CollaboratOR

USER GUIDE

Contents

What is CollaboratOR?

CollaboratOR is a visual collaboration ecosystem designed to help consolidate and display all the moving pieces of information required to deliver therapies in the healthcare environment. CollaboratOR works with the same devices, content and software already in use, requiring almost zero setup time to initiate and build CollaboratOR sessions to drive efficiency in your healthcare organization.
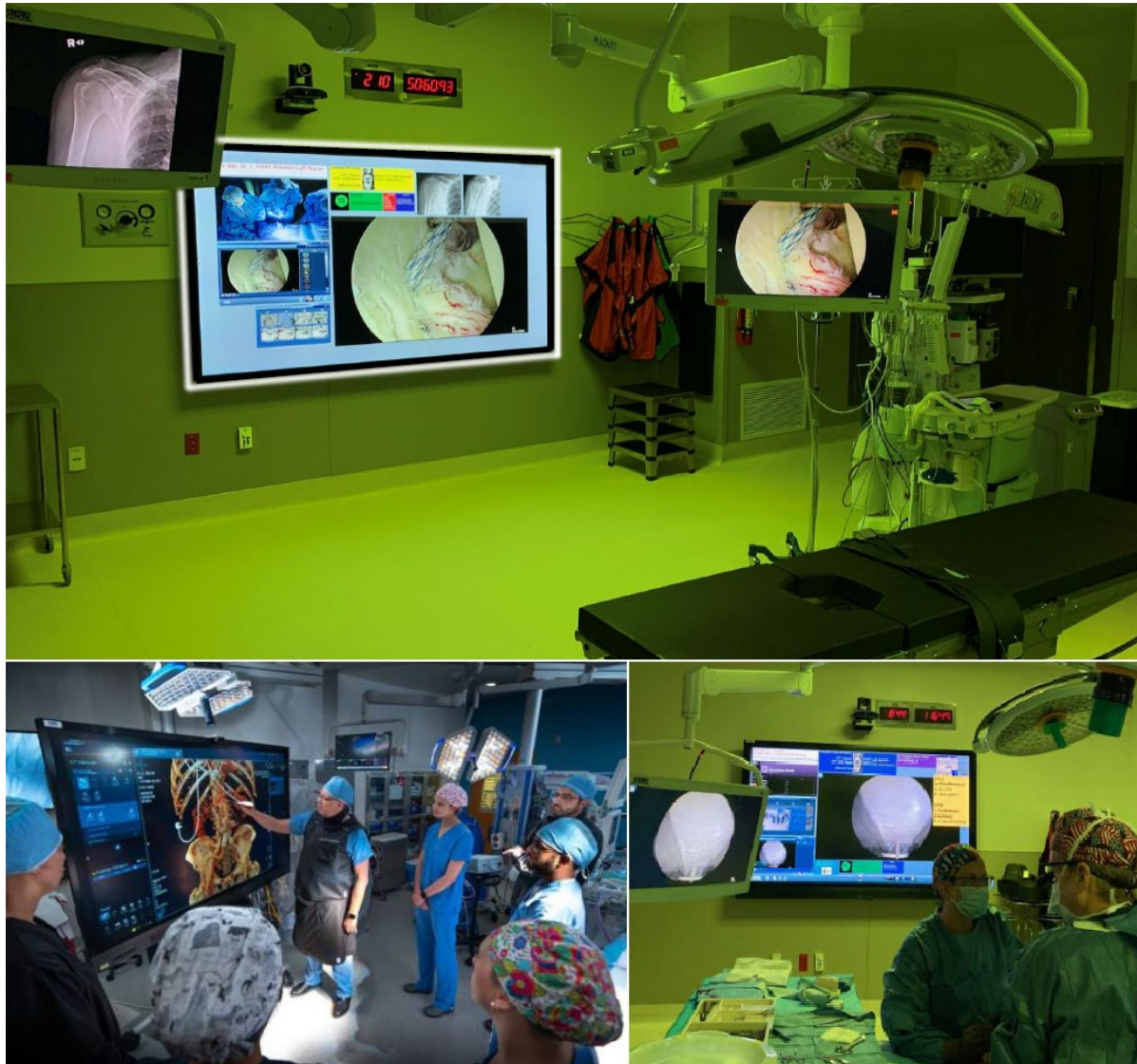
Touch Gestures

CollaboratOR 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 CollaboratOR'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.
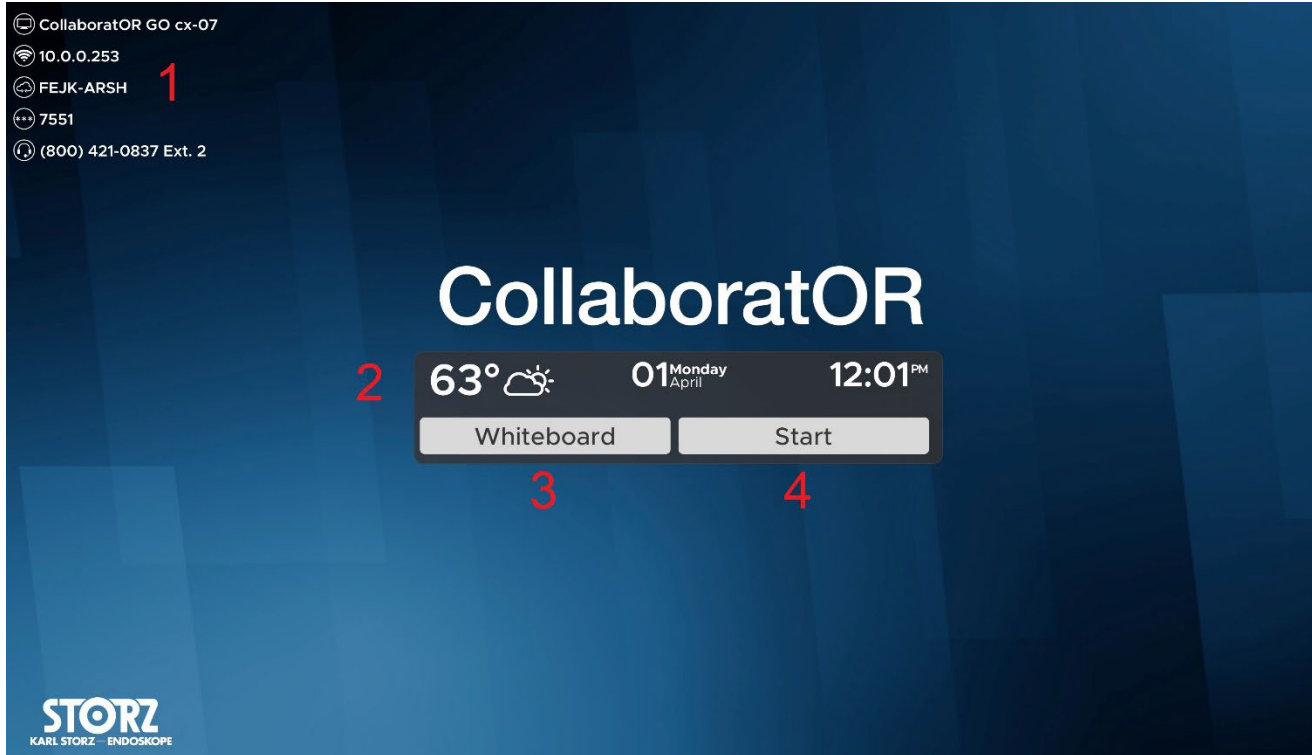
Erase
Make a fist with your hand and use the outside of your fist to 'erase' any annotations on content windows or on the Canvas itself (only available on select display models).

Idle State

When the CollaboratOR has not been interacted with for a set amount of time, it will display the Idle screen:

1. T1V / AirConnect App

In the top left corner of the display, you'll see your T1V / AirConnect app credentials. This allows you to connect to the CollaboratOR with an auxiliary device running the T1V or AirConnect application in World Mode (8 character AirConnect key + 4 digit passcode) or Direct Mode (IP Address + 4 digit passcode).

2. Weather / Date / Time

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

3. CollaboratOR Shortcuts

The shortcut buttons represent a different shortcut and can be customized.

> **Whiteboard** - Tap "Whiteboard" to launch the CollaboratOR Canvas and immediately open a large Whiteboard window. Use this feature to start sketching right away.
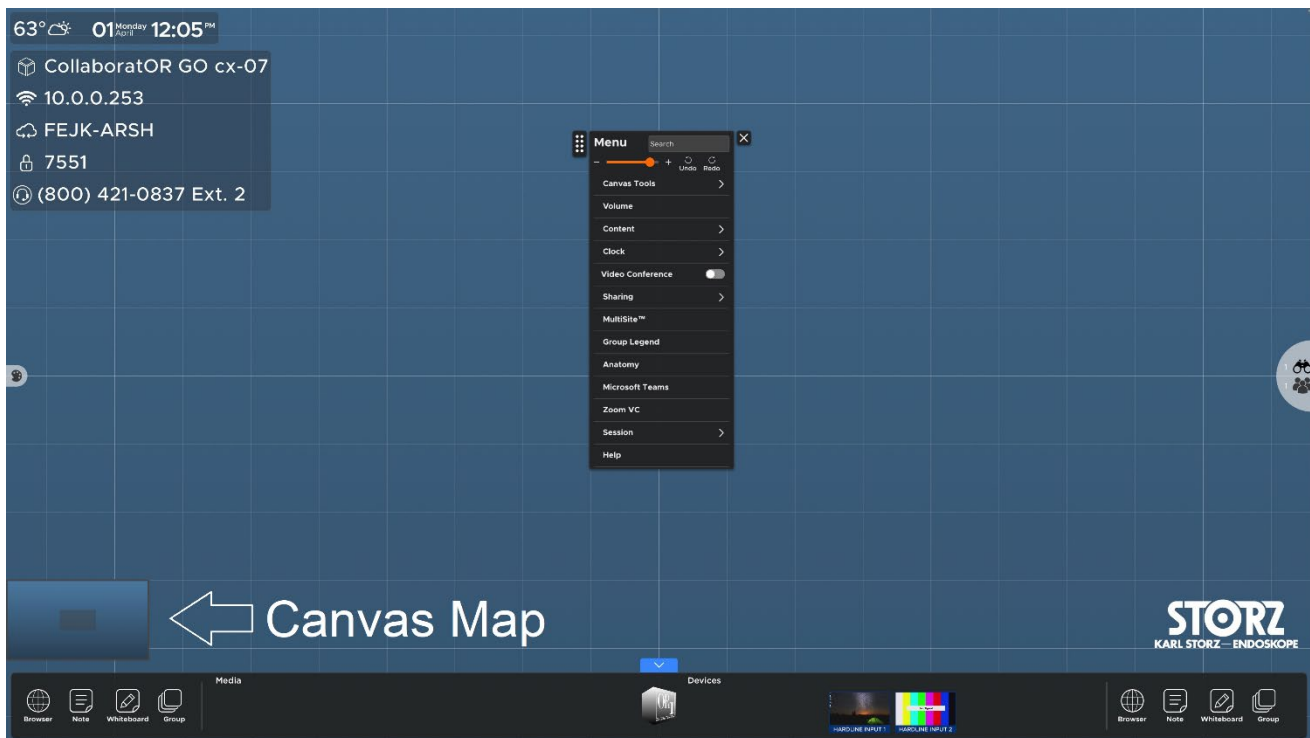
4. CollaboratOR Start

Tap 'Start' to open a new CollaboratOR Canvas.

Canvas and Canvas Map

The CollaboratOR Canvas is the digital backdrop for your CollaboratOR sessions, and can expand up to 20 times the surface area of the physical touchscreen. Use touch gestures like pinch-to-zoom, swipe to pan, or flick to interact with content and navigate around the Canvas.

The Canvas Map is in the lower left corner of your CollaboratOR Canvas. The dark shaded box represents the active area of the Canvas that is displayed on the touchscreen. This can aid you in finding content or panning from one area of the Canvas to another. In addition to using the Canvas Map as your visual aid, you can tap directly on the Canvas Map to quickly navigate to areas of the Canvas. Pieces of content will appear as rectangles on the Canvas Map to help visualize where content is relative to the canvas.


Canvas Tray

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

Minimize Tray

The CollaboratOR Canvas Tray can be hidden to maximize the user's active workspace. From the main menu, navigate to "Canvas Tools" under "Hide Tray". Use this toggle to hide the Canvas Tray, Canvas Map, and T1V / AirConnect connection credentials.
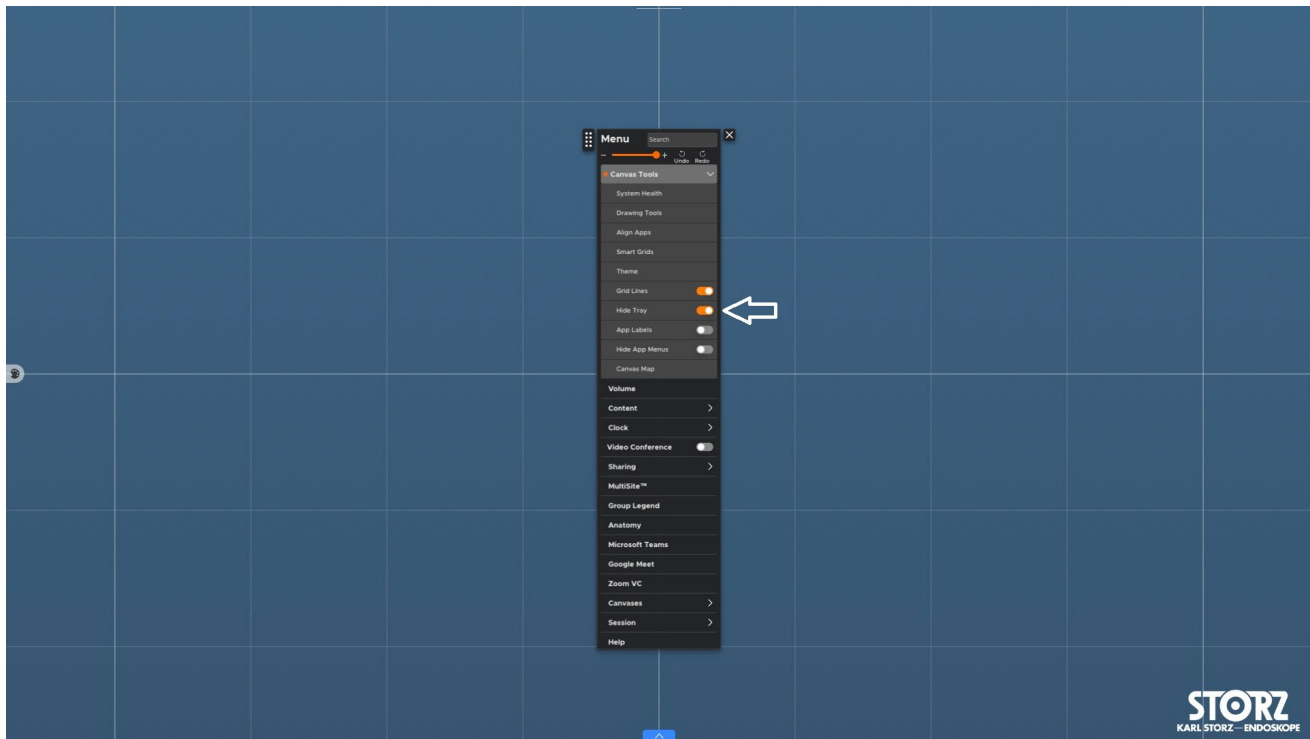
Apps

To help you get ideas and thoughts onto the Canvas quickly, several apps are visible from any screen: Web Browser, Note, Whiteboard, and Group. You can access all four of these apps from the bottom corners of the Canvas. You can also access our built-in apps from the main menu.
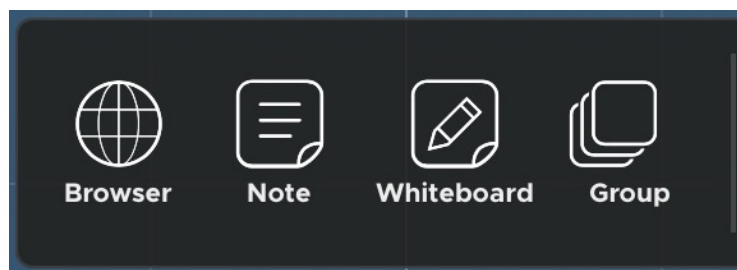

Simply tap or drag/drop the icons to the Canvas to open a new Web Browser, Note, or Whiteboard. Tap the content window to activate (the window is active when the color border appears and you can see your content tray at the bottom of the window). When active, you can pinch-zoom within the content window 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 and place the content anywhere on the canvas.

To close Web Browser, Note, Whiteboard, or any content window from the Canvas, 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.
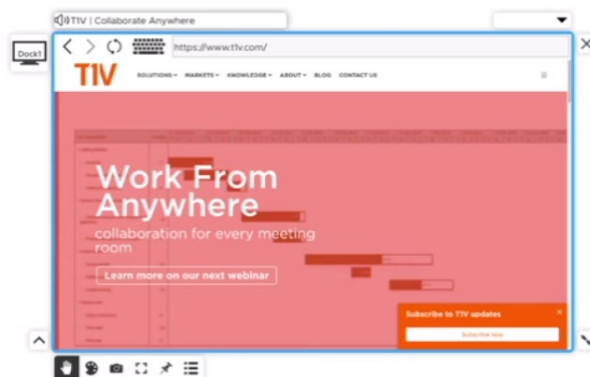

Tap anywhere on the Note window to activate the content window. Once the window is active (when the color border appears and the content tray is visible) pinch-zoom is possible to resize the text within the content window. The dimensions of the Note window can be changed using the two-arrow resize icon on the bottom right of the window. The background and text colors can be changed using the Palette button in the bottom-left corner of your Note content window in the window's content tray.

Whiteboard

Whiteboard is an app to draw freehand or with a stylus. Tap anywhere on the Whiteboard window to activate the content window. Once the window is active (when the color border appears and the content tray is visible) pinch-zoom is possible to resize the drawing within the content window. The dimensions of the Whiteboard window can be changed using the two-arrow resize icon on the bottom right of the window.
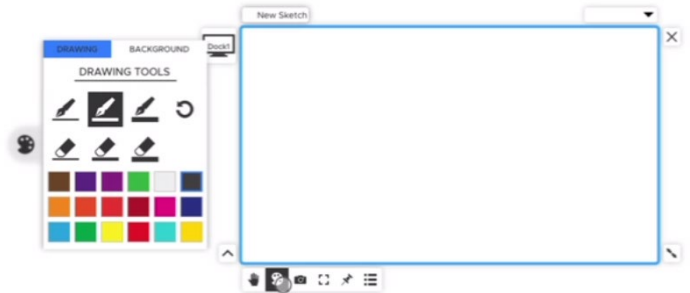
Group

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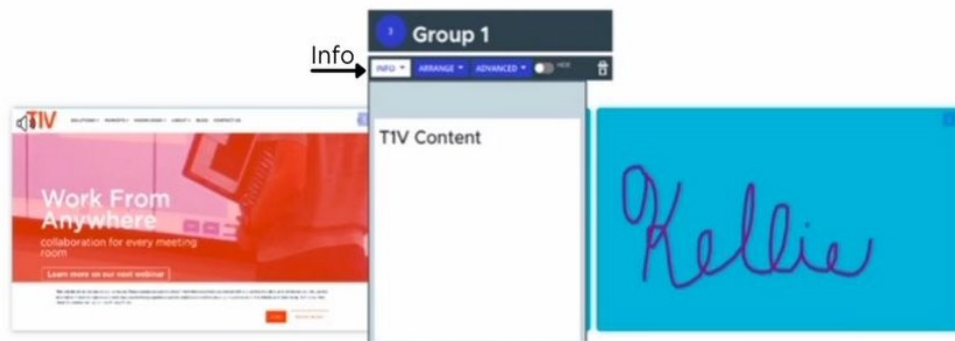
1. Number of Items in a Group

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, a different application background and text color can be selected 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 CollaboratOR USB port. For smaller CollaboratOR solutions (single panel displays), this may be located on the back or side of the interactive display. Ask your CollaboratOR administrator for more details on where your USB port is located. The CollaboratOR can be integrated with network drive folders, in which case no USB would be required to access media.

Once a USB drive is inserted into an available port, content will automatically appear in 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. Simply drag or flick through media to find the desired content to share to the Canvas. To place content to the Canvas, simply tap or drag file thumbnails.

Tap the home button (🏠) to navigate to the top level of the USB or network drive. Hit the back button to move in and out of file folders.
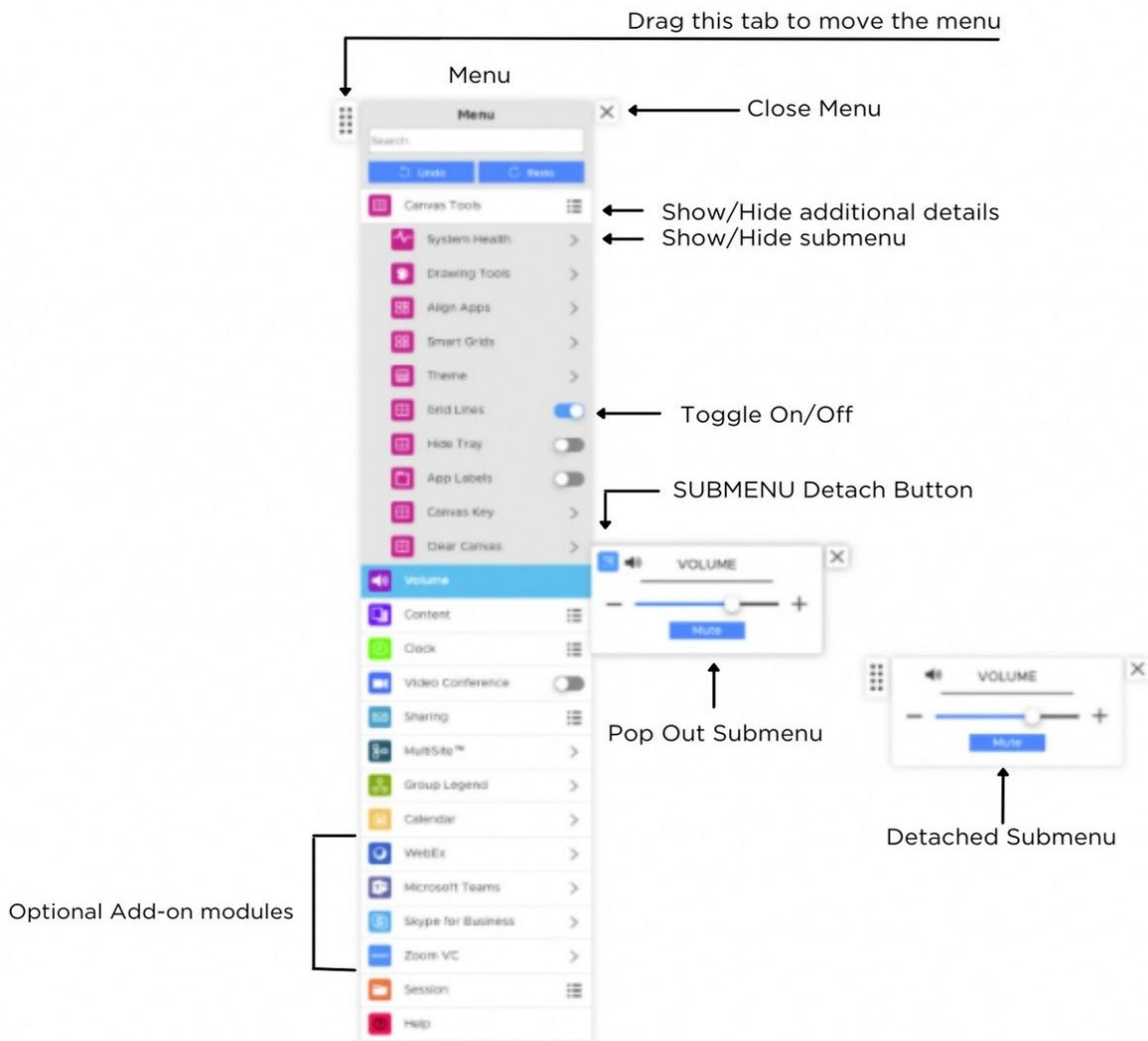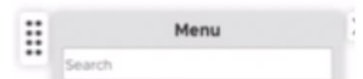

Menu

To open the CollaboratOR main menu, tap the CollaboratOR icon or long tap (tap and hold) anywhere on the Canvas. Multiple users can open the menu at the same time. The main menu will idle after a set period of time, and will disappear from the Canvas.

The menu is divided into a series of tabs and submenus. Most 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.

Drag this tab to move the menu

Menu

Close Menu

Show/Hide additional details
Show/Hide submenu

Toggle On/Off

SUBMENU Detach Button

Pop Out Submenu

Detached Submenu

Optional Add-on modules

1. Menu Search

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

2. Undo/Redo

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

3. Canvas Tools

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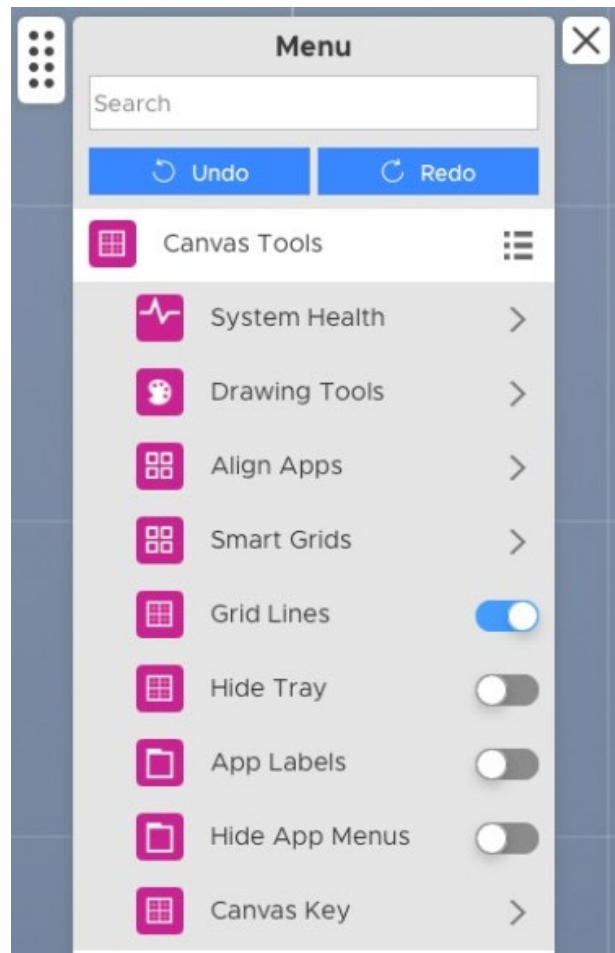
Drawing Tools

From the Drawing Tools submenu, you can control how drawings will appear on the Canvas. Start by toggling on Finger drawing to enable users to draw on the Canvas using their fingers. If your display supports Stylus drawing, you will have the option to toggle Stylus Mode on, enabling you to draw on the Canvas using a Stylus.
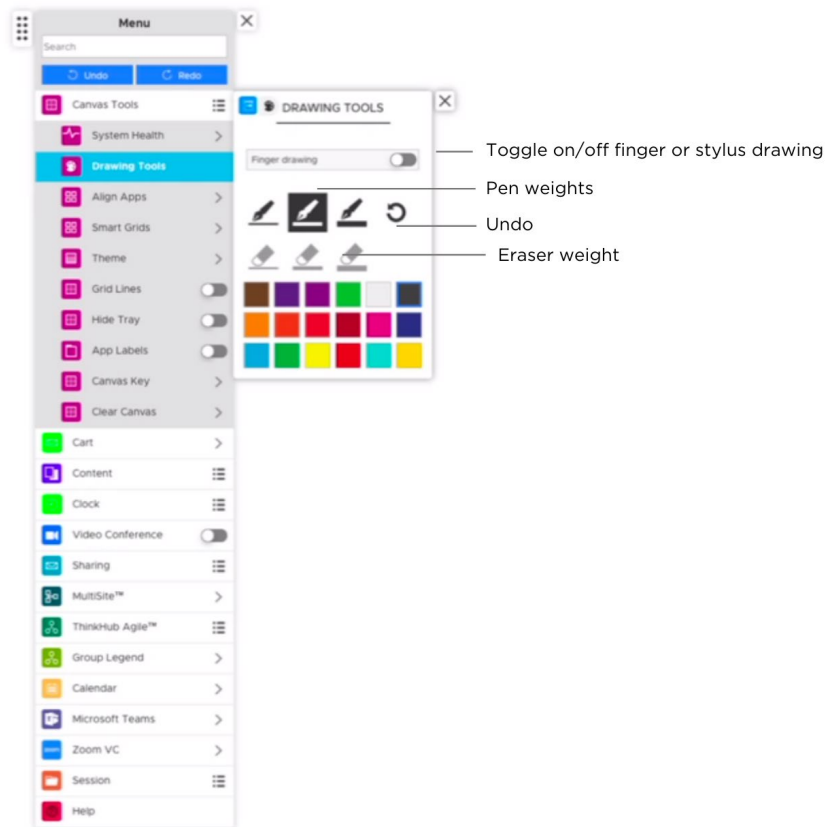
Once Canvas drawing is enabled, you can select pen weight and color at the same time. You can also undo your last action, select eraser weights if you want to erase specific content, or erase all (this will erase all Canvas drawing). Please note, you can undo the erase all action by tapping the same button once highlighted.

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

Stylus Mode

When used with compatible touch sensor hardware, CollaboratOR 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 CollaboratOR 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 CollaboratOR Canvas. You can align all items 'In View' (what's currently displayed on the physical display), or the 'Entire Canvas.' This feature will quickly snap all items to the grid.

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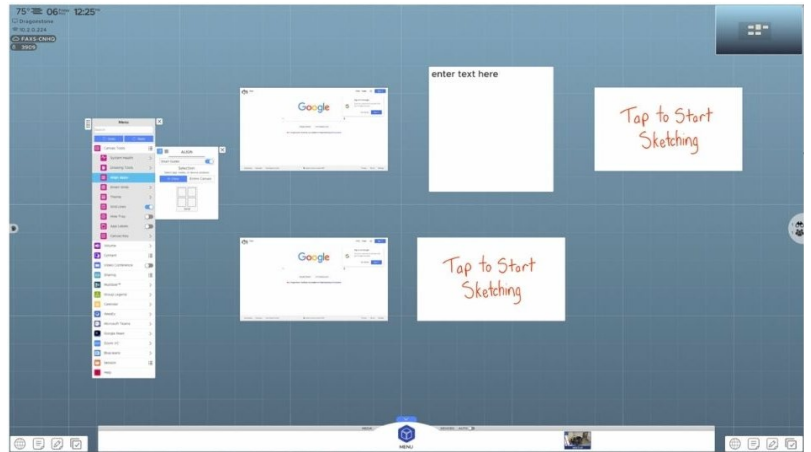
SmartGrids

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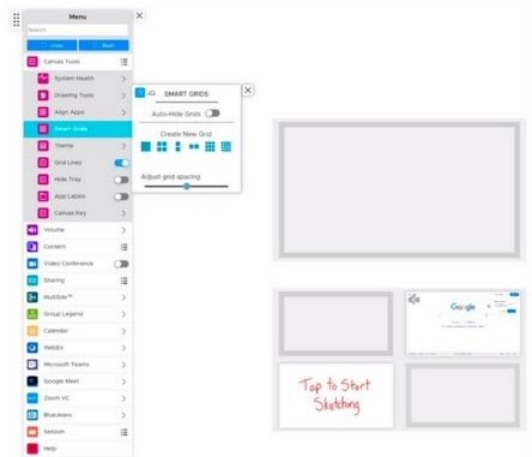
Theme

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.
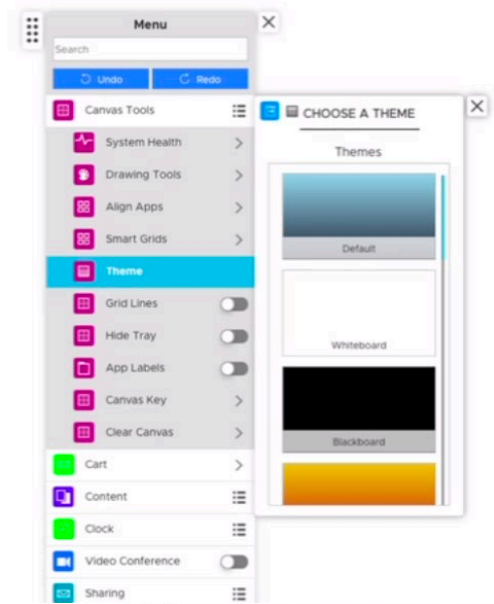
Show Grid Lines

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

Grid Lines On

Grid Lines Off
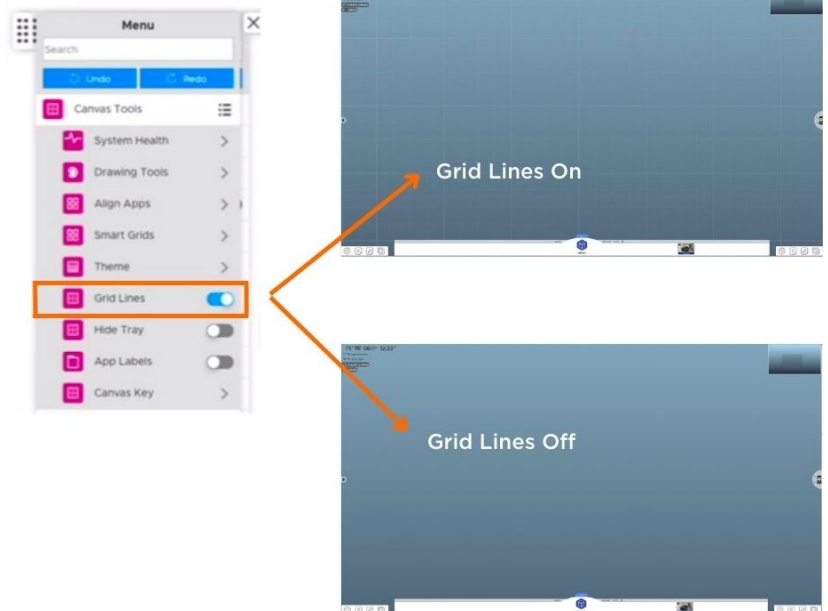
Show App Labels

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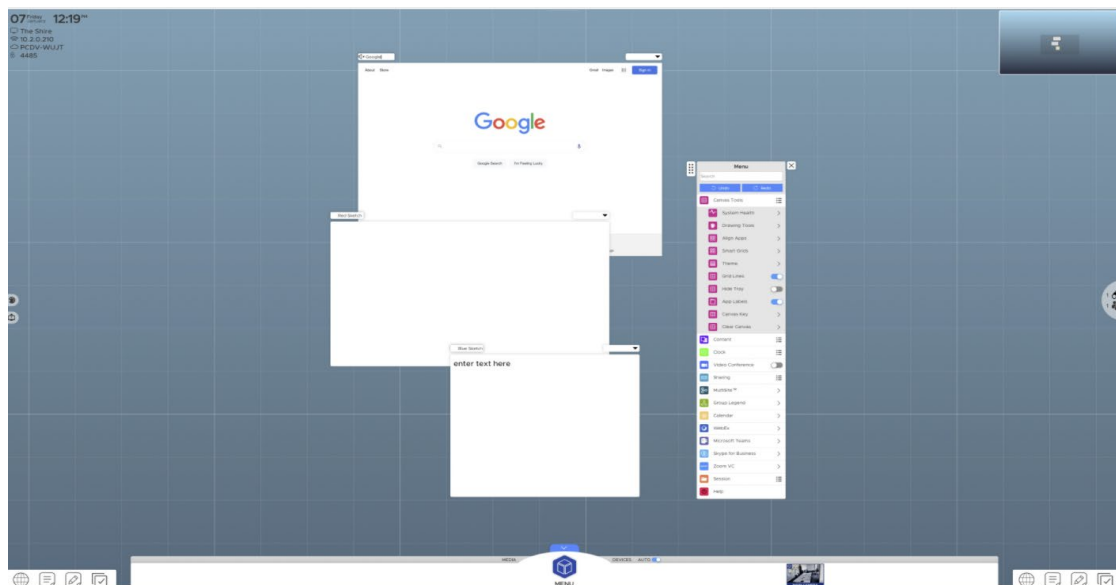

App
Labels On (above), App Labels Off (below)
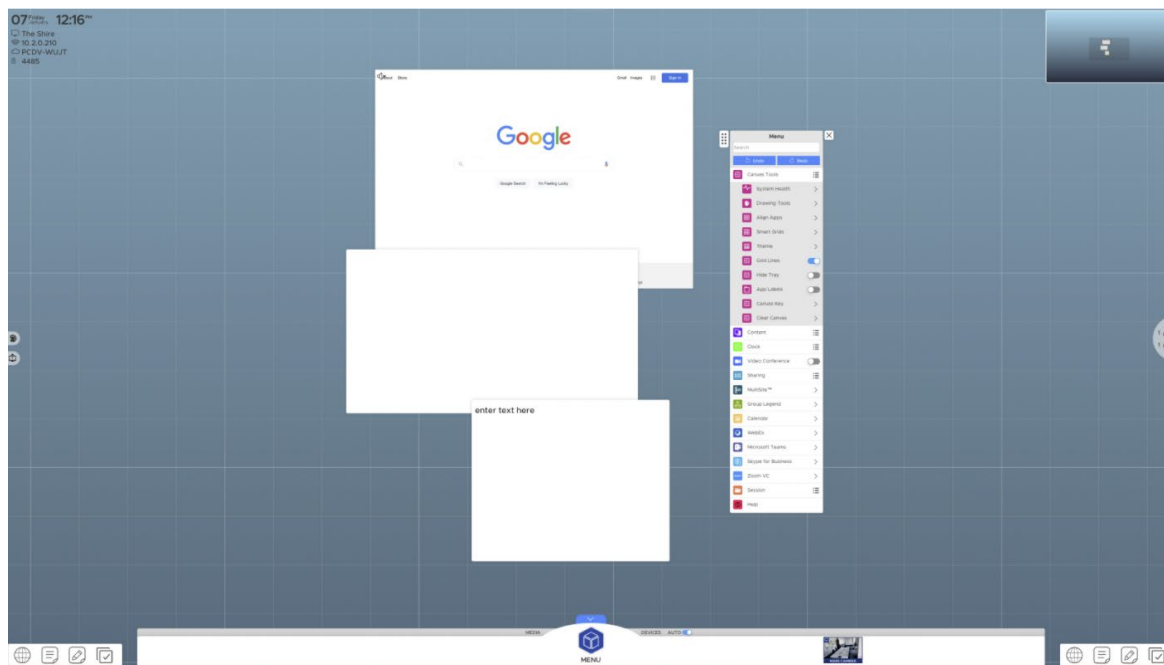
Canvas Map

Access the Canvas Map from the convenience of the menu - particularly useful for large, multipanel walls or any ADA deployments. You can quickly move to a different area of the canvas by tapping on the Canvas Map.

Clear Canvas

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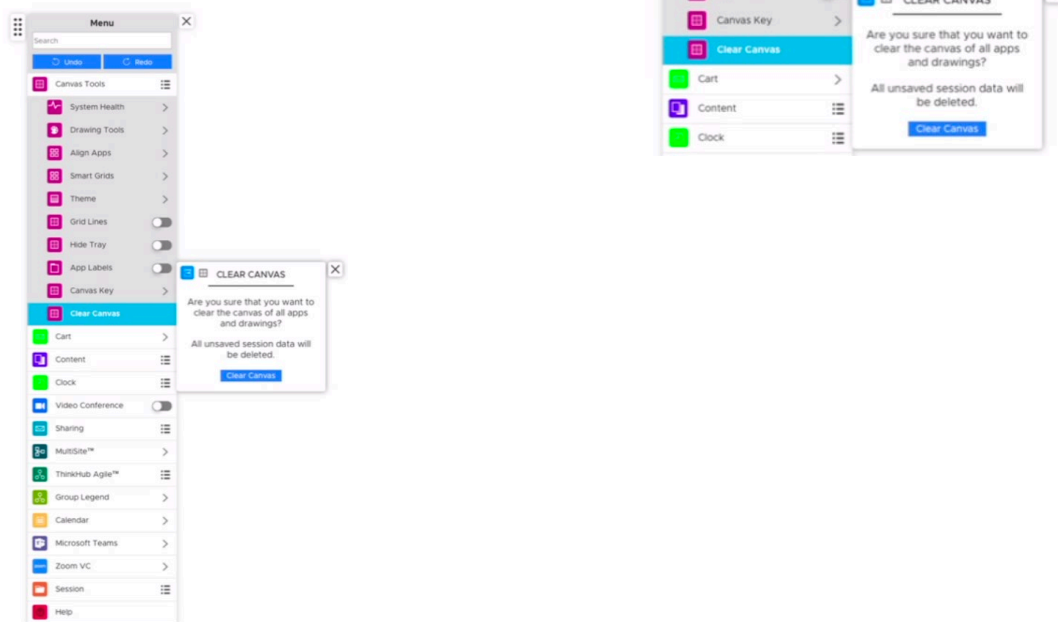
4. Volume

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

5. Content

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

Media

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

Devices

Select this tab to access devices connected through T1V app (laptops, smartphones, tablets, etc.). To view specific devices, you can tap or drag them directly to the Canvas.
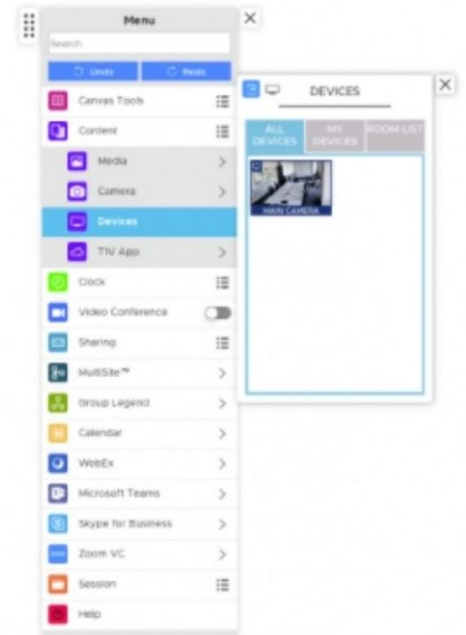
T1V also known as AirConnect App

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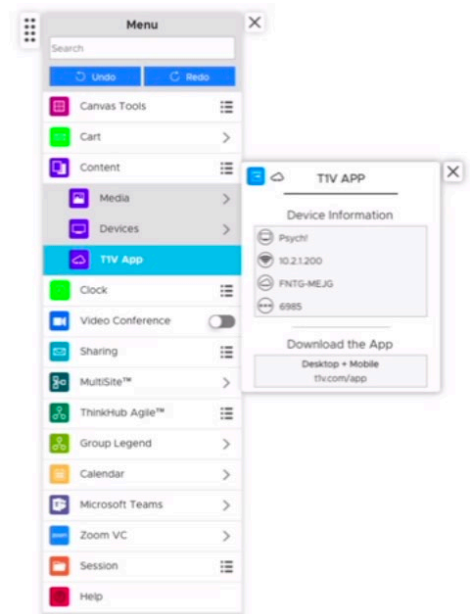
6. Sharing

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

Email

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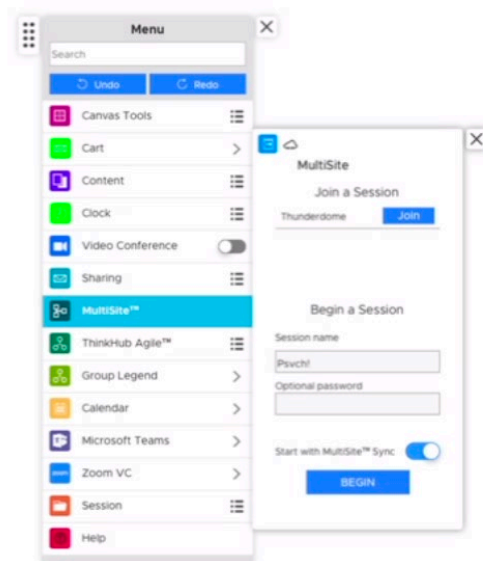
7. MultiSite

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

With CollaboratOR MultiSite and CollaboratOR 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.
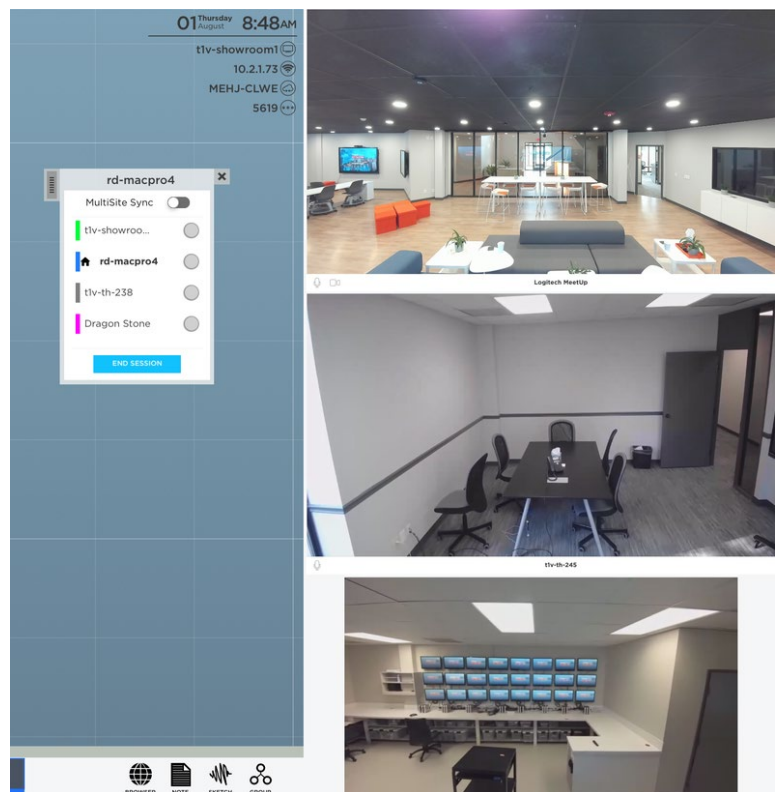
MultiSite Sync

CollaboratOR MultiSite Sync is another feature developed for our MultiSite customer base, 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.
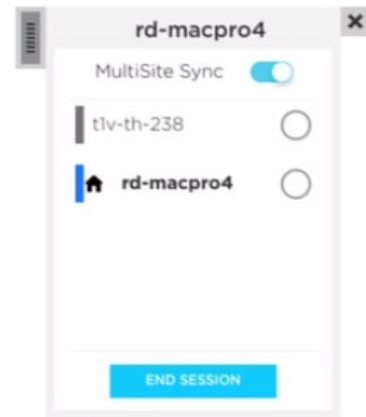
MultiSite Video Conference

CollaboratOR MultiSite 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 CollaboratOR 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 CollaboratOR. When in the CollaboratOR 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.


MultiSite Room Merging

CollaboratOR MultiSite now gives you the option to access any participant's devices from any CollaboratOR. Shared devices include Hardline Inputs, T1V casted feeds, and cameras.

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.
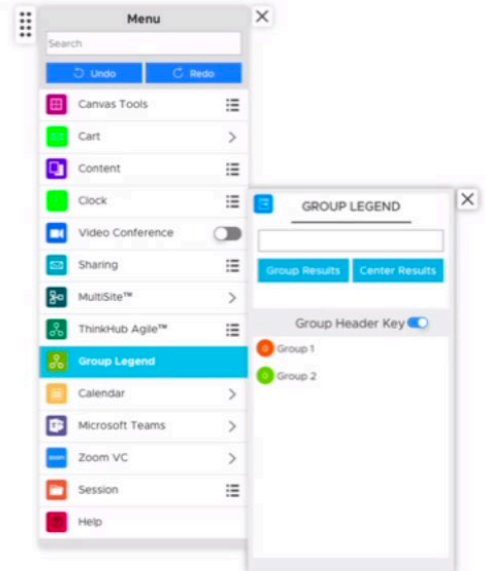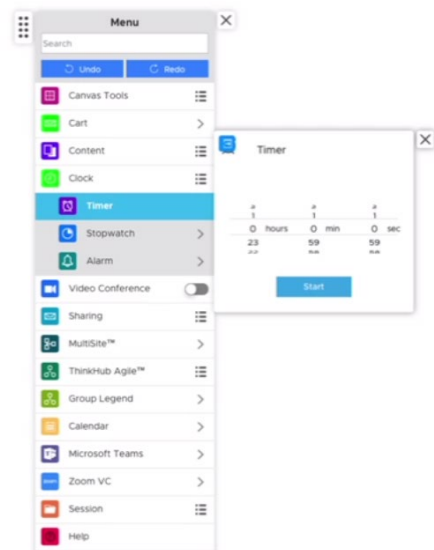

10. CollaboratOR Clock

The CollaboratOR 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 CollaboratOR Clock submenu, select the Timer option to run effective meetings and brainstorming sessions.
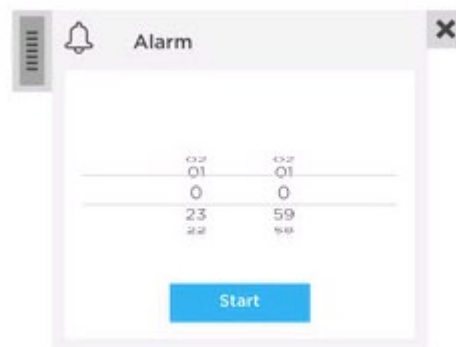
Stopwatch

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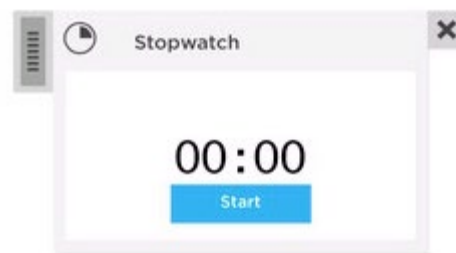
Alarm

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

10. Videoconferencing

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

Webex

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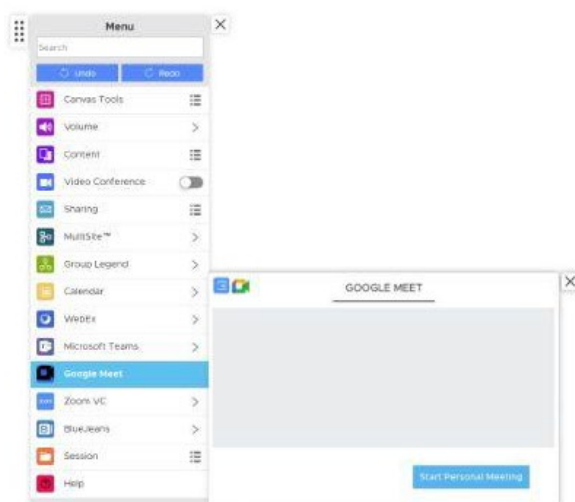

Microsoft Teams

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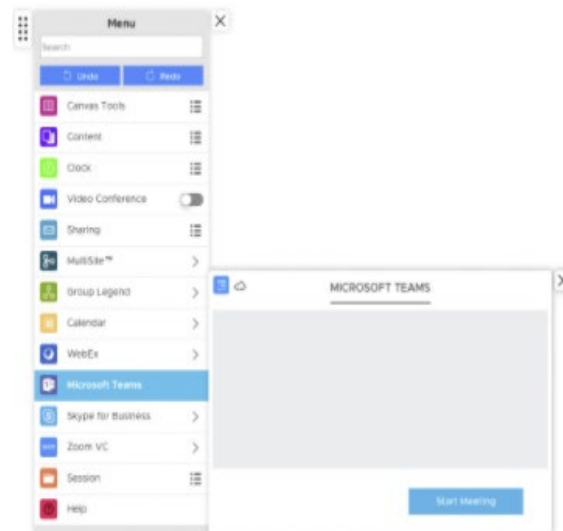
Google Meet

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

Zoom

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

BlueJeans

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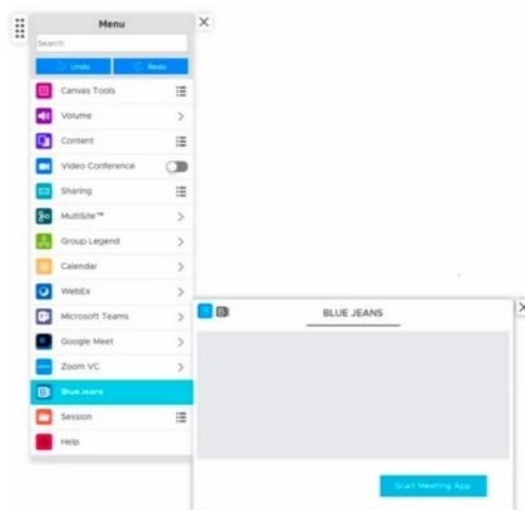
VC Panel

The CollaboratOR 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, Google Meet, or 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.
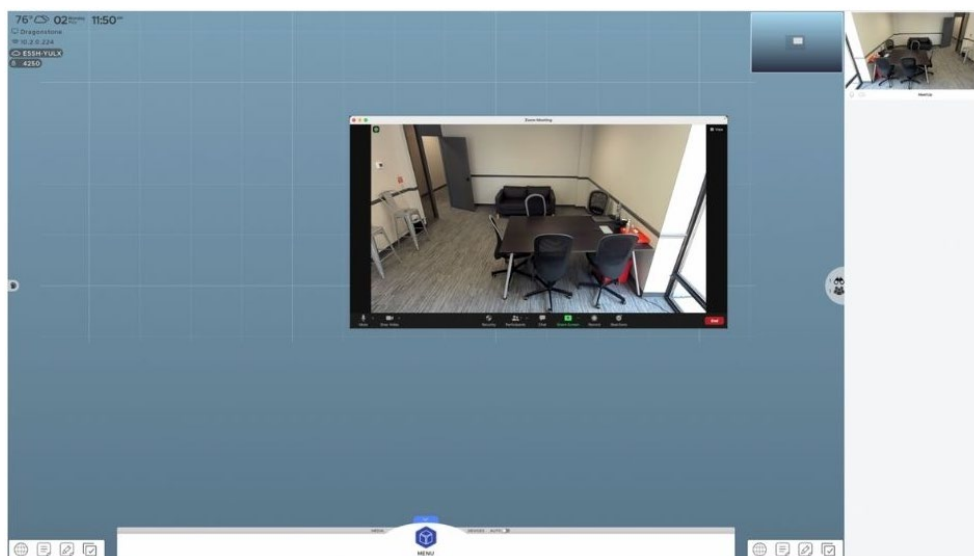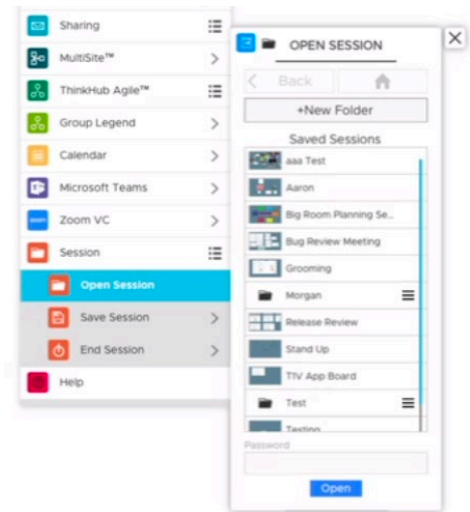
11. Session

From this tab you can open, save, and end your CollaboratOR 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.
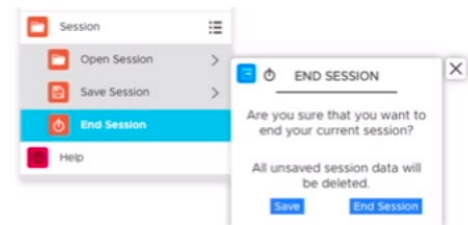
Save Session

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.
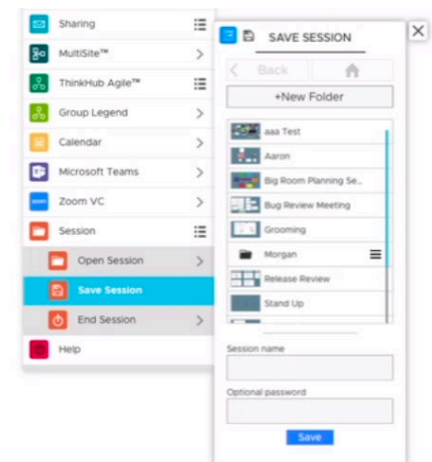
End Session

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 CollaboratOR tools, you can access CollaboratOR Help right here at the bottom of the menu. Tap 'Continue Session' to return to your session.
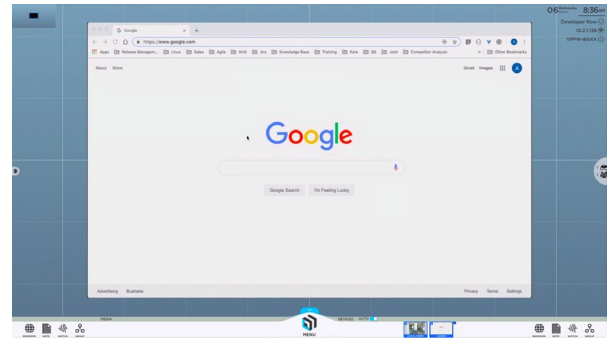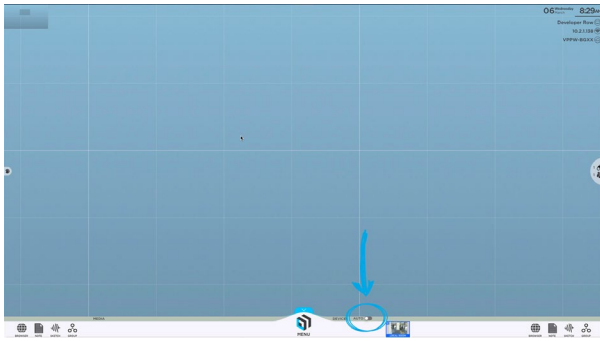
Devices

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.
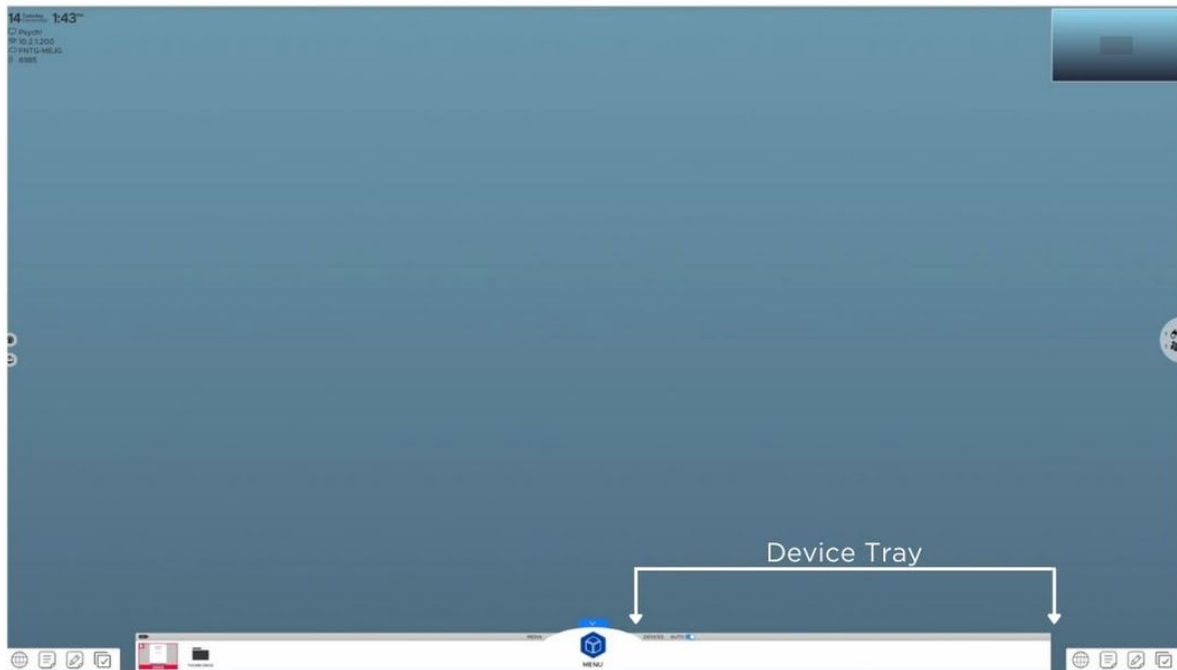
AutoPresent Mode

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.

Content Tray

Each piece of content available to you on the CollaboratOR 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, Whiteboard, 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.
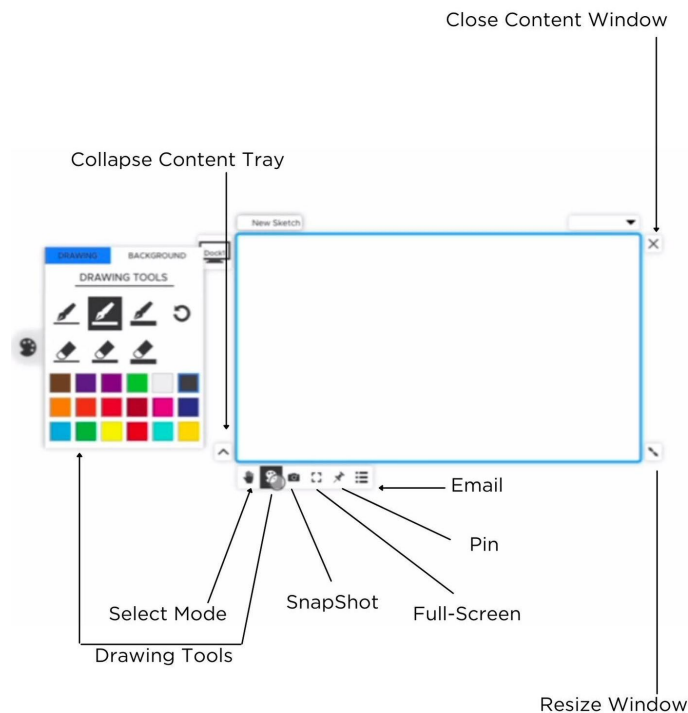
T1V (also known as AirConnect)

The T1V application enables you to connect any laptop or mobile device wirelessly to CollaboratORs and supports macOS, iOS, Android, and Windows devices.

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

Connecting your device

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


If you are on the same network as the CollaboratOR, you may enter the IP Address. If you are on a different network (e.g. you have guests who would like to connect to the CollaboratOR from your guest network), enter the eight character CollaboratOR Room ID.

Note: Users can connect to their CollaboratOR from anywhere in the world, even from a cellular network connection.

Once you have connected to a CollaboratOR, 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 to remember your 'Rooms' list). After your first connection, all you will need to enter to join that same CollaboratOR will be the passcode (the 4 digit number).
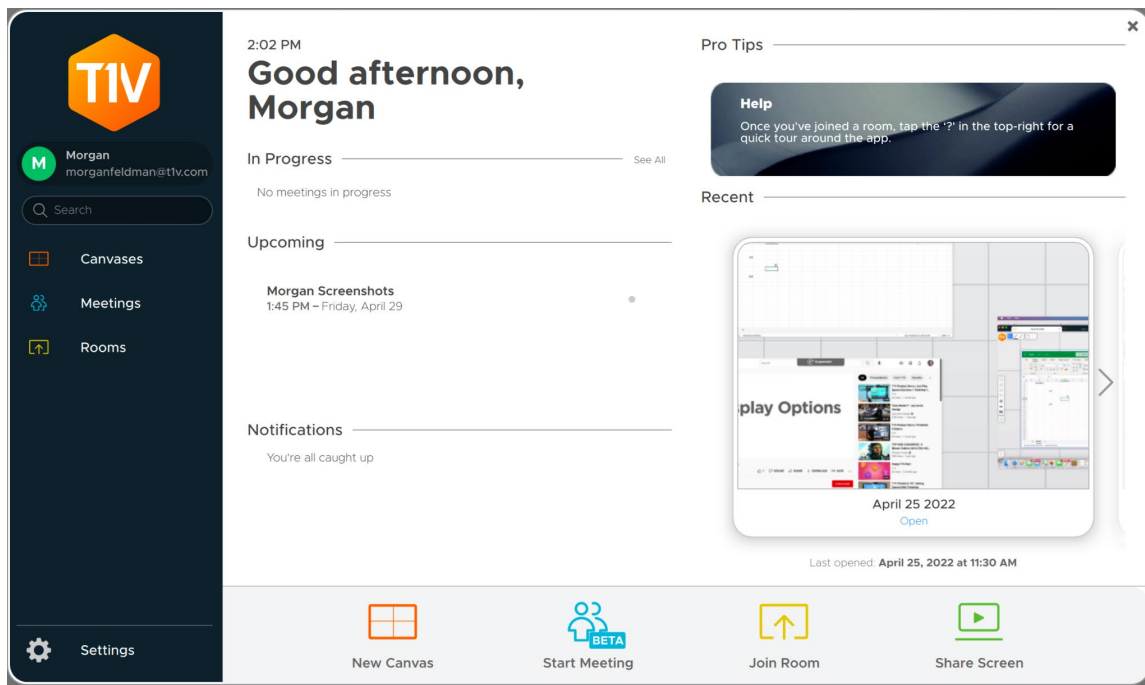
As an additional layer of security, the passcode is located in the upper left corner of the Canvas and is required to connect devices to the display via the T1V app. Your administrator can specify a static passcode, or request the passcode to reset automatically every 30 minutes. You may also request installations where no passcode is required.
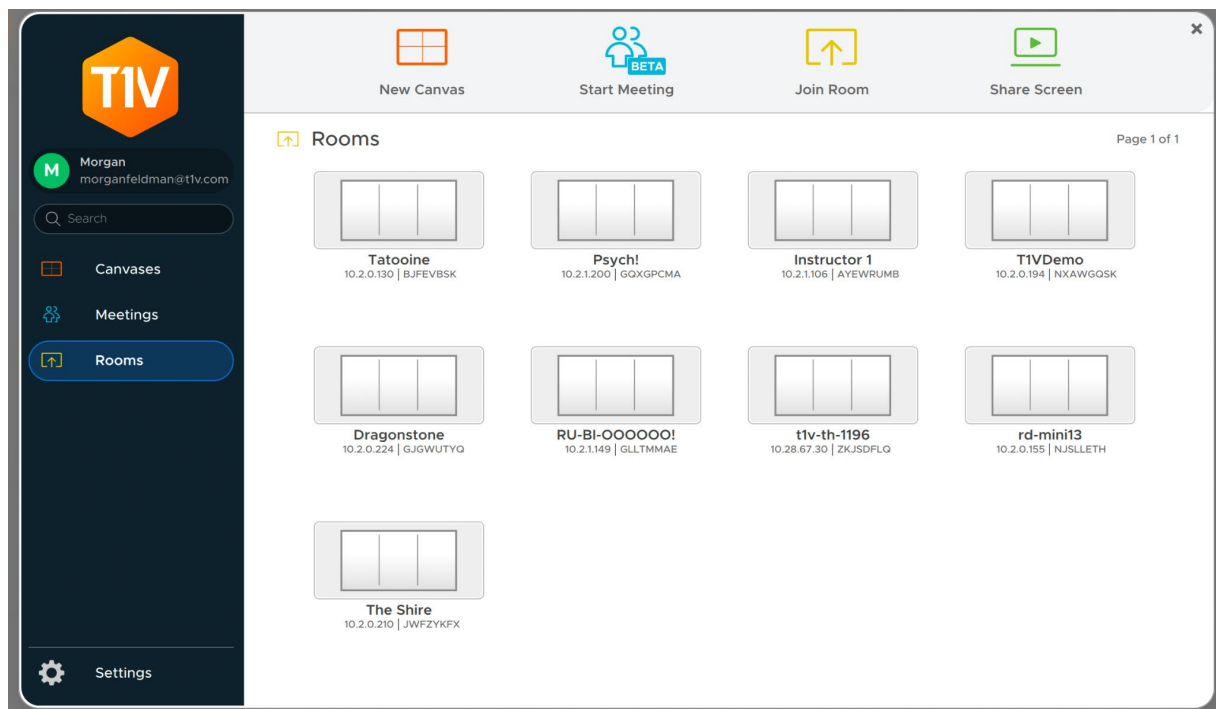
The T1V app Menu

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 CollaboratOR 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:
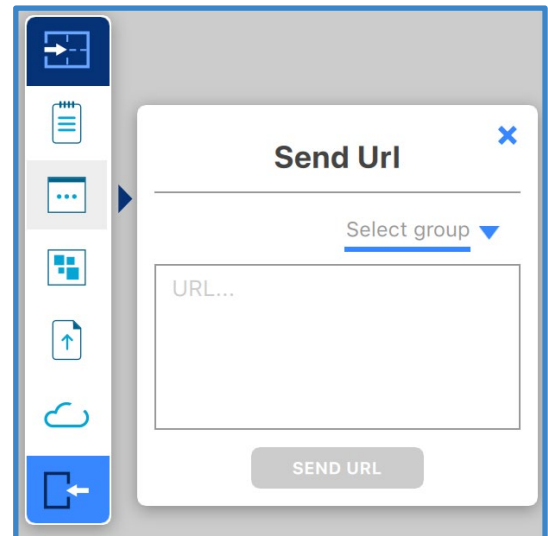
Send Note

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 CollaboratOR Canvas. Select the note icon to start a new note. Once shared to the Canvas, in-room participants can also edit your Notes - opting to change background colors to categorize ideas, changing the actual copy, or annotating on top of the Note. If there are one or more Groups on the Canvas, the 'Select Group...' dropdown appears in the top right of the Send Note window. Selecting a Group within this dropdown will automatically add the Note to that Group when sent to the Canvas.
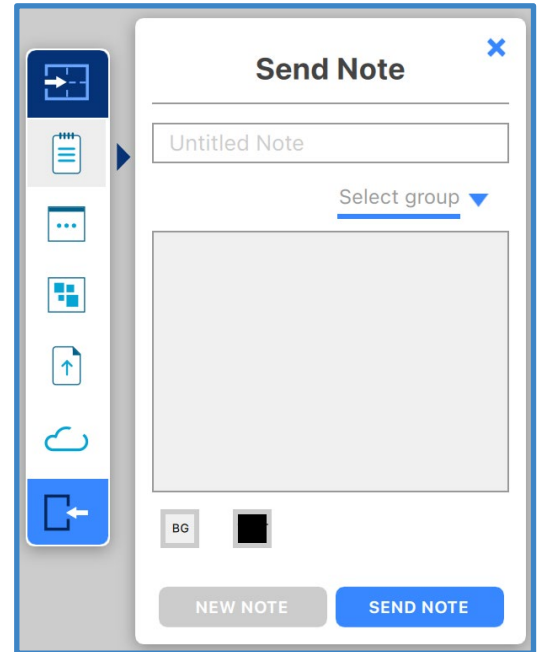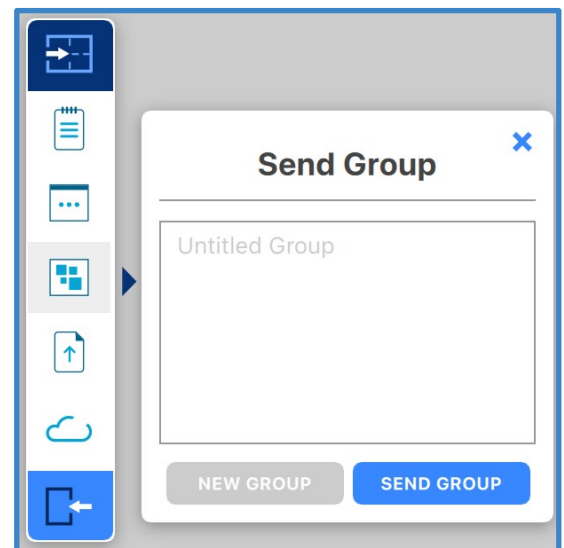

Send URL

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

Send Group

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

Send Files

Send content files (images, videos, PDFs) to the CollaboratOR 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 CollaboratOR Canvas anytime.
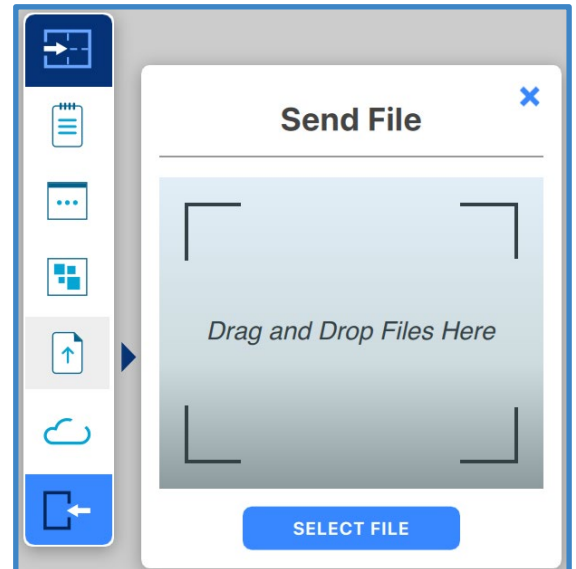
Download Notes

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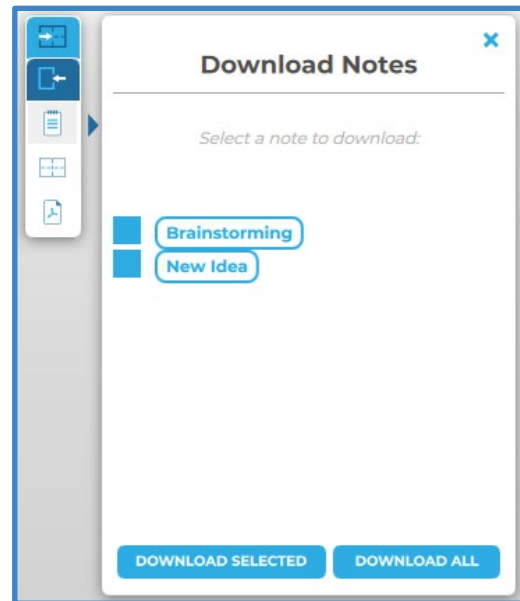

Download Files

You also have the ability to download files from the CollaboratOR 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).
