

**T1V**

**ThinkHub®**

**USER GUIDE**

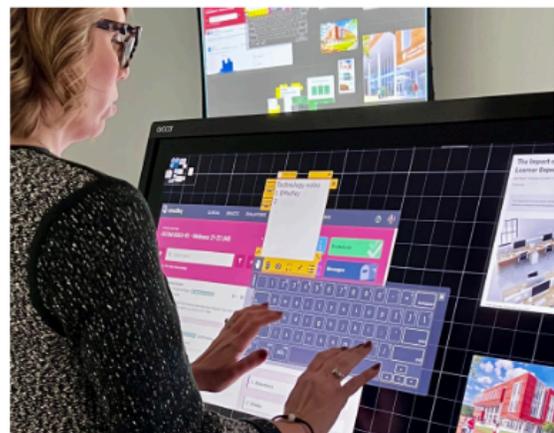
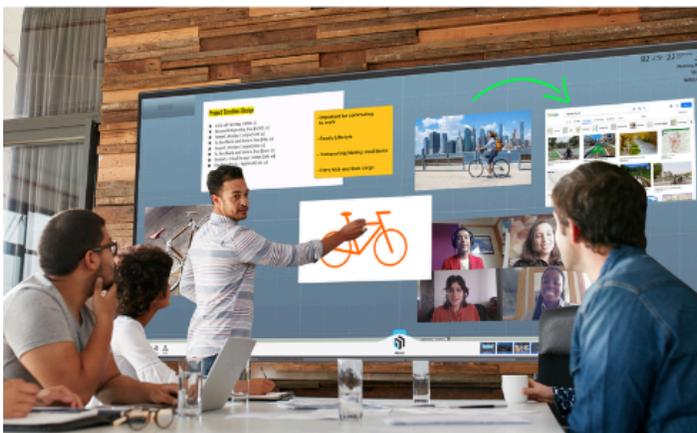
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# ThinkHub

ThinkHub is a visual collaboration tool designed to help you ideate, collaborate, and innovate. By consolidating all the moving pieces of a collaboration session, ThinkHub works with the same devices, content and software that you already use, meaning almost zero setup time to initiate ThinkHub Canvases, and more efficient and productive meetings with your peers.

Visit [t1v.com/ThinkHub](https://t1v.com/ThinkHub) to learn more.



# Touch Gestures

ThinkHub 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'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.

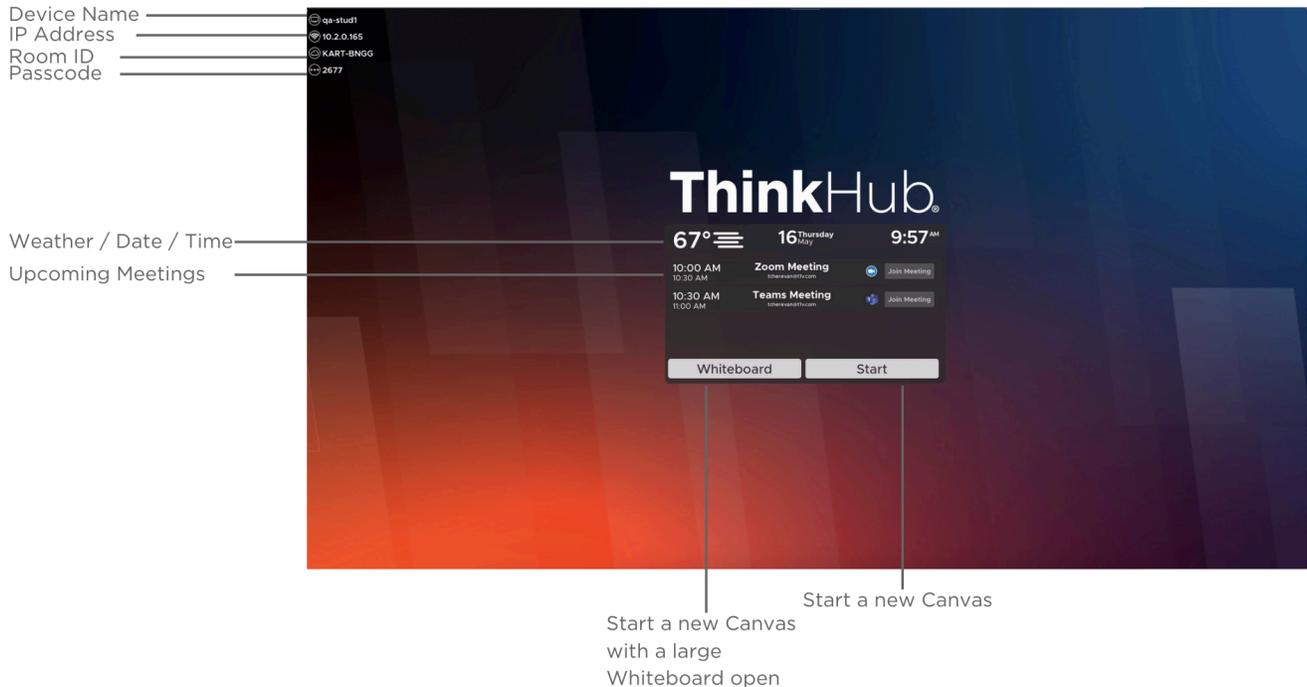


## Erase

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



## Schedule a ThinkHub Meeting

You can schedule a one-time or recurring meeting on your ThinkHub.

1. On your personal computer, open your calendar application (Microsoft Exchange, Google Calendar, iCloud) and create a new calendar event
2. Add ThinkHub Room
3. Invite meeting participants
4. [Optional] Add video conferencing (Zoom, Microsoft Teams, Google Meet, WebEx)
5. [Optional] Add your ThinkHub Canvas
  - i. To add a ThinkHub Room Canvas, paste "Canvas: file name" (case sensitive)
  - ii. To add a ThinkHub Cloud Canvas, paste the Cloud Canvas link, which is located in the bottom left of your ThinkHub Cloud 'Share' menu

All invited participants will receive an automatic email notification five minutes prior to the meeting start time with a link to join via the T1V app.

If there is an open Canvas on ThinkHub within five minutes of a scheduled meeting, ThinkHub 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.

