

T1V

ThinkHub®

USER GUIDE

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What is ThinkHub?

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

Visit 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:



1. T1V AirConnect

In the top right corner of the display, you'll see your T1V AirConnect credentials. This allows you to connect and display your device screen to the ThinkHub 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 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 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 Shortcuts

The white buttons each represent a different shortcut.

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

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

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

5. ThinkHub Help

Tap 'Help' for our onscreen Help Guide.

6. ThinkHub Start

Tap 'Start' to launch your ThinkHub Session.

Canvas and Canvas Key

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 Key is located in the upper left 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 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 Key as your visual aid, you can tap directly on the Canvas Key to quickly navigate to areas of the Canvas.

You can see different content windows represented with different color outlines:

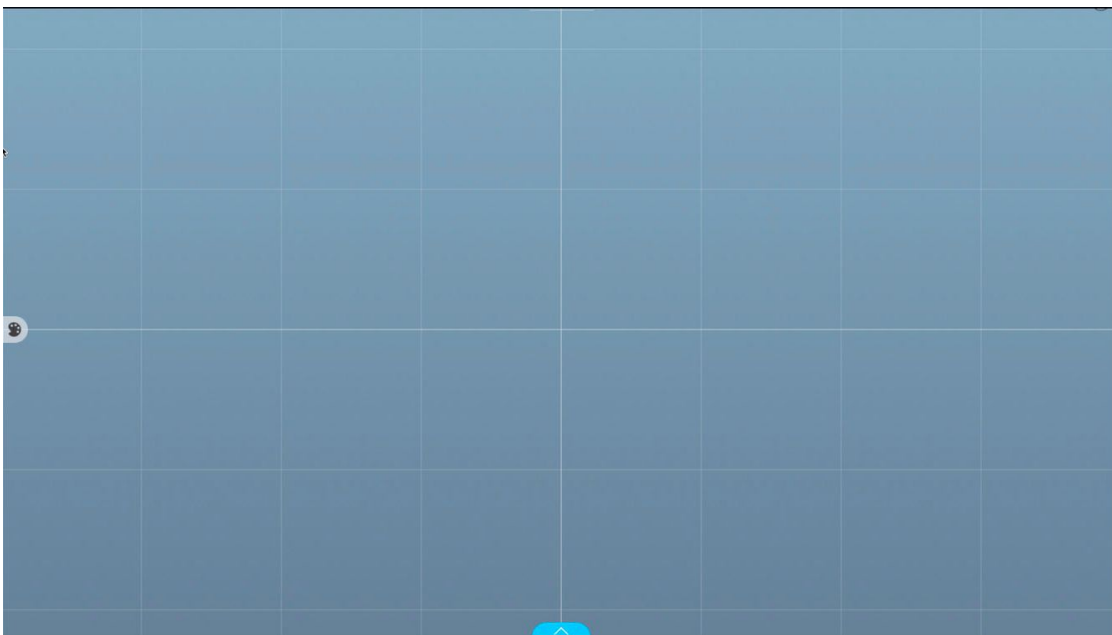
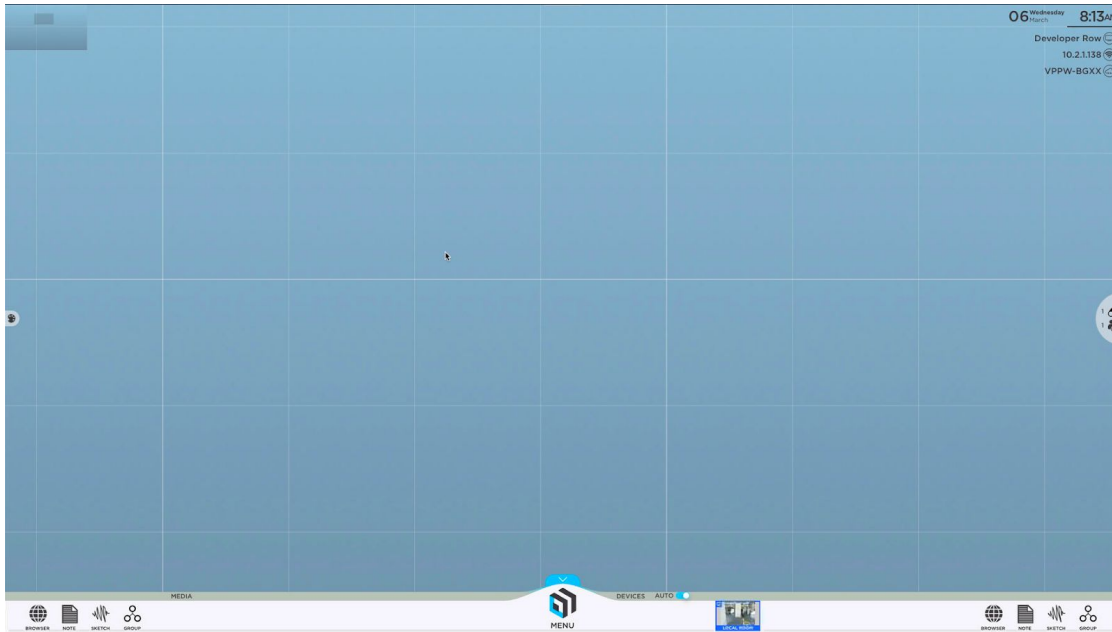


Canvas Tray

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

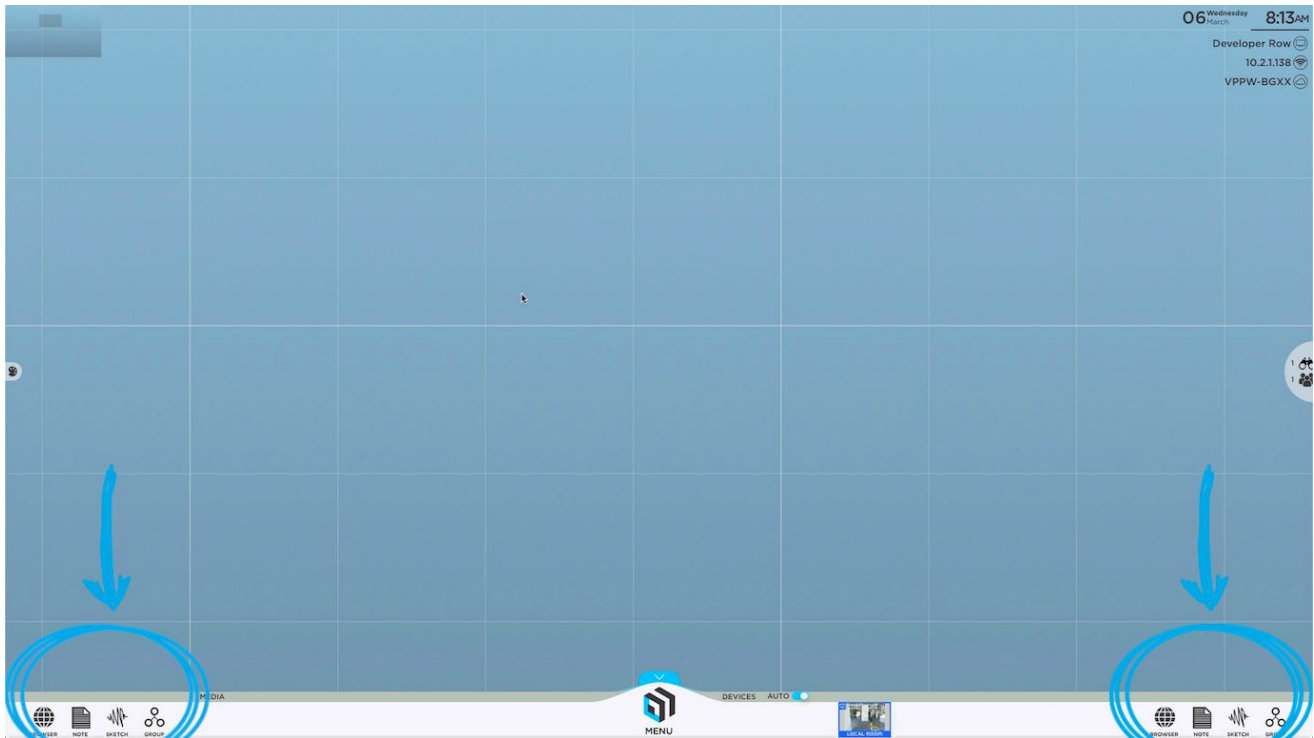
Minimize Tray

The ThinkHub 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 Key, and AirConnect 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.



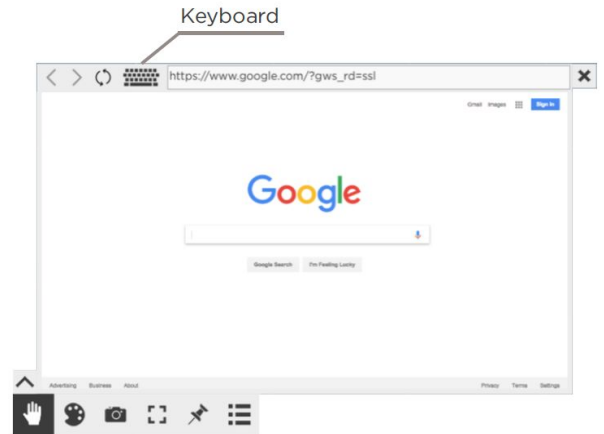
Simply tap or drag/drop the icons to the Canvas to open a new Web Browser, Note, or Sketch. Tap once inside the window to make it active (you'll know the window is active when the color border appears and you can see your content tray at the bottom of the window). When active, you can pinch-zoom within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



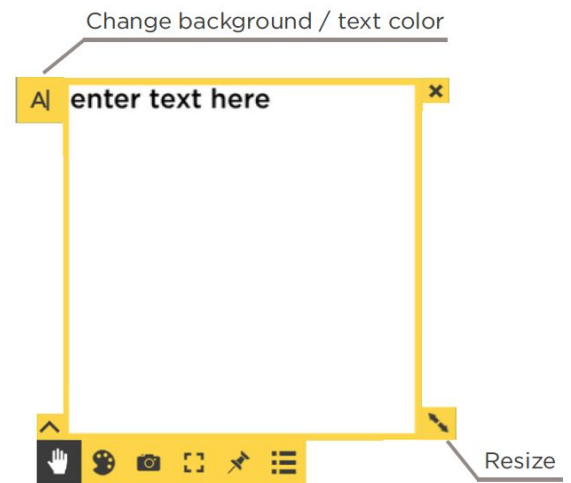
BROWSER

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. 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

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

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

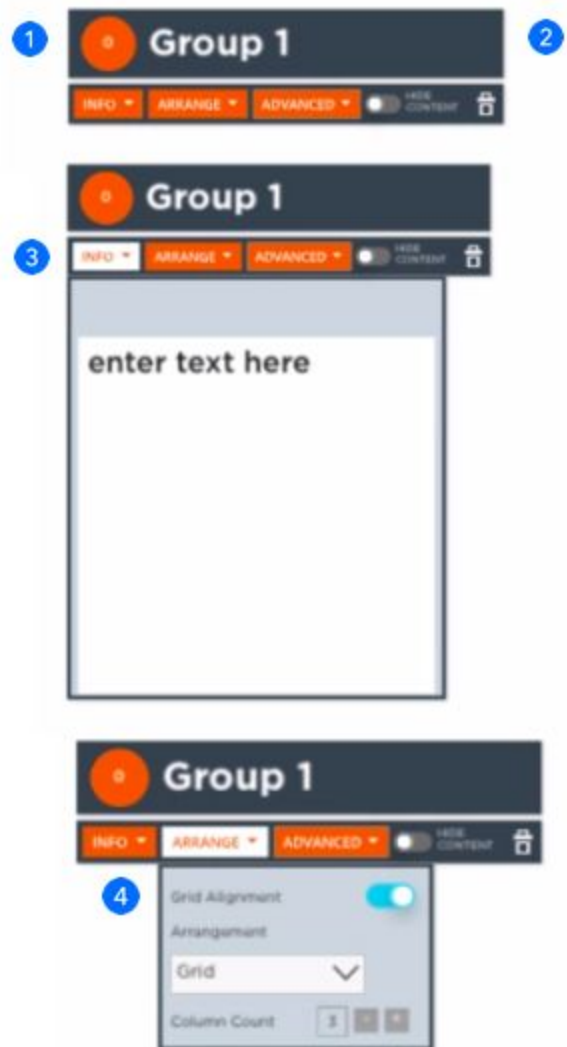
The Group header gives you the ability to edit the Group name. Simply tap anywhere within the Group header text to put the Group header in edit mode.

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.

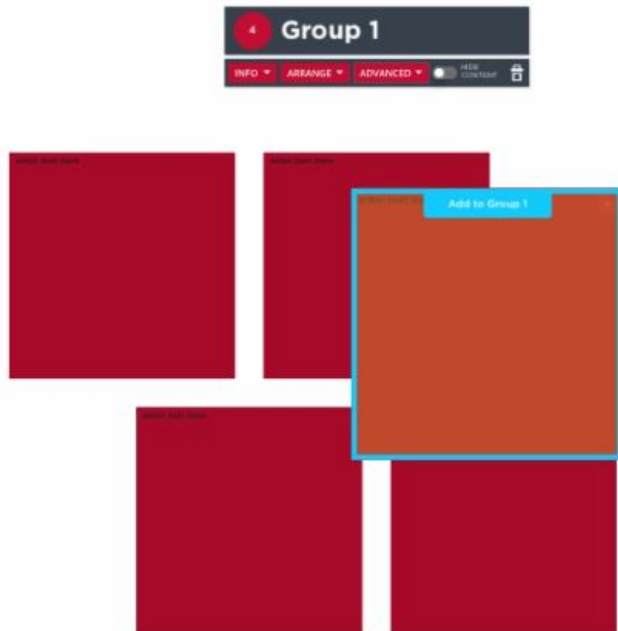
7. Close Group

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.



