

T1V

ThinkHub®

USER GUIDE

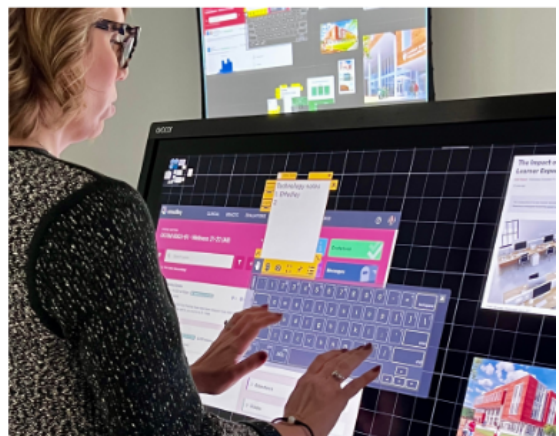
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ThinkHub Huddle

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 initiate ThinkHub Huddle Canvases, and more efficient and productive meetings with your peers.

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

Once you have your calendar set up on ThinkHub Huddle, you can use ThinkHub Scheduling to schedule a future one-time meeting or a future recurring meeting.

USE CASES

High-Traffic Meeting Rooms and Classrooms

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

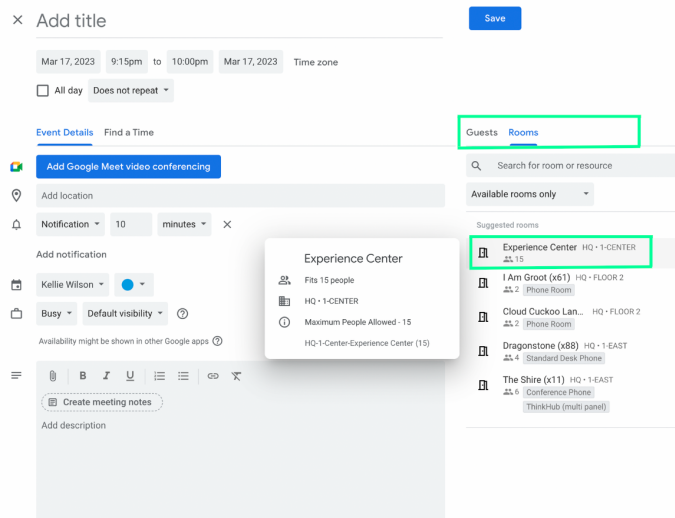
Remote Collaboration

ThinkHub 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 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
- Specify your T1V Canvas in the calendar description (optional)
 - To open a ThinkHub Huddle Room Canvas
 - Session: "file name" (case sensitive)
 - To open a ThinkHub Cloud Canvas:
 - Copy and paste the Cloud Canvas link
 - ◆ This information is located in the bottom left of your ThinkHub Cloud 'Share' menu
- Save the meeting invite

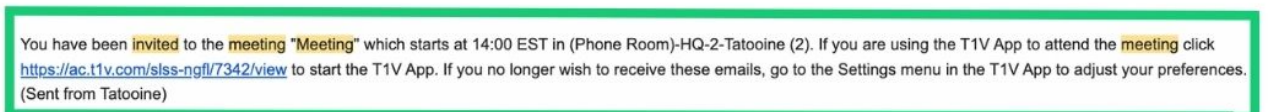


Once scheduled, you'll see the meeting on the ThinkHub Huddle idle screen on the meeting's scheduled date as well as in your usual calendar application. All meeting participants will receive an automatic email notification five minutes prior to the meeting start time, or if a user manually initiates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



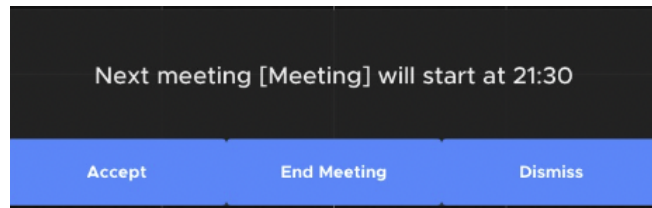
The email will contain a link to launch the T1V application which allows users to remotely connect to the scheduled meeting. Once you receive the link, simply click on it to remotely join the meeting via T1V.

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 you choose 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 you choose 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 you choose 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).

4. Whiteboard

Select 'Whiteboard' to launch the ThinkHub Huddle Canvas and immediately open a large Whiteboard. Use this feature to start Whiteboarding right away.

5. Start

Tap 'Start' to launch your ThinkHub Session.

Custom ThinkHub Start Button

Contact T1V to add a customized button to your ThinkHub Huddle, which will launch a specified session.

Canvas and Canvas Map

The ThinkHub Canvas is the digital backdrop for your ThinkHub 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 Canvas. The active area of the Canvas is the visible piece that is displayed on the touchscreen, and is represented by the light 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.

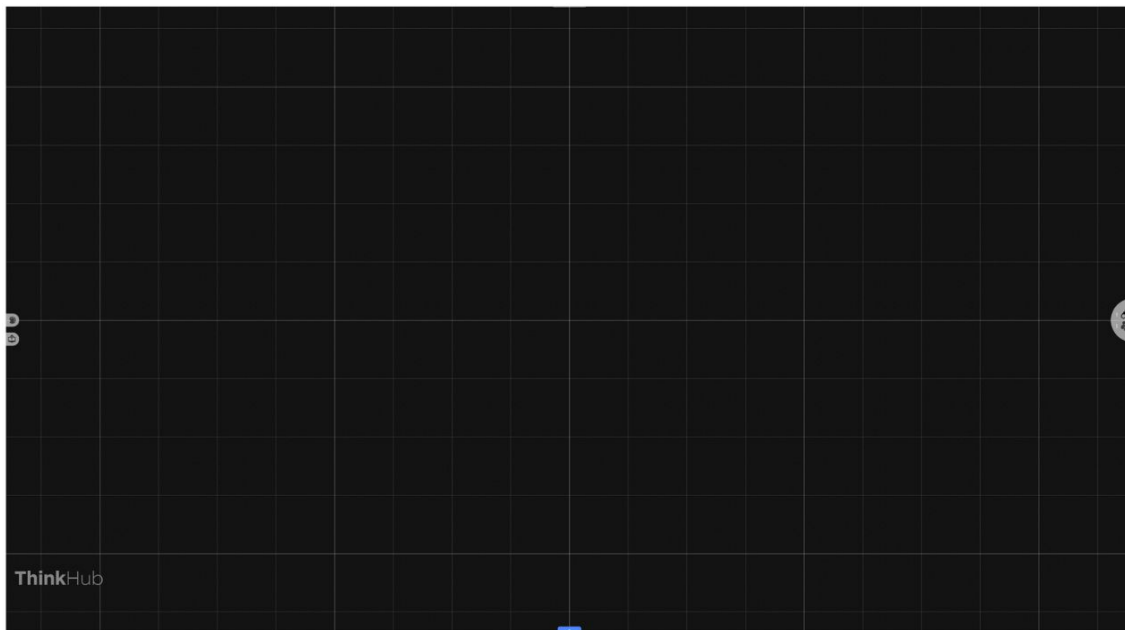
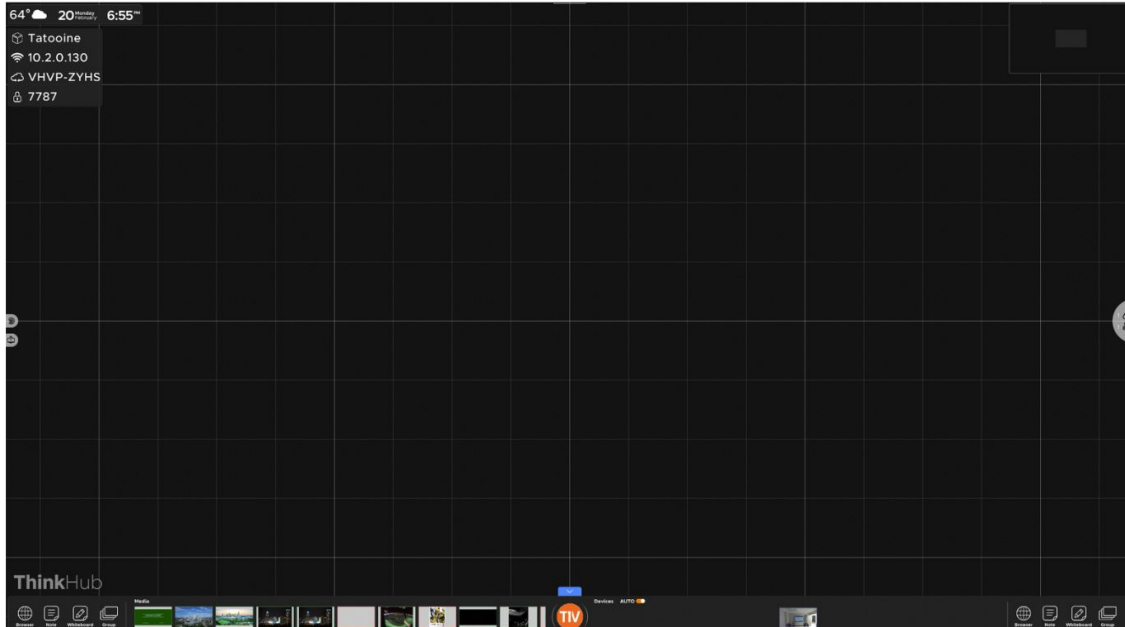


Canvas Toolbar

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

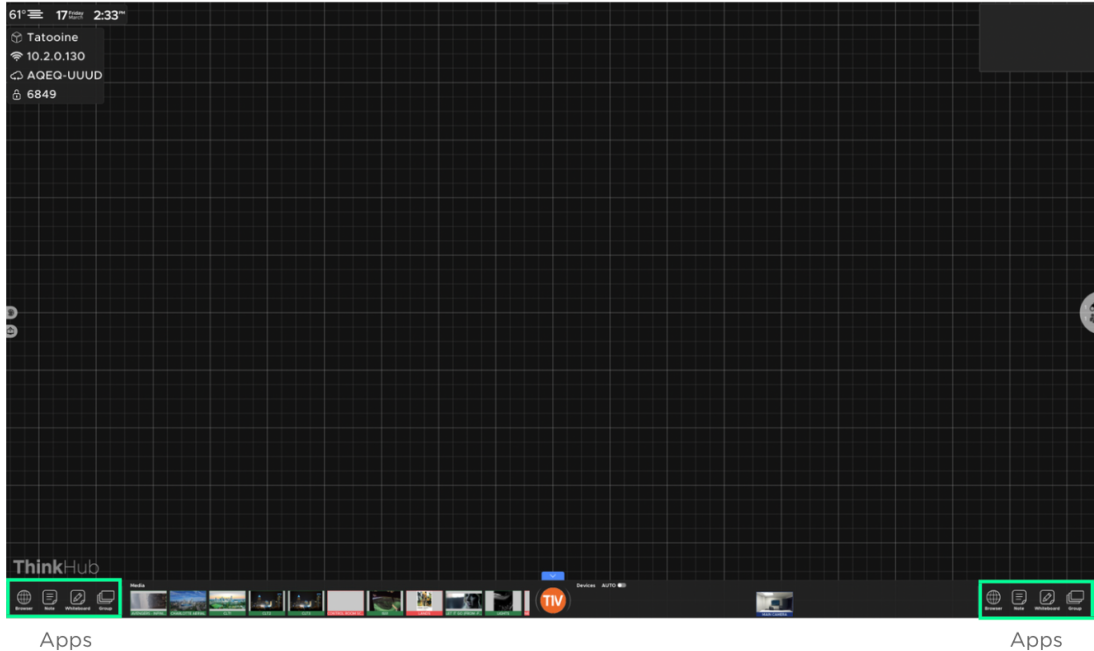
Minimize

The ThinkHub Canvas Toolbar 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 Toolbar, Canvas Map, and T1V app credentials.




Apps

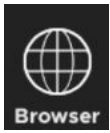
To help you get ideas and thoughts onto the Canvas quickly, we've built in several apps: Web Browser, Note, Whiteboard, and Group. You can access all four of these apps from the bottom corners of the Canvas. You can also access the apps in the menu.



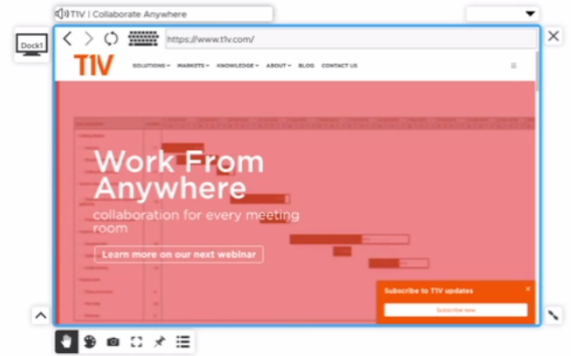
Simply tap or drag/drop the icons to the Canvas to open a new Web Browser, Note, or Whiteboard. Tap once inside the window to make it active (you'll know the window is active when the color border appears and you can see your content toolbar at the bottom of the window). When active, you can pinch-zoom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

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

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



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 toolbar) 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.