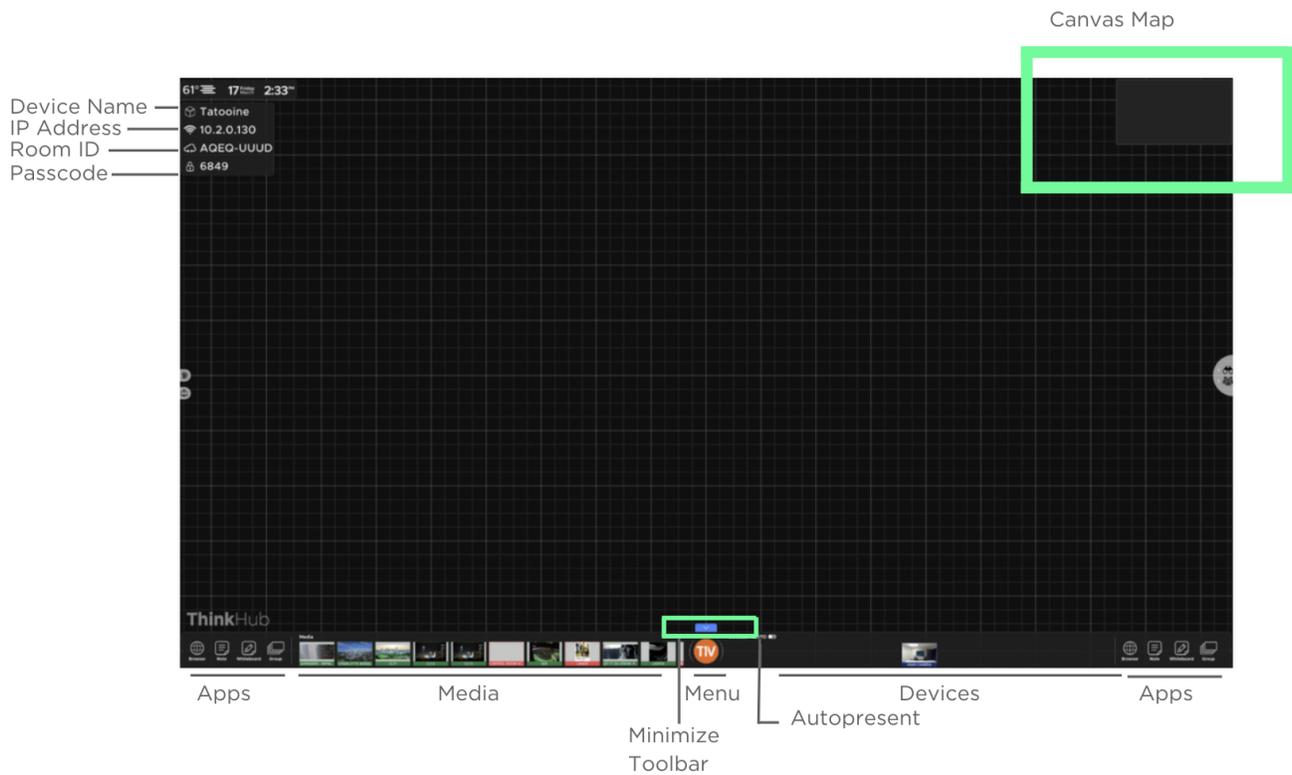
- *If you accept the meeting:* the current Canvas will close, and the new scheduled meeting will start. All T1V app users will be disconnected.
- *If you delay the meeting:* the current meeting continues, and the prompt reappears one minute before the next scheduled meeting.
- *If you dismiss the meeting:* the current meeting will continue uninterrupted, and the next meeting can be initiated from the idle screen or menu calendar.

# Canvas

The ThinkHub Canvas is your digital workspace and can expand up to 20 times the surface area of the physical touchscreen.

The Canvas Map is in the upper right corner of your ThinkHub Canvas. It shows the active area displayed as a shaded box. Use the Map to quickly locate content or navigate the Canvas.

Your Canvas toolbar lives at the bottom of the ThinkHub Canvas and holds apps, media, menu, and devices.



## Apps

ThinkHub has several built-in apps: Web Browser, Note, Whiteboard, and Group. You can access 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 an app. 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).

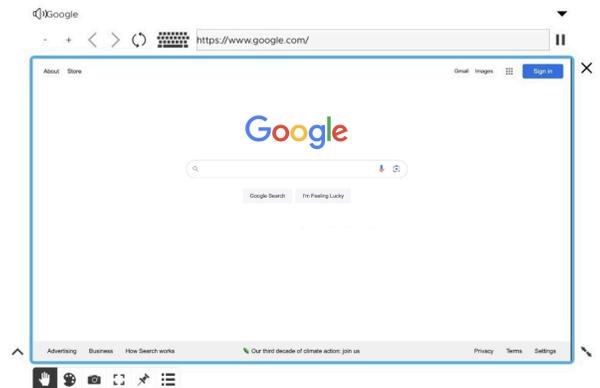
When active, you can pinch-zoom within the content window to focus on a particular area. Resize the app using the two-arrow icon. Change background and text colors using the button in the top left corner.

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 content from the Canvas, tap the 'X' button in the top right corner of the content window.



Tap the top URL bar to go to a web page. The default URL is Google.com - you can enter your search query directly in the google search bar.



ThinkHub's version of a virtual sticky note - add text based content. You can adjust the background and text colors as needed to group ideas.

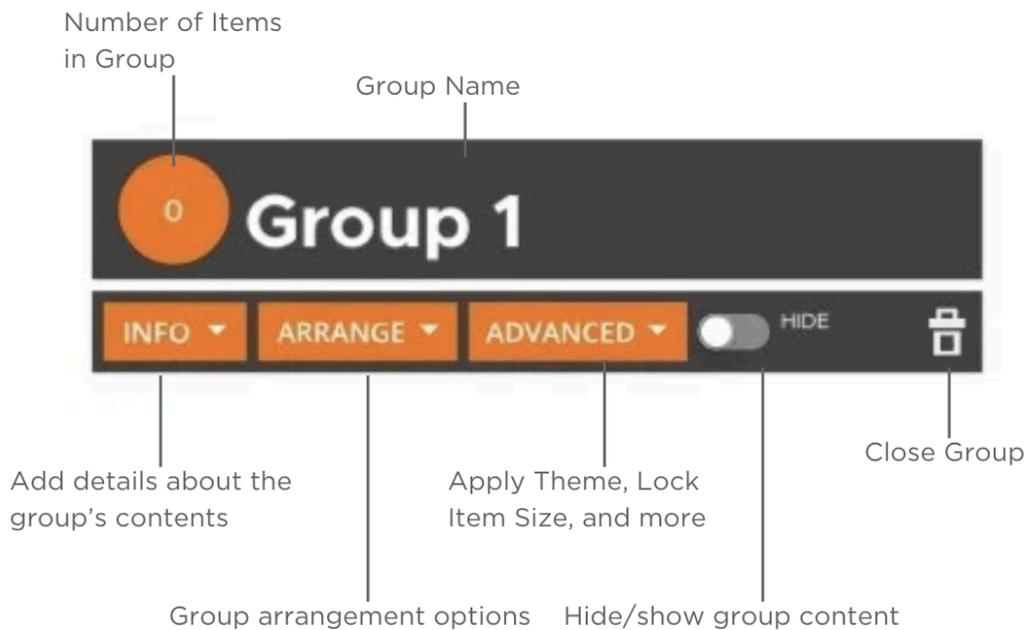




Whiteboards are designed to draw freehand or with a stylus.

