



USER GUIDE

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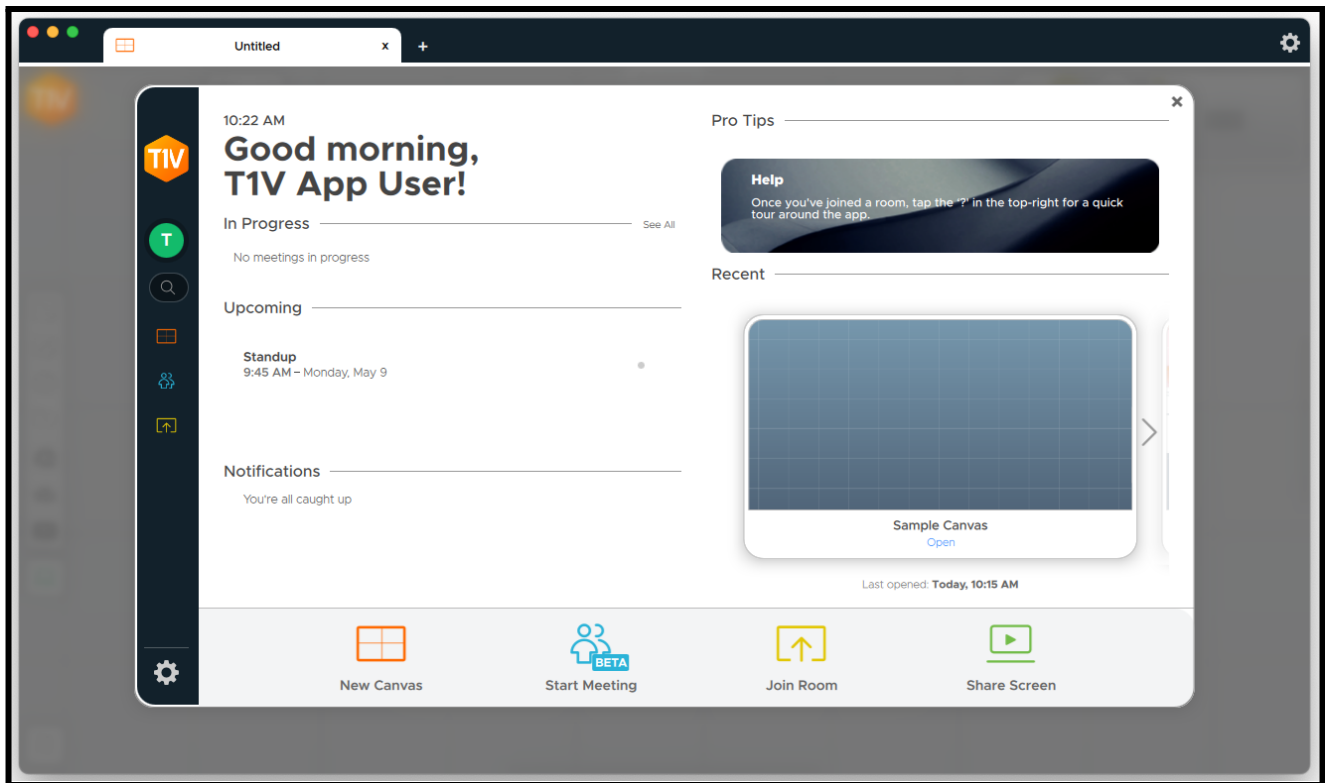
What is T1V?

The T1V application enables you to co-create and collaborate from the convenience of your laptop. The T1V app supports macOS, Windows, iOS, and Android.

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

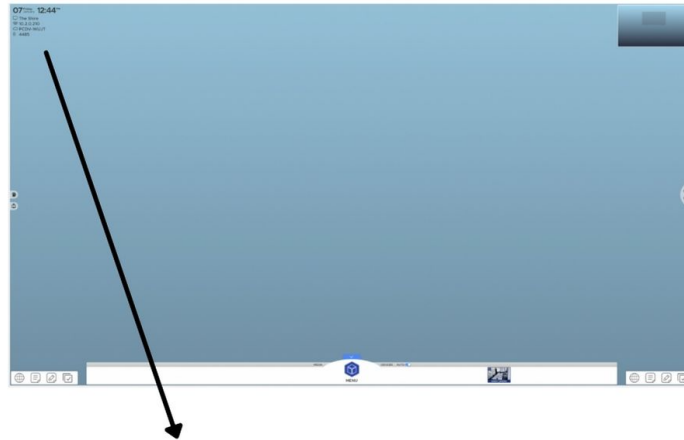
Dashboard

View and connect to recent Canvases and upcoming meetings. All application notifications will display within the Notifications field. 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.