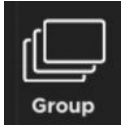
Tap anywhere on the Note window to activate your content window. Once the window is active (you'll know this when the color border appears and you can see your content tools) you can pinch-zoom within the content window. You can also resize the dimensions of the Note using the two-arrow icon on the bottom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



Whiteboards are designed to draw freehand or with a stylus. Tap anywhere on the Whiteboard 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 tools) you can pinch-zoom within the content window. You can also resize the dimensions of the



Whiteboard using the two-arrow icon on the bottom right of the window.



With ThinkHub Groups, users can create groups and add individual content assets to those groups. Groups can contain notes, whiteboards, 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.

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.

4. Arrange

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

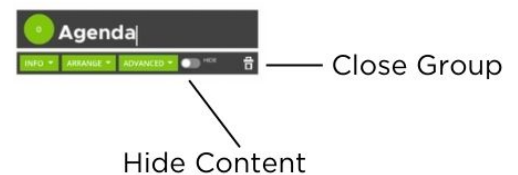


5. Advanced

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.

You can also add content to a group by selecting the content and using the drop-down group selecting tool in the upper right corner.

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.

Add content to group



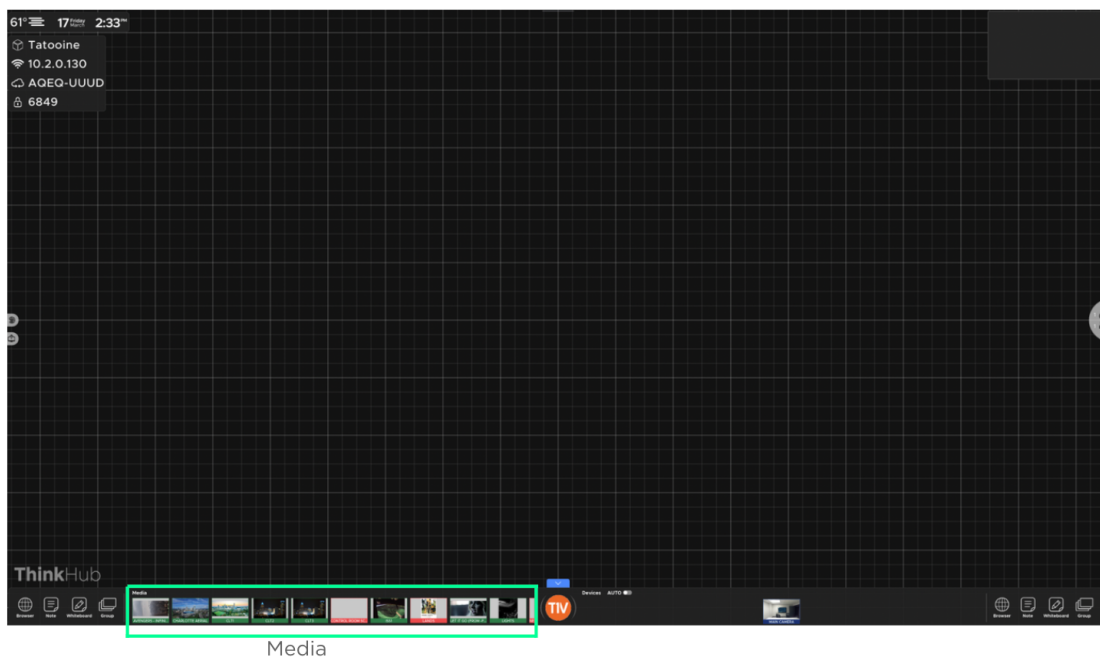
Remove content from group




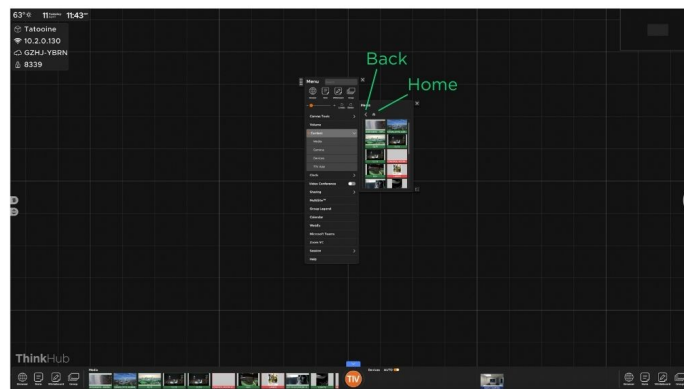
Media

All media files live within the media section of the Canvas toolbar. 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 solutions (multipanel displays), this is likely a USB port installed near the interactive wall. For smaller ThinkHub solutions (single panel displays), this may be located on the back or side of the interactive display. Ask your ThinkHub administrator for more details on where your USB port is placed. Your ThinkHub 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 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.

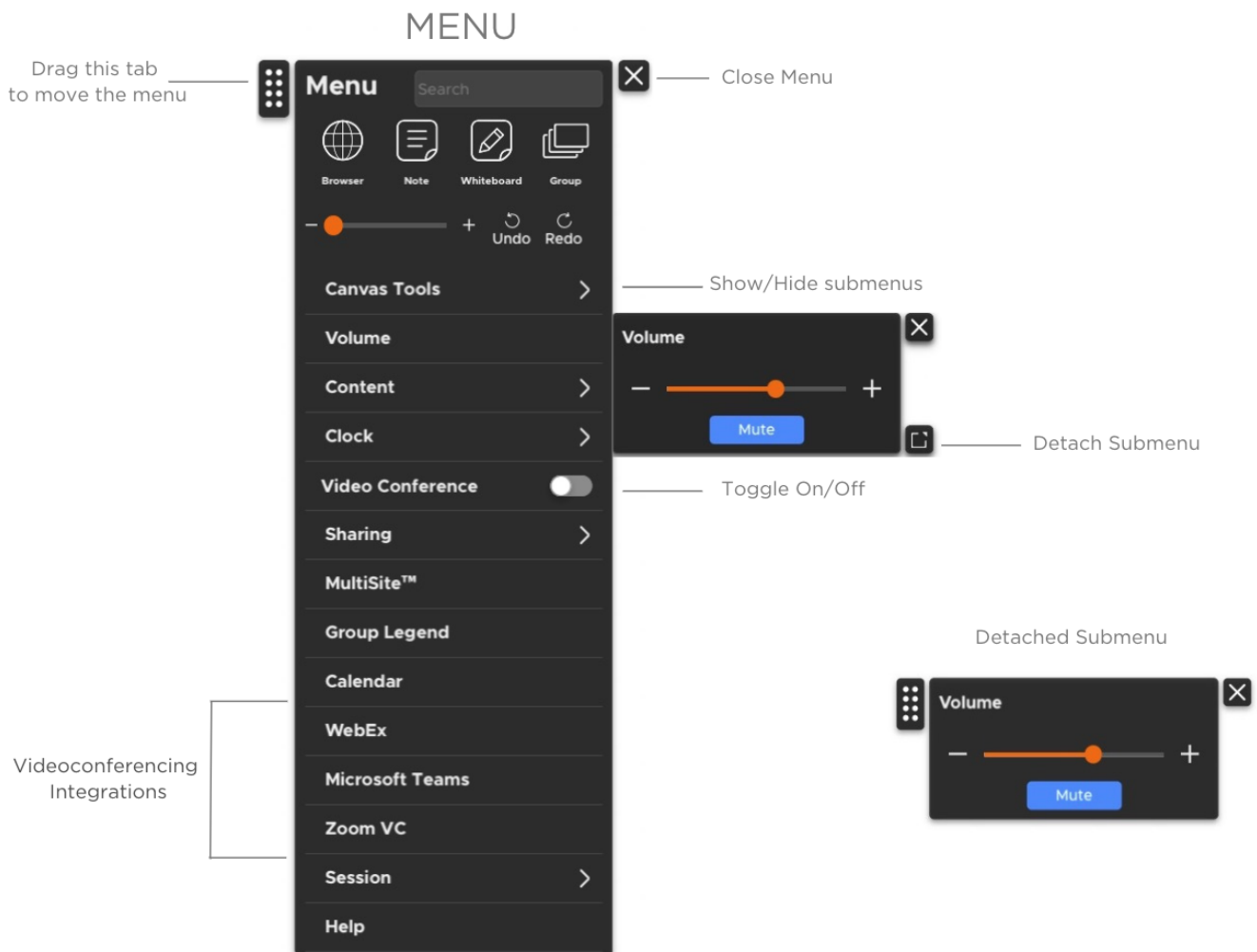


Menu



To open the menu from the Canvas toolbar, just tap the T1V 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 pop-out icon in the bottom right 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

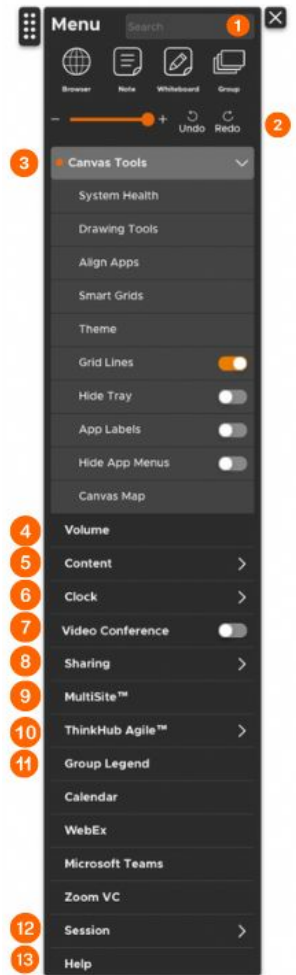
The Menu Search feature allows you to quickly search for applications, content etc. within the Menu. When you start typing, the Search feature will return all the results that include the text entered. The Menu Search also has a built in calculator, so you can quickly enter in simple formulas and see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

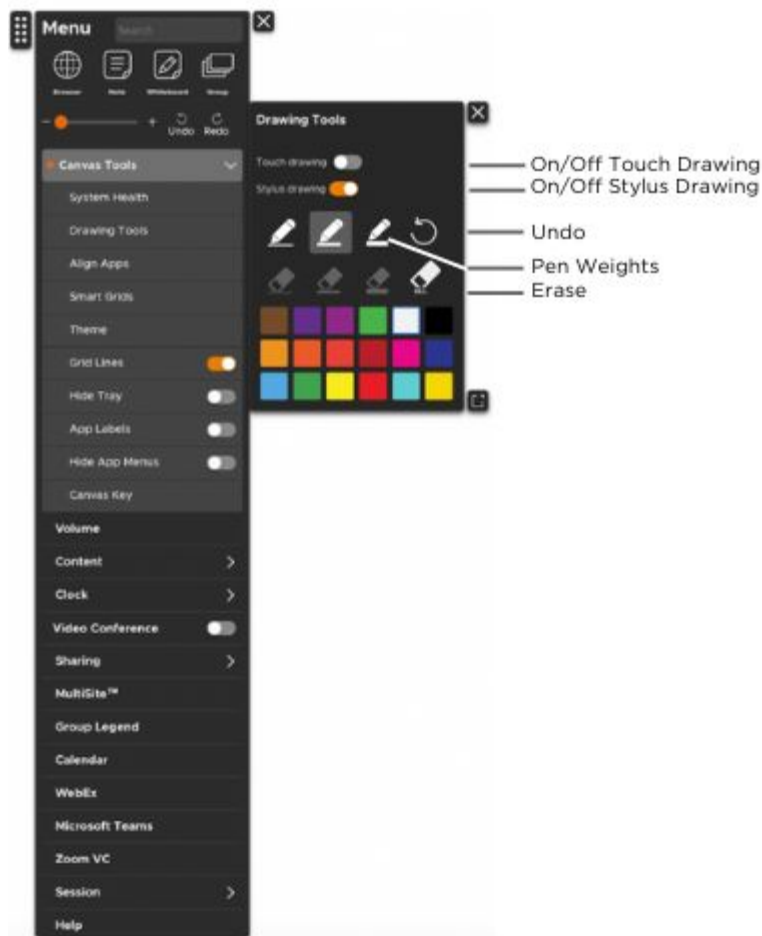


Drawing Tools

From the Drawing Tools submenu, you can control how drawings will appear on the Canvas. Start by toggling on touch drawing to enable users to draw on the Canvas using finger touch. 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.