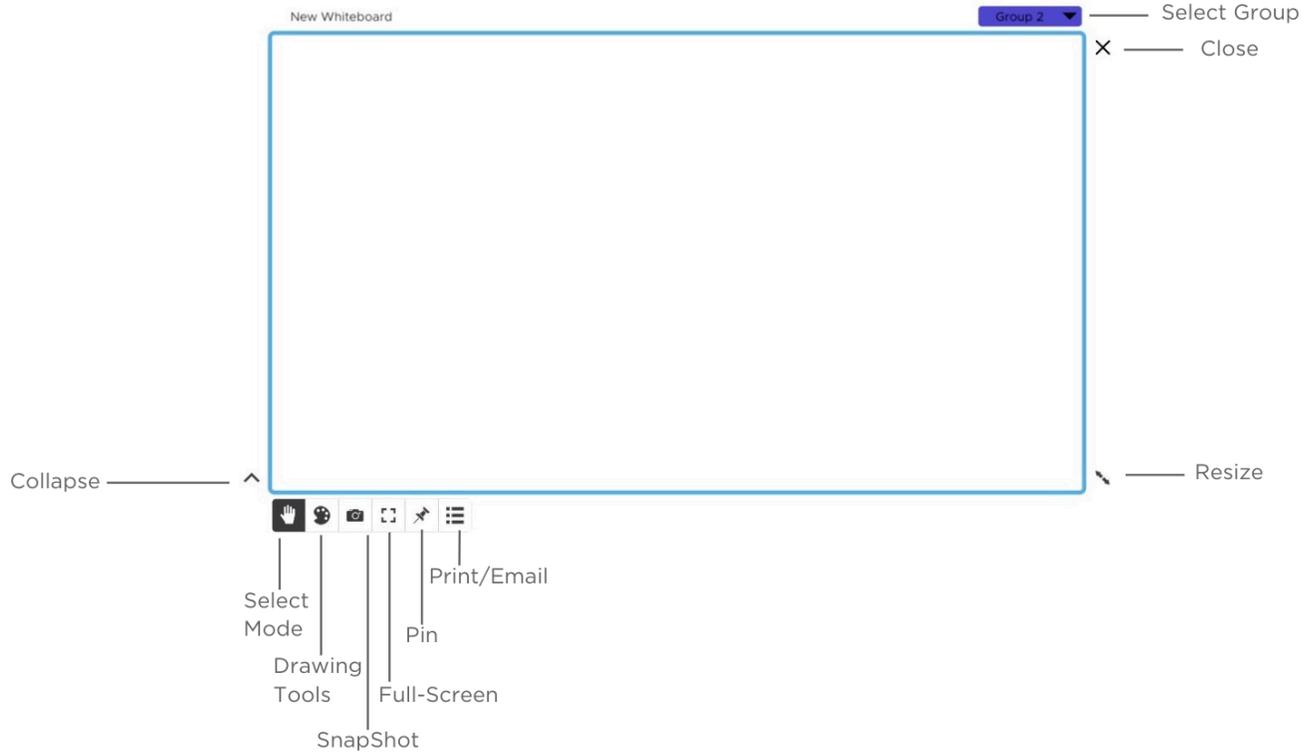


Use ThinkHub Groups to organize your content. Drag and drop content into the Group, and apply a theme to easily identify on the Canvas.



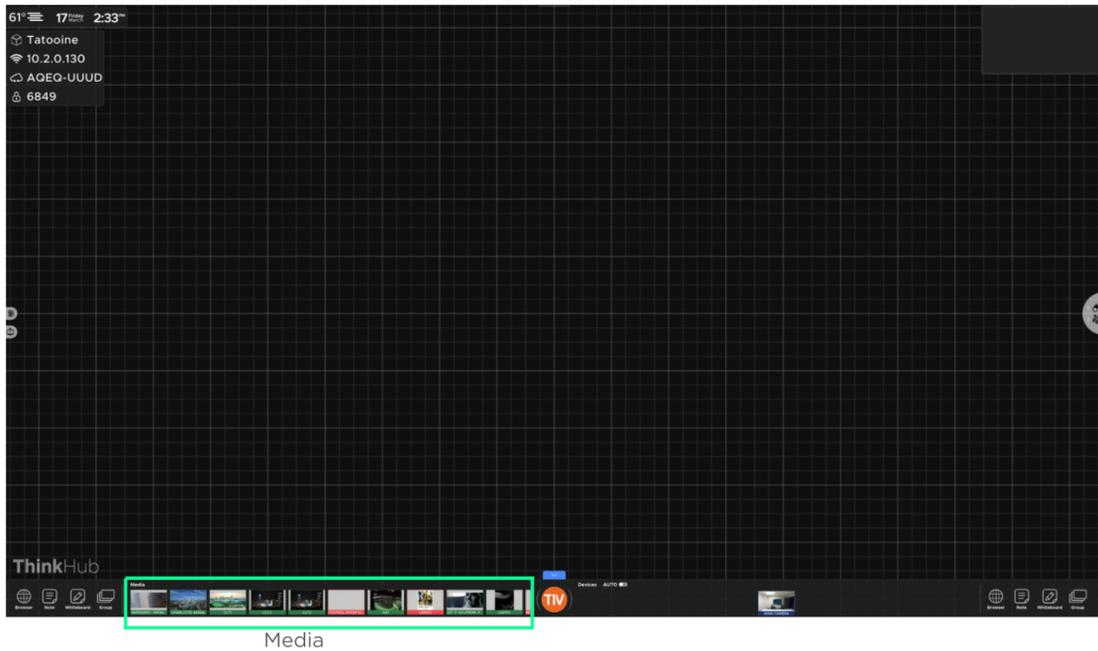
# Content Tools

Each piece of content comes with its own toolbar.

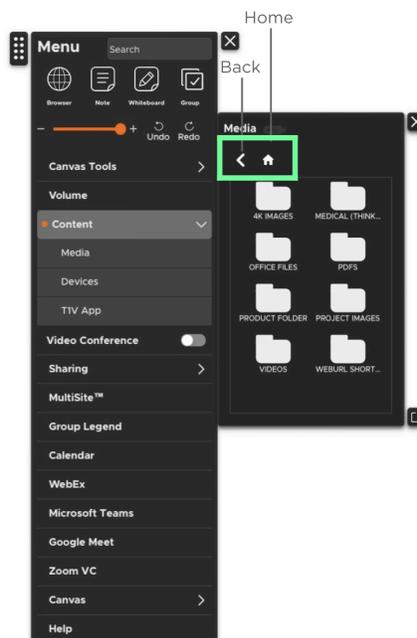


## Media

All media files (images, videos, PDFs) are located in the media section of the Canvas toolbar. Files can be added by USB drive or connected to your network drive. Drag and drop media thumbnails to add the content to the Canvas.



