your work on a different ThinkHub Huddle without the use of a network or cloud server. To

share a saved Canvas to the new ThinkHub Huddle, simply drop the ThinkHub Huddle file (.t1vx) to the Canvas via the T1V app, just as if you were sending any other file to the Canvas.



Zoom In / Zoom Out

When remotely viewing the ThinkHub Huddle Canvas with the T1V app, you have the ability to pinch-zoom to control your view of the Canvas. You have the option to use your own device trackpad or device mouse.

This feature works differently depending on which mode of the T1V app you're operating in. When in View mode, the in-room Canvas will not be affected. When in Control mode, you will be able to physically zoom in on areas of the Canvas for all participants (both room and remote) to see.

Download Content

You can download individual content from the Canvas. When you right-click on a piece of content (i.e Note, Sketch, PDF, etc.), it will show the option to “Save as PDF with Annotations” or “Save as File.” A PDF of the file will then be saved to the designated download location.



Connected To:

This will display the name of the ThinkHub Huddle device you are connected to.

Copy

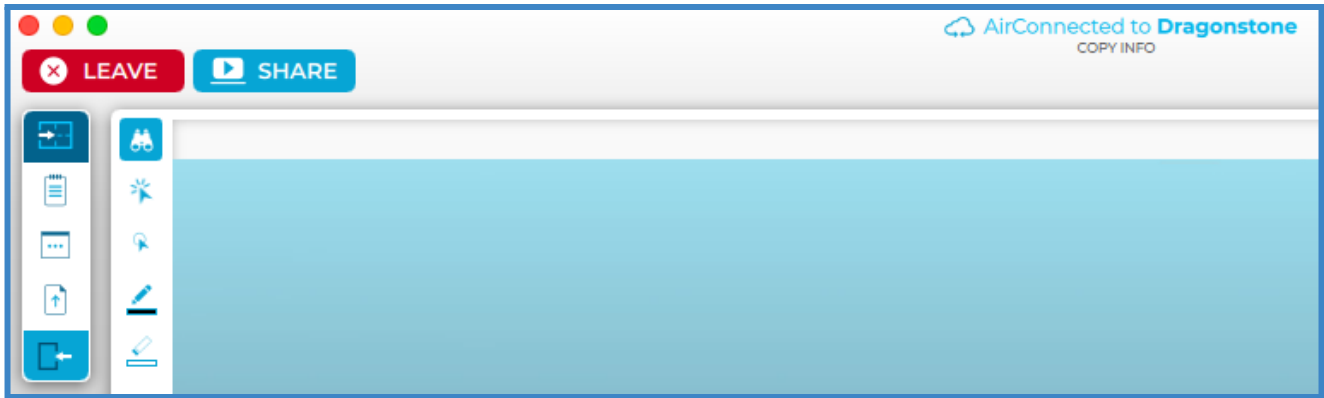
Click on the 'Connected to...' text to copy your T1V application credentials to your clipboard. You can now easily share this information with remote session participants who are not in the ThinkHub Huddle room.

Leave

Select this button to end your connection to the ThinkHub Huddle session.