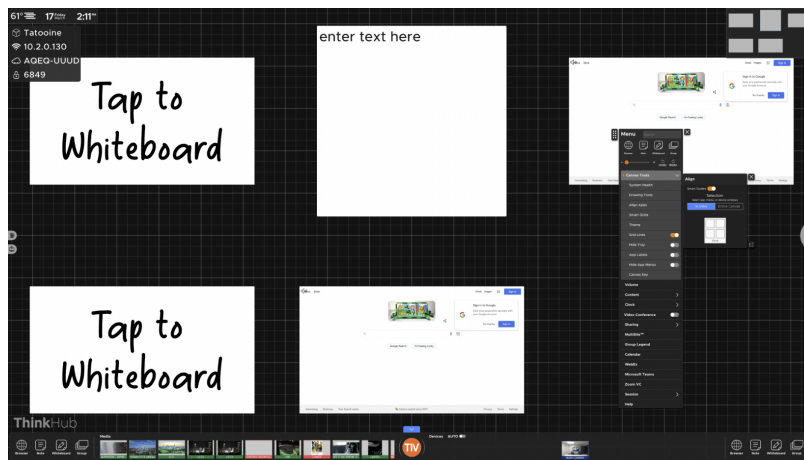
Stylus Mode

When used with compatible touch sensor hardware, ThinkHub 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 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

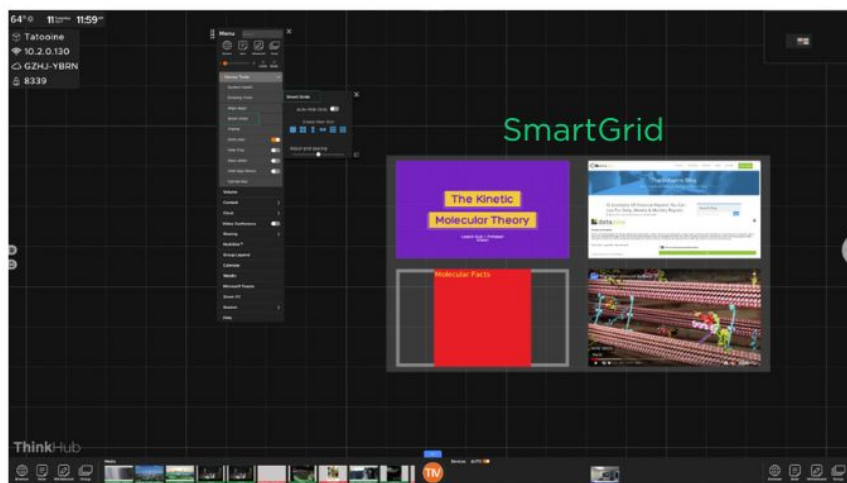
Use this tool to align the content on the ThinkHub Canvas. You can align all items 'In View' (what's currently displayed on the physical display), or the 'Entire Canvas.' This feature will quickly snap all items to grid.

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



Smart Grids

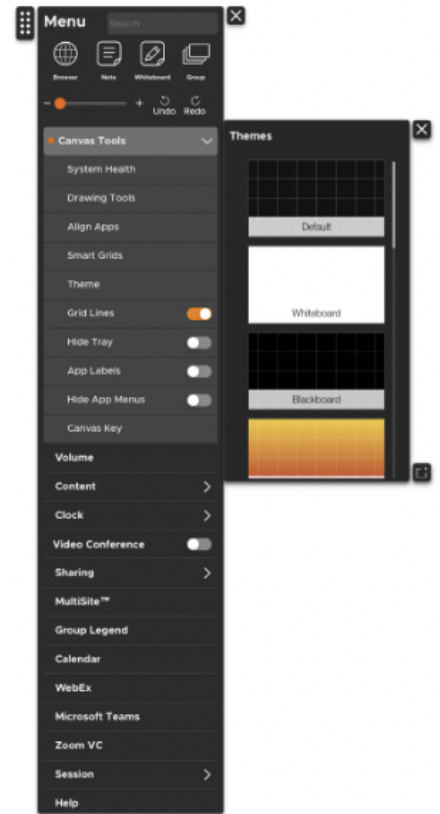
Use SmartGrids to create Canvas layouts to view and present content in optimal sizing and alignment. Once the content is dragged into the SmartGrid drop zone, the content will expand to the max size of the grid. SmartGrids is part of the ThinkHub alignment tool set, designed to aid users in better organizing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



Theme

Use this tool to switch the background theme of your Canvas.

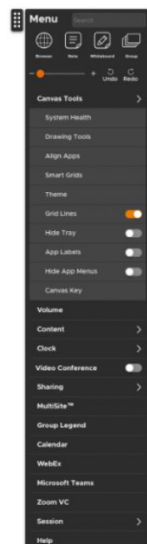
There are multiple options to choose from, which you can view by scrolling up and down. All content will remain the same on the Canvas; this will simply change the theme palette.



Show Grid Lines

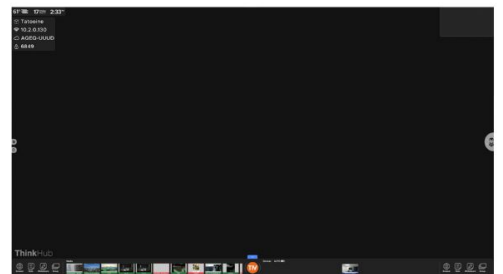
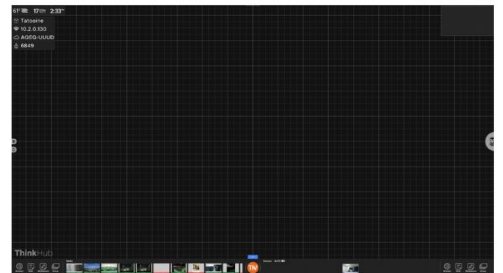
ThinkHub gives you the option to toggle your grid lines on or off.

Access this feature in the Canvas submenu of the ThinkHub menu.



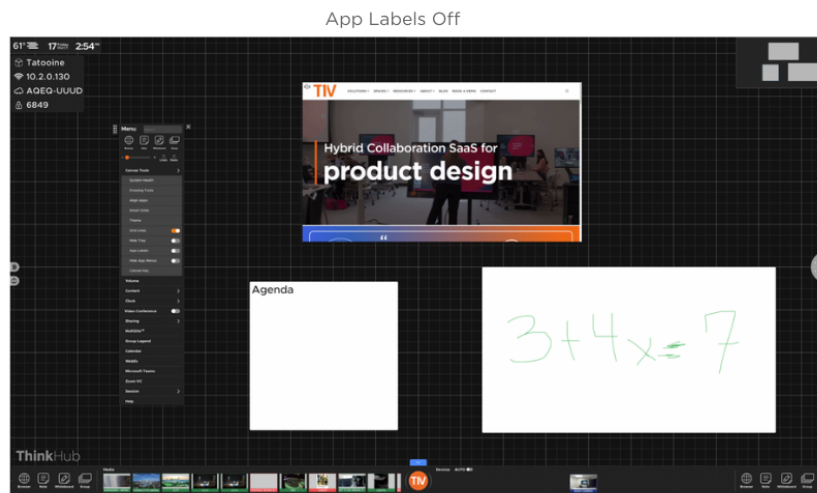
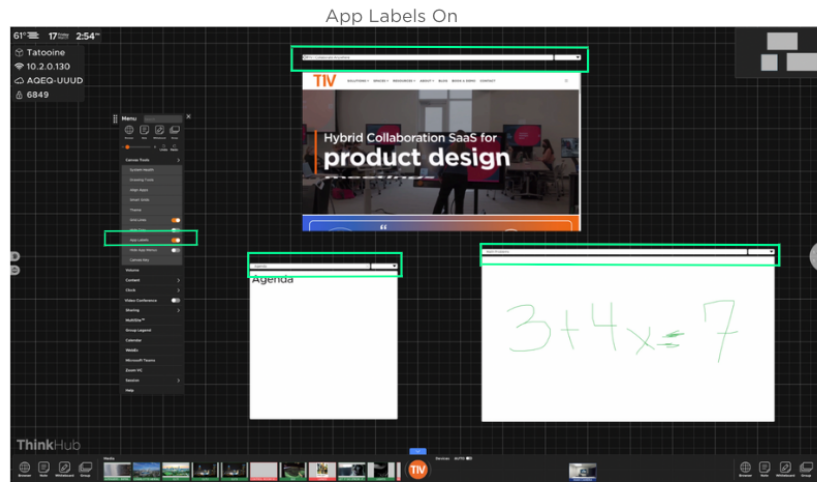
Gridlines On

Gridlines Off



Show App Labels

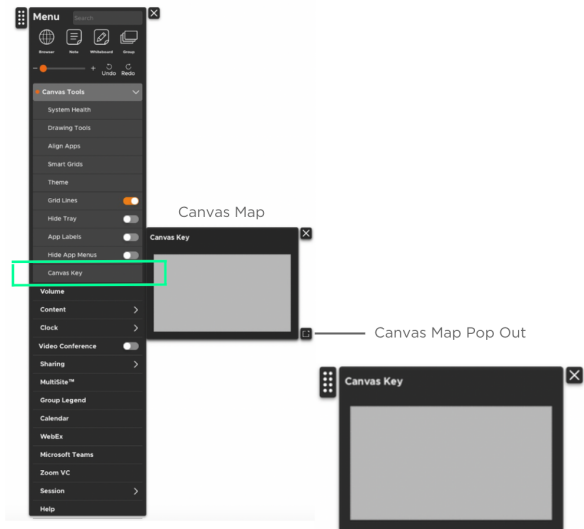
This is a tool you can toggle on/off. When on, app labels will appear in the top left border of all content windows. These are designed to help you distinguish between different pieces of content displayed on the Canvas. You can change the name of the app label anytime by tapping on the label's text.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



Canvas Map

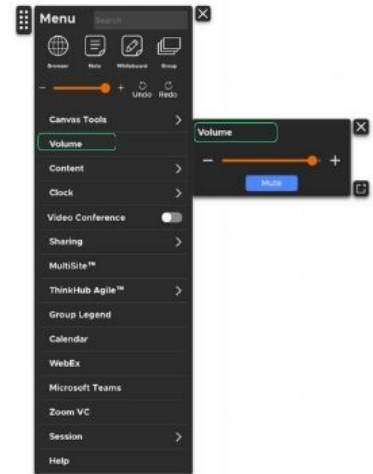
Access the Canvas Map from the convenience of the menu - particularly useful for large, multipanel walls or any ADA deployments.

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



4. Volume

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

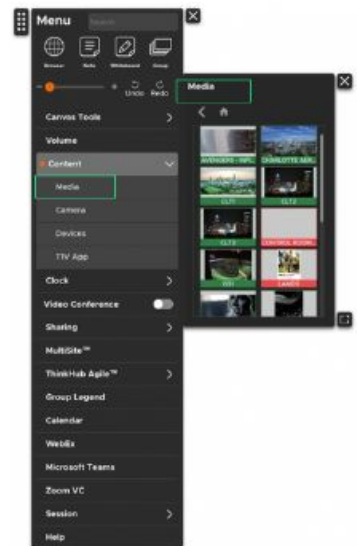


5. Content

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

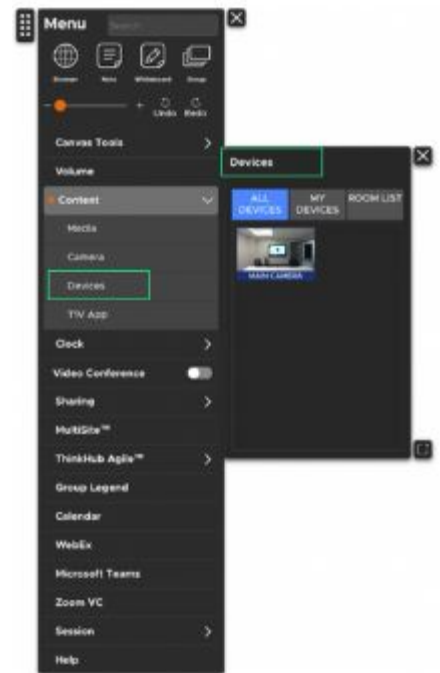
Media

Select this tab to access your media files. These will also live in the media section of the Canvas Toolbar. 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.



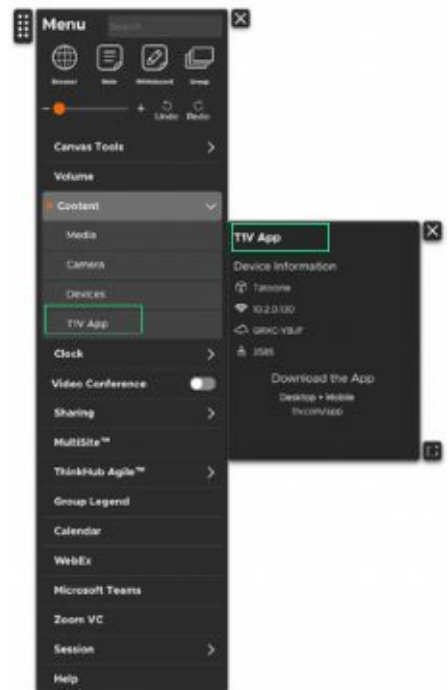
Devices

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.



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 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).

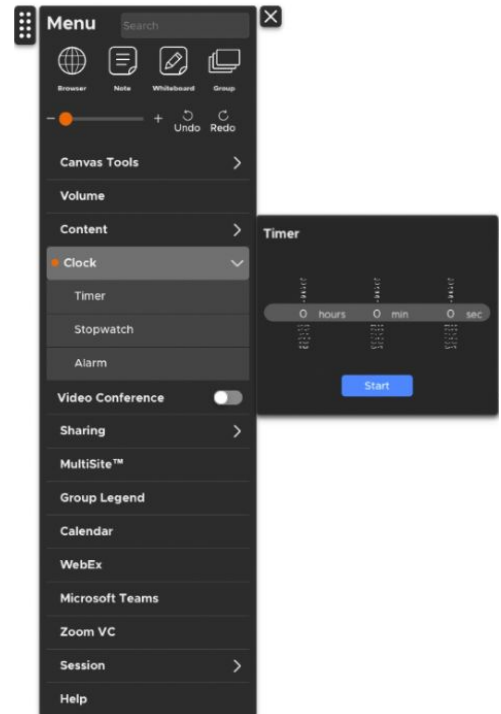


6. ThinkHub Clock

The ThinkHub 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.