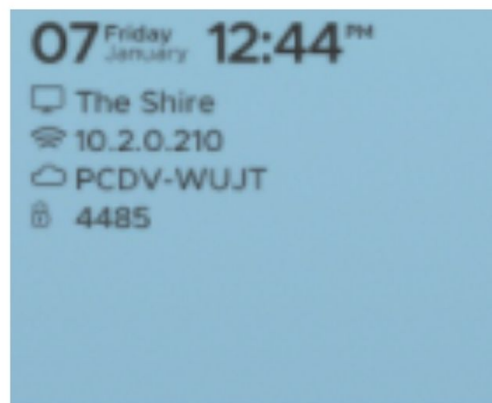


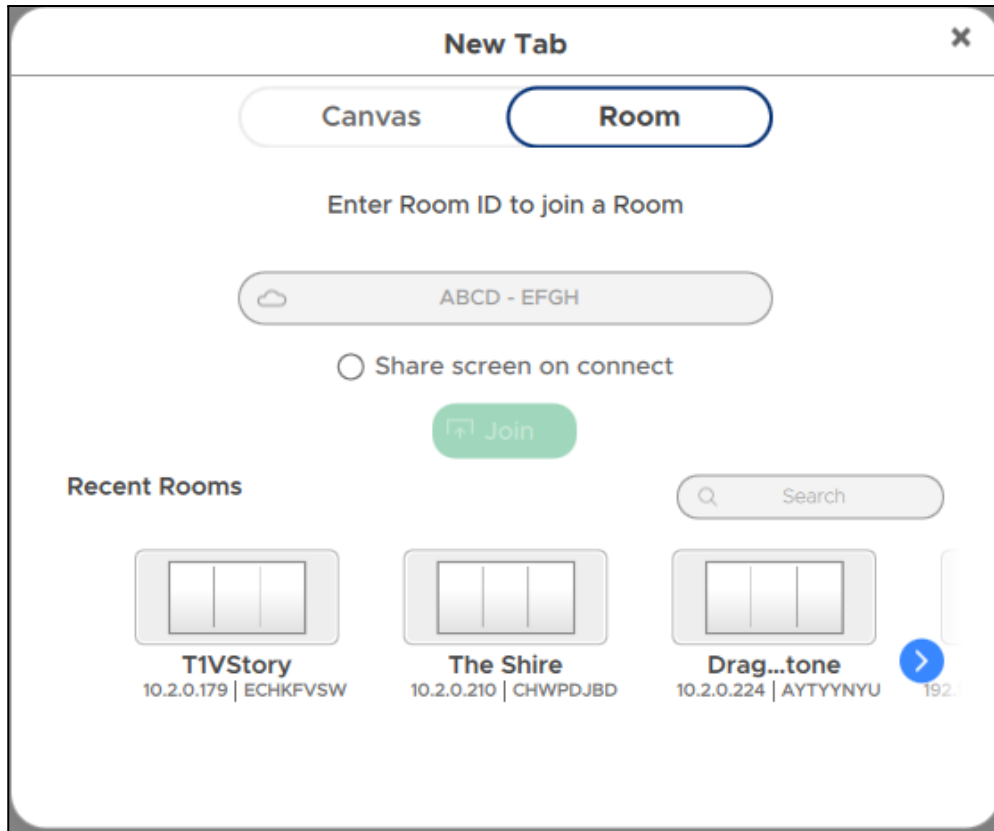
Join Room

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



- Device Name →
- IP Address →
- Room ID →
- Passcode →



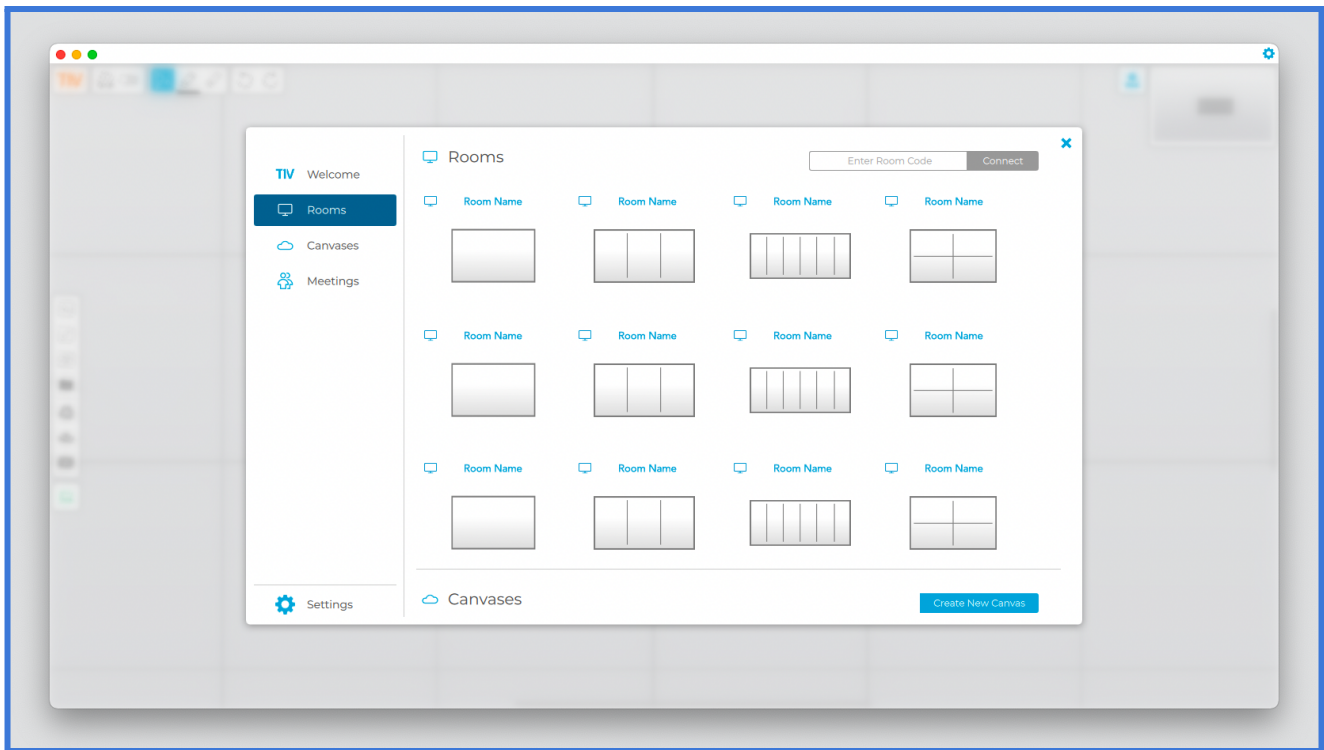


If you are on the same network as the T1V room device, you may enter the IP Address. If you are on a different network (say you are a guest, or you have guests who would like to connect to the T1V display from your guest network), you should enter the T1V Room ID.

Note: T1V users can connect to 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 PIN (the 4 digit passcode).