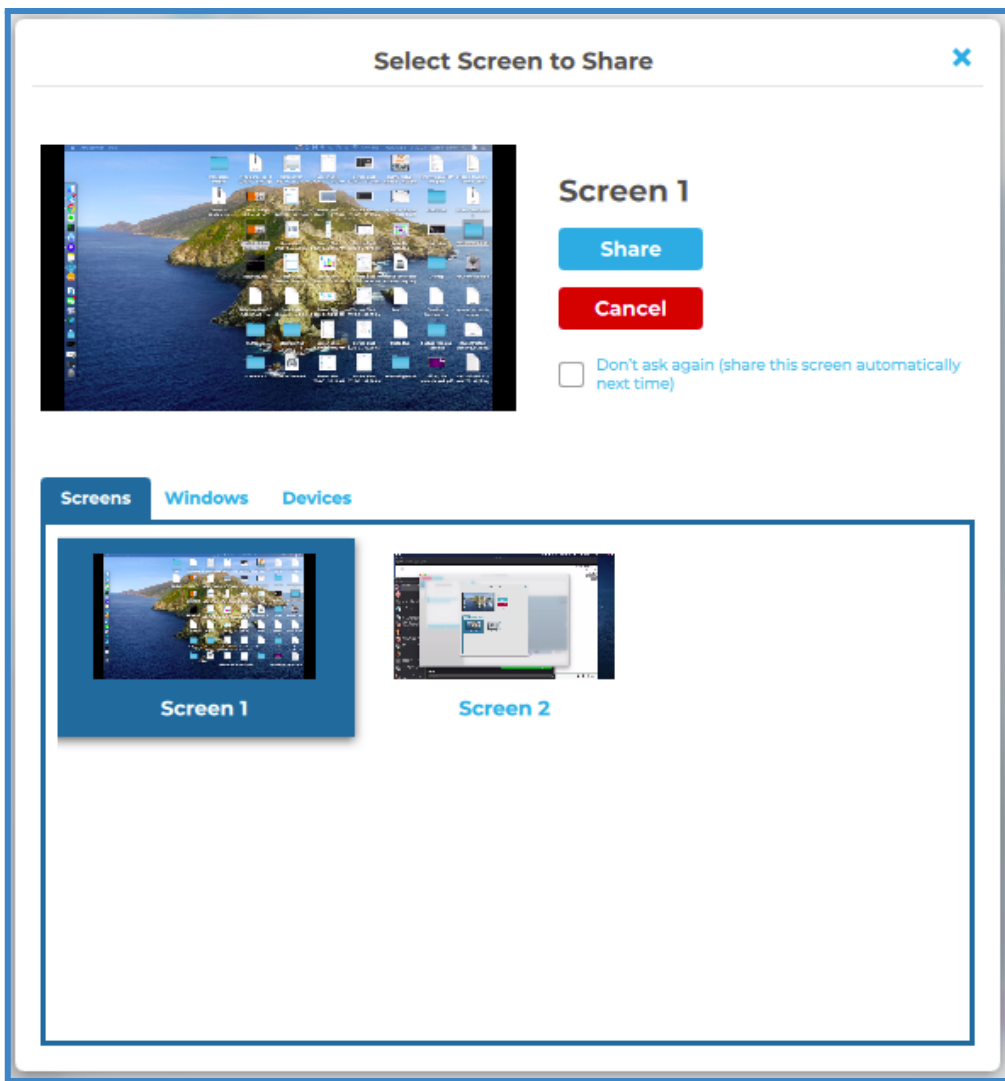
Share

Tap 'Share' to share your device to the Hub display. This will take you to a screen sharing window where you can select to share a window or share your entire device screen.

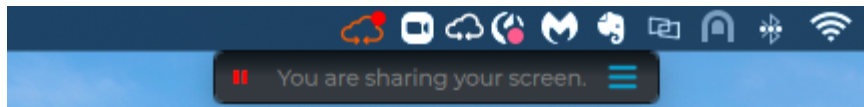


Selecting a window or screen to share

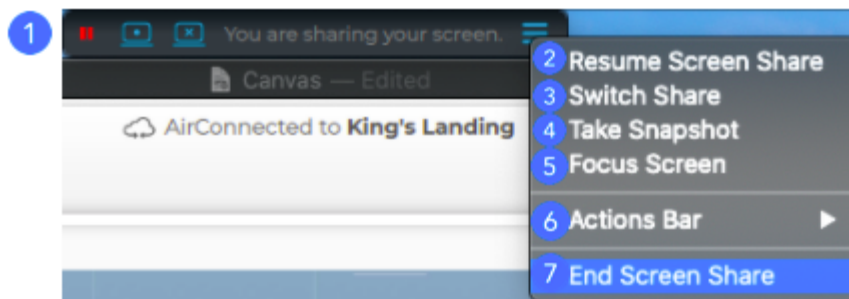
Share a window or your entire device screen. Tap 'Share' when you have selected what content to share from your device. Tap 'Cancel' if you do not wish to share content from your screen.



After you tap 'Share,' you will see a black bar at the top of your device screen. This indicates you are successfully casting your device screen to the ThinkHub Huddle or T1V Hub display.