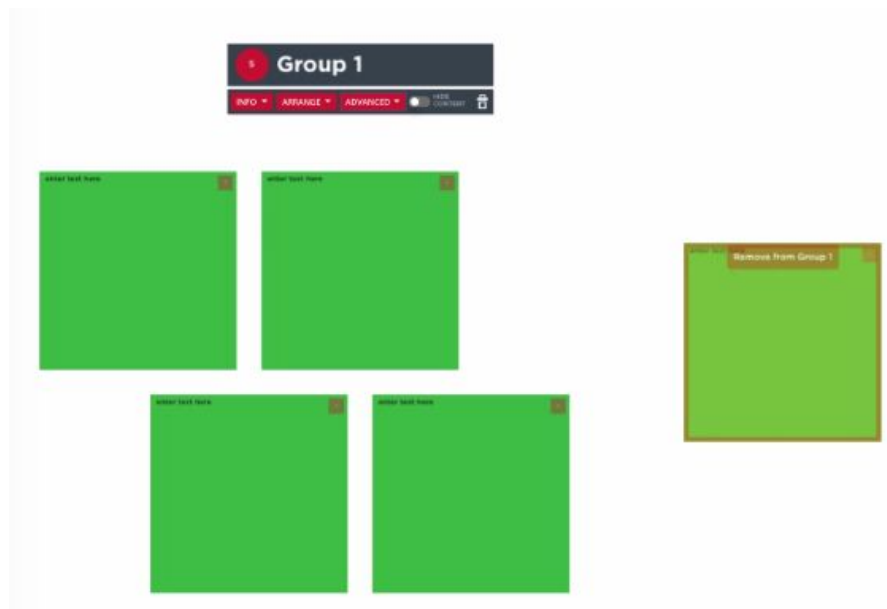
8. Adding Items to a Group

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.



9. Removing Items from a Group

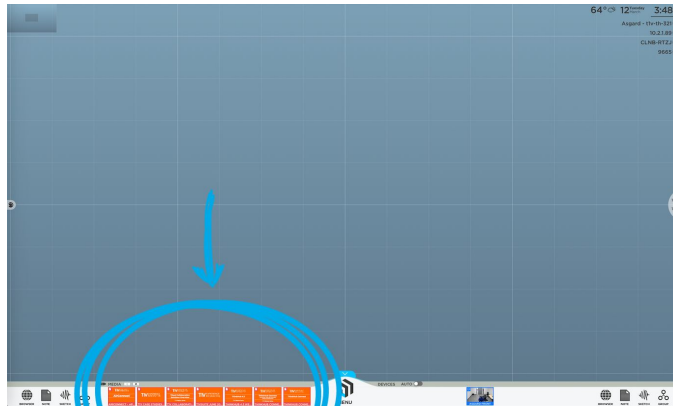
To remove an item from a group, drag an item away from the group until an orange border and “Remove from..” text appears around the group.




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 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.

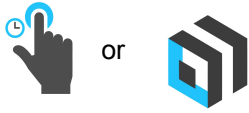
Once you've plugged in your USB drive, your content will automatically load into the media section of the tray with thumbnail preview windows. The file name will appear as overlay text on the base of the thumbnail preview image as an additional reference point. You can drag or flick through media to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

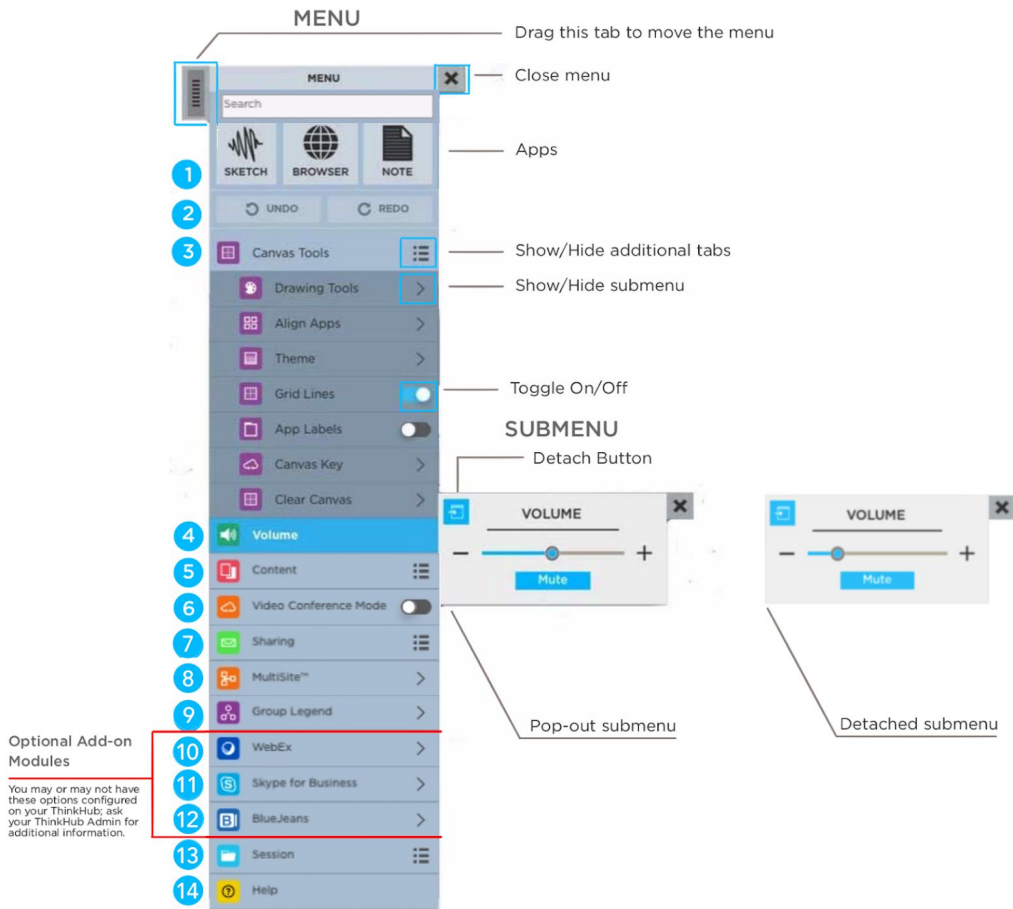


Menu



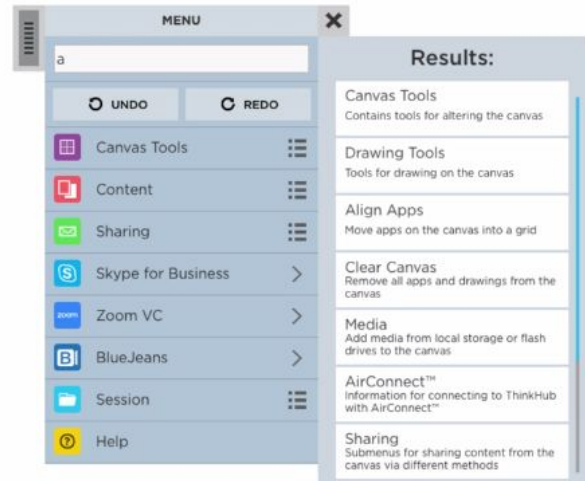
To open the menu from the Canvas Tray just tap the ThinkHub icon to launch. You can also long tap (tap and hold) anywhere on the Canvas to open the menu. Multiple users can open the menu at the same time. If the menu goes idle after a set period of time, it will disappear from the Canvas.

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.

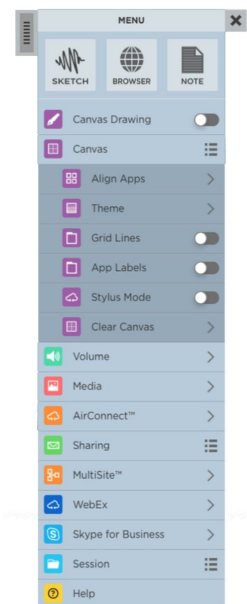


2. Undo/Redo

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

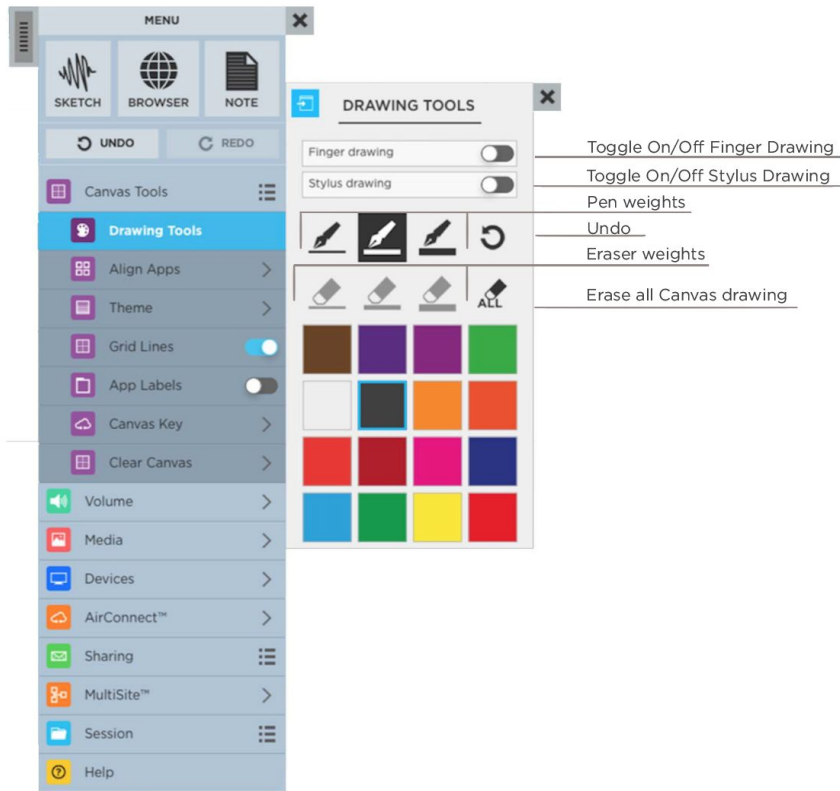
3. Canvas Tools

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

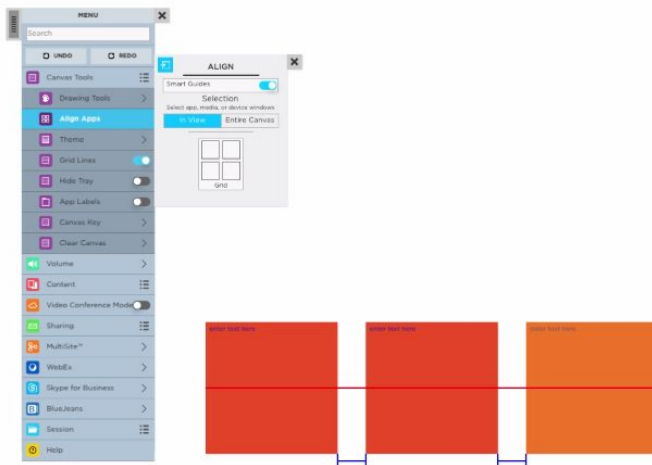
Stylus Mode

In Stylus Mode, 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

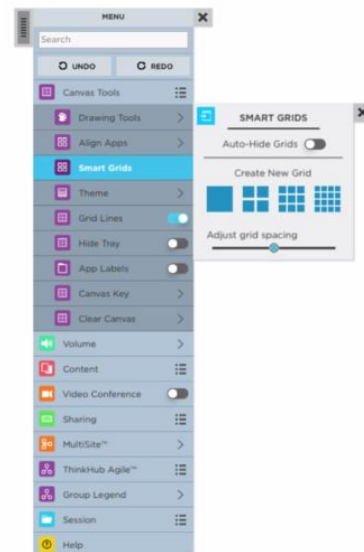
Use this tool to align the content on the ThinkHub Canvas. You can align all items 'In View' (what's currently displayed on the physical display), or the 'Entire Canvas.' This feature will quickly snap all items to grid.