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





Joining a Scheduled Meeting


ThinkHub Scheduling allows you to schedule meetings with your ThinkHub or T1V Hub room. Once a meeting has been scheduled, you'll see the meeting appear within the T1V app meetings tab, found on the left column of the app. The 'Join' meeting button becomes active five minutes prior to the start of a meeting. Or, if the meeting is initiated manually from the ThinkHub 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](#).


TIV Welcome

 Rooms

 Canvases

 **Meetings**

 Settings



Meetings ✕

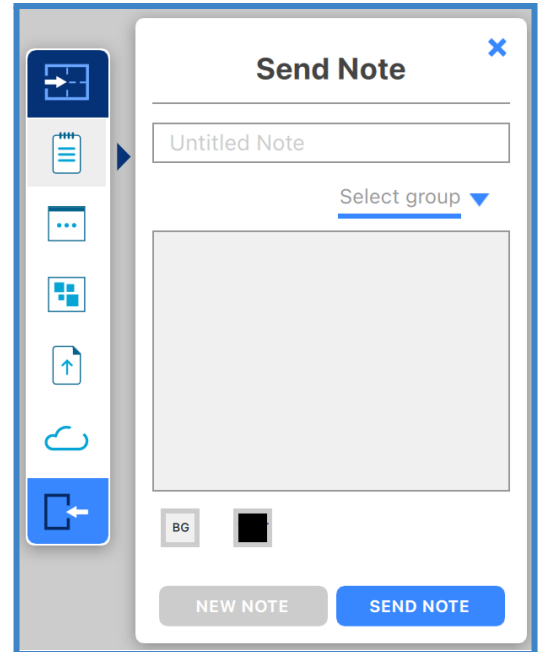
<p style="color: #0070C0; font-weight: bold;">Scheduled Meeting</p> <p>rd-macpro4 NGKC-PTYT</p> <p>Today 8:40 AM</p> <p style="background-color: #0070C0; color: white; text-align: center; padding: 2px;">Join</p>	<p style="color: #0070C0; font-weight: bold;">Standup</p> <p>rd-macpro4</p> <p>Today 9:45 AM</p> <p style="background-color: #808080; color: white; text-align: center; padding: 2px;">Join</p>	<p style="color: #0070C0; font-weight: bold;">Stability Task Force</p> <p>t1v-shire</p> <p>Today 11:00 AM</p> <p style="background-color: #808080; color: white; text-align: center; padding: 2px;">Join</p>	<p style="color: #0070C0; font-weight: bold;">Developer Meet</p> <p>t1v-th-238</p> <p>Today 2:00 PM</p> <p style="background-color: #808080; color: white; text-align: center; padding: 2px;">Join</p>
<p>Weekly Support Meeting</p> <p>t1v-shire</p> <p>23 March 2021</p> <p>10:00 AM</p> <p style="background-color: #808080; color: white; text-align: center; padding: 2px;">Join</p>	<p>Load Testing and Performance Specs</p> <p>t1v-th-245</p> <p>23 March 2021</p> <p>2:30 PM</p> <p style="background-color: #808080; color: white; text-align: center; padding: 2px;">Join</p>	<p>Product Meeting Capabilities</p> <p>t1v-shire</p> <p>23 March 2021</p> <p>3:30 PM</p> <p style="background-color: #808080; color: white; text-align: center; padding: 2px;">Join</p>	<p>Weekly Project Review</p> <p>t1v-shire</p> <p>24 March 2021</p> <p>11:00 AM</p> <p style="background-color: #808080; color: white; text-align: center; padding: 2px;">Join</p>
<div style="border: 1px solid #0070C0; padding: 5px; margin-bottom: 5px;"> <p>Release Review</p> <p>t1v-th-245</p> <p>24 March 2021</p> </div>			

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 Canvas - including anything from sending notes, URLs, and files, to downloading assets from the Canvas. Here is a detailed breakdown of what you can do from your T1V app Menu:

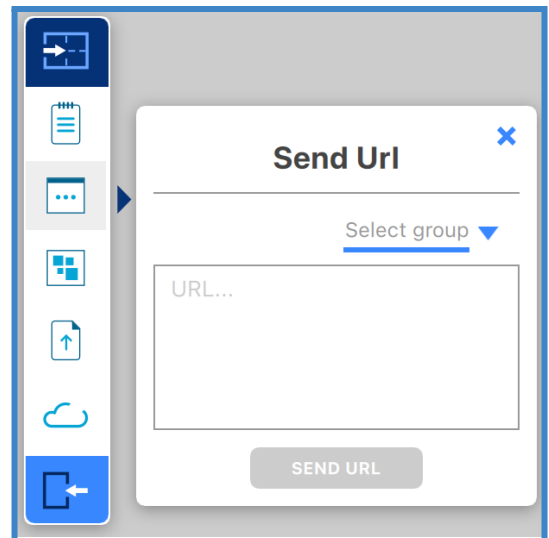
Send Note

Create a note from the convenience of your device by typing your note into the text field with your own keyboard. Select 'Send Note' to send your Note to the ThinkHub 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.



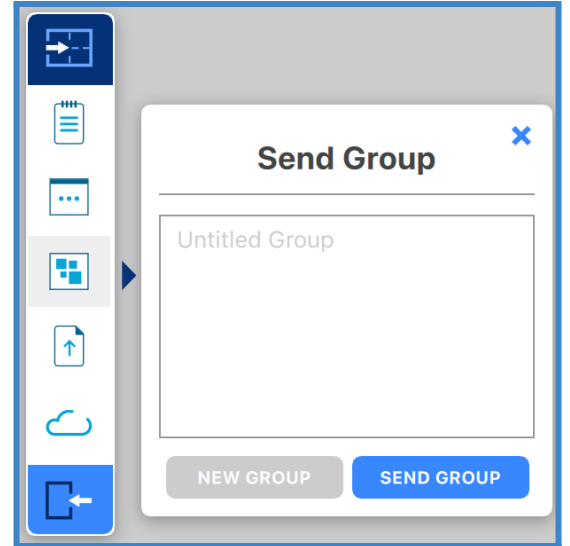
Send URLs

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.)