There are additional screen-sharing options available in the hamburger menu.



1. Pause Screen Share

Pressing the pause button will leave a snapshot of your screen on the T1V room display. The button will turn into a play button so that you can resume screen sharing when ready to broadcast live content.

2. Resume Screen Share

Select the 'Resume Screen Share' to share live content from your laptop.

3. Switch Share

Tap here to switch which content you want to share from your laptop (no need to disconnect!).

4. Take Snapshot

Download a snapshot of your shared screen or window to your computer

5. Focus Screen

Display your device screen front and center on ThinkHub Huddle. This tool comes in handy if the session has moved to other parts of the Canvas, and you quickly want to jump back to your device screen. You can also use this feature to quickly switch presenters in a meeting. .

6. Actions Bar

Tailor your screen sharing bar to access the tools you use most in your meetings.

7. End Screen Share

Tap to stop sharing your screen to ThinkHub Huddle.

Settings - General

1. My Device Name

This is how your device will appear on the Hub display when connected. Enter the name you wish to appear.

2. Restore to Defaults

Tap here to undo any changes you've made to your settings and restore to T1V's default settings.

3. TouchControl™

TouchControl gives you the ability to control your connected device from a room display. For example, if you wish to advance slides during a presentation, or you want to be able to make simple edits in programs such as O365 or Google Workspace. Please note:

TouchControl currently runs on Mac and Windows laptops. TouchControl will only work when sharing your entire device screen.

4. In-App Notifications

You can choose to enable or disable the in-app notifications. Notifications include scheduled meetings, session ending alerts, etc...

5. Email Notifications

You can choose to enable or disable the scheduled meeting email notifications.

6. Theme

The T1V application allows you to switch between light mode and dark mode. Dark mode uses a dark color scheme that helps reduce eyestrain.

7. Download Folder

Download Folder enables you to select the default download location for all downloaded content.

8. Quick Cast

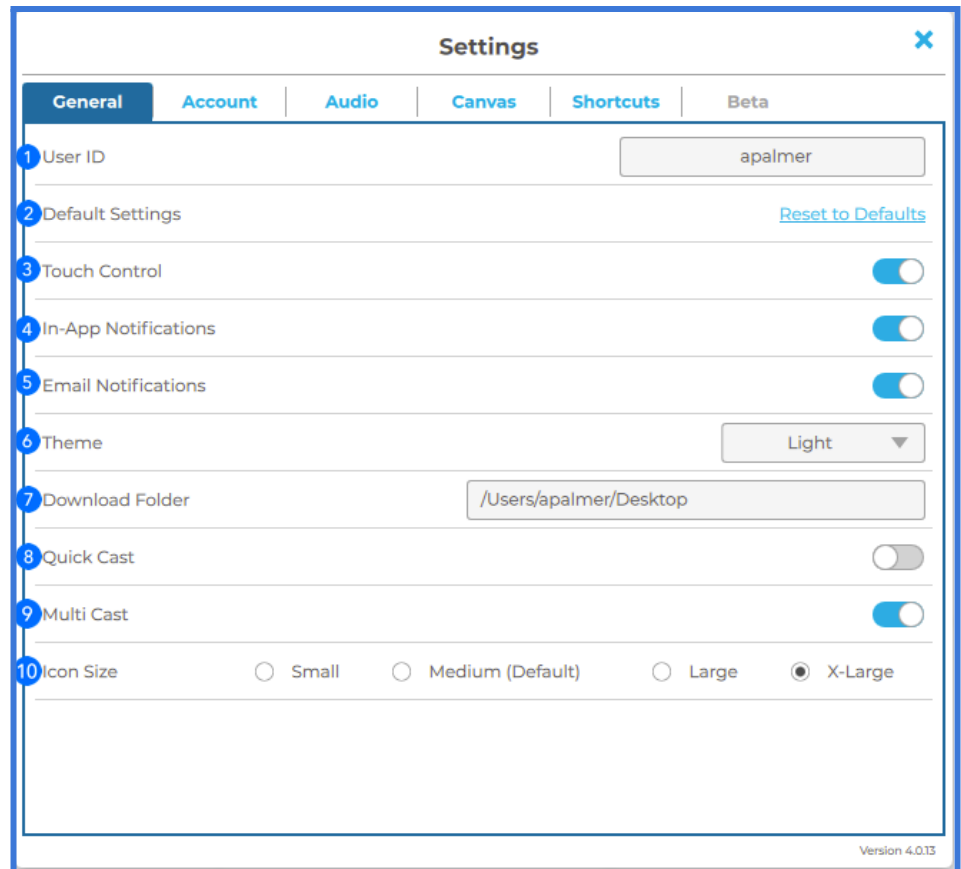
Toggle on / off to automatically share your device screen to the room display when you connect.