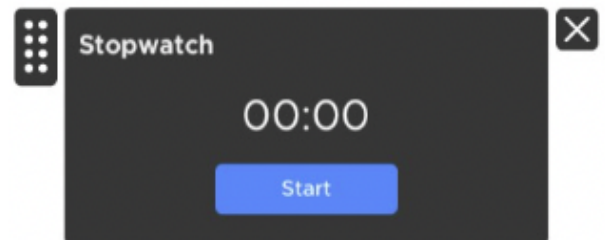
Timer

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



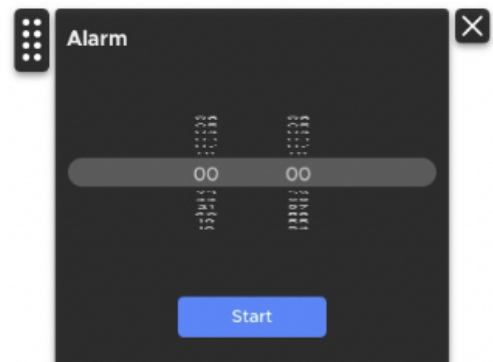
Stopwatch

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



Alarm

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

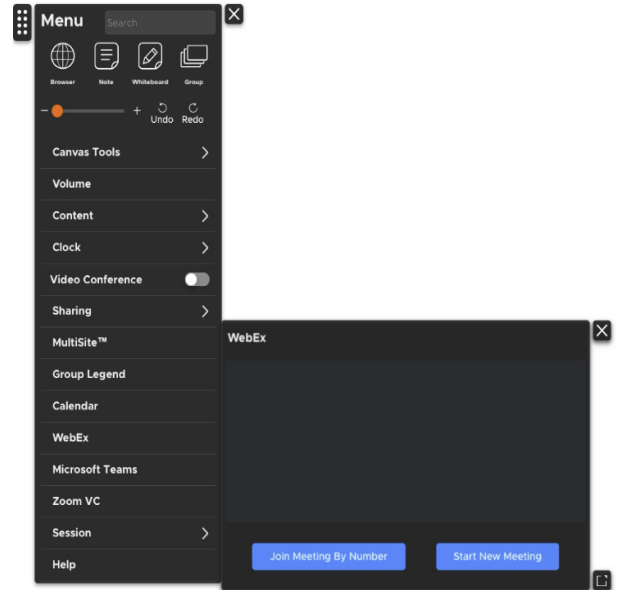


7. Videoconferencing

ThinkHub Huddle's Video conferencing is designed to work with the systems you already have in place. ThinkHub VC options include Webex, MS Teams, Google Meet, and Zoom.

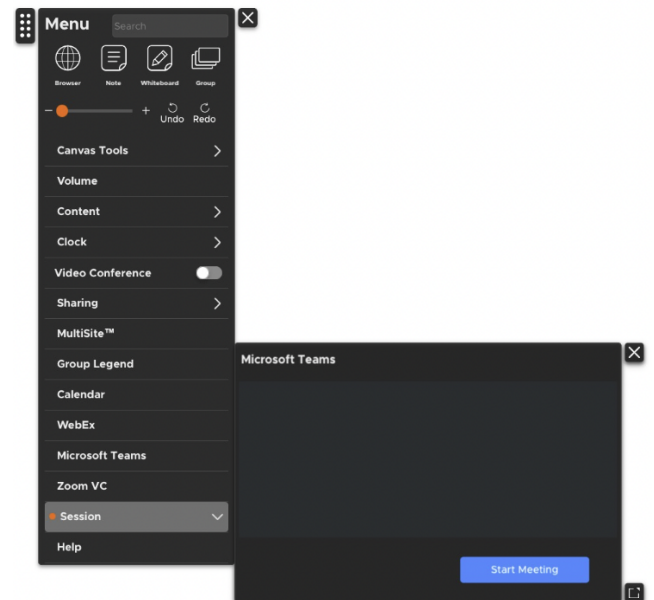
Webex

Select this tab to join an existing Webex call or create a new one entirely. Remote participants will be able to view the ThinkHub 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.



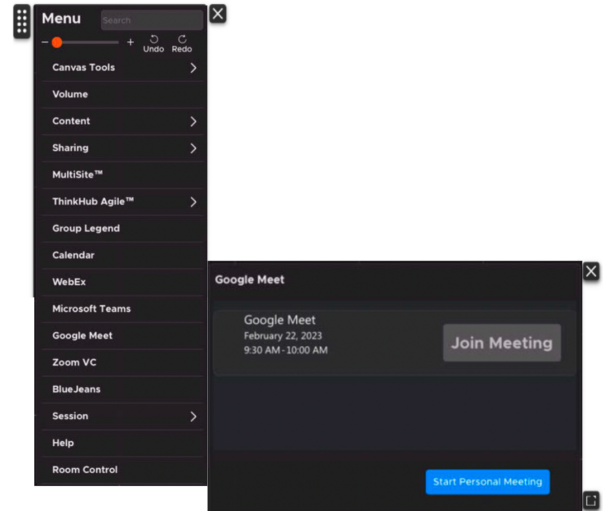
Microsoft Teams

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 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.



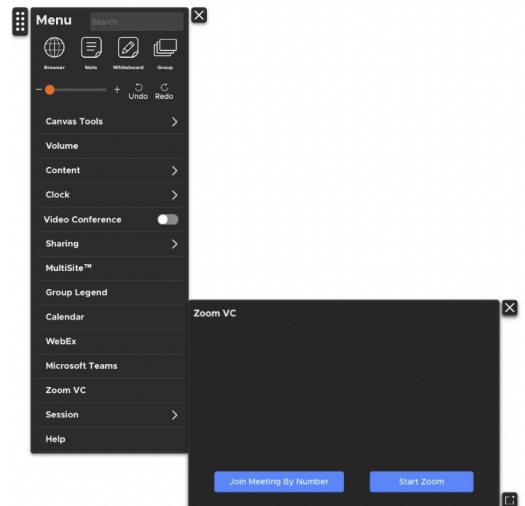
Google Meet

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 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.



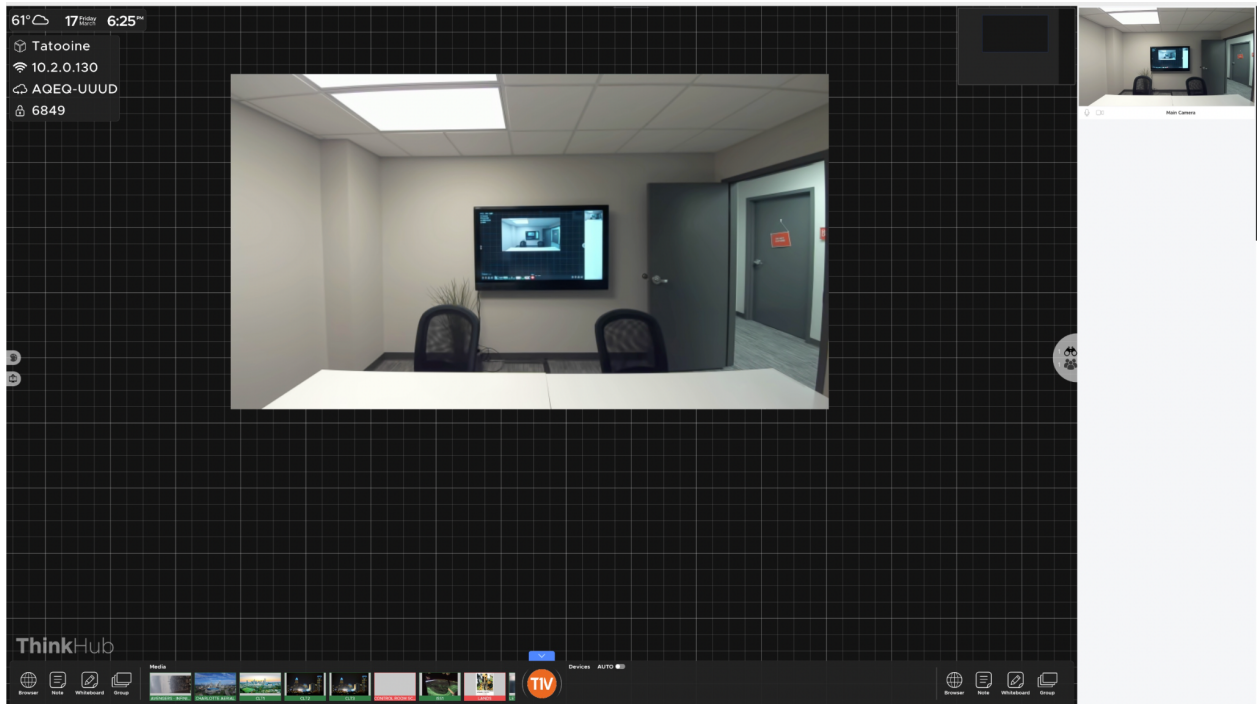
Zoom

Select this tab to join an existing Zoom call or create a new one entirely. Remote participants will be able to view the ThinkHub 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.



VC Panel

The ThinkHub 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 your video conferencing app, the application will appear 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.

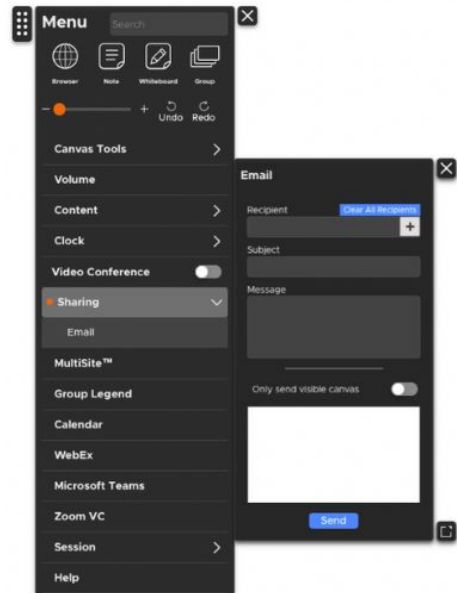


8. Sharing

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

Email

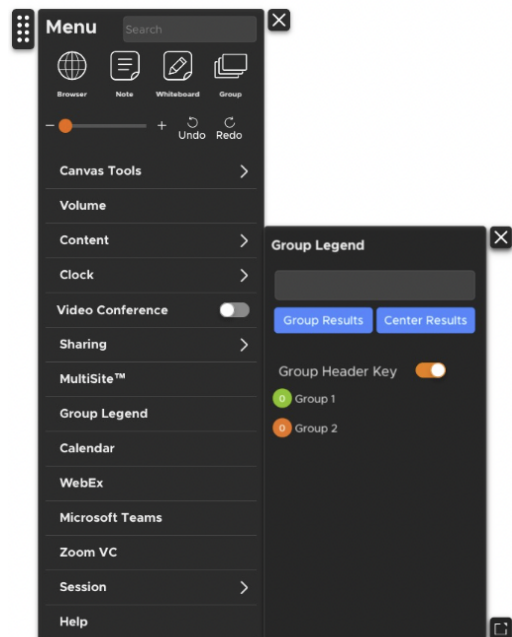
In this submenu, you'll be prompted to enter the email recipient(s), subject, and message. You can also select whether you'd like to email the entire Canvas or just the visible Canvas (what's currently in view on the touchscreen display). Tap 'Send' when you have completed all of these fields. The recipients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



9. 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.

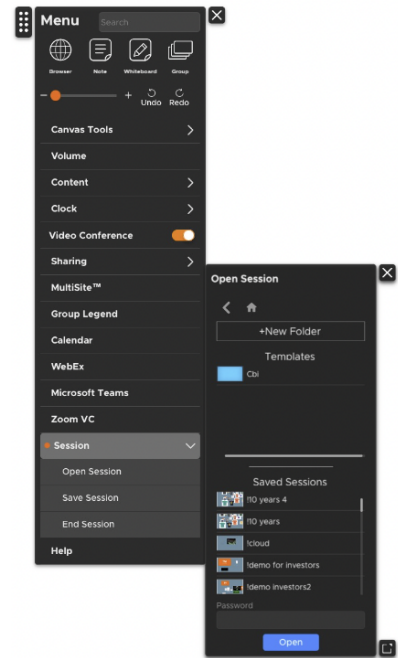


10. Session

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

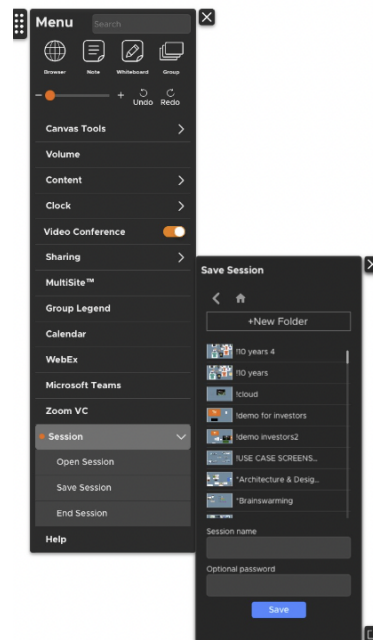
Open Session

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.