Tap the back and/or home buttons to navigate your file folders.



## Devices

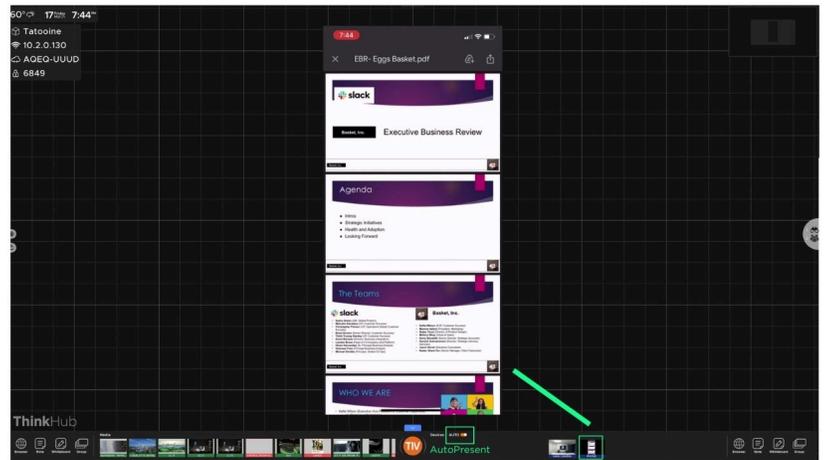
All connected devices will appear in the devices section of the Canvas Toolbar. Each device will display as a preview thumbnail until you tap or drag the thumbnail to share to the Canvas. At the base of the preview thumbnail, the name of the device displays as overlay text for additional reference.



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. When AutoPresent is on, anyone who connects to the Canvas will automatically be pushed to the Canvas for quick presentation.

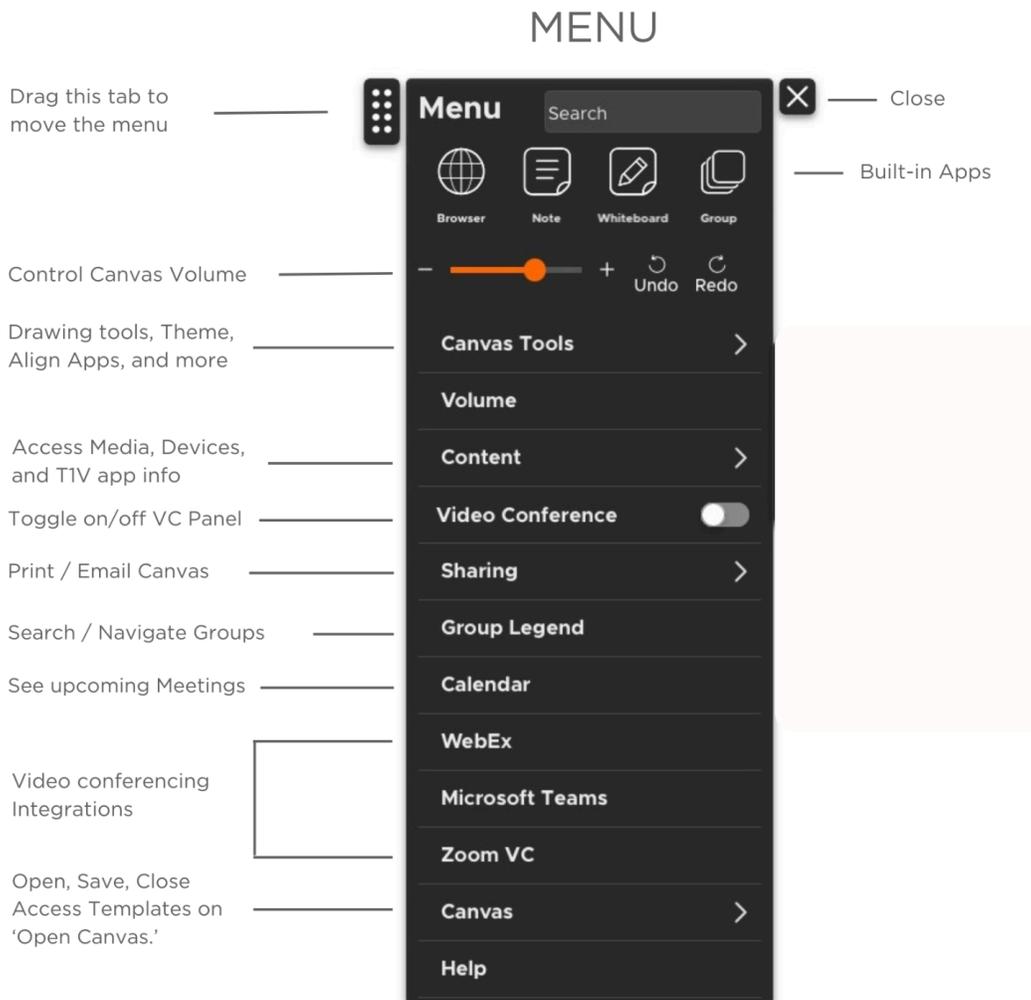


# Menu



To open the menu from the Canvas toolbar, tap the T1V icon. 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 selecting the pop-out icon in the bottom right of the submenu. Use the submenu tab in the top left corner to drag and place the submenu anywhere on the Canvas.