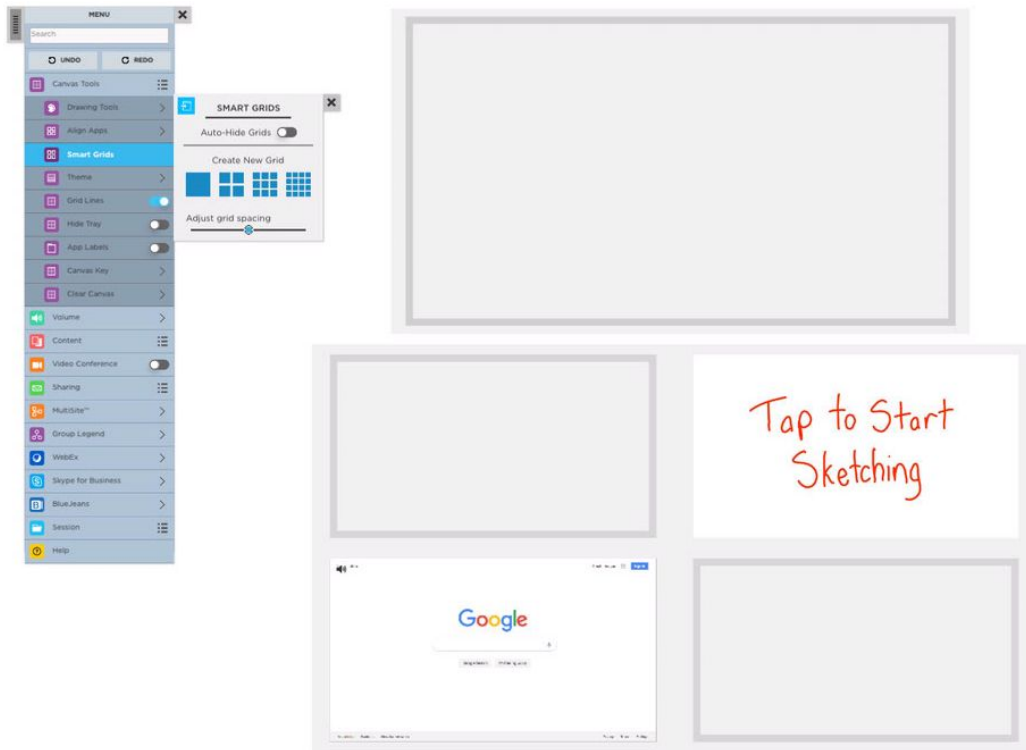
Use the ThinkHub Smart Guides™ tool to enhance the alignment capabilities within ThinkHub. Smart Guides provide visual cues to indicate size, height, and spacing alignment of apps on the Canvas.



Smart Grids

ThinkHub SmartGrids are now available in standard ThinkHub. 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.

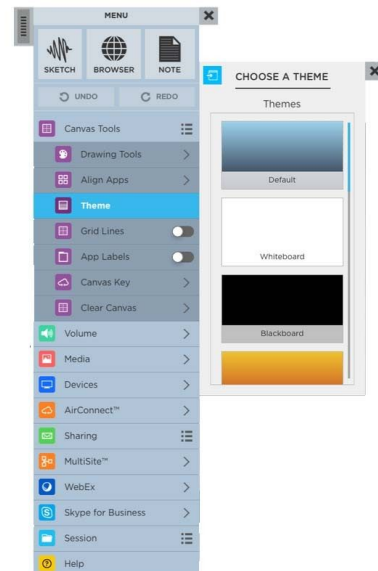




Theme

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

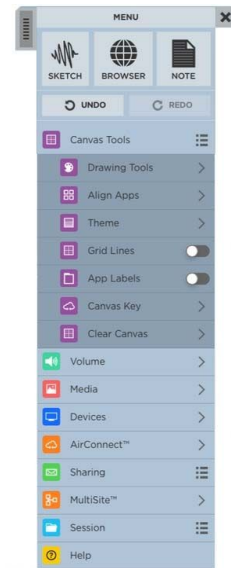
There are multiple options to choose from, which you can view by scrolling up and down. All content will remain the same on the Canvas; this will simply change the theme palette.



Show Grid Lines

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

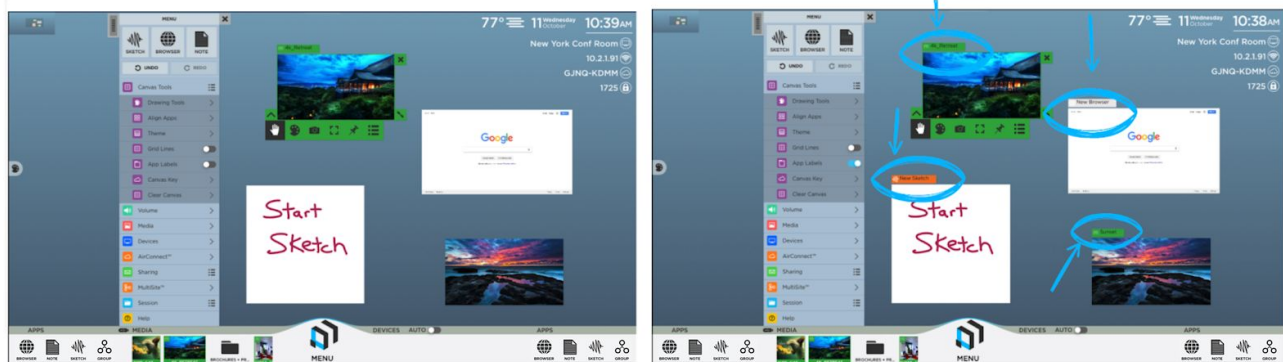
Access this feature in the Canvas submenu of the ThinkHub menu.



Show App Labels

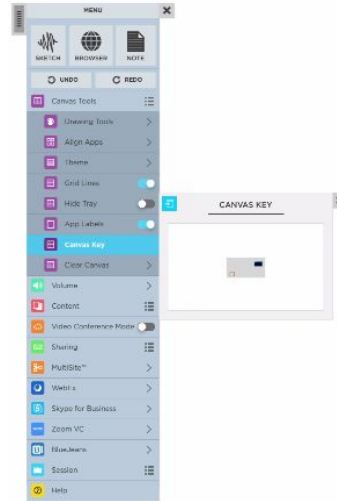
This is a tool you can toggle on/off. When on, app labels will appear in the top left border of all content windows. These are designed to help you distinguish between different pieces of content displayed on the Canvas. You can change the name of the app label anytime by tapping on the label's text.

A keyboard will appear and you can rename the content directly on ThinkHub.



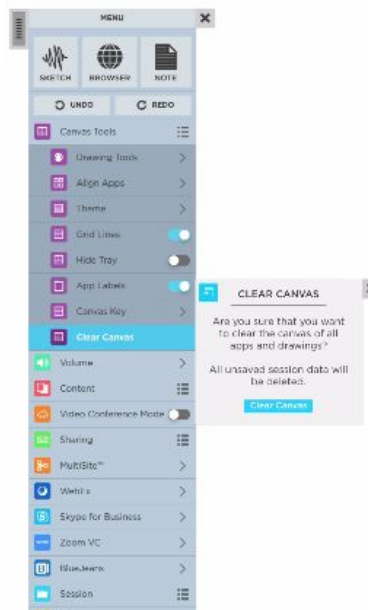
Canvas Key

Access the Canvas Key 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 Key.



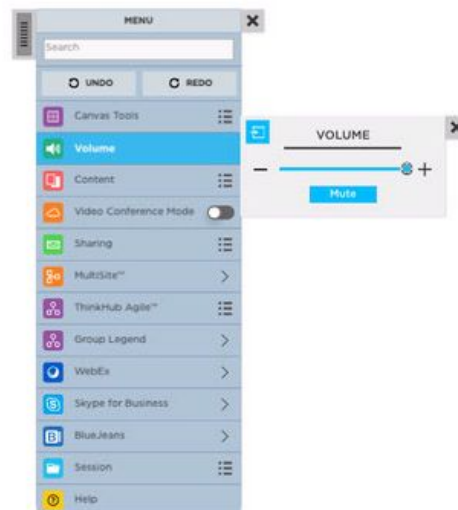
Clear Canvas

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 Canvas.



5. Content

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

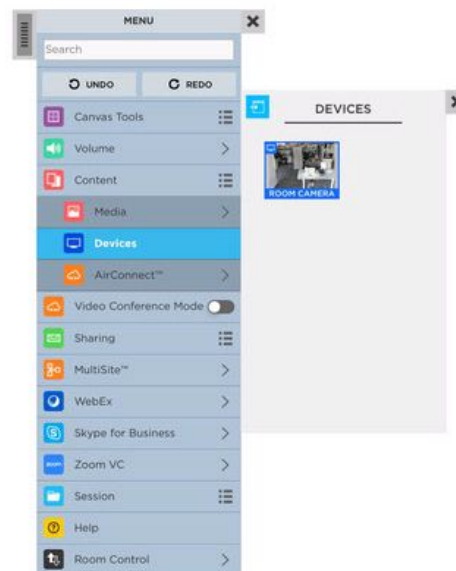
Media

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.



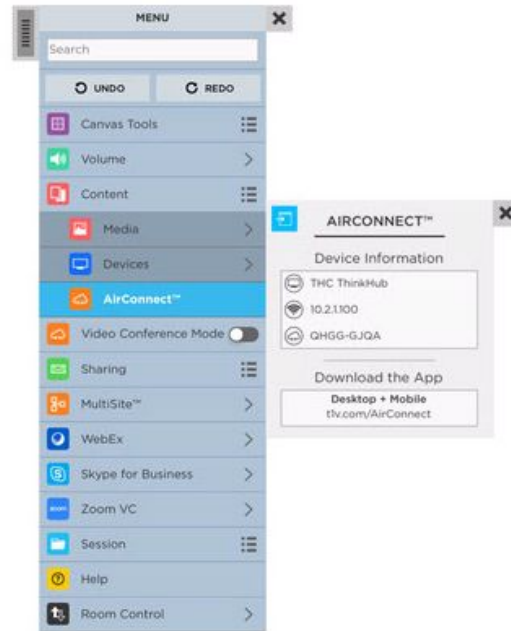
Devices

Select this tab to access devices connected through AirConnect (laptops, smartphones, tablets, etc.). To view specific devices, you can tap or drag them directly to the Canvas.



AirConnect

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

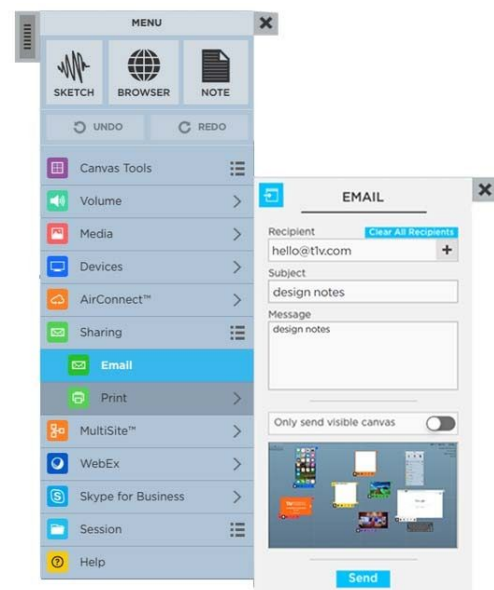


6. Sharing

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

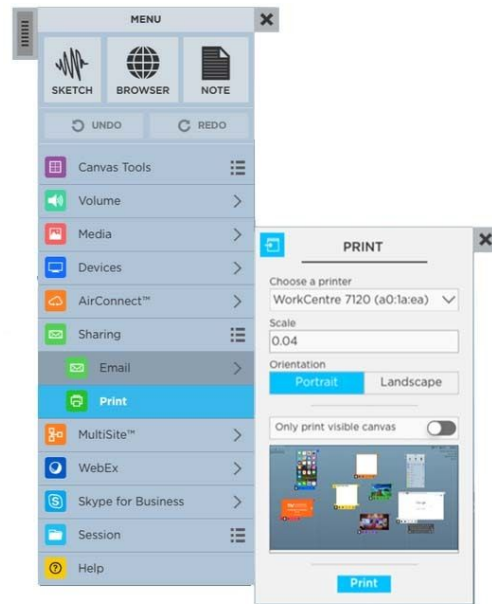
Email

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.



Print

In this submenu, you'll be prompted to select your printer (dropdown select), set the scale, and select your print orientation (portrait or landscape). You can also select whether you'd like to print the entire Canvas, or just the visible Canvas (what's currently in view on the touchscreen display). Tap 'Print' when you have completed all of these fields.

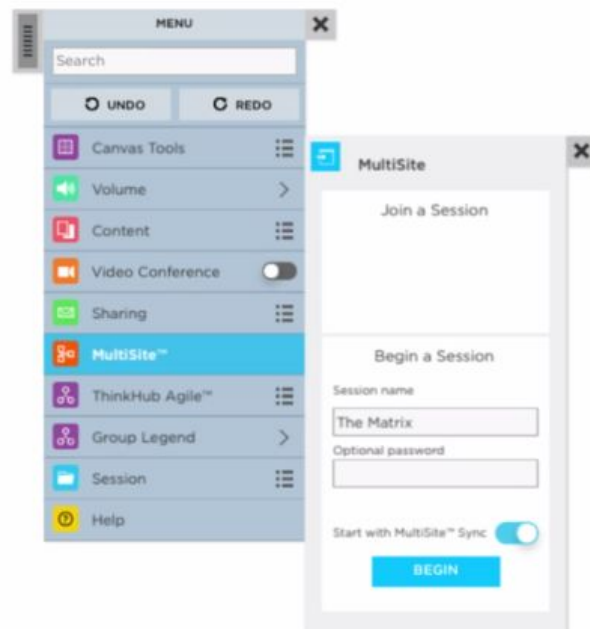


7. MultiSite

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.)

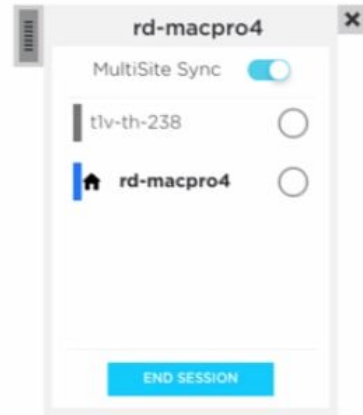
With ThinkHub MultiSite and ThinkHub Multisite SMB, you can join an existing Session (select any Sessions that appear in the 'Join a Session' section) or begin a new MultiSite Session.