9. MultiCast

Toggle on MultiCast to enable sharing multiple screens or windows to an in-room device simultaneously.

10. Icon Size

Choose the size of your T1V app icons.



Settings - Registration

1. Email Address

Enter in your desired email address. Registering an email address will allow you to take advantage of the ThinkHub Huddle Scheduling.

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.

3. Registered Addresses

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

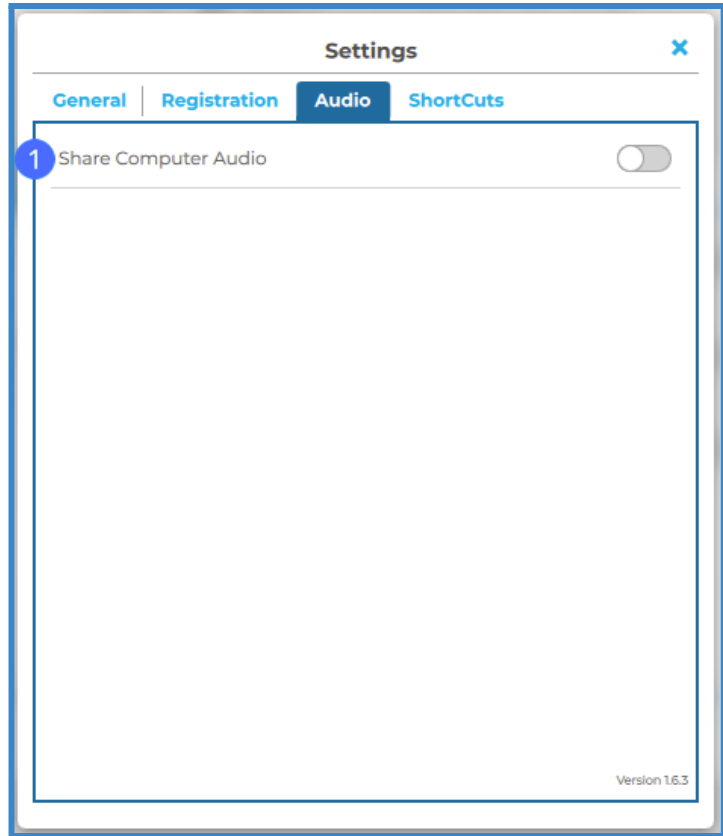
The screenshot shows the 'Settings' window with the 'Registration' tab selected. The window title is 'Settings' with a close button (X) in the top right corner. Below the title bar are four tabs: 'General', 'Registration', 'Audio', and 'ShortCuts'. The 'Registration' tab is active. The main content area is titled 'Register an email address with your device:'. It contains a text input field with the value 'sales@tlv.com' and a blue circle with the number '1' next to it. Below the input field is a grey 'Update Registration' button with a blue circle with the number '2' next to it. Underneath is the section 'Registered Addresses:'. It contains a table with two rows of registered addresses. The first row shows 'apalmer@tlv.com' with the status 'Registered' and a blue 'Delete' button with a blue circle with the number '3' next to it. The second row shows 'aaron.v.palmer@gmail.com' with the status 'Registered' and a blue 'Delete' button. At the bottom right of the window, the text 'Version 1.6.3' is displayed.