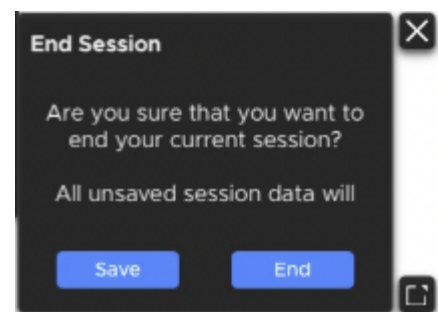
Save Session

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.



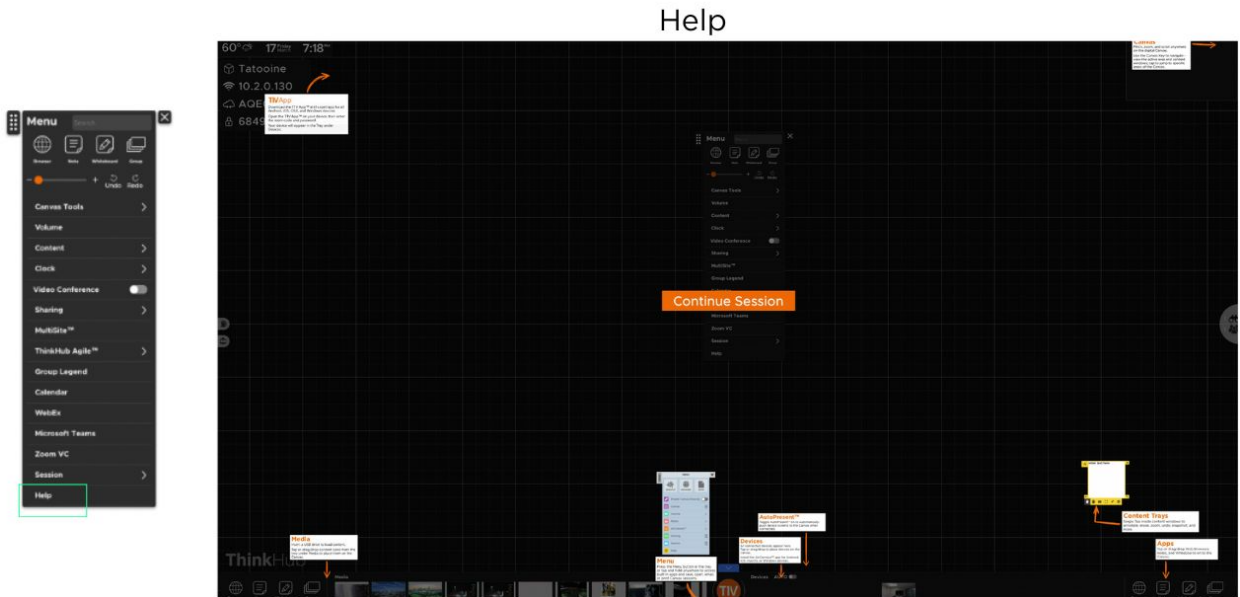
End Session

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.



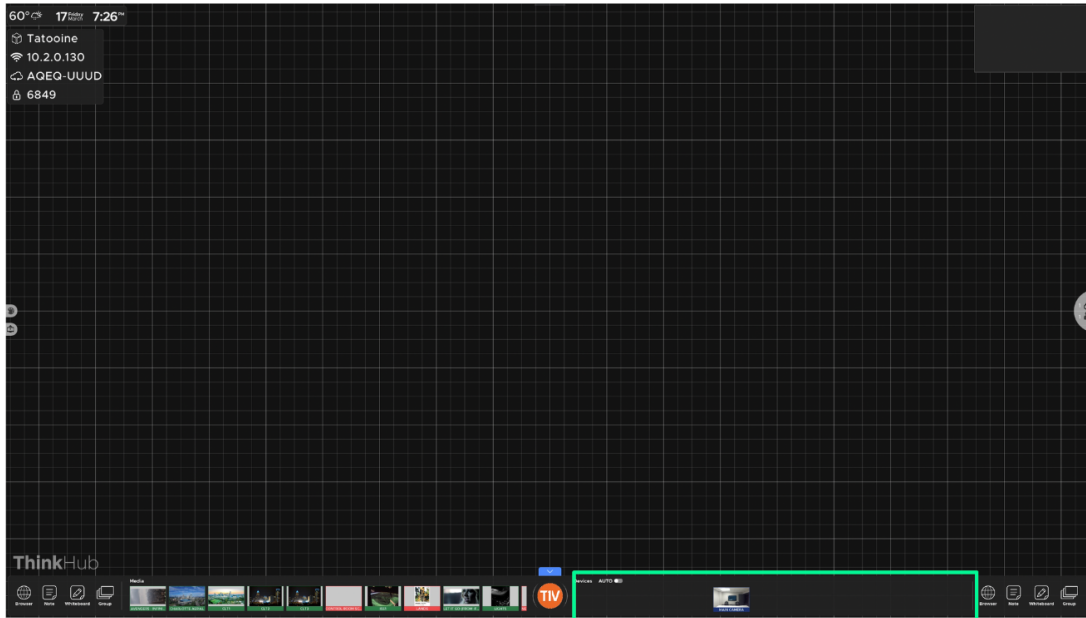
13. Help

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



Devices

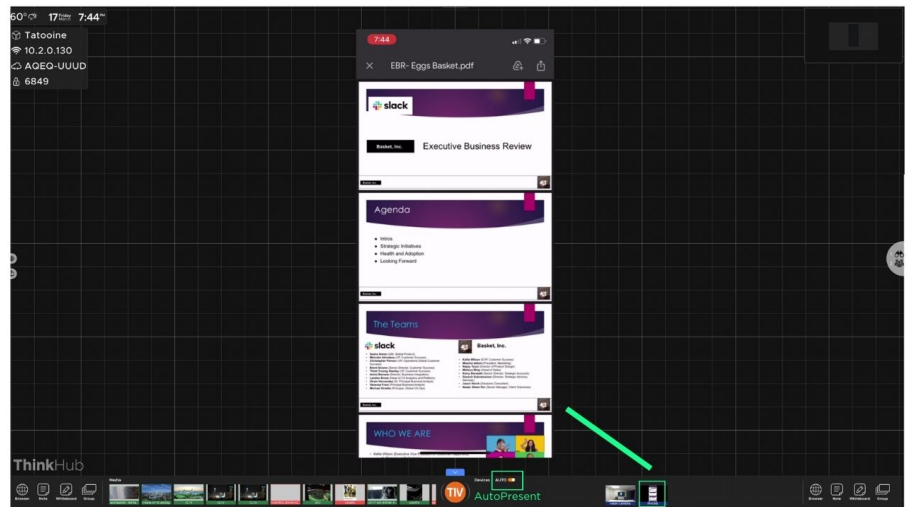
All connected devices will appear in the devices section of the Canvas Toolbar. Each device will display as a preview thumbnail until you tap or drag the thumbnail to share to the Canvas. At the base of the preview thumbnail, the name of the device displays as overlay text for additional reference.



Devices

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 presentation.

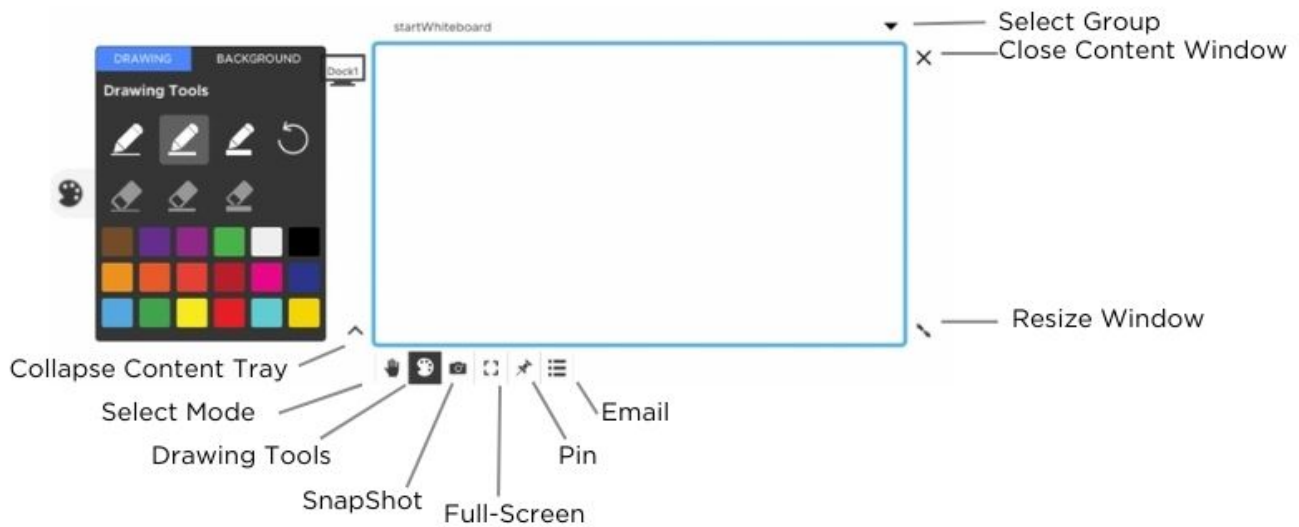


*Device windows appear front and center in AutoPresent Mode

Content Tools

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

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



What is the T1V app?

The T1V app powers hybrid collaboration. Whether connecting to a ThinkHub Huddle 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.

Dashboard

The App Dashboard serves as a daily digest of activity.

In Progress | displays current meetings that are live and currently in session

Upcoming | highlights scheduled meetings for the day

Notifications | all app-related communications and activity will be recorded in this section

Pro Tips | stay up to date on new and 'pro' features

In the Dashboard, you also have access to navigation on the left column, where you can see:

T1V app logo | touch this to return to your dashboard home view

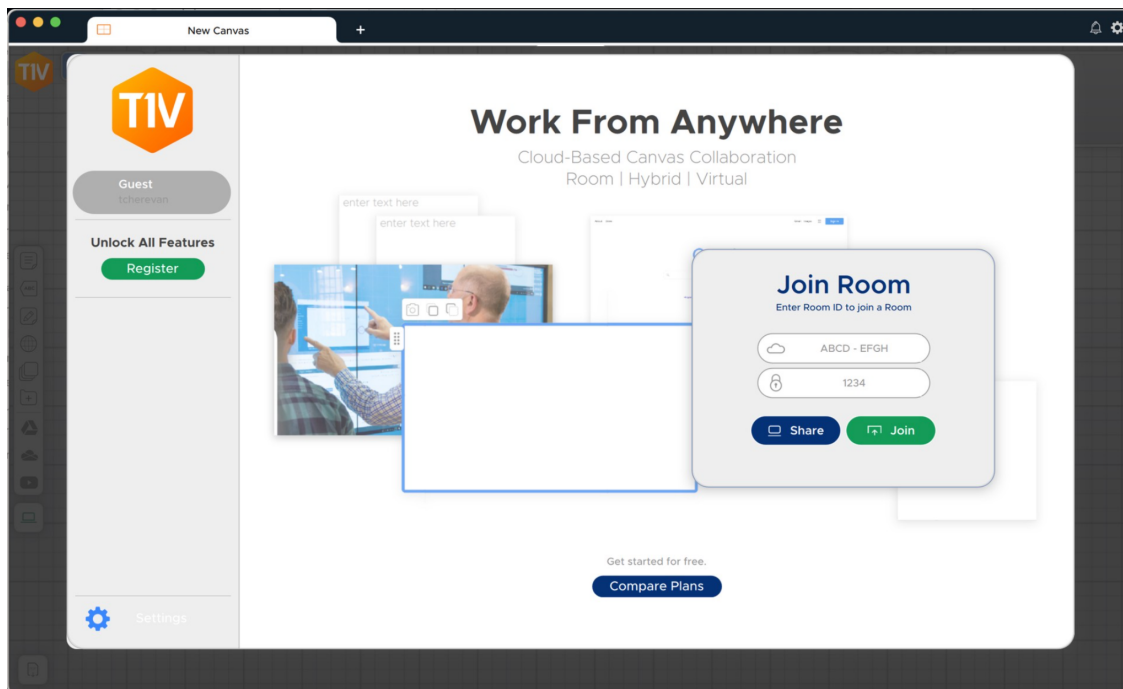
User ID | to change this, go to your settings in the bottom left

Search Bar | search your Canvases, Meetings, and recently connected devices

The 'In Progress' section will display current meetings that are live in session. 'Upcoming' will highlight your scheduled meetings for the day. All app notifications will display within the 'Notifications' section. Stay up to date with new features and functionality by reading the Pro Tips section. Search All of your Canvases, Meetings, and Recently Connected devices. When you start typing, the Search feature will return all the results that include the text entered.