To begin a new Session, enter the Session name and your optional password. If you password-protect your Session, you'll need to share that password with all remote MultiSite participants to join your Session. Tap 'Begin' to launch your MultiSite Session.



MultiSite Sync

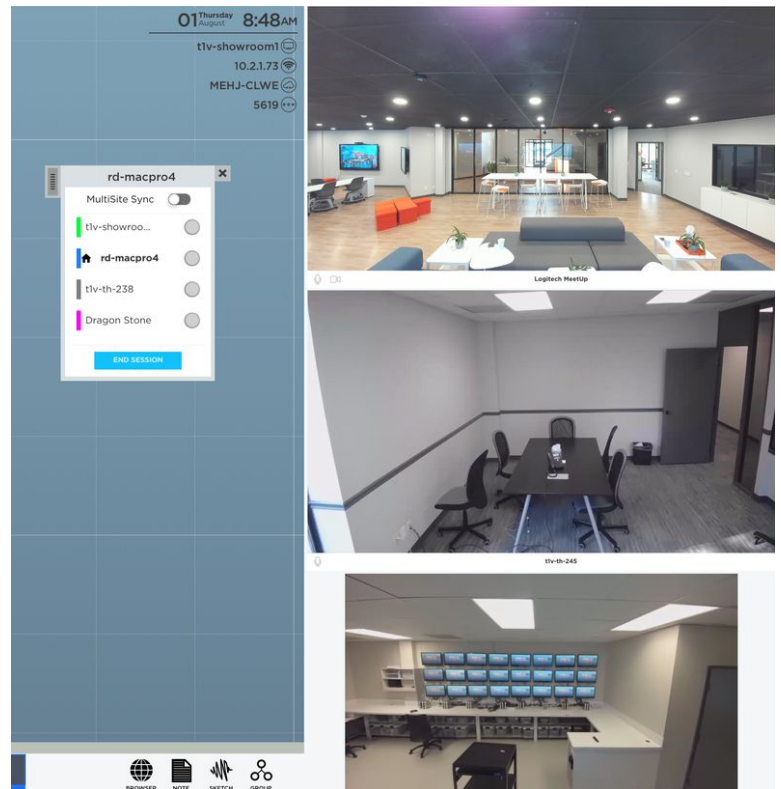
ThinkHub MultiSite Sync is another feature developed for our MultiSite customer base, now enabling sites to 'lead' MultiSite sessions by inviting other locations to sync with their current view. This ensures that all MultiSite locations - up to 10 at a time can view and operate within the exact same 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.



MultiSite Video Conference

ThinkHub MultiSite now features built-in video conferencing, making your MultiSite meetings more seamless than ever. In addition to sharing a Canvas, MultiSite VC supports audio and video for ThinkHub MultiSite participants across up to ten connected locations at a time.

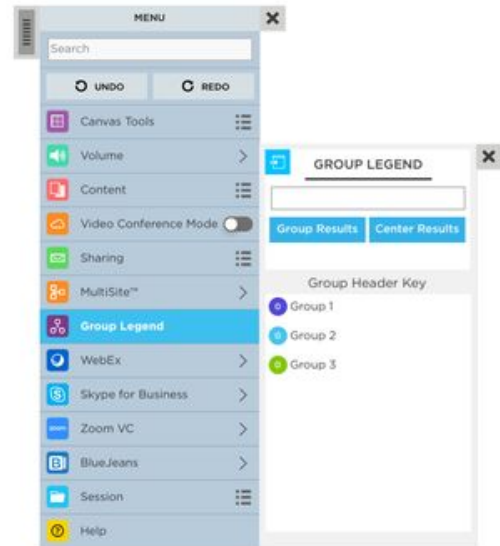
To enable MultiSite VC, current MultiSite customers can simply plug in a USB camera/microphone to their ThinkHub. When in the ThinkHub MultiSite session, participants can navigate to the Menu and toggle on 'Videoconference Mode.' Connected MultiSite VC participants will appear in a column on the right side of the Canvas.



8. 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.

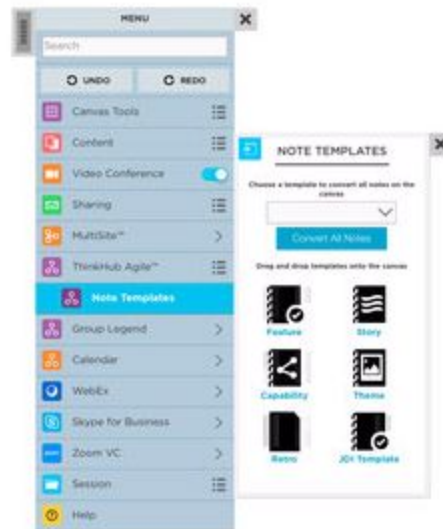
You can also search for specific text within notes that are in Groups and either center those results or create a new Group with the notes that contain the searched upon text.



9. ThinkHub Agile - Templates

ThinkHub Agile Templates are now available for ThinkHub Agile users. Agile customers have the option to use T1V's standard Agile templates, which include Feature, Story, Capability, Retrospective, and Theme, or to work with T1V to 'design-your-own' Agile templates to adhere to your team's own workflow.

All Agile templates can integrate directly with Agile system of record software like CA Rally or JIRA. ThinkHub Agile users can upload/download CSV data files between their system of record software and ThinkHub, removing the need for someone to manually capture and update this information in two places.



10. ThinkHub Clock

ThinkHub Clock is now available in standard ThinkHub. 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.



10. Videoconferencing

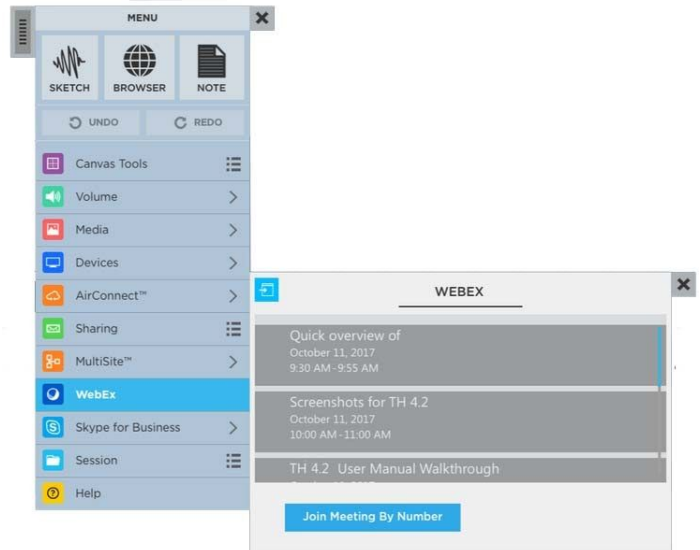
ThinkHub's Videoconferencing Add-On is designed to work with the systems you already have in place.

ThinkHub VC is compatible with hardware videoconference gear, such as Cisco and Polycom, and requires a one time setup and configuration fee.

WebEx

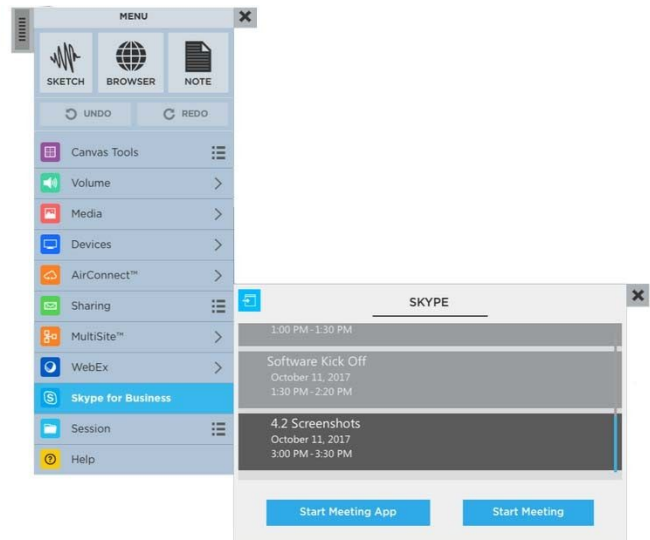
Select this tab to join an existing WebEx call or create a new one entirely.

Remote participants will be able to view the ThinkHub 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.



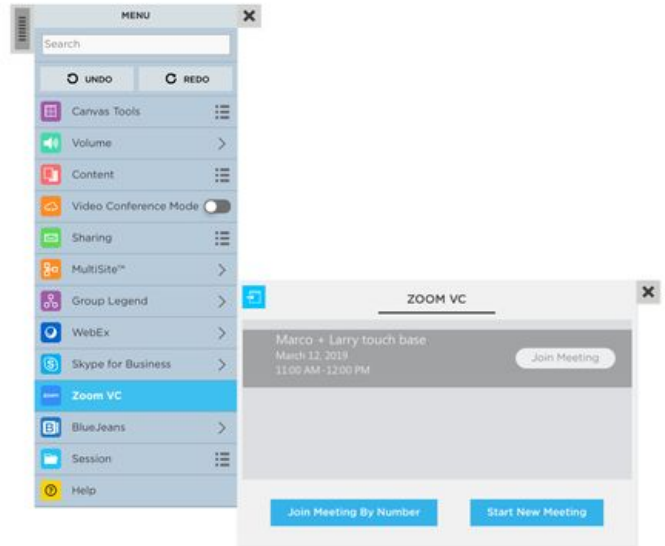
Skype For Business

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 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.



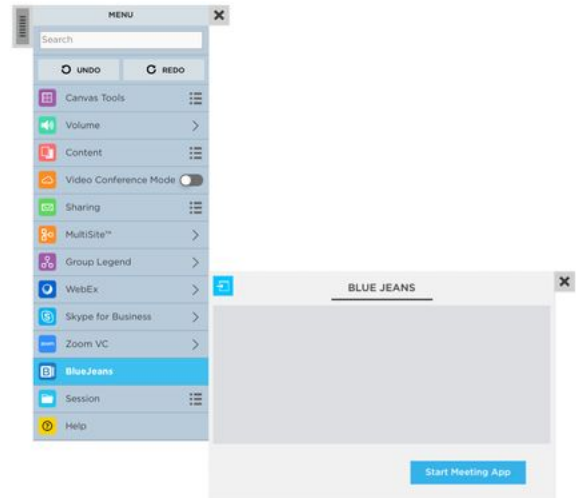
Zoom

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



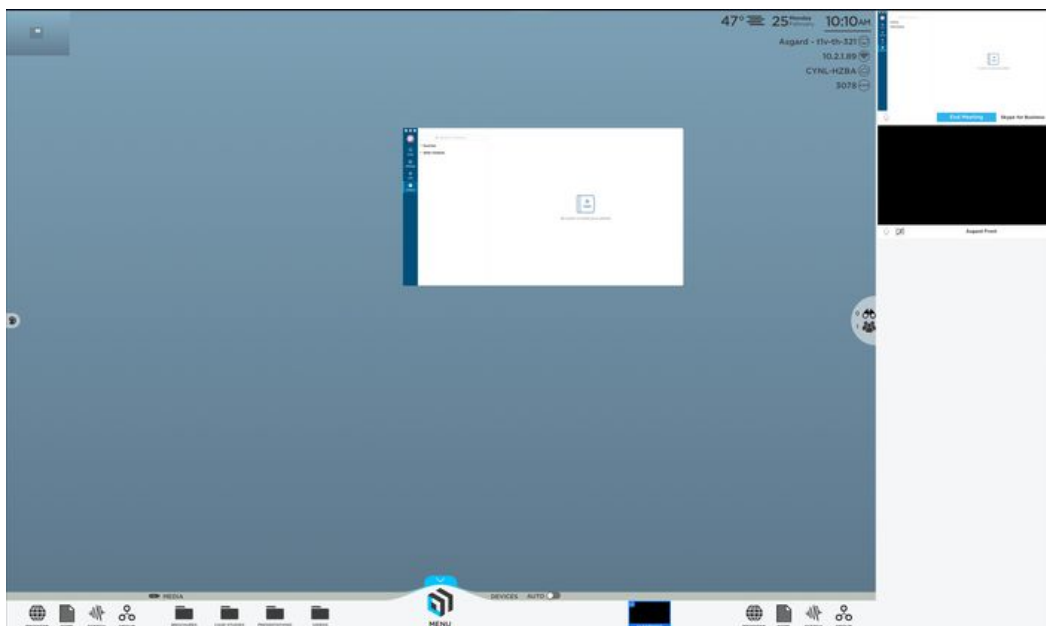
Blue Jeans

Select this tab to join an existing Blue Jeans 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 Blue Jeans is selected from the menu, the Blue Jeans 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 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.