Registered Addresses:		
apalmer@tlv.com	Registered	Delete
aaron.v.palmer@gmail.com	Registered	Delete

Settings - Audio

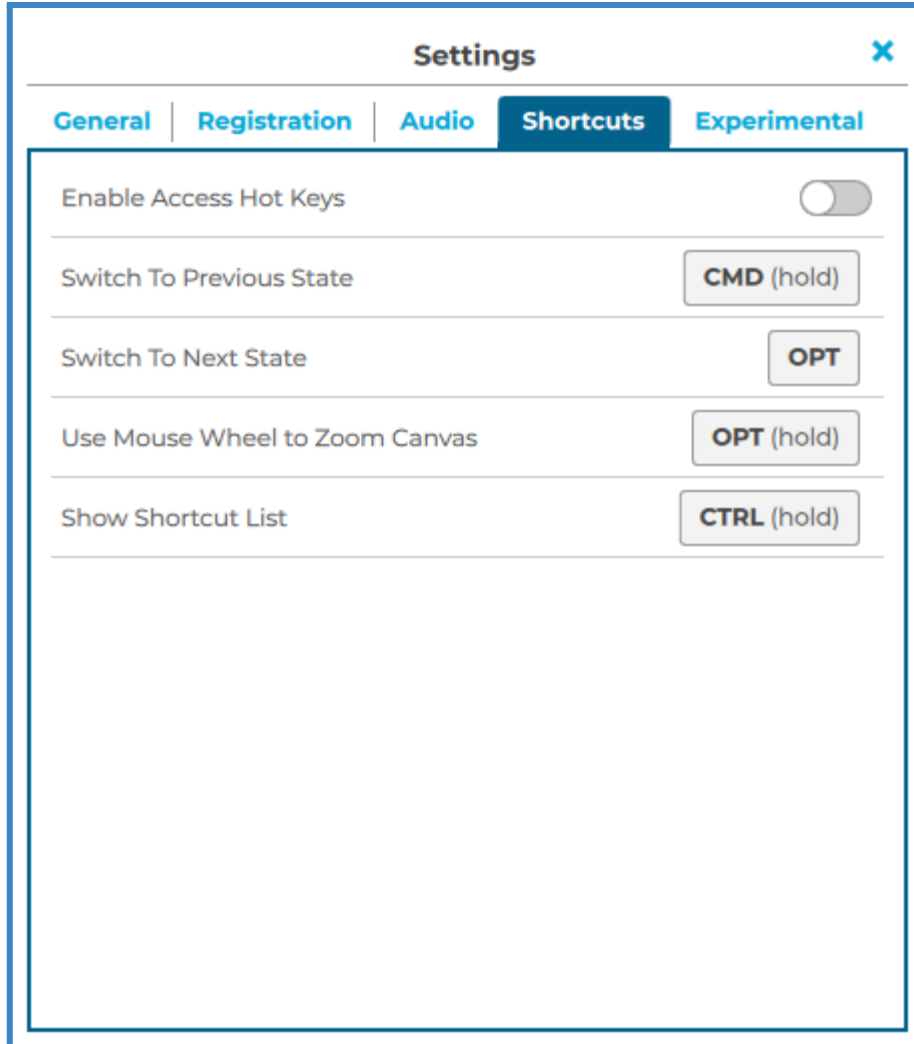
1. Share Computer Audio

Configure your audio to play through the room display (as opposed to playing audio from your individual device). This feature applies to Mac laptops only.