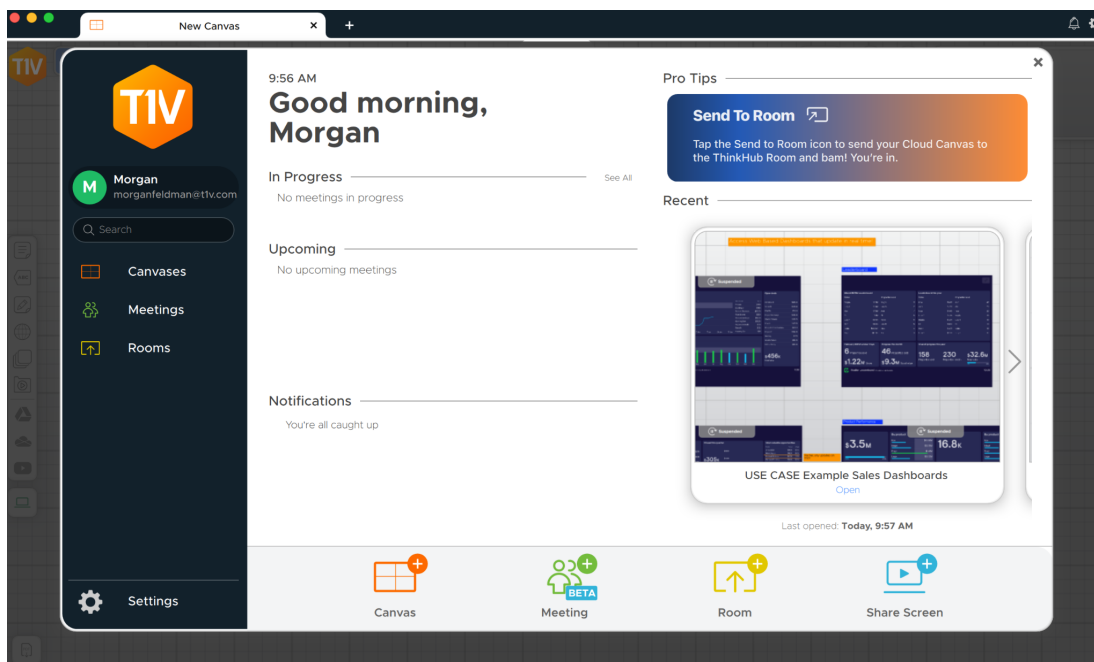
T1V Dashboard — Unregistered View

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](#).



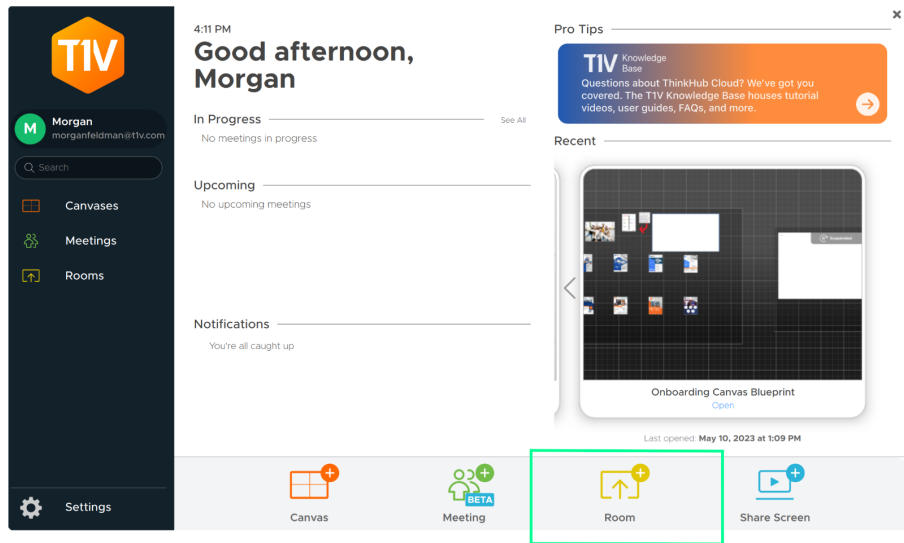
T1V Registered View

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



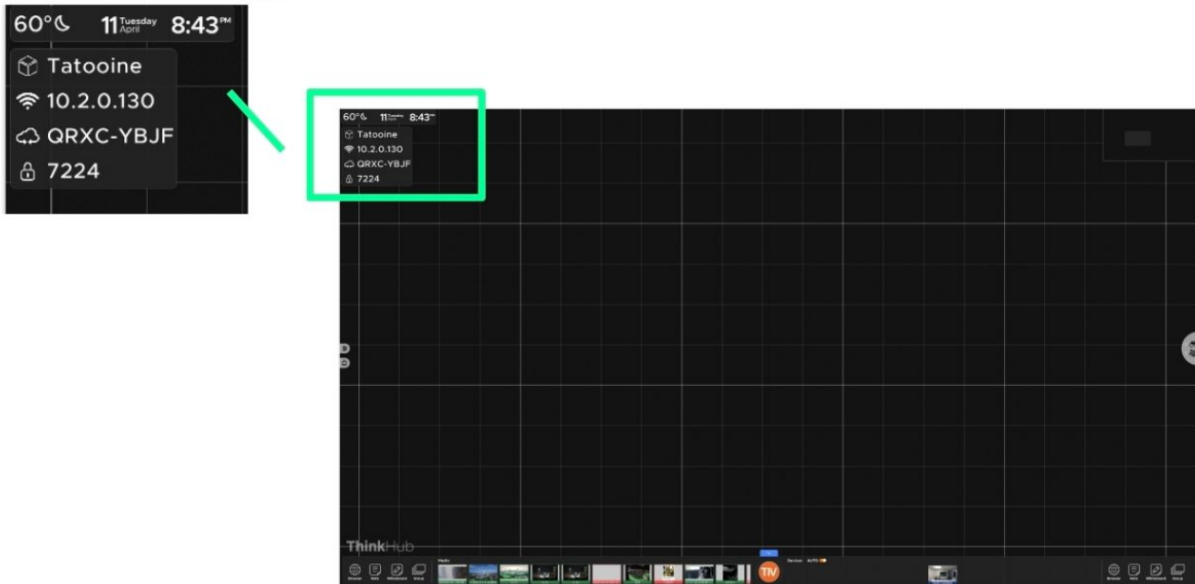
Join Room

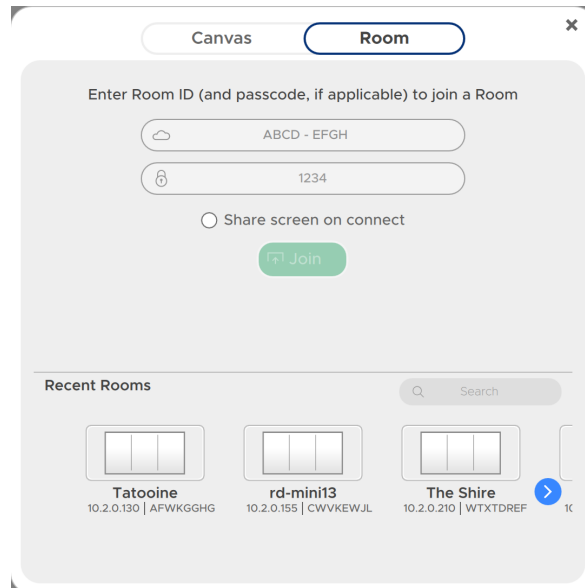
Once you have installed the T1V app on your device, select 'Room' to connect to a ThinkHub Room or T1V Hub.



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

ThinkHub Credentials

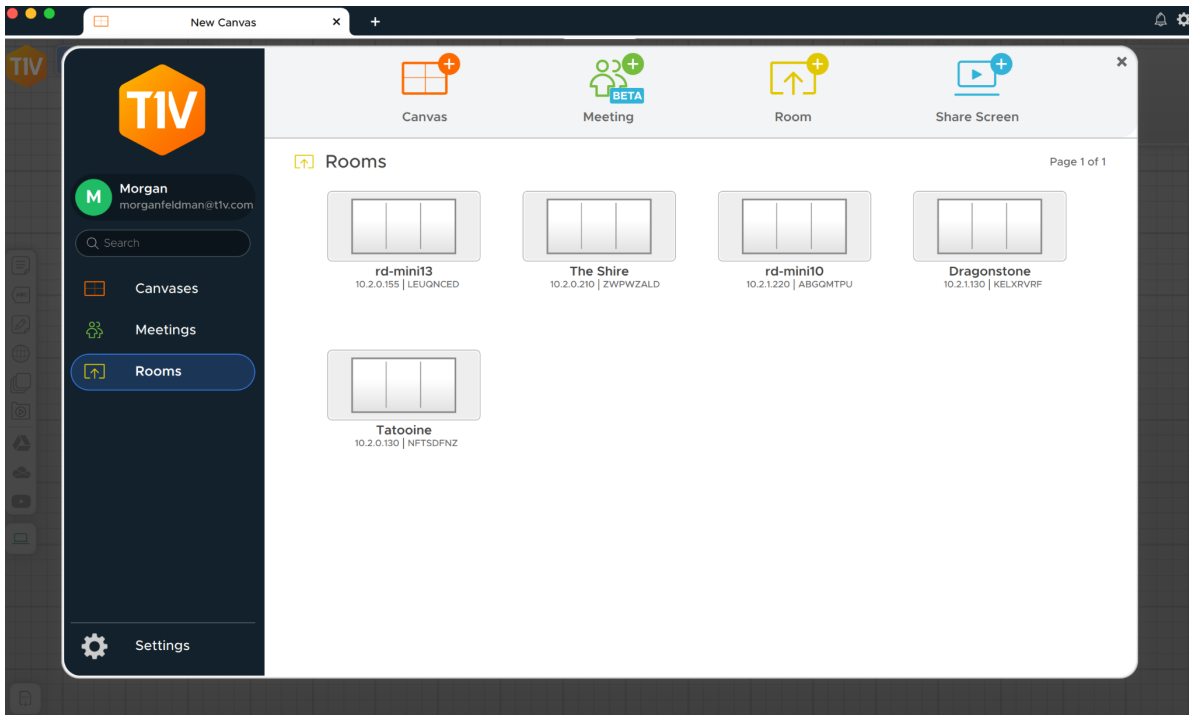




Note: T1V users can connect to a T1V device from anywhere in the world, even from a cellular network connection.

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 (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, ThinkHub Huddle 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](#).

The screenshot displays the T1V Meetings interface. At the top, there are four navigation icons: Canvas, Meeting (with a BETA badge), Room, and Share Screen. The main content area is titled "Meetings" and shows a grid of meeting cards. The left sidebar includes the T1V logo, user information for Tanya Test (tcherevan@t1v.com), a search bar, and navigation buttons for Canvases, Meetings (selected), Rooms, and Settings.

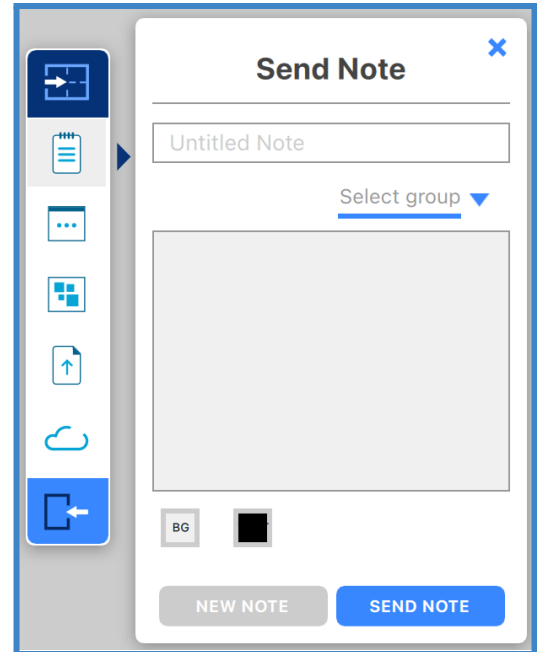
Meeting Title	Room ID	Date	Time
Standup	t1v-techjk		9:45 AM
QA daily meeting	qa-stud1		3:25 PM
Standup	t1v-techafm	4 July 2023	9:45 AM
Weekly Support Meeting	rd-m2mini	11 July 2023	1:00 PM
Developer Meet	t1v-techjk		2:00 PM
Standup	t1v-techafm	3 July 2023	9:45 AM
Release Review	t1v-th-1028	5 July 2023	4:00 PM
Release Review	t1v-th-1028	12 July 2023	4:00 PM

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 Room- 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