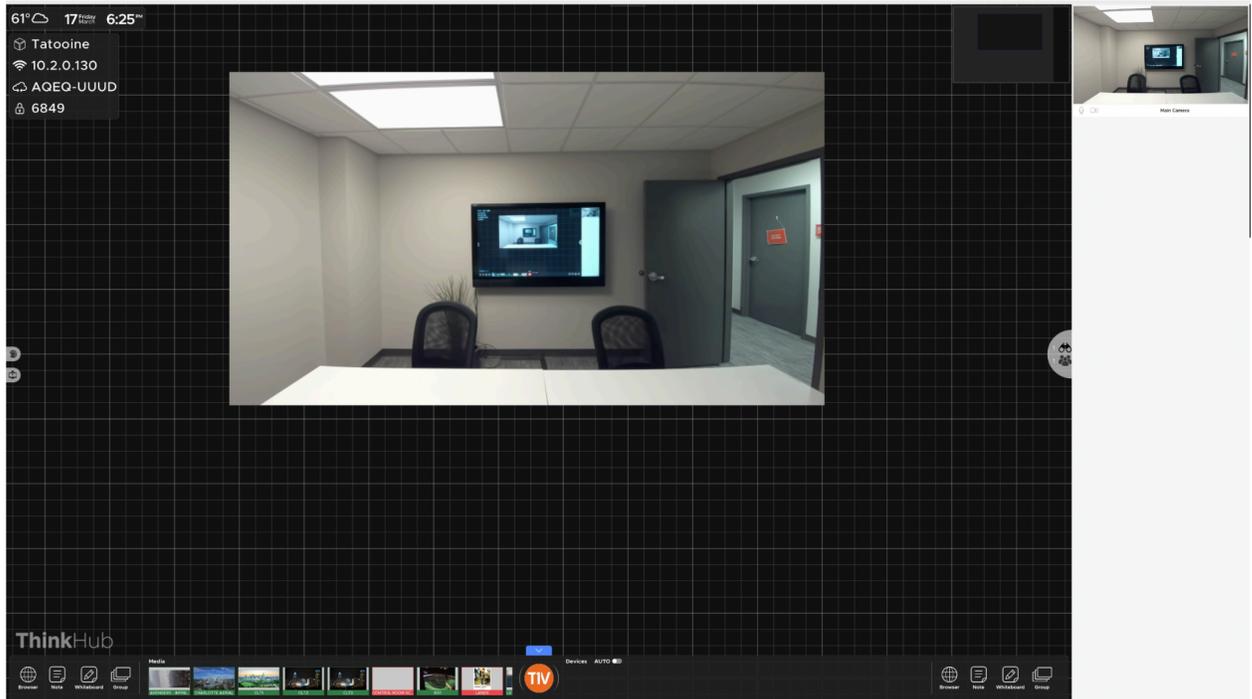


## Videoconferencing

ThinkHub'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.

### VC Panel

The ThinkHub VC Panel can now be used to maximize your active workspace while running a third party VC application. You can toggle this feature on and off in the Canvas Menu. The VC Panel appears in a column to the right of the Canvas, and you can drag/drop or tap the VC thumbnail to open on the Canvas. The VC application will remain persistent in the VC panel throughout your ThinkHub session.



## ***Saving Your Work***

You can save your Canvas by opening the ThinkHub Menu and selecting Canvas > Save Canvas. You have the option to password protect your Canvas. To open a previously saved Canvas, navigate to Canvas > Open Canvas and select the Canvas you want to open.

It is important to note that ThinkHub does not 'auto-save' - you must save your Canvas if you've made any changes.

You can also print or email a PDF of your Canvas from the 'Sharing' section of the ThinkHub Menu.

## **T1V app**

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

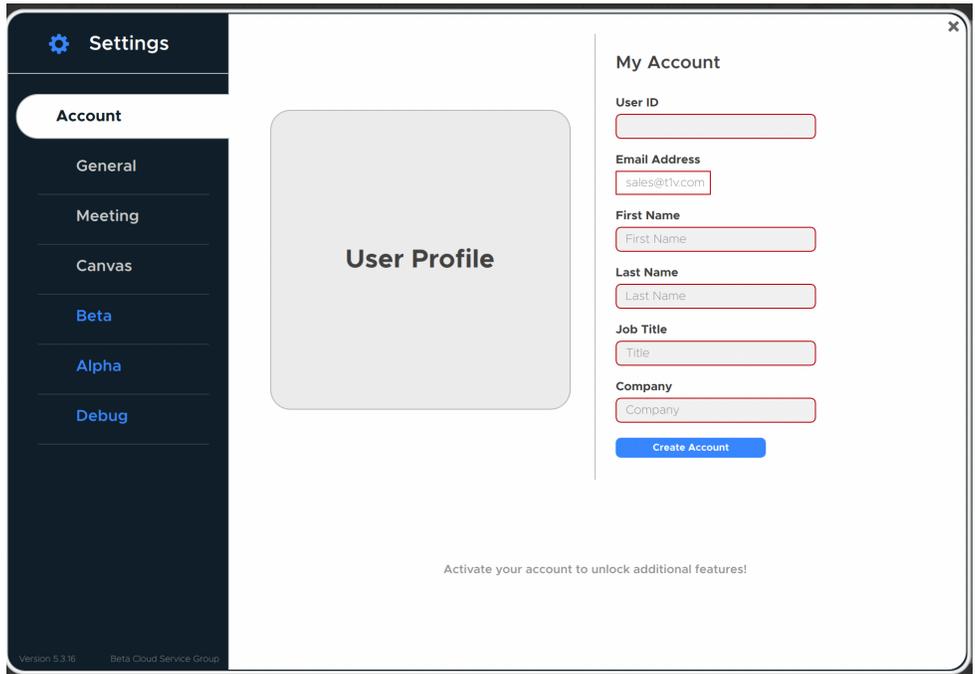
**To install T1V on your device, visit [t1v.com/app](https://t1v.com/app).**

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

### ***Settings: How to Register your Account***

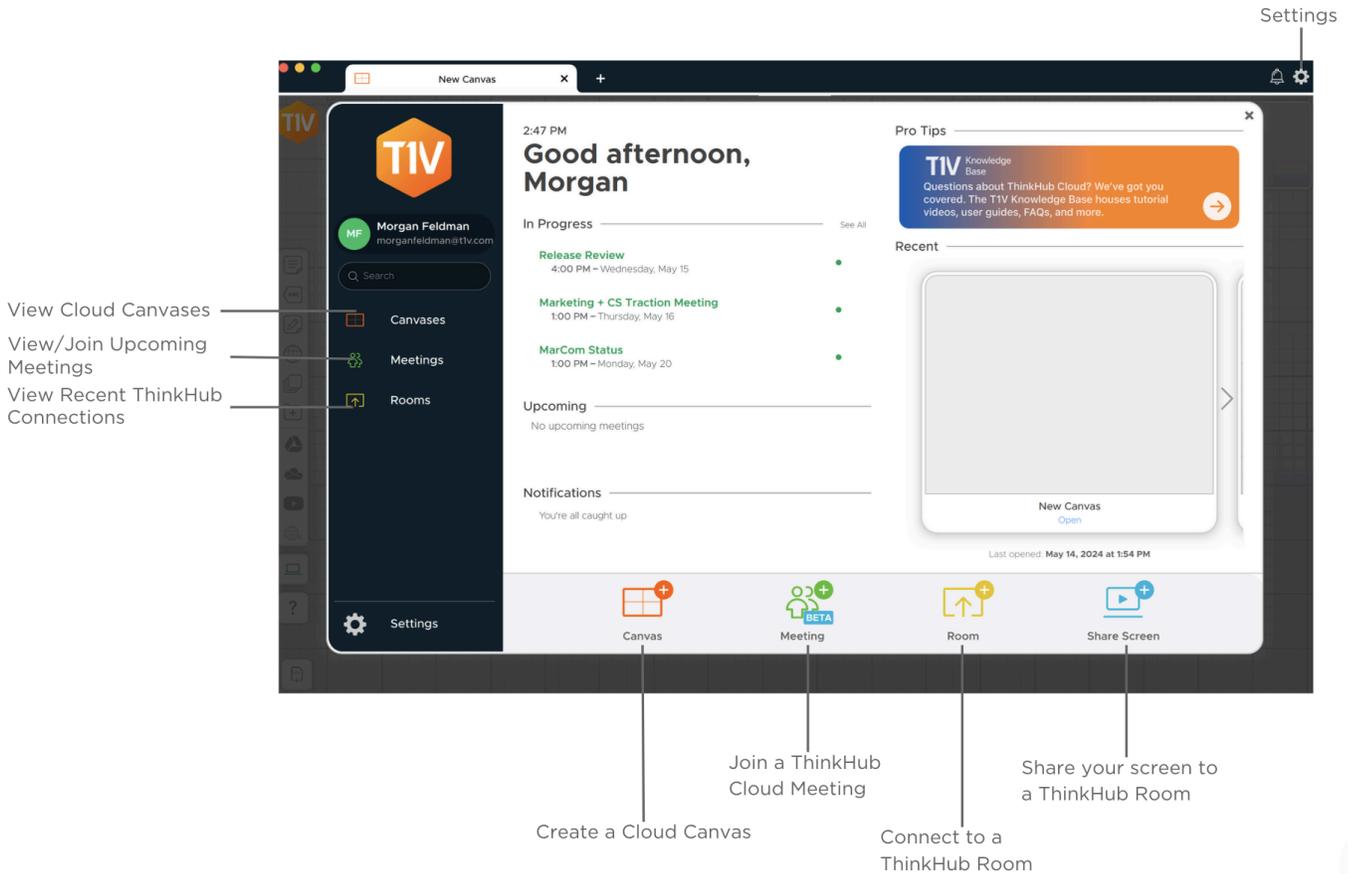
Register your Account under Settings > Account. Fill out all fields and select 'Create Account'. An email will be sent to that email address to confirm your registration.