Settings - Shortcuts

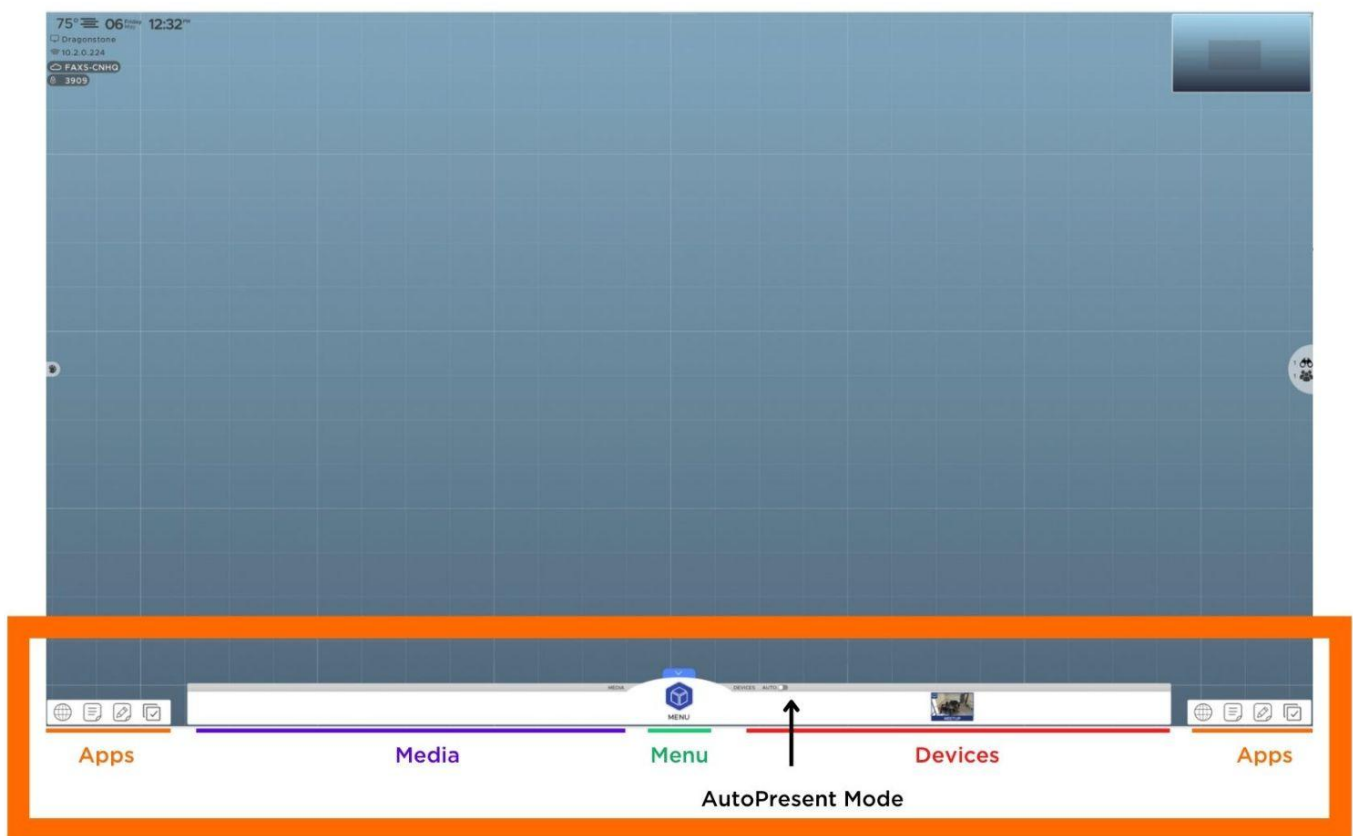
Shortcuts give you the ability to easily navigate the T1V app. If you want to change the keys used for a shortcut command, just click on the box and press the button that you want to initiate the command. Shortcuts are disabled by default. Press the “Enable Access Hot Keys” toggle to enable this feature.