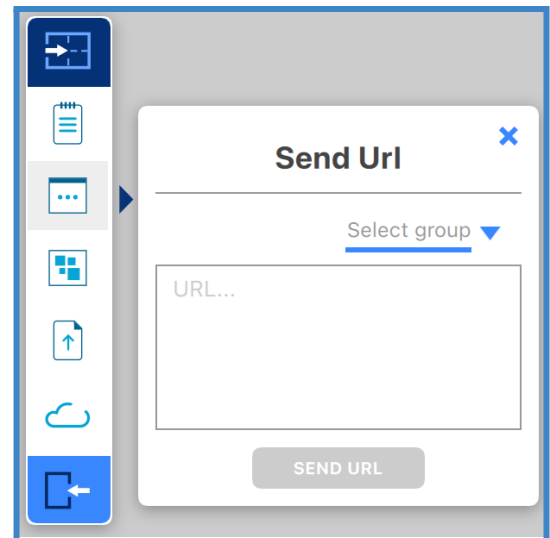
Create a note from the convenience of your device by typing your note into the text field with your own keyboard. Select 'Send Note' to send your Note to the ThinkHub Canvas. Select the note icon to start a new note. Once shared to the Canvas, in-room participants can also edit your Notes - opting to 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 URLs

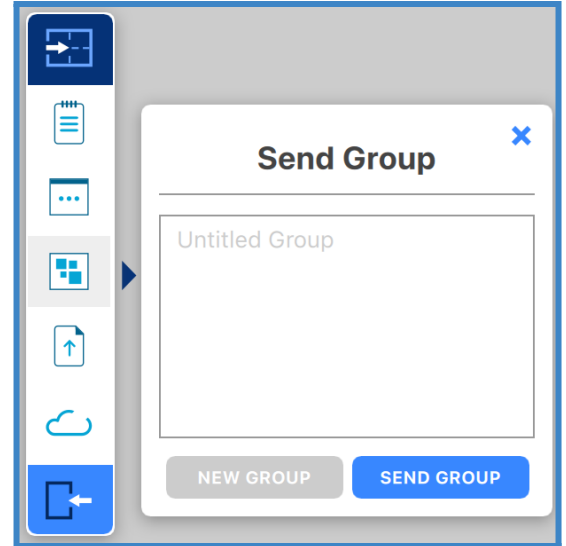
Enter a URL to send to the ThinkHub Canvas. ThinkHub will then launch a Web Browser window with that URL. (To paste a URL from your laptop web browser, copy & paste the URL using the appropriate keyboard shortcuts.)

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



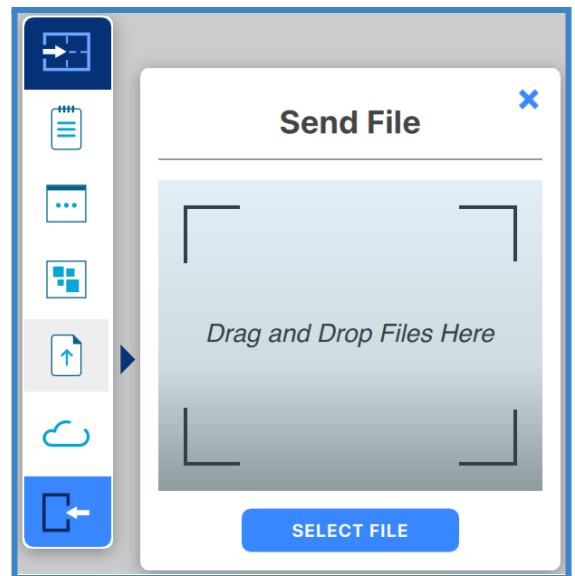
Send Group

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 Canvas. Select 'New Group' to add a new Group.



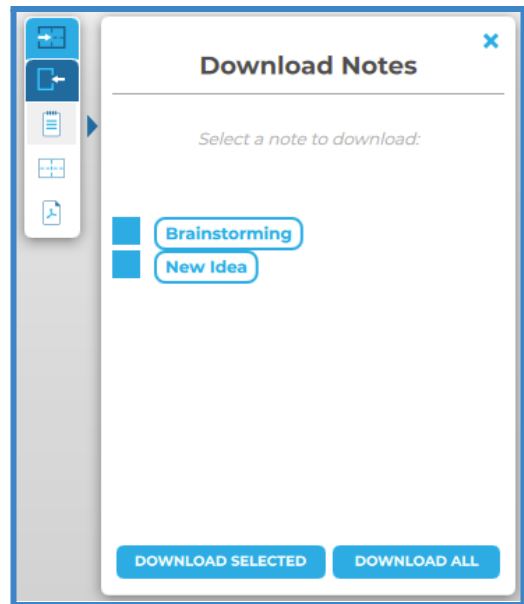
Send Files

Send media files (images, videos, PDFs) to the ThinkHub 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 Canvas anytime.



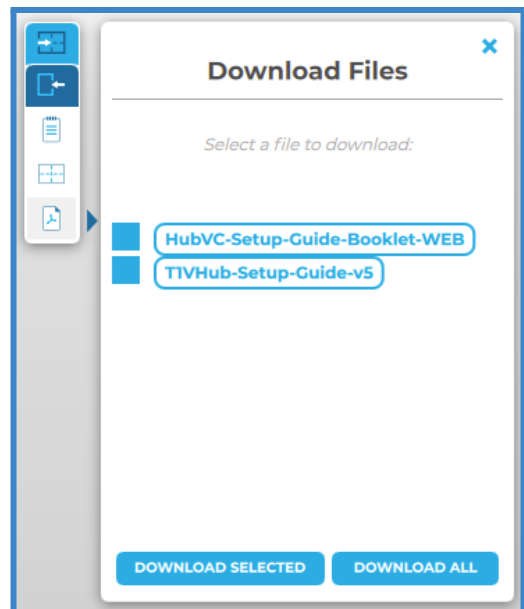
Download Notes

With the T1V app, you have the ability to download Notes from the ThinkHub 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

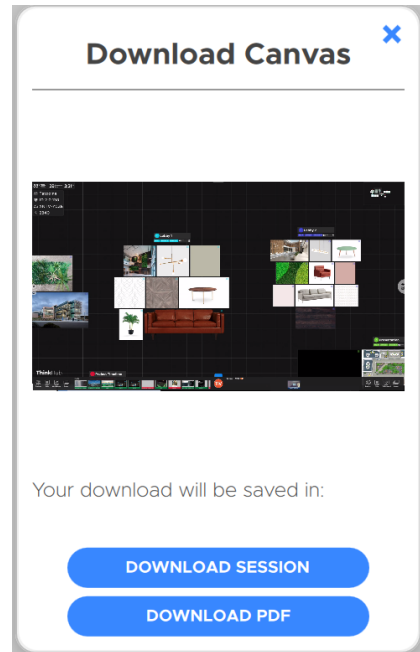
You also have the ability to download files from the ThinkHub Canvas. When you select 'Download Files,' you are presented with the option of downloading specific files or all files. The files will then be saved to your default downloads location (see settings).



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 Canvas directly to your laptop or mobile device, so you can securely carry your ThinkHub Canvas with you and resume your work on a different ThinkHub without the use of a network or cloud server. To share a saved Canvas to the new ThinkHub, simply drop the ThinkHub file (.t1vx) to the Canvas via the T1V app, just as if you were sending any other file to the Canvas.



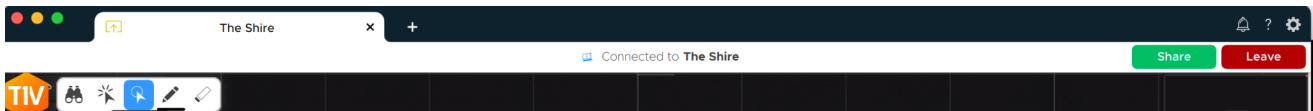
Zoom In / Zoom Out

When remotely viewing the ThinkHub 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 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 room.

Leave

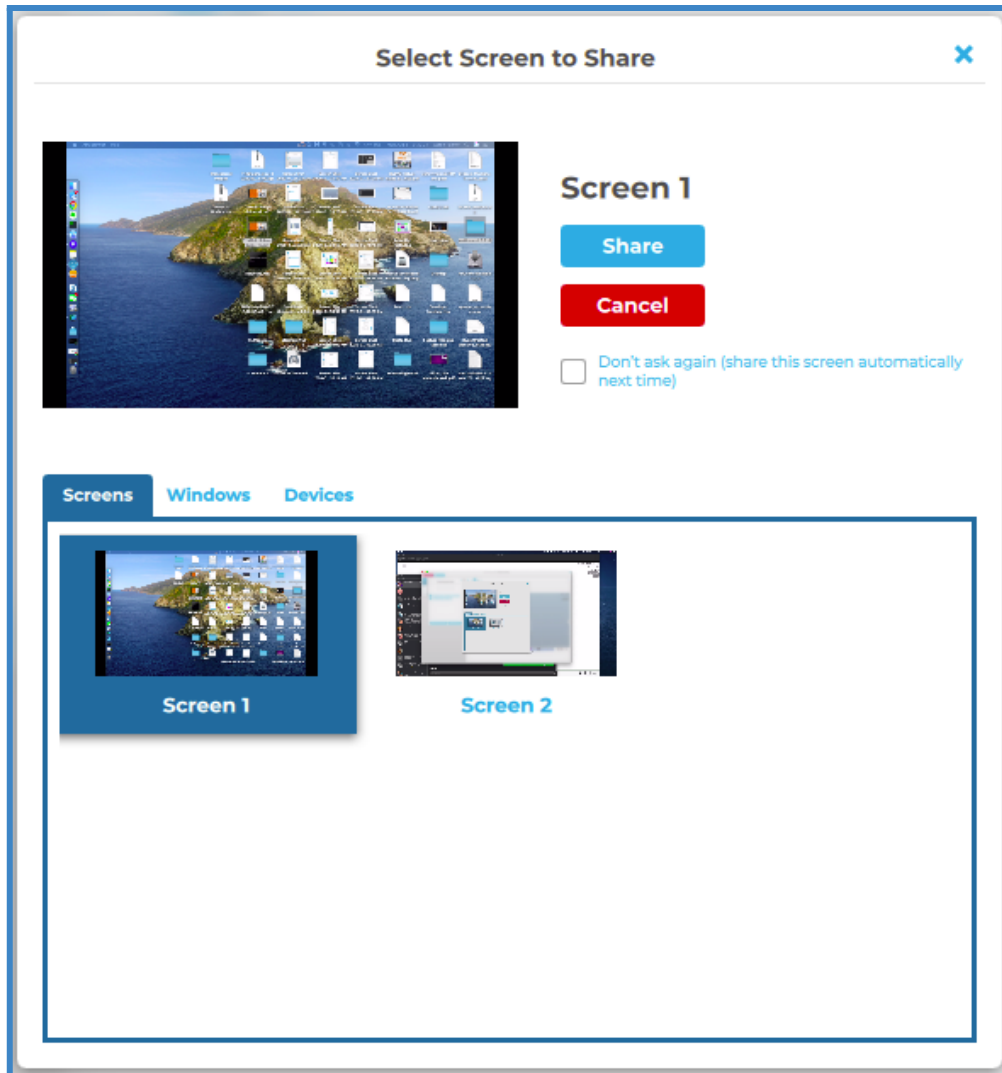
Select this button to end your connection to the ThinkHub session.

Share

Select '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

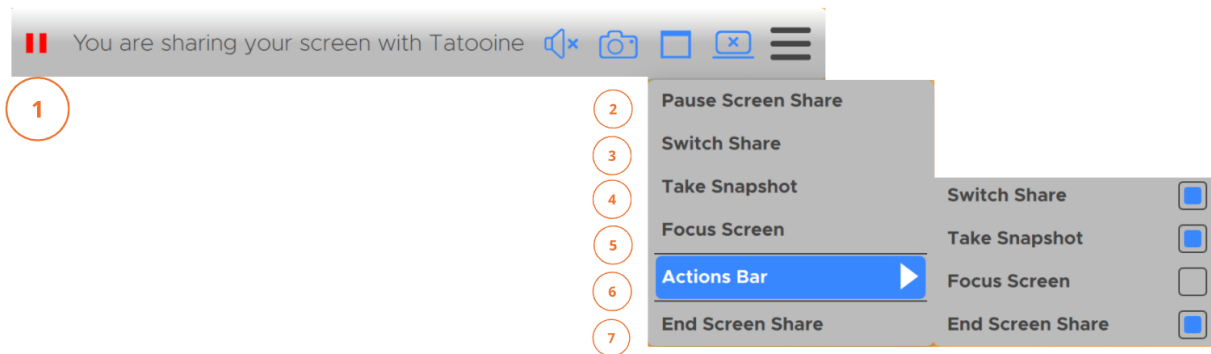
Share a window or your entire device screen. Select 'Share' when you have selected what content to share from your device. Select 'Cancel' if you do not wish to share content from your screen.



After you 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/Resume 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. Select the same icon or “Resume Screen Share” to share live content from your laptop.

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.

2. Pause Screen Share

Select to Pause your Screenshare (see above).

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. You can check any of these to have them appear in your T1V app screen share Menu as a shortcut.

7. End Screen Share

Tap to stop sharing your screen to the ThinkHub Huddle or T1V Hub display.