11. Session

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

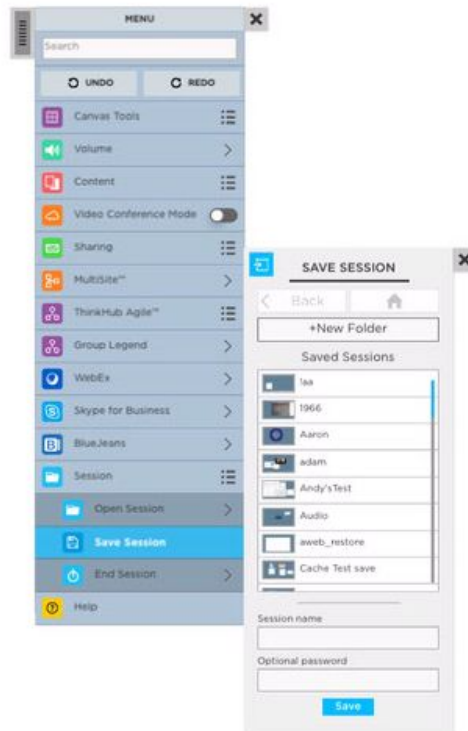
Open Session

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.



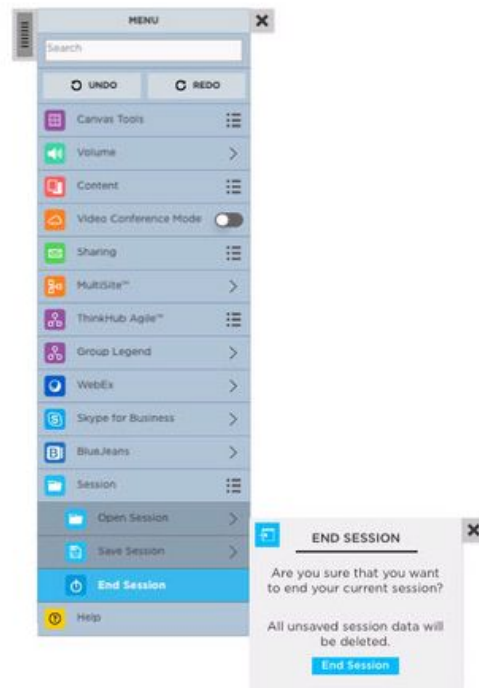
Save Session

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.



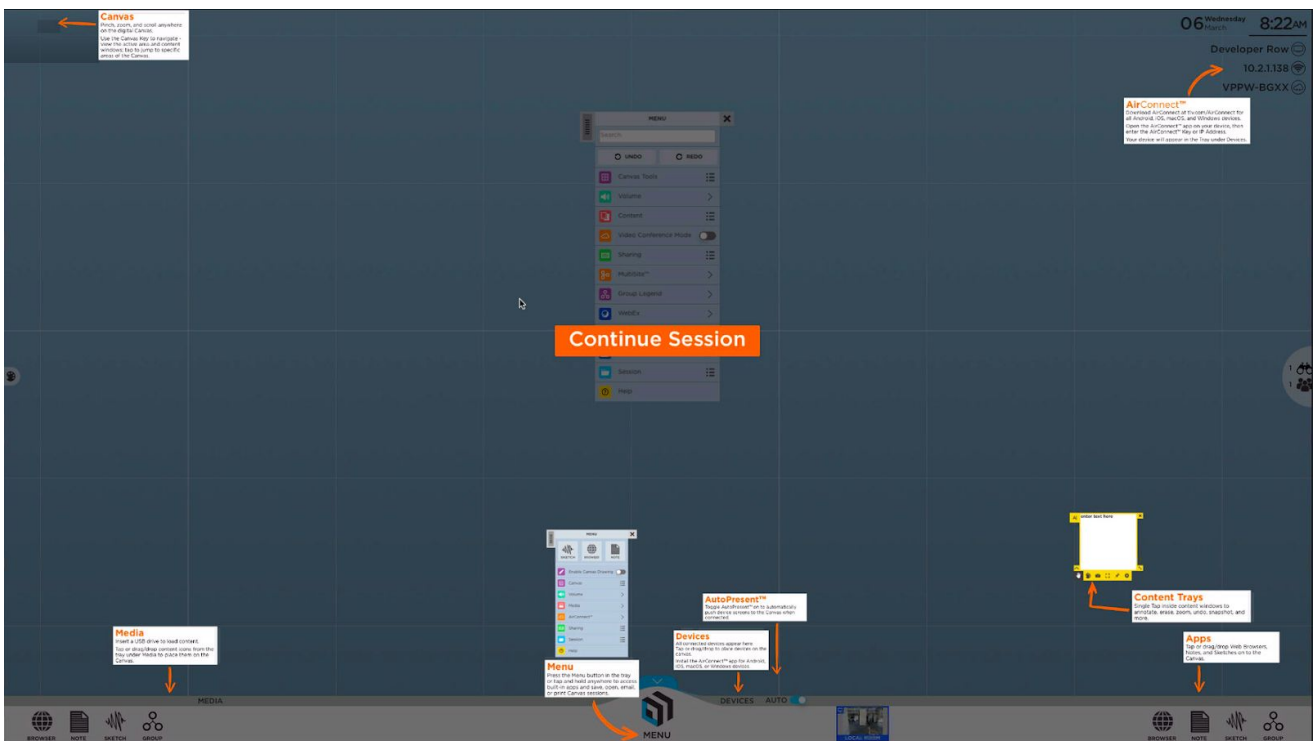
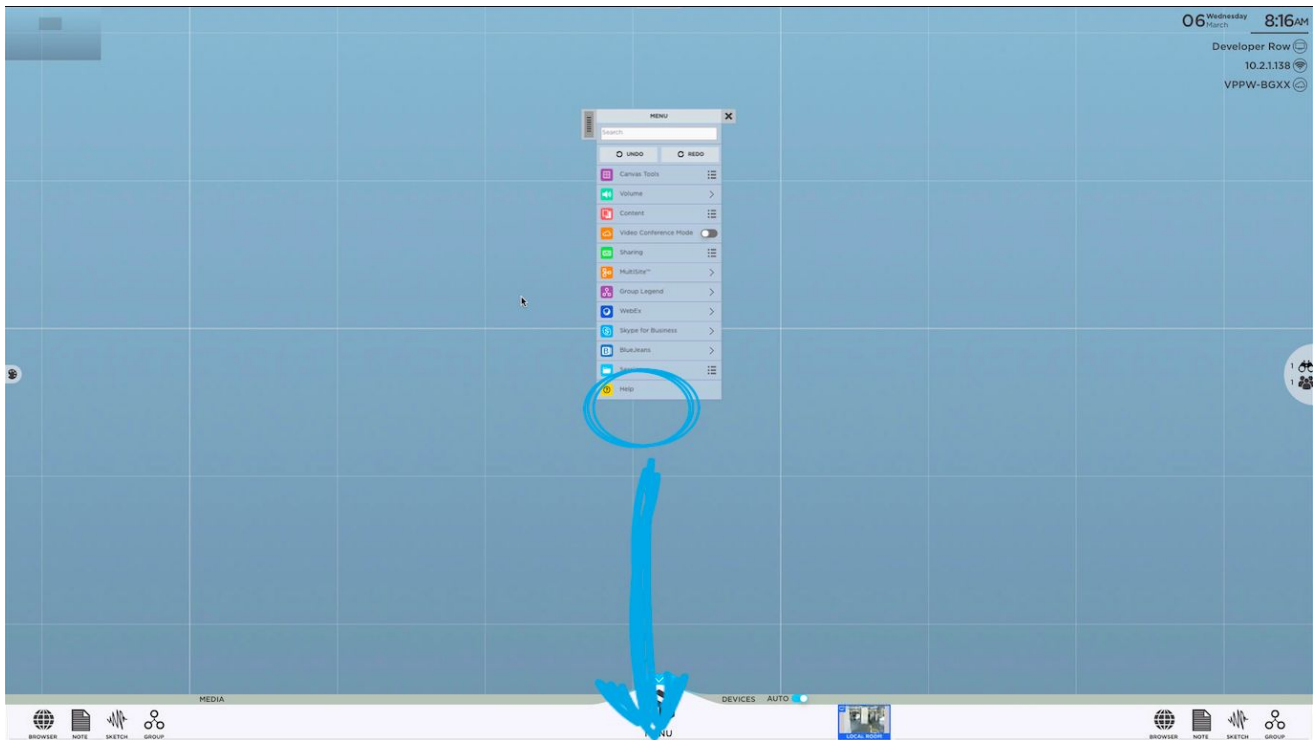
End Session

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.



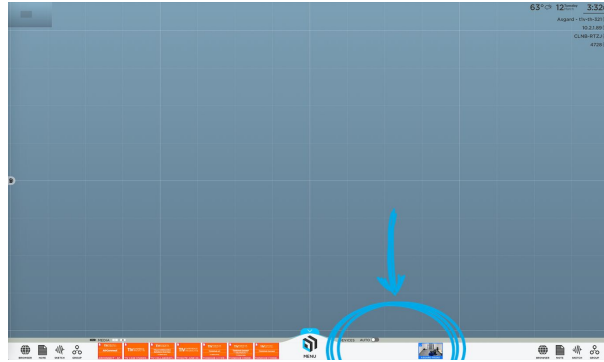
12. Help

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

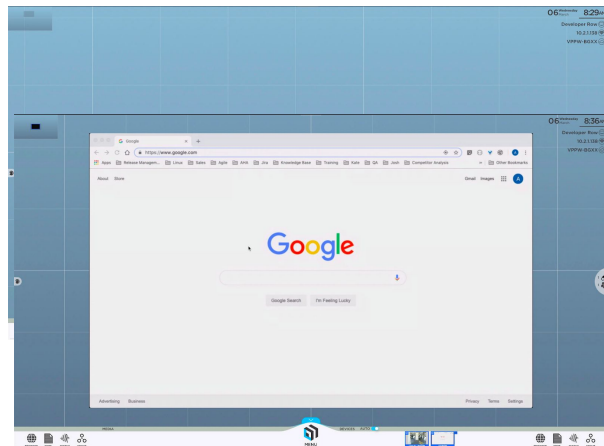
All connected devices will appear in the devices section of the Canvas tray. Each device will display as a preview thumbnail until you tap or drag the thumbnail to share to the Canvas. At the base of the preview thumbnail, the name of the device displays as overlay text for additional reference.



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
AutoPresent Mode

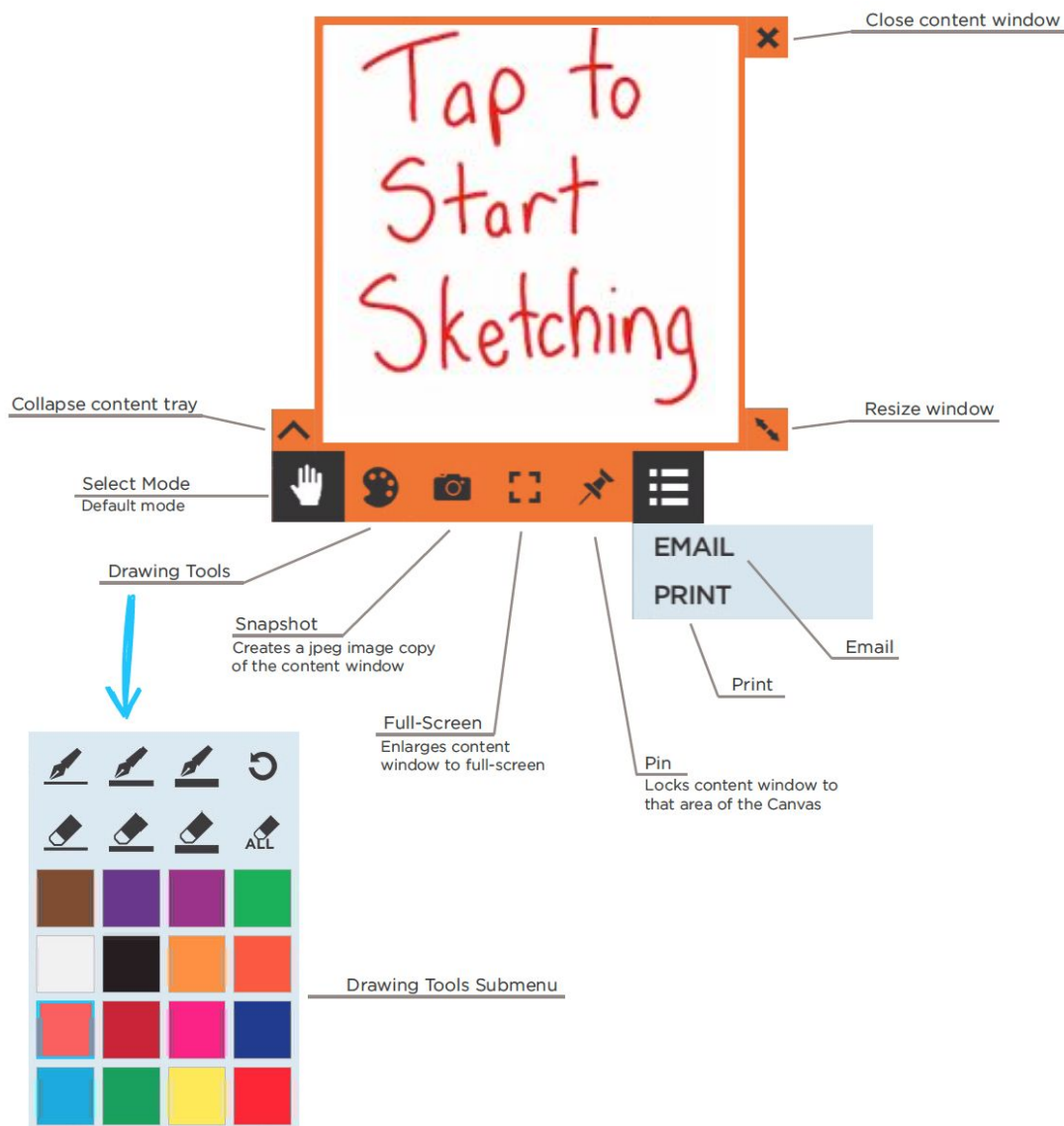


front and center in

Content Tray

Each piece of content available to you on the ThinkHub 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.