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



## Dashboard

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

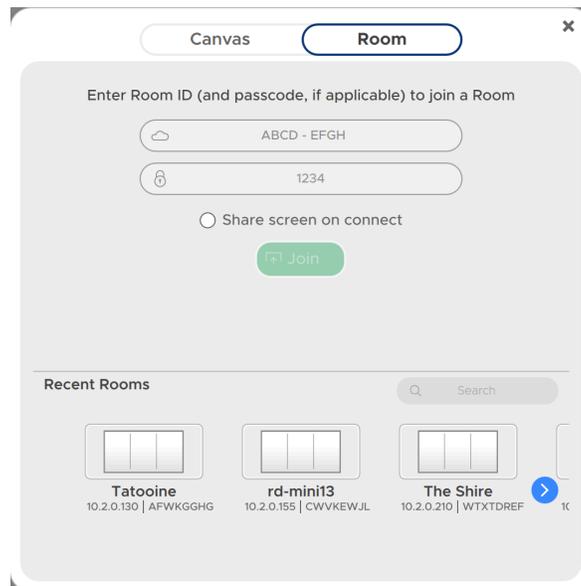
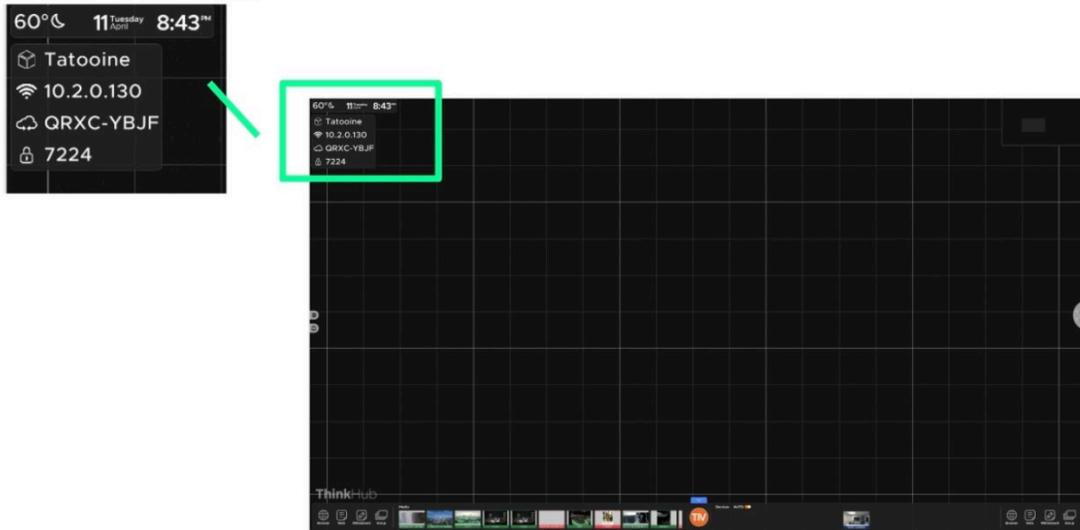