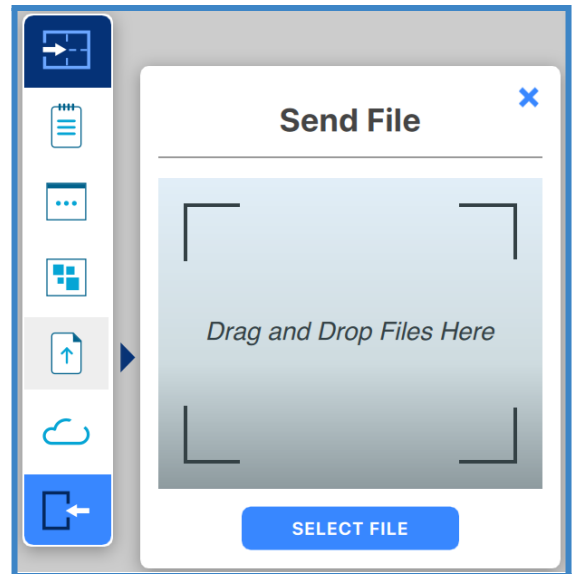
Send Group

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.



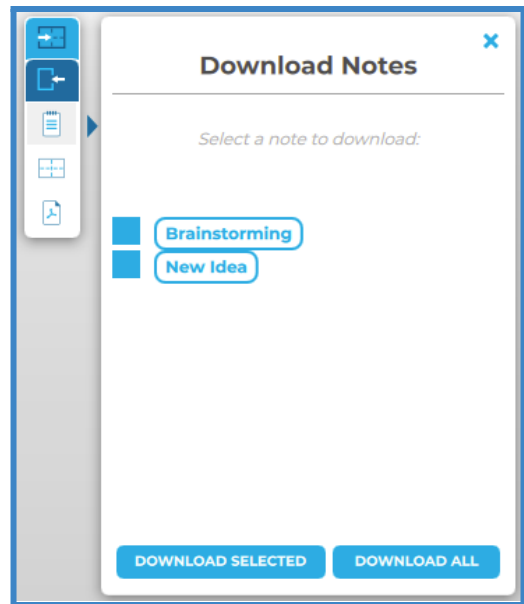
Send Files

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.



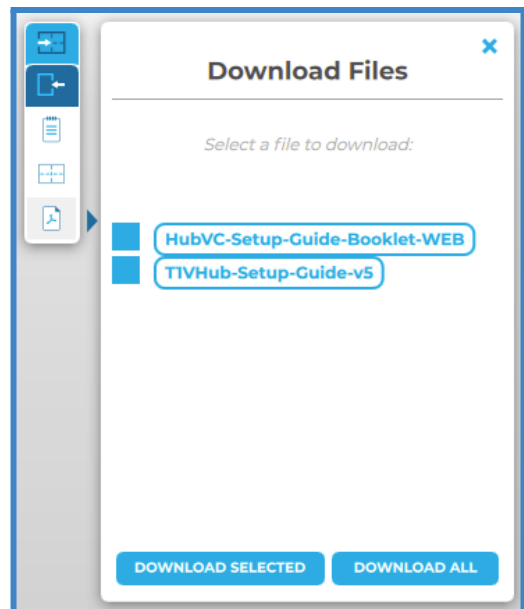
Download Notes

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).