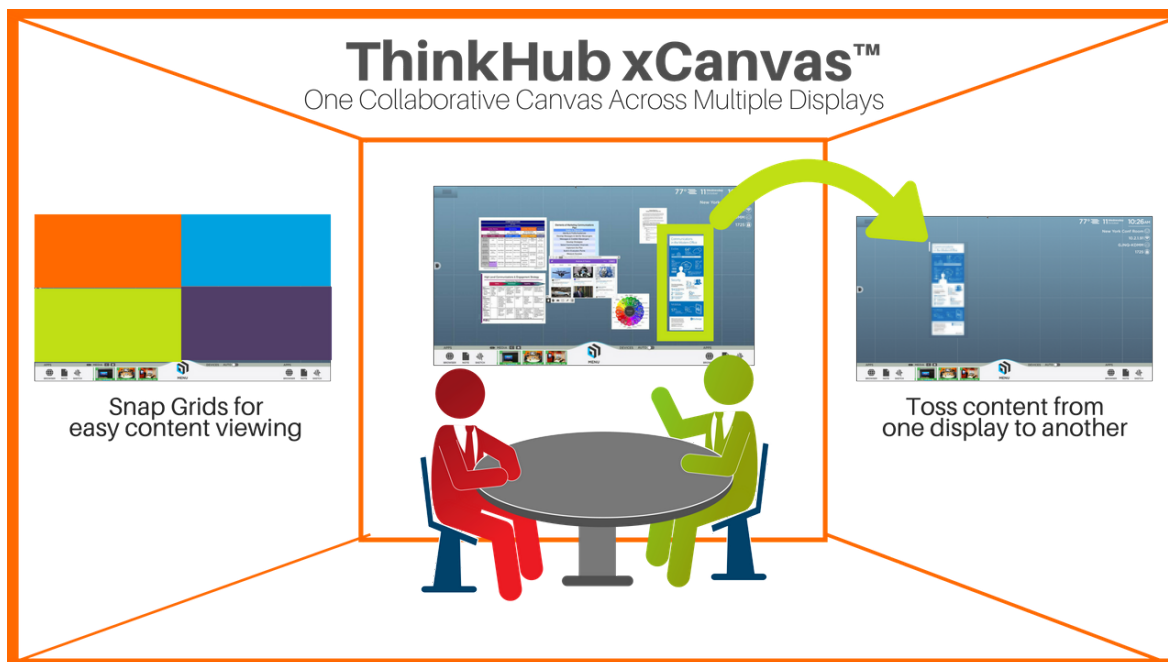
To activate a content tray, tap inside the content window. You will see the content tray appear, always anchored to the bottom left corner of the content window. While the content tray is open, you can not flick or drag/drop content windows. To close the content tray, tap the collapse button on the bottom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



ThinkHub 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 AirConnect 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.



Key Features Include:

Easily toss items across the room. Use touch gestures to 'toss' content from one display to another, or use AirConnect to control placement of content assets.

Snap grids. Snap Grids can support four areas per display in a 2x2 grid format. Once a content asset is dropped in the designated drop zone, the asset will snap into place at largest size and resolution. If user takes another item and places it in that same zone, the new asset will display on top of it. Snap grids are currently a default setting - the user must specify whether they want snap grids or not at time of configuration.

Full screen mode. Tap on any asset to view in full screen mode in its current display. (Full screen mode will not extend across the entire xCanvas.)

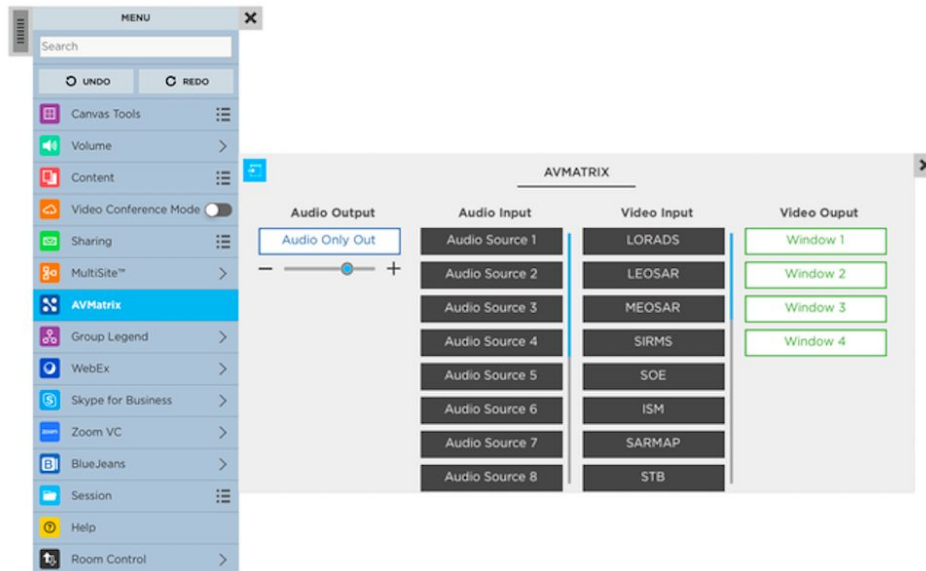
Separate Canvas trays. For each display, you can separate Canvas trays to access all ThinkHub functionality no matter which screen you're on.

Use AirConnect Access to also control and move content. This functions as a remote control whether you're in the room or operating remotely. Also use AC Access to send notes, URLs, and files to the xCanvas. To send files to a specific area of the xCanvas, simply drag and drop over your target area.

The xCanvas can support up to 12 1080p displays or up to three 4K displays. All displays must be uniform in size and resolution. Displays can be touch or non-touch. Non-touch displays must be controlled solely via AirConnect Access.

ThinkHub A/V Matrix

The Virtual AV Matrix allows you to control an external Audio Video Matrix Switcher. You now have the ability to simply drag and drop inputs and outputs to establish connections between hardware throughout the room - this is done within the ThinkHub Menu. This is an add-on feature, please contact your T1V Rep for additional information.



ThinkHub Scheduling

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

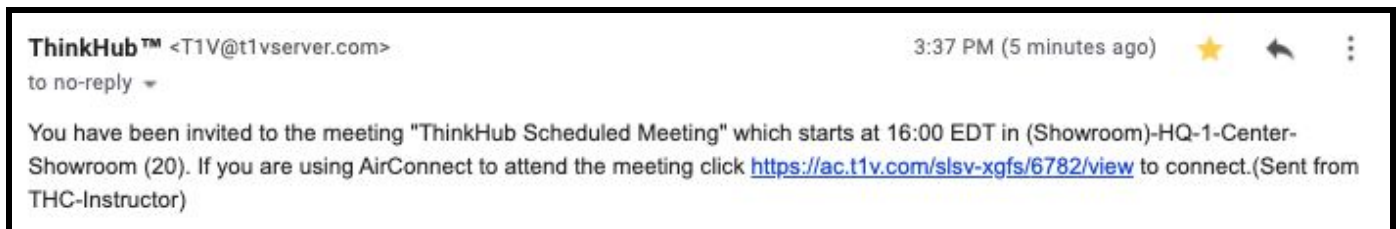
Scheduling a meeting:

- 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 device during the meeting.
- Locate the room name and add it to the invite list.
- Save the meeting invite.

Once a meeting has been scheduled, you'll see the meeting scheduled for the room on the ThinkHub idle screen. All meeting participants will receive an 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 AirConnect application which allows users to remotely connect to the scheduled meeting. Once you receive the link, you can remotely join the meeting via AirConnect Access.



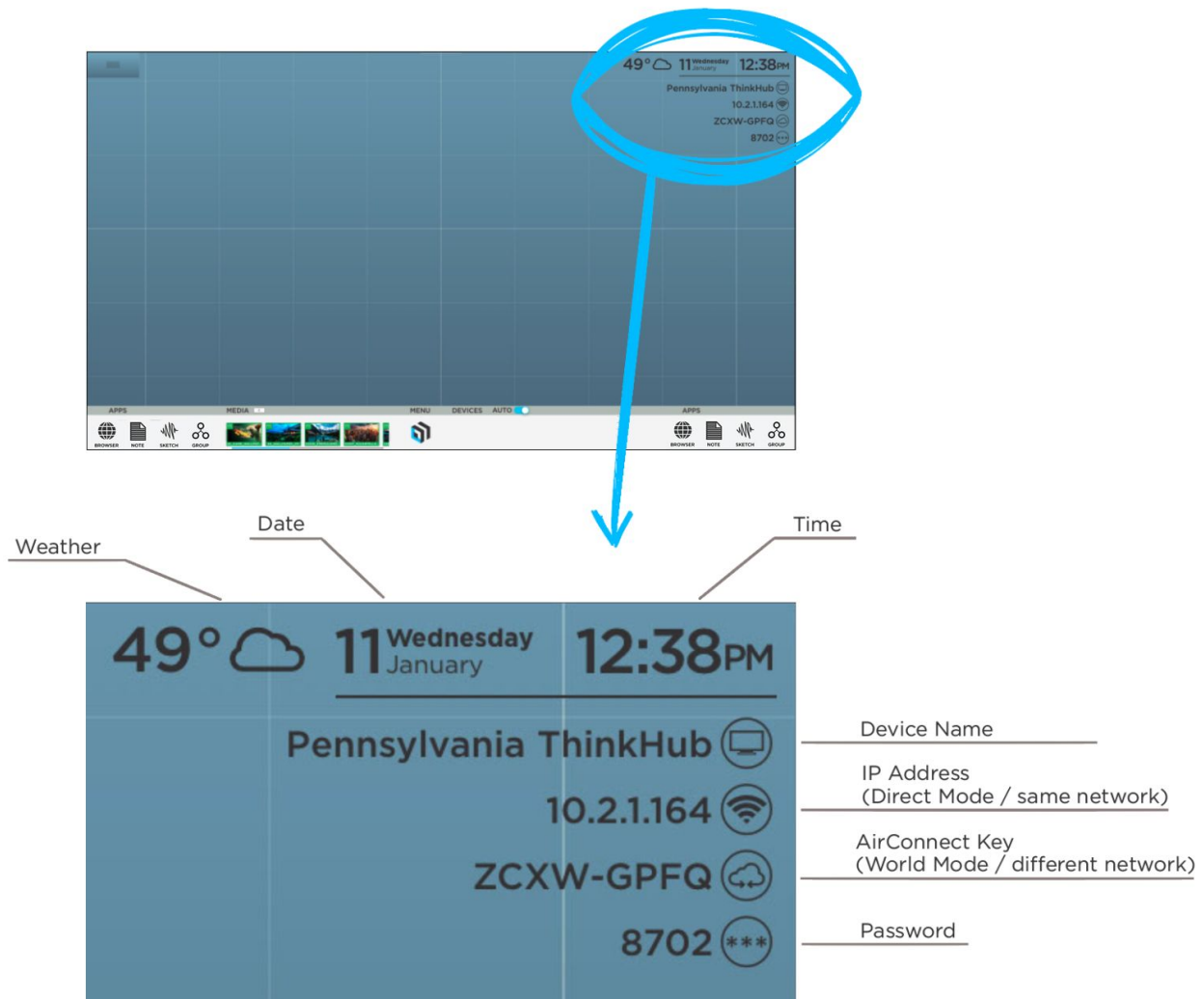
If there is an active session still going within five minutes of a scheduled meeting, users will be presented with the option to accept the upcoming meeting or delay the upcoming meeting. If the user chooses to accept the meeting, the current session will end and the new scheduled meeting will begin. (Note: This feature is only available if the optional calendar integration is set up on your ThinkHub).

T1V AirConnect App

T1V AirConnect enables you to connect any laptop or mobile device wirelessly to the ThinkHub (touch BYOD Collaboration) or ViewHub (non-touch BYOD Presentation) display. T1V AirConnect supports macOS, iOS, Linux, Android, and Windows.

To install AirConnect on your device, visit t1v.com/AirConnect.

Connecting your device



Once you have installed AirConnect on your device, you will be prompted for your AirConnect Key or IP Address. You can reference the top right corner of the Canvas for this information.

The screenshot shows the AirConnect mobile application interface. At the top, the title "AirConnect" is displayed. Below it is a "Recent Connections" section with a search icon. This section lists five connections: "Jamaica Conf Room" (10.2.1.130), "t1v-washington" (10.2.1.150), "Ron's Office" (10.2.1.56), "t1v-sales46" (10.2.1.149), and "New York Conf Room". Below the list is a text input field with the placeholder "Enter IP Address - 10.2.1.xxx" and a blue "CONNECT" button. At the bottom, there are two options: "IP ADDRESS" (represented by a Wi-Fi icon) and "AIRCONNECT KEY" (represented by a cloud icon). Below these options are two columns of explanatory text.