## Join Room

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

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

### ThinkHub Credentials

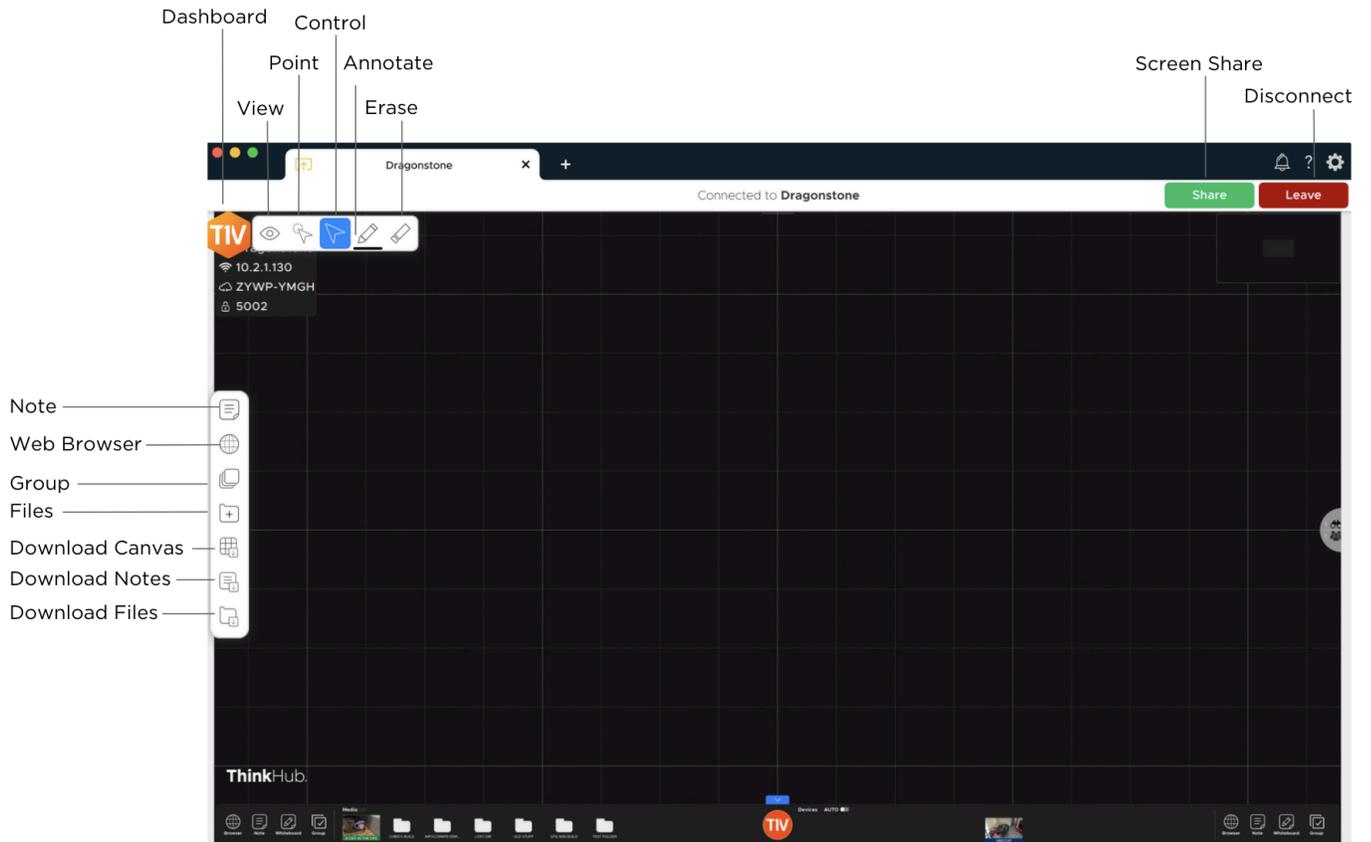


**Note:** T1V users can connect to a T1V device from anywhere in the world, even from a cellular network connection.

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

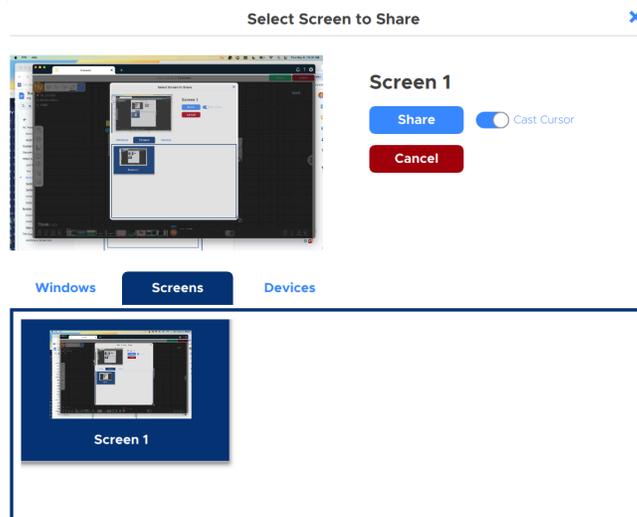
## The T1V app Menu

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

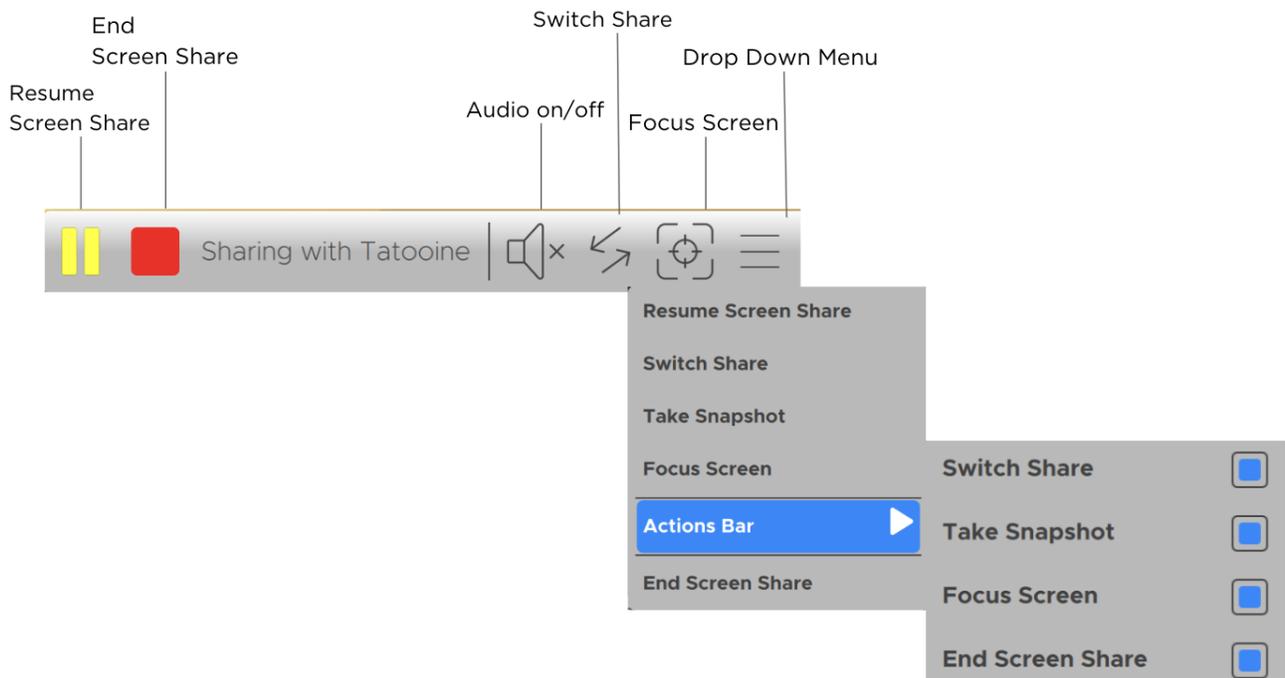


## Selecting a window or screen to share

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



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



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

## Settings - General

The screenshot shows the 'Settings - General' interface. On the left is a dark sidebar with a gear icon and the title 'Settings'. Below the title are menu items: 'Account', 'General' (highlighted), 'Meeting', 'Canvas', and 'Beta'. On the right is the main settings area with the following options:

- In-App Notifications:
- Email Notifications:
- Theme: Light (dropdown menu)
- Download Folder: /Users/morganfeldman/Desktop (text input)
- Minimize dashboard tabs:
- Icon Size:  Small,  Medium (Default),  Large,  X-Large
- Canvas Navigation Input: Auto (dropdown menu)
- Compress image and PDF Resolution:
- Enable Beta Settings:

Callouts on the left side of the image point to specific settings:

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

# ThinkHub Add-Ons

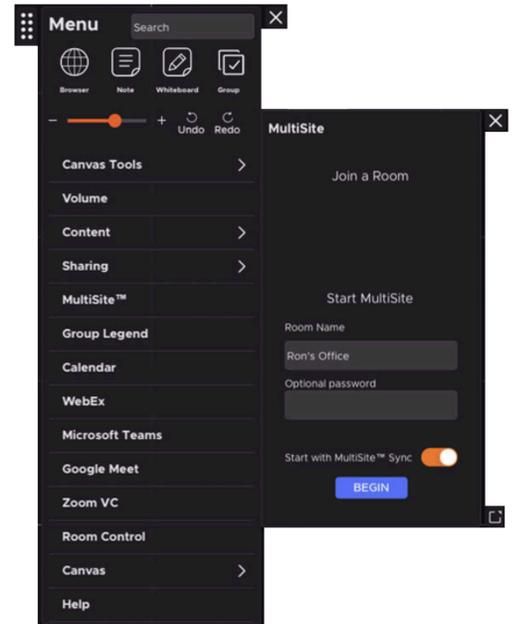
## Clock/Stopwatch/Timer

Add a clock with a stopwatch and timer option to your ThinkHub Menu.