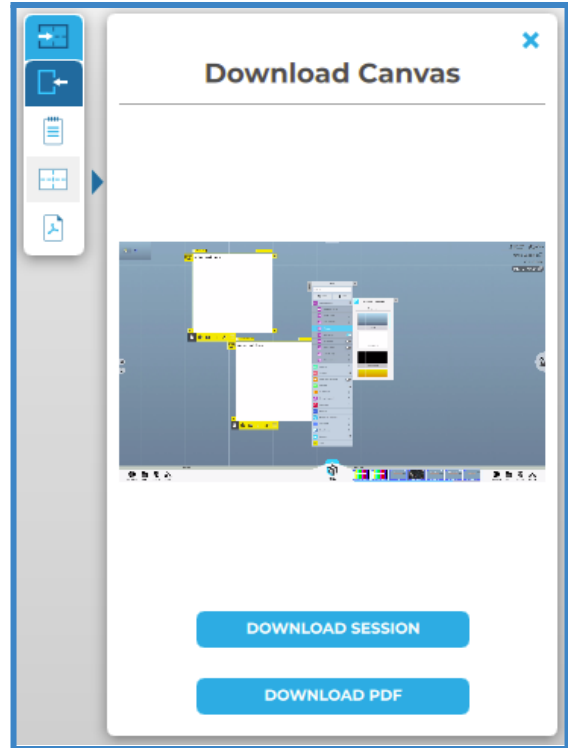


Download Canvas

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

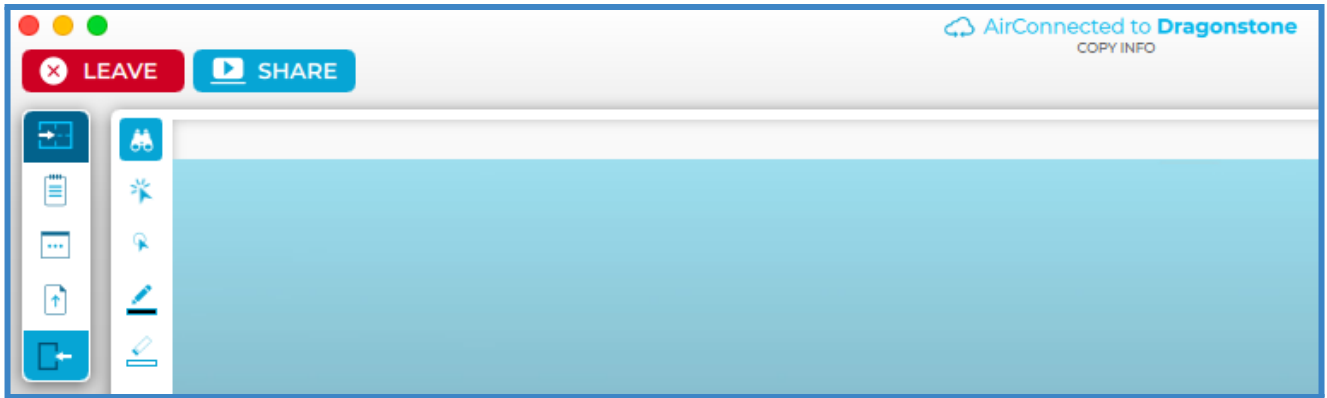
Click on the 'Connected to...' text to copy your T1V application credentials to your clipboard. You can now easily share this information with remote session participants who are not in the ThinkHub room.

Leave

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

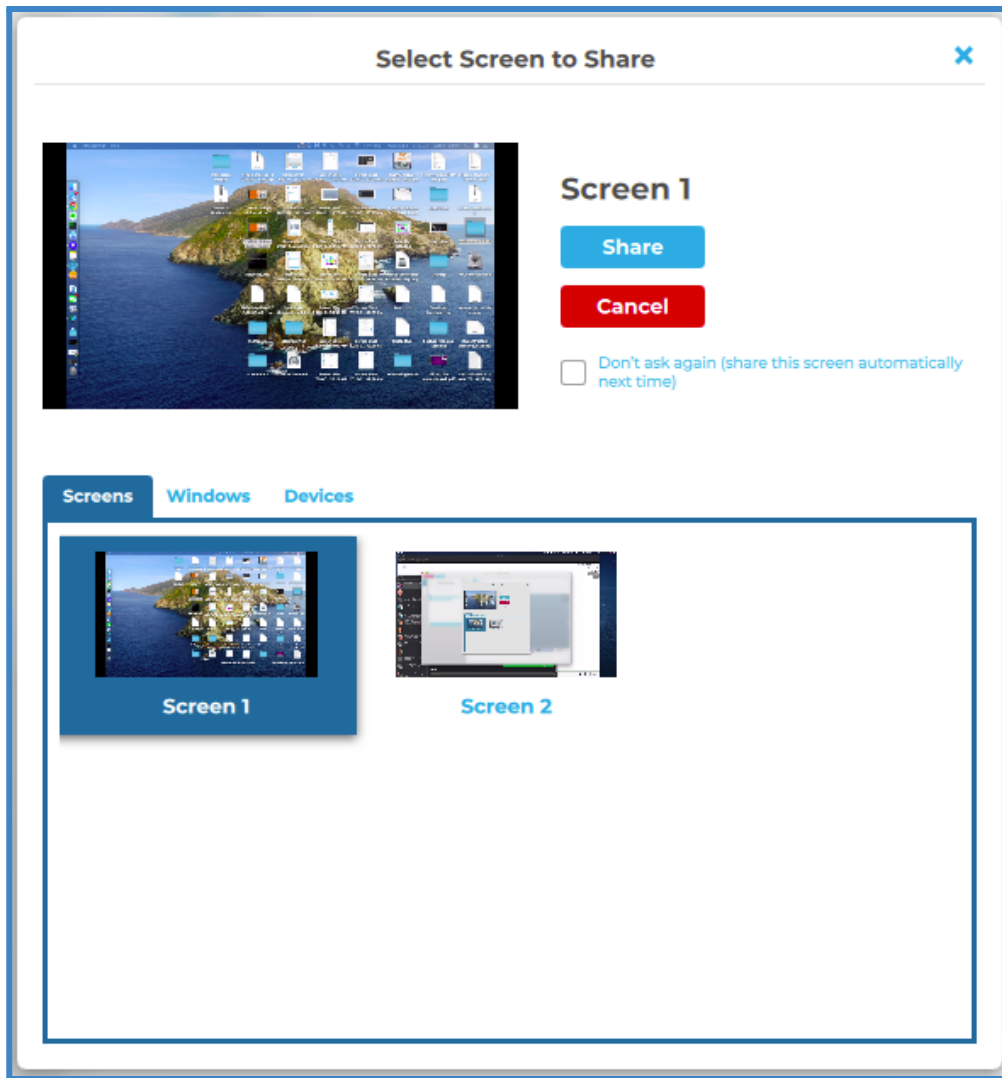
Share

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

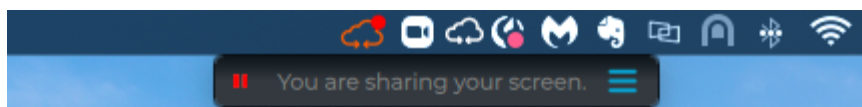


Selecting a window or screen to share

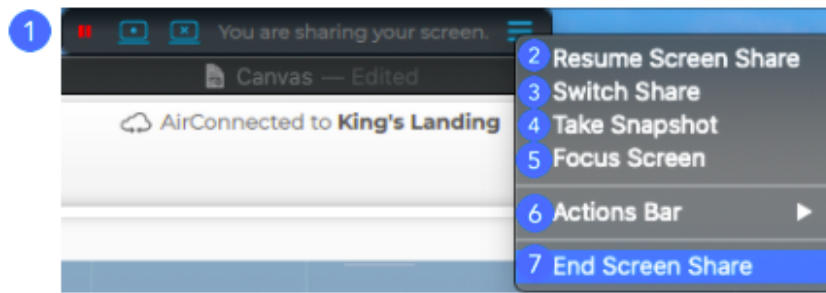
Share a window or your entire device screen. Tap 'Share' when you have selected what content to share from your device. Tap 'Cancel' if you do not wish to share content from your screen.