Connection Name	IP Address
Jamaica Conf Room	10.2.1.130
t1v-washington	10.2.1.150
Ron's Office	10.2.1.56
t1v-sales46	10.2.1.149
New York Conf Room	

Enter IP Address - 10.2.1.xxx **CONNECT**

IP ADDRESS **AIRCONNECT KEY**

IP Address (Direct Mode - use this if on the same network as the ThinkHub/ViewHub device)

AirConnect Key (World Mode - use this if on a different network than the ThinkHub/ViewHub device)

If you are on the same network as the ThinkHub device (also known as 'Direct Mode'), you will enter the IP Address. If you are on a different network (also known as 'World Mode' - say you are a guest, you are working remotely, or you have guests who you'd like to connect to the ThinkHub device on your guest network), you will enter the AirConnect Key.

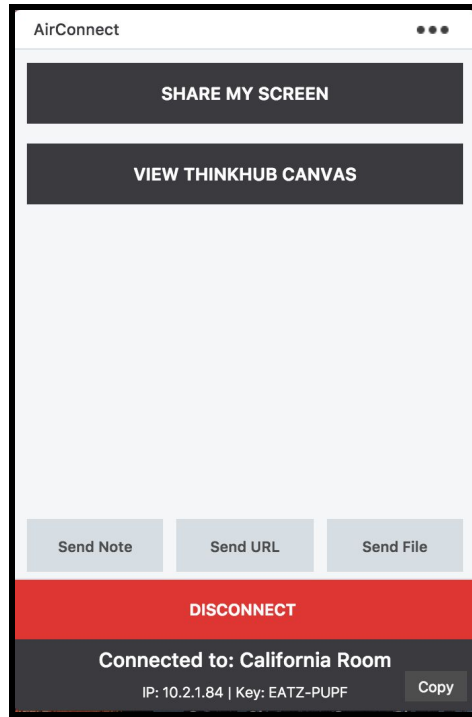
Using AirConnect in World Mode, note that remote users can participate in the ThinkHub session from anywhere in the world, even on a cellular network.

Once you have connected to a ThinkHub device, that device will automatically appear in your list of 'Recent Connections' - this allows you to quickly connect to future sessions (note: you must use the IP Address for the ThinkHub to remember your 'Recent Connections'). If you are in Direct Mode, all that you will need to connect to those devices will be your password. Select the room you wish to connect to, and you'll be prompted for the password to join.

If you are joining via World Mode, you will need to enter the AirConnect Key. You'll then be prompted for the password to join.

As an additional layer of security, the password is located in the upper right corner of the Canvas, and is required to connect devices to the display via AirConnect. Your administrator can specify a static password, or request the password to reset automatically every 30 minutes. There may be installations where there is no password required.

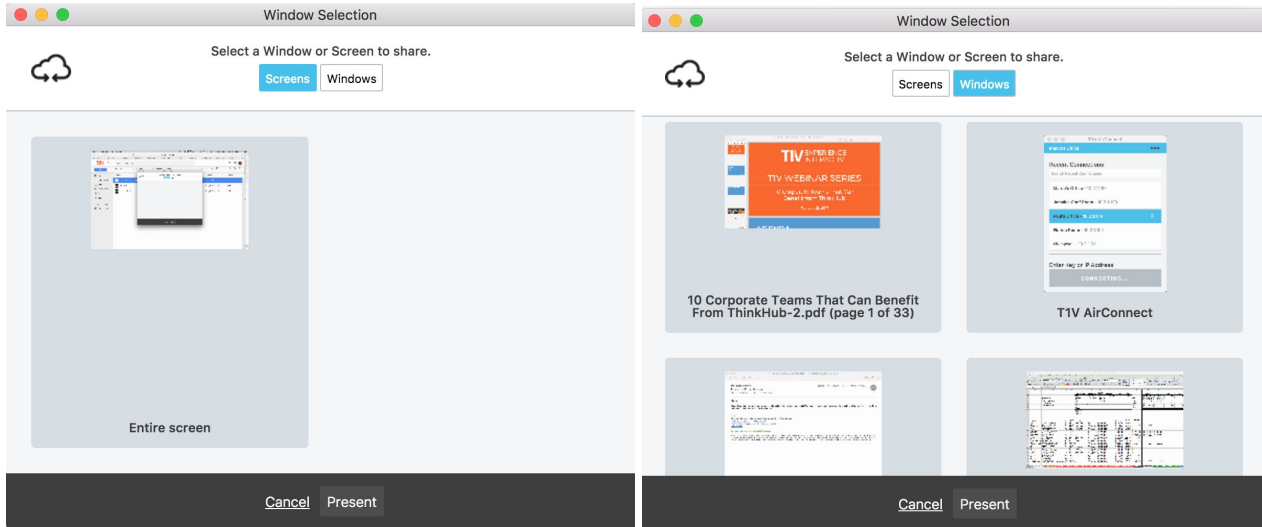
Once connected, you will see the following screen:



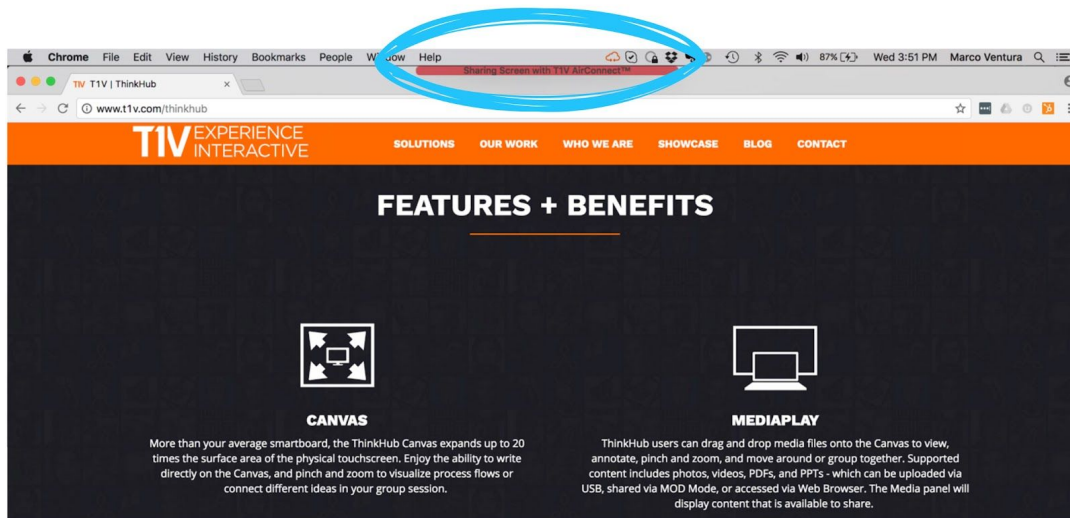
Selecting a Window or Screen

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

Share a window or your entire device screen. Tap 'Present' 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 'Present', you will see a red bar at the top of your device screen. This indicates you are successfully broadcasting your device screen to the ThinkHub Canvas via AirConnect.



AirConnect Menu for ThinkHub

1. Stop Casting

Tap this button to stop sharing your screen to the ThinkHub display.

2. Toggle TouchControl™

TouchControl gives you the ability to control your device from the ThinkHub Canvas. So if you wish to advance slides during a presentation from the ThinkHub Canvas, you can do this using TouchControl with a single tap. You can also make simple edits in programs such as Word, PowerPoint, and more. Please note: TouchControl is a ThinkHub-only feature, and currently runs on Mac and Windows laptops. NOTE: TouchControl will only work when sharing your entire device screen.

3. Focus My Screen in ThinkHub

Tap this button to display your device screen front and center on ThinkHub. 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 move between different connected devices in the group.

4. Select New Screen or Window to Share

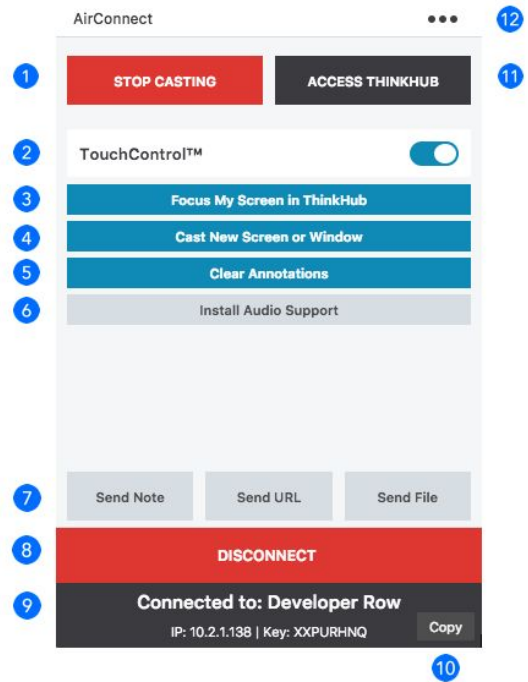
No need to disconnect - just tap here to switch which content you want to share from your device screen or to view the canvas via AirConnect Access.

5. Clear Annotations

Tap this button to clear all annotations that were added to your casted AirConnect screen.

6. Install Audio Support

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



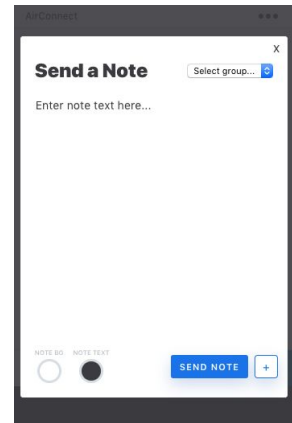
7. AirConnect Files™

AirConnect Files allows you to exchange notes, URLs, and files between your individual device and the ThinkHub Canvas.

Send Note

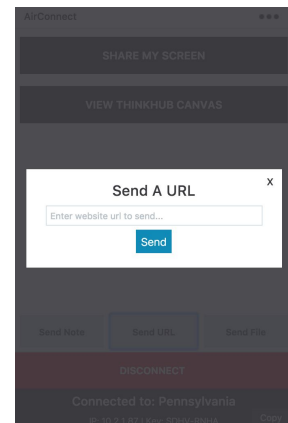
Create a note from the convenience of your device by typing your note into the text field using your own keyboard. Tap 'Send Note' to send your Note to the ThinkHub Canvas. Tap '+' to start a new note. Once shared to the Canvas, in-room participants can edit your notes - opting to change background colors 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 screen.

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.



Send Files

Send media files (image, video, PDF) 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 your AirConnect app window or directly to the ThinkHub Canvas anytime.

8. Disconnect

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

9. Connected To:

This will display the name of the ThinkHub device you are connected to, along with with accompanying IP Address and AirConnect Key.

10. Copy

Select this to copy your AirConnect credentials to your clipboard. You can now easily share this information with remote session participants who are not in the ThinkHub room.

11. AirConnect Access™

Select this for AirConnect Access - the ability to view, point, and control the ThinkHub Canvas from your individual device. You can also download any notes created on the Canvas during a session, a PDF of the Canvas, and/or the entire current session. This feature set is geared toward remote participants.

Download Notes

Through AirConnect, you have the ability to download notes from the ThinkHub Canvas. When you select 'Download Notes', 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. The notes data will then be saved to the desired location in the CSV file.

Download Canvas

Using AirConnect, you have the ability to download a PDF of the Canvas. When you select the 'Download PDF of Canvas', 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.

Download Current Session

Using AirConnect, you will have the ability to save your ThinkHub Session directly to your laptop or mobile device, so you can securely carry your ThinkHub Session with you and resume your Session on a different ThinkHub device without the use of a network/cloud server. To share a saved Session to the new ThinkHub device, simply drop the ThinkHub Sessions file (.t1vx) to the Canvas via AirConnect Files.

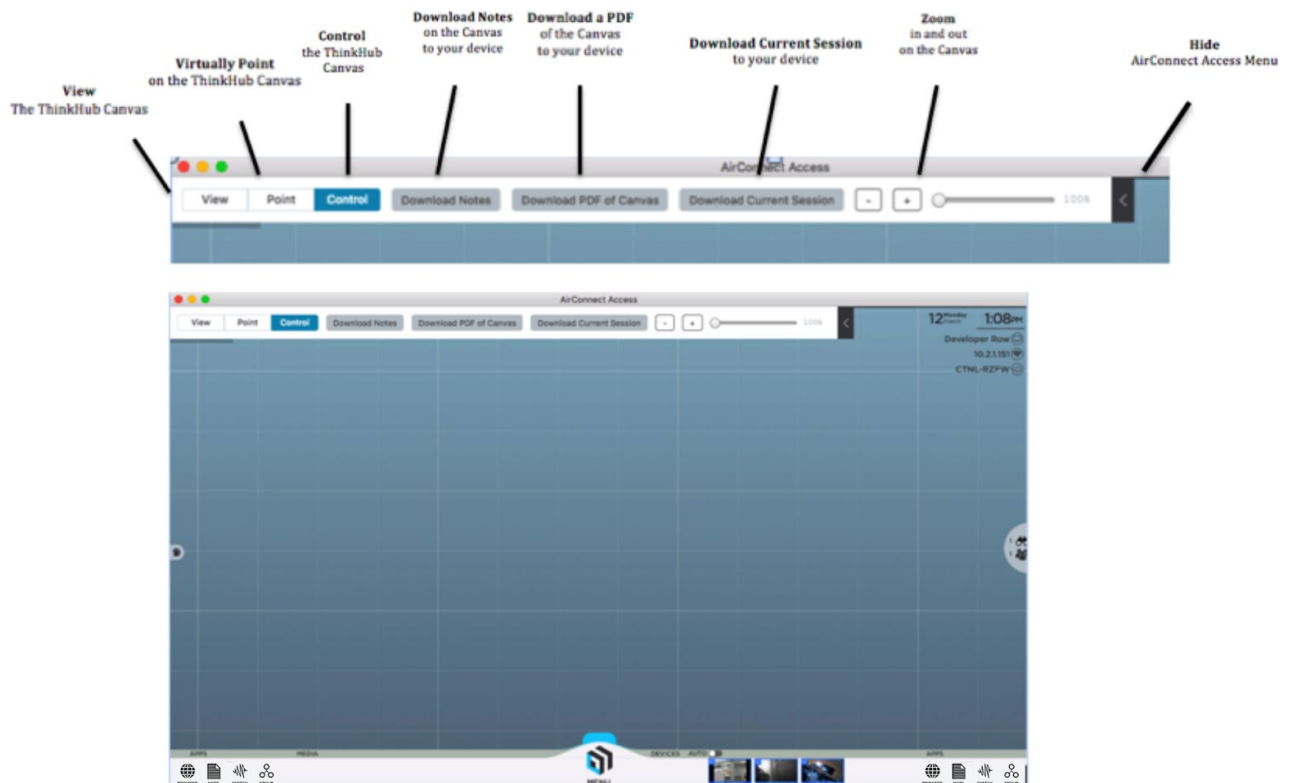
AirConnect Access Zoom

When remotely viewing the ThinkHub Canvas with AirConnect Access, you have the ability to pinch/zoom to control your view of the Session. You have the option to use the +/- buttons, sliders, or your own device trackpad or device mouse.