## MultiSite

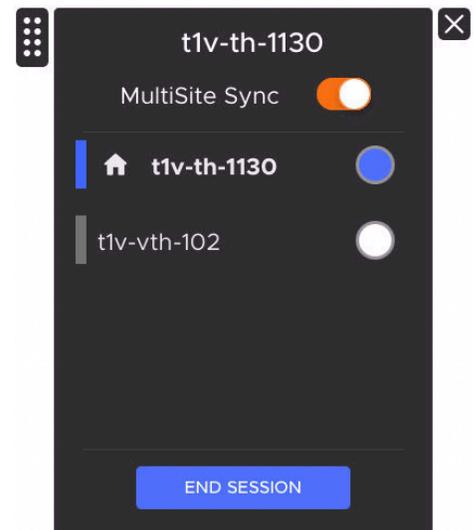
Select this tab to access ThinkHub MultiSite. (Please note: ThinkHub MultiSite is not a standard feature and must be purchased as a ThinkHub Add-on.)

With ThinkHub MultiSite you can collaborate with up to 10 ThinkHub Rooms in real time.



## MultiSite Sync

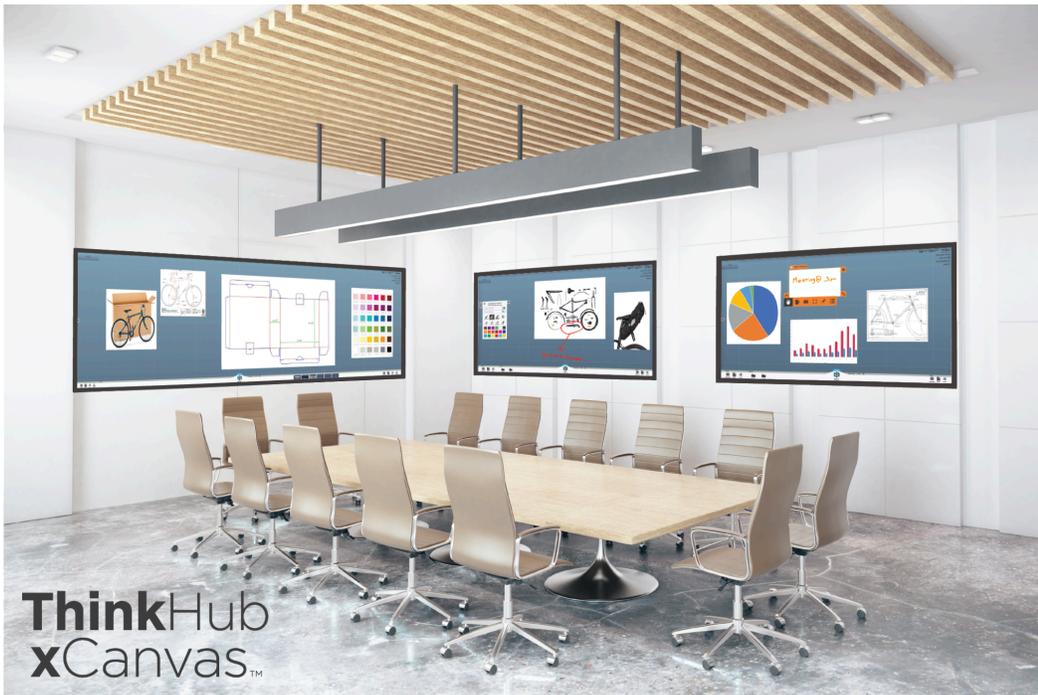
ThinkHub MultiSite Sync allows sites to 'lead' MultiSite sessions by inviting other locations to sync with their current view. This ensures that all MultiSite locations - up to 10 at a time - can view and operate within the exact same area of the Canvas at the same time. Locations can switch who is the lead throughout the MultiSite session, and each location has the ability to control who is 'Synced' and who is not.



## ThinkHub xCanvas

ThinkHub xCanvas extends the ThinkHub experience beyond a single display to multiple displays throughout a room. For a more immersive experience, create an xCanvas that spans all four walls of your meeting room. Use the xCanvas to visualize and manipulate large amounts of data and content with your team. Toss content across the room from one display to another with touch gestures or via the T1V app Access controls (available to in-room and remote participants on their mobile device).

Please note: this is an add-on feature to standard ThinkHub. Please contact your T1V Sales Rep for additional details on pricing.



# Customizations

Your administrator can customize certain ThinkHub features for all ThinkHub Canvases. Contact T1V Support to make the following customizations:

## Browser Home Page

Select the Home Page URL. This is the website that will launch when you open a new Web Browser on ThinkHub.

## Display Name

Select the name of your ThinkHub Room that will be displayed in the upper left corner.

## Email 'From' and 'Subject' Fields

When you share content or a Canvas from ThinkHub, an email will be sent from the ThinkHub device. This is where you can specify your 'from' and 'subject' fields for those emails. This can be specified per ThinkHub device, so the recipient knows which room or space the email is coming from. The default "From" field is: "T1V ThinkHub." Examples could include: "Company Name Conference Room Name ThinkHub." The default "Subject" field is "Your ThinkHub Canvas."

## Idle Screen Background

Select the image that will appear on your ThinkHub idle screen.

## Passcode

Specify a static passcode, or request the passcode to reset automatically at certain timed intervals (ie: every 30 minutes). You may also request installations where no passcode is required.

## Shared Network Folder

ThinkHub can be connected to a shared network drive to make network-accessible files available in ThinkHub. App-based examples include: Dropbox, Google Workspace/Drive, Box, etc... For these app-based network drives, please provide username and password. For network share, please provide username, password, and drive network path.

# T1V Support

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

8am - 1am EST, M-F

8am - 10pm EST, S-Sun

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/>  
FAQs, How-to articles, tutorial videos, example use cases, and more!

**Get ThinkHub Certified:** <https://knowledge.t1v.com/t1v-certifications>

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

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



**Contact**

support@t1v.com  
855.THINKHUB