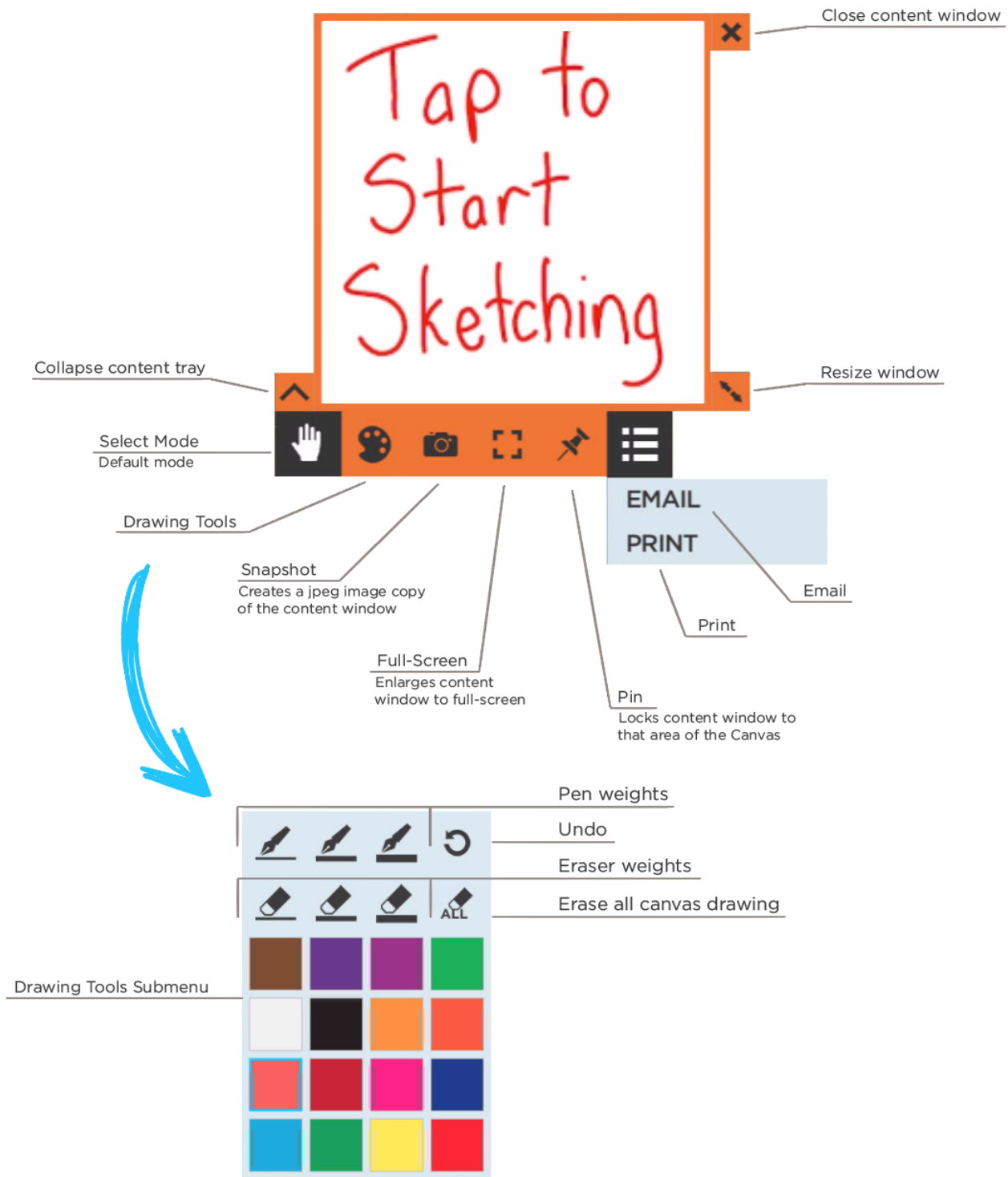
Button / Icon Glossary

ThinkHub Huddle uses buttons to represent a series of user tools and actions, each represented by a visual icon. ThinkHub Huddle icons are used in different places around the ThinkHub Huddle Canvas, menu, and content trays. To help you learn each of these tools and actions, here is a quick reference glossary to help you identify what you can do.

Canvas Tray



Content Tray



Menu

MENU

Drag this tab to move the menu →

Close Menu ←

Show/Hide Submenu ←

Show/Hide additional tabs ←

Toggle On/Off ←

Detach button allows you to move submenus anywhere on the Canvas ↓

SUBMENU

Optional Add-On Modules
You may or may not have these options configured on your ThinkHub. Ask your ThinkHub admin for additional info.

T1V Support

T1V Support is available for phone and email support 8am – 10pm EST seven days a week (additional support is available after hours, per request). 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

Websites

t1v.com/ThinkHub Huddle

t1v.com/Hub

t1v.com/app

Setup

Visit t1v.com/ThinkHub Huddle-Setup for additional support materials



Contact

support@t1v.com
855.THINKHUB