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



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



1. Pause Screen Share

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

2. Resume Screen Share

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

3. Switch Share

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

4. Take Snapshot

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

5. Focus Screen

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

6. Actions Bar

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

7. End Screen Share

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

Menu for ViewHub

1. Leave

Tap here to end your connection to the ViewHub display.

2. Connected To:

This will display the name of the ThinkHub device you are connected to, along with the accompanying IP Address and The T1V application Key.

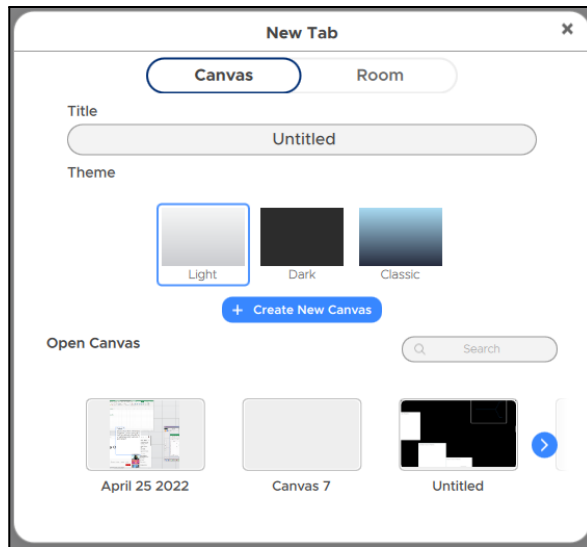
3. Copy

Tap here 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 ViewHub room.

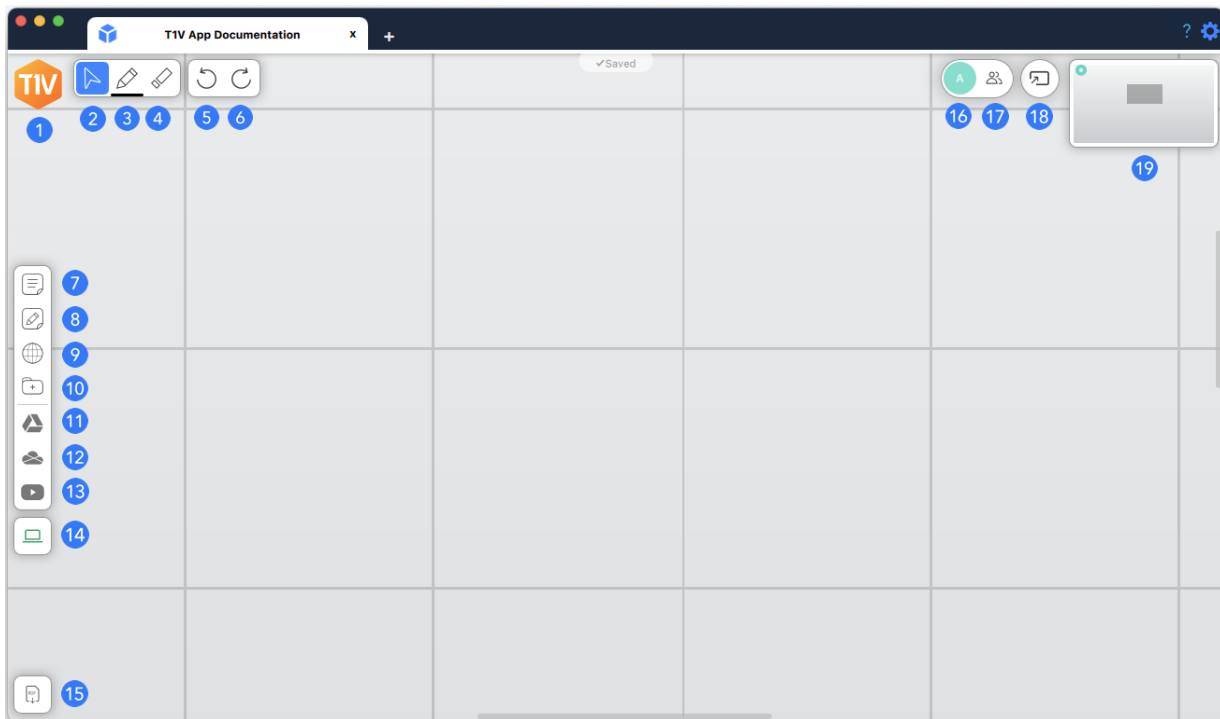
4. Share

ThinkHub Cloud

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

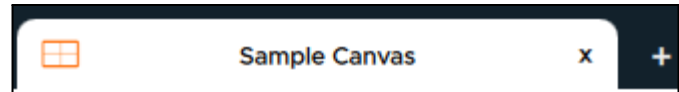


Cloud Canvas - Navigation



Canvas Name

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



Create New Canvas

Create a new canvas by clicking on the “+” icon.

1. Home Button

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

2. Canvas Control

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

3. Annotate

When in this mode, you can annotate on the canvas using your mouse.

4. Eraser

When in this mode, you can erase annotations on the canvas using your mouse.

5. Undo

Select 'Undo' to undo the last action on the Canvas (annotation, opening content, aligning content, etc.).

6. Redo

'Redo' restores actions removed by 'Undo.'

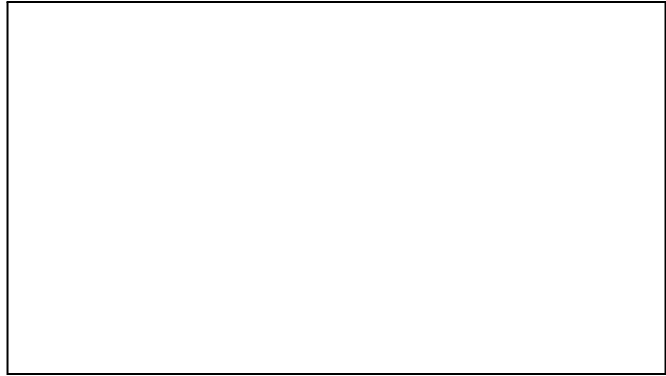
7. Notes

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

enter text here

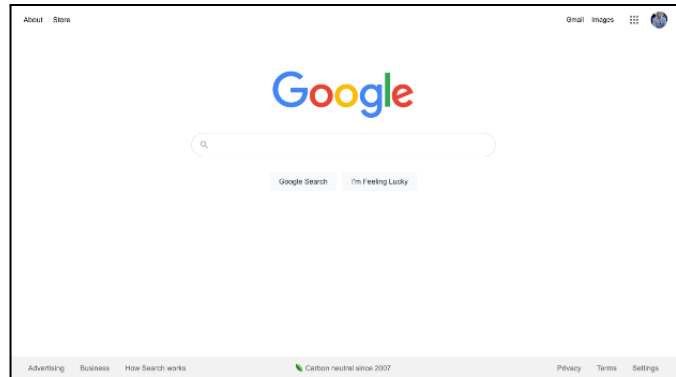
8. Sketch

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



9. Browsers

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



10. Files

Send media files (images, videos, PDFs) to the canvas. When you hit the files button, it will open your finder window. You can then select a file and tap 'Open' in the finder window. Alternatively, you can simply drag and drop files to the designated drop zone or directly to the canvas anytime.



11. Google Drive Integration

Access your Google Drive content by selecting the Google Drive button and logging into your account. Once logged in, you will be able to add any of your Google Drive Content to the Canvas by choosing Open or double-clicking on the file.



12. One Drive Integration

Access your Microsoft One Drive content by selecting the One Drive button and logging into your account. Once logged in, you will be able to add any of your One Drive Content to the Canvas by choosing Open or double-clicking on the file.



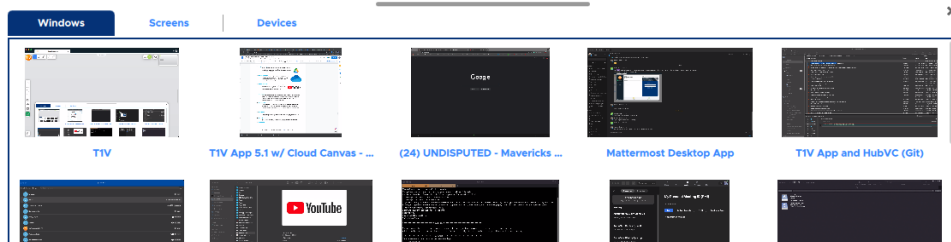
13. Youtube Integration

Access your Youtube content by selecting the Youtube button and logging into your account. Once logged in, you will be able to add any Youtube Content to the Canvas by choosing Open or double-clicking on the file.



14. Share Devices

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



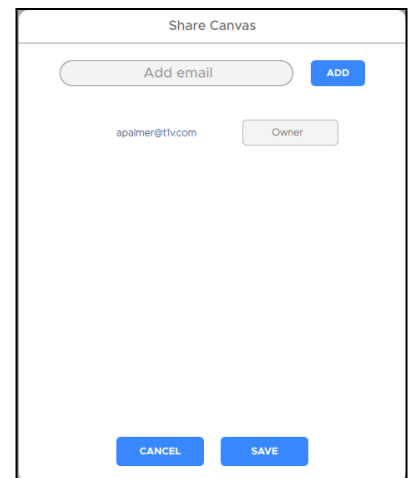
15. Download PDF

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



16. Share Canvas

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



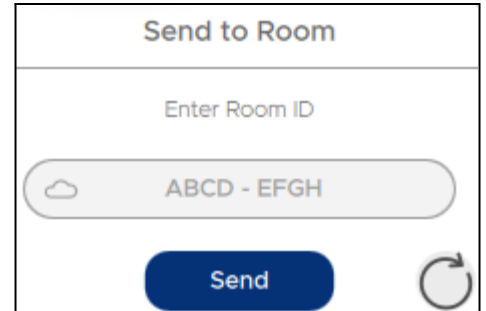
17. Canvas Collaborators

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



18. Send to Room

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



19. Canvas Map

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



20. Canvas Guide

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

Instant Meeting (Beta)

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

1. Instant Meeting Title

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

2. Description

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

3. Sync

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

4. Video Conference

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

5. Configure

Clicking the Configure button will automatically bring you to the Settings > Canvas tab. There you can customize the canvas for your meeting.

6. Participants



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

7. Canvas Selection

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

8. Create New Canvas

Click on Create New Canvas to start with a new Canvas.

9. Instant Meeting Resizing

Resize the Instant Meeting window.

10. Meeting Info

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

11. Canvas Paging

Page through your saved canvases

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. Share Computer Audio

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

5. In-App Notifications

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

6. Email Notifications

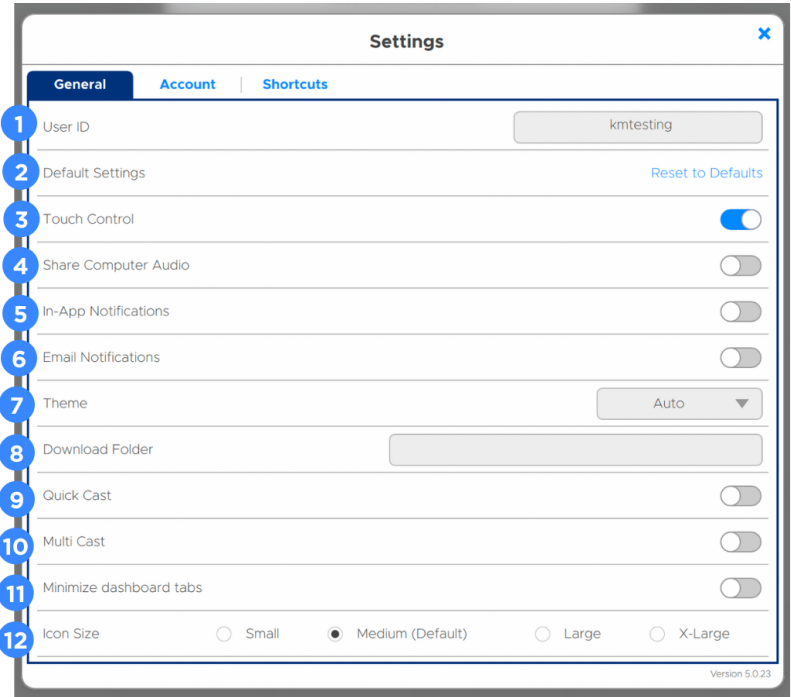
You can choose to enable or disable the scheduled meeting email notifications.

7. 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.

8. Download Folder

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



9. Quick Cast

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

10. MultiCast

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

10. Minimize dashboard tabs

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

12. Icon Size

Choose the size of your T1V app icons.

Settings - Account

1. Register an email address with your device

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

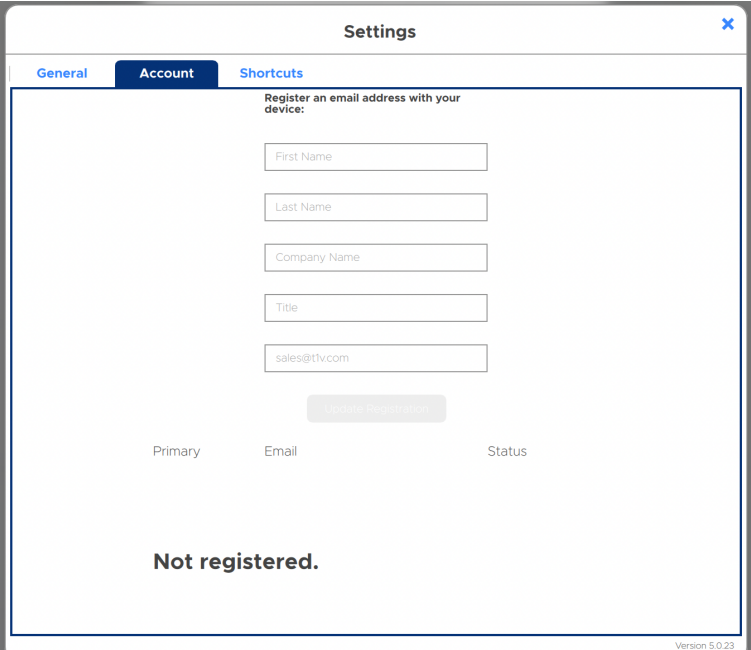
2. Update Registration

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

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

3. Registered Addresses

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



The screenshot shows the 'Settings' window with the 'Account' tab selected. The form is titled 'Register an email address with your device:' and contains the following fields: First Name, Last Name, Company Name, Title, and Email (with 'sales@t1v.com' entered). Below the fields is a 'Update Registration' button. Underneath the button, there are labels for 'Primary', 'Email', and 'Status'. At the bottom of the form, it says 'Not registered.' The version number 'Version 5.0.23' is visible in the bottom right corner of the window.

Settings — Canvas

1. Hide Canvas Map

Removes Canvas Map from view

2. Hide Canvas Grid Lines

Removes the grid lines on your Cloud Canvas

3. Hide remote viewports from canvas

Removes remote viewport outline from your canvas view

4. Hide remote participant cursors from canvas

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

5. OneDrive Link

Allows you to set your default OneDrive bookmark location

6. Show Browser Suspend Tools

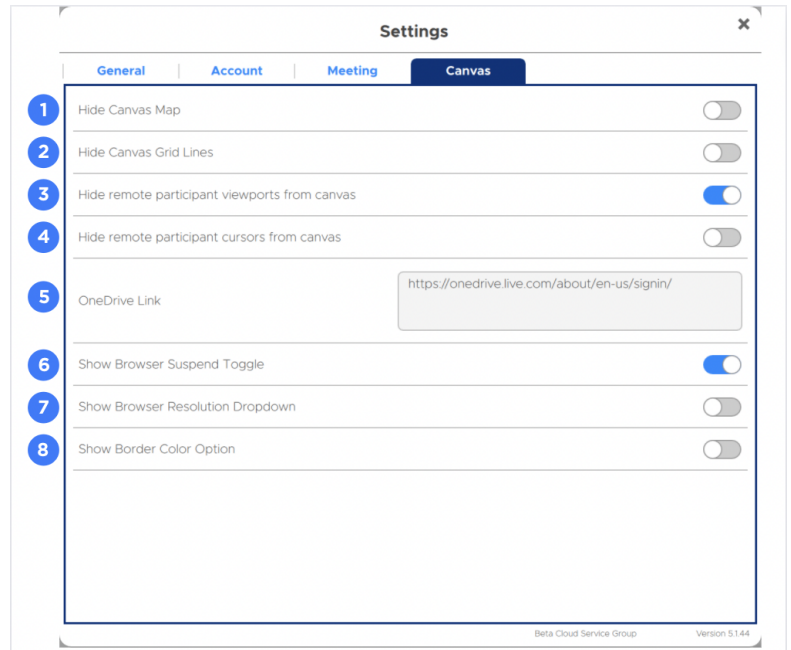
Allows you to suspend browser feeds

7. Show Browser Resolution Dropdown

Allows you to control the resolution of each browser window

8. Show Border Color Option

Allows you to set a specific border color for each app window



Connecting multiple devices

Connecting multiple devices in ThinkHub

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

T1V Support

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

1am - 10pm EST Monday-Friday

8am - 10pm EST Saturday-Sunday

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