Settings - General

1. User ID

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

2. Reset to Defaults

Tap here to undo any changes you've made to your settings and default to T1V's out-of-the-box 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. (Note: TouchControl is a ThinkHub-only feature, and currently runs on Mac and Windows laptops. TouchControl will only work when sharing your entire device screen.)

4. Theme

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

5. Download Folder

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

6. Quick Cast

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

7. Minimize dashboard tabs

Toggle on minimize dashboard tabs to collapse the tabs (Dashboard, Meetings, Rooms) on your dashboard.

8. Icon Size

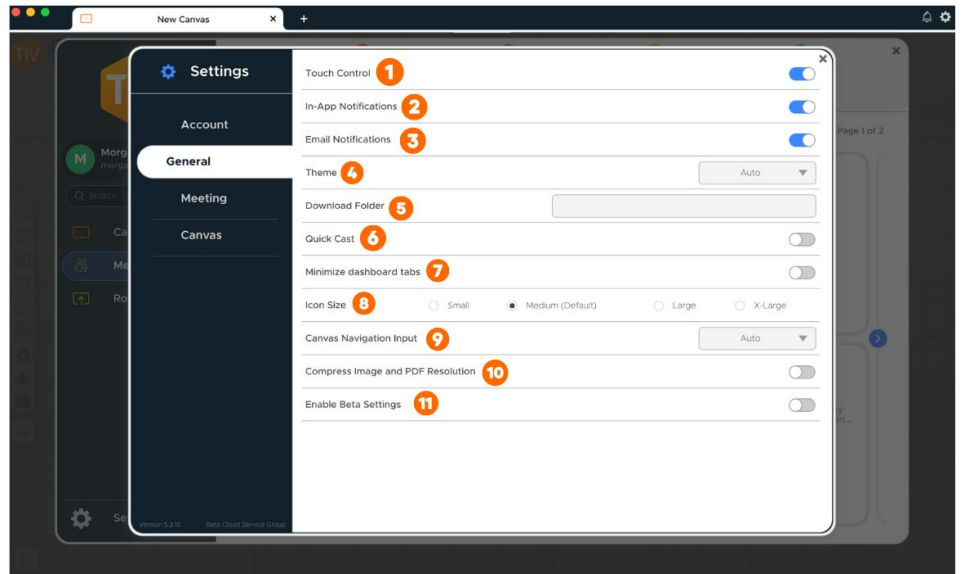
Choose the size of your T1V app icons.

10. Canvas Navigation Input

Select if you are using a trackpad or mouse, or allow the T1V app to automatically decide.

11. Compress Image and PDF Resolution

Toggle this on to automatically compress images and PDF resolution.



12. Enable Beta Settings

Toggle on beta settings to get a sneak peak of new features before they are released to the general public.

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.

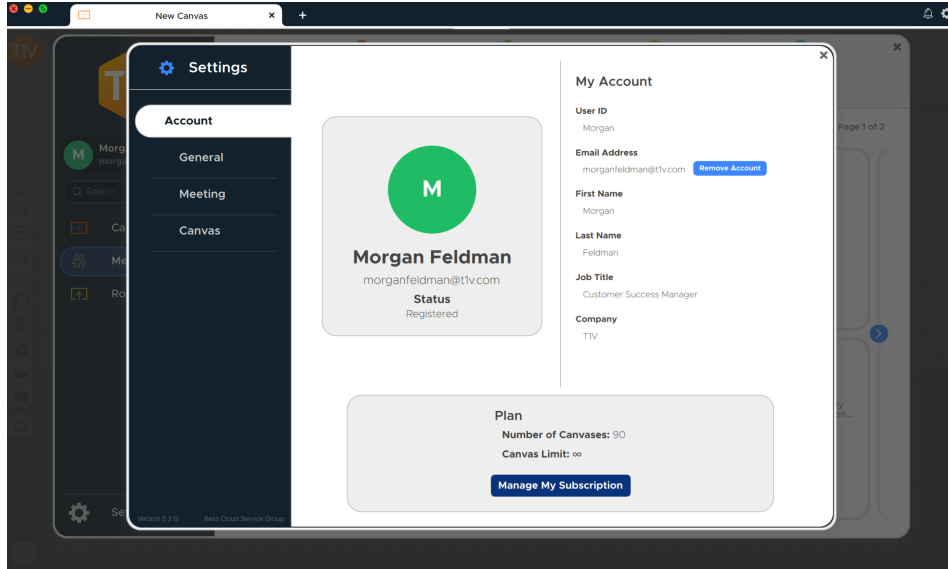
You must verify your email by clicking the verification link sent to you to complete registration. This must be done on the same device you are registering on.

The screenshot displays the 'Settings - Account' interface. On the left, a dark sidebar contains a 'Settings' header with a gear icon and a list of menu items: 'Account' (highlighted), 'General', 'Meeting', 'Canvas', 'Beta', 'Alpha', and 'Debug'. The main content area is titled 'My Account' and features a large grey placeholder box labeled 'User Profile'. To the right of this box is a registration form with the following fields: 'User ID', 'Email Address' (containing 'sales@t1v.com'), 'First Name', 'Last Name', 'Job Title' (with a 'Title' placeholder), and 'Company'. A blue 'Create Account' button is positioned below the form. At the bottom of the main content area, a message reads: 'Activate your account to unlock additional features!'. The footer of the page shows 'Version 5.3.16' and 'Beta Cloud Service Group'.

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

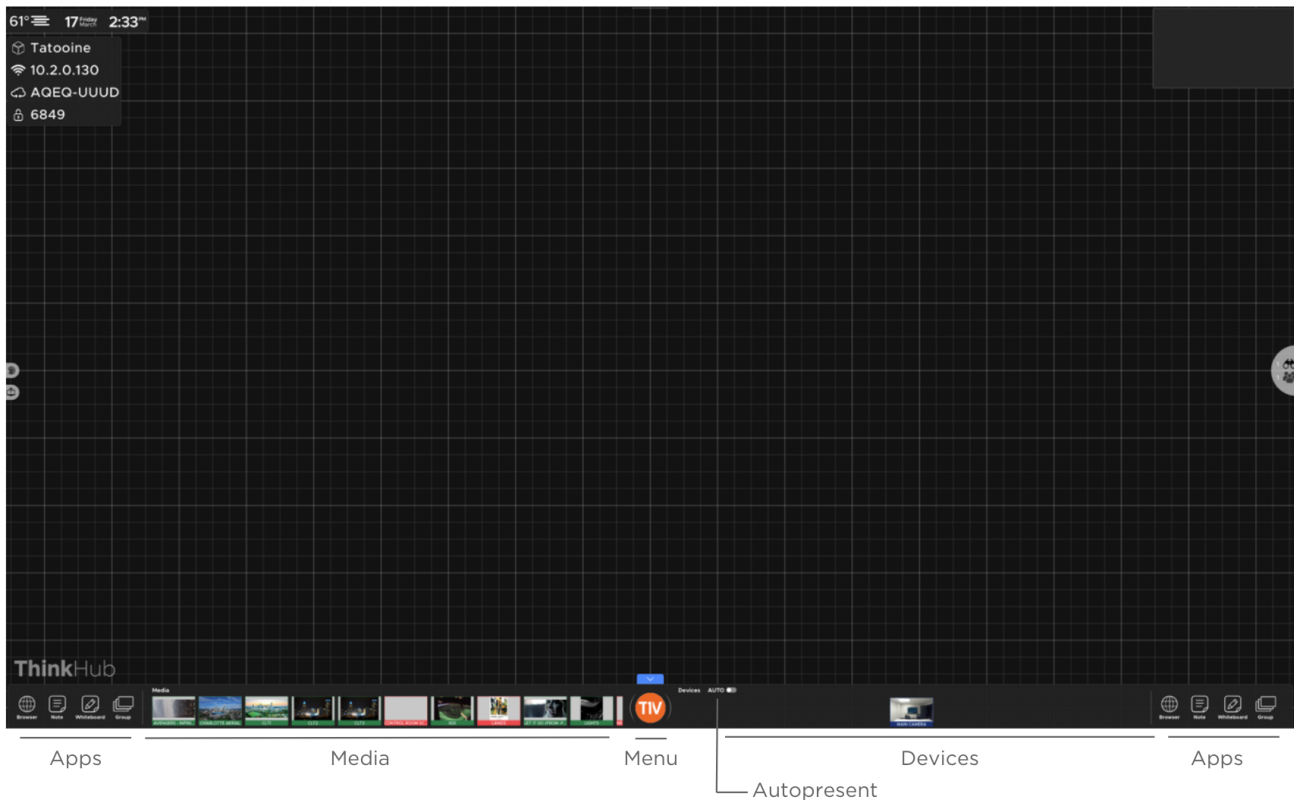
Your ThinkHub Cloud Plan information is displayed here, including the number of Canvases you have created and your current Canvas Limit. To upgrade or change your plan, select 'Manage My Subscription'.

Button / Icon Glossary

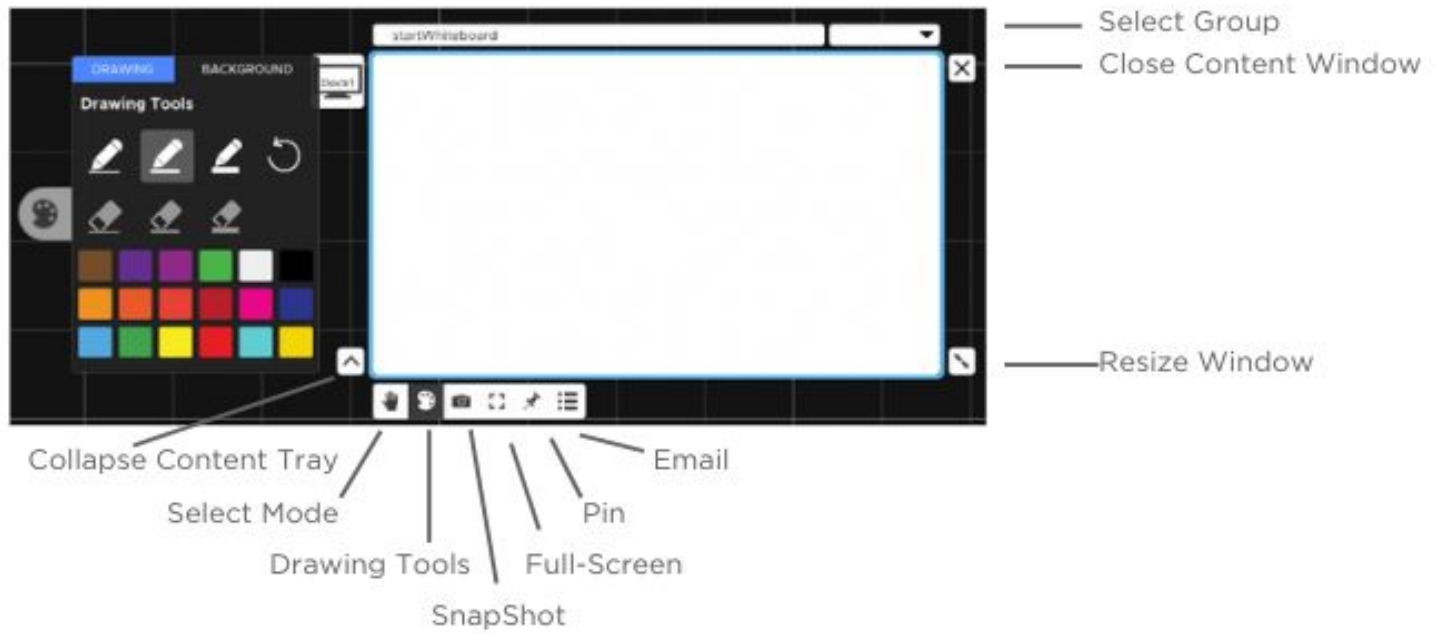
ThinkHub uses buttons to represent a series of user tools and actions, each represented by a visual icon.

ThinkHub icons are used in different places around the ThinkHub Canvas and menu. 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



Content Menu



Menu

MENU

Drag this tab to move the menu

The main menu is a vertical dark grey panel with a search bar at the top. Below the search bar are four icons: a globe for 'Browser', a document for 'Note', a whiteboard for 'Whiteboard', and a group of people for 'Group'. Below these are 'Undo' and 'Redo' buttons with circular arrows. The menu items are: 'Canvas Tools' with a right arrow, 'Volume', 'Content' with a right arrow, 'Clock' with a right arrow, 'Video Conference' with a toggle switch, 'Sharing' with a right arrow, 'MultiSite™', 'Group Legend', 'Calendar', 'WebEx', 'Microsoft Teams', 'Zoom VC', 'Session' with a right arrow, and 'Help'.

Close Menu

The volume sub-menu is a dark grey panel with a title 'Volume' and a close button. It features a volume slider with a red knob and a blue 'Mute' button below it.

Show/Hide submenus

Toggle On/Off

Videoconferencing Integrations



Detached Submenu

A detached version of the volume sub-menu, showing the 'Volume' title, slider, and 'Mute' button, with a small menu icon in its top-left corner and a close button in its top-right corner.

T1V Support

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

8am Sunday - 10pm Friday |

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



Contact

support@t1v.com
855.THINKHUB