This feature works differently depending on which mode of AirConnect Access you're operating in. When in AirConnect View, this will change the AirConnect Access remote view - the in-room Canvas will not be affected. When in AirConnect Control, you will be able to physically zoom in on areas of the Canvas for in-room participants to see.

Download Content

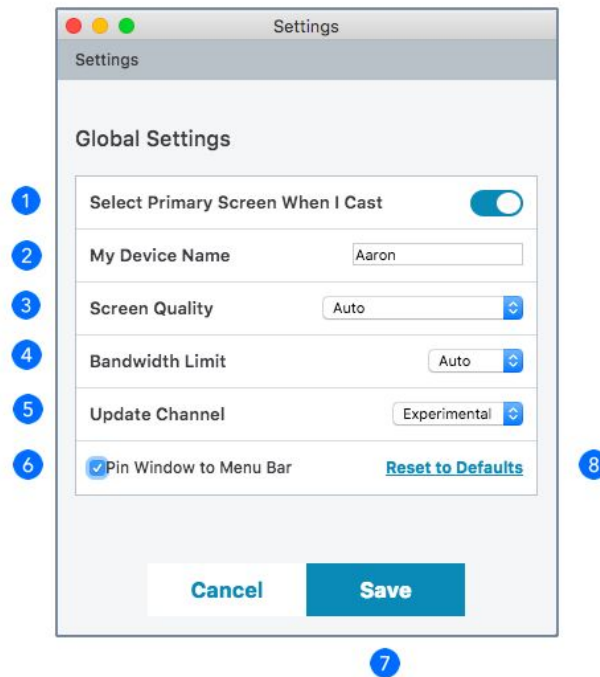
Using AirConnect, you will have the ability to download individual content on the canvas. When you right click on a piece of content (i.e Note, Sketch, PDF etc.), it will show the option to "Save as PDF with Annotations." You can then name your file, add a tag (optional), and select where you would like the file to be saved. A PDF of the file will then be saved to the desired location.



12. Settings

Tap here for a drop down menu of additional options and settings for AirConnect. (See following section for more detail).

AirConnect settings



1. Select Primary Screen When I Cast

Toggle on/off to automatically share your device screen to ThinkHub / ViewHub when you connect.

2. My Device Name

This is how your device will appear on the ThinkHub / ViewHub Canvas when connected. Enter the name you wish to appear.

3. Screen Quality

Screen quality will automatically default to 'Auto' - this essentially picks the optimal setting for screencasting your content. You can manually select static or video to further optimize the broadcast of your content.

4. Bandwidth Limit

You can adjust the amount of bandwidth being used for streaming

5. Update Channel

Here you can select which version of AirConnect you wish to run. Stable is the publicly released version of AirConnect - all features have been tested and debugged. Experimental is the beta release - meaning you will have access to the very latest features, but these may be in the process of being tested and debugged.

6. Pin Window to Menu Bar

This locks the AirConnect Menu to your top Menu Bar - making it easy to find and access at all times.

7. Save

Once you have updated your settings, tap here to Save. Tap Cancel to ignore any changes you've made.

8. Restore to Defaults

Tap here to undo any changes you've made to your settings and default to T1V's out-of-the-box settings.

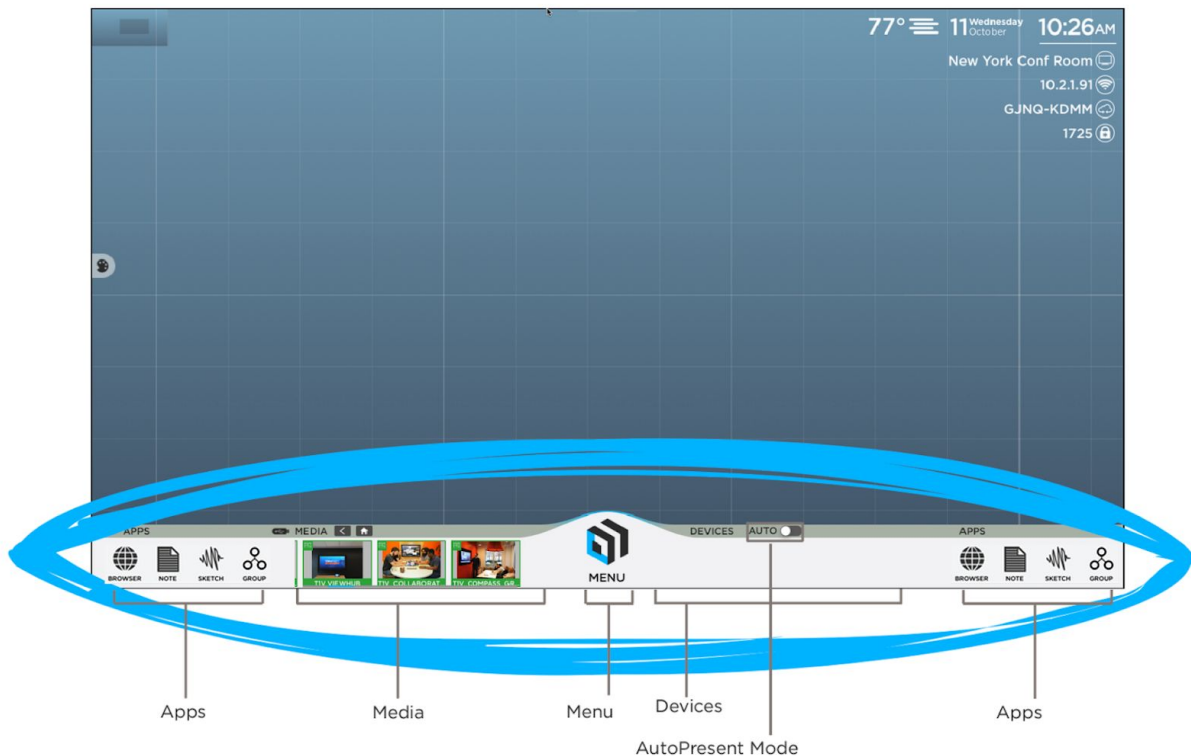
Connecting multiple devices

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

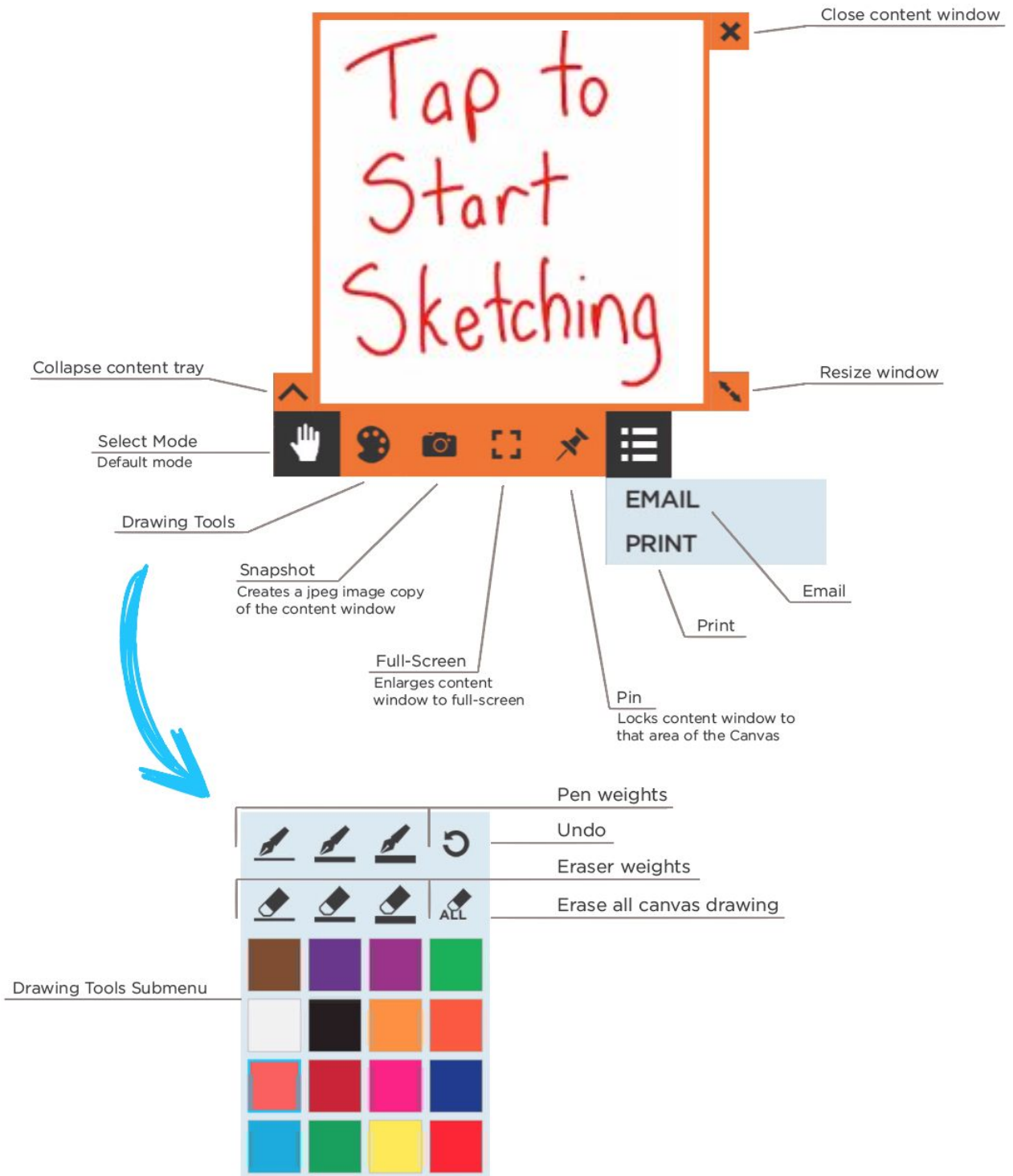
Button / Icon Glossary

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, 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

Toggle On/Off

Show/Hide submenu

Show/Hide additional tabs

Optional Add-on Modules
You may or may not have these options configured on your ThinkHub; ask your ThinkHub Admin for additional information.

Detach button allows you to move submenus anywhere on the Canvas

SUBMENU
MEDIA

DEMO CONTENT TVV COLLATERAL

The main menu is a vertical list of items. At the top, there is a 'MENU' tab with a close button (X) and a 'MENU' label. Below the tab are three icons: SKETCH, BROWSER, and NOTE. The menu items include: Canvas Drawing (with a toggle), Canvas (with a submenu icon), Align Apps (with a right arrow), Theme (with a right arrow), Grid Lines (with a toggle), App Labels (with a toggle), Stylus Mode (with a toggle), Clear Canvas (with a right arrow), Volume (with a right arrow), Content (with a submenu icon), AirConnect™ (with a right arrow), Sharing (with a submenu icon), Email (highlighted in blue), Print (with a right arrow), MultiSite™ (with a right arrow), WebEx (with a right arrow), Skype for Business (with a right arrow), Open Session (with a right arrow), Save Session (with a right arrow), End Session (with a right arrow), and Help (with a power icon). A red box highlights the 'Optional Add-on Modules' section, which includes MultiSite™, WebEx, and Skype for Business. A blue box highlights the 'Canvas Drawing' toggle and the 'Canvas' submenu icon. A blue box highlights the 'Align Apps' right arrow. A blue box highlights the 'MENU' tab and the close button. A blue box highlights the 'Print' right arrow. A blue box highlights the 'Detach button' (a small blue square) on the submenu. The submenu is titled 'SUBMENU' and 'MEDIA'. It has a back arrow and a home icon at the top. Below are six image thumbnails and two folder icons labeled 'DEMO CONTENT' and 'TVV COLLATERAL'.

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. nonemergency). 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 ThinkHub Resources

Website Pages

t1v.com/ThinkHub
t1v.com/AirConnect

ThinkHub Demo Videos

Visit t1v.com/ThinkHub-Videos to view T1V's ThinkHub Playlist on YouTube

Setup

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



Contact
support@t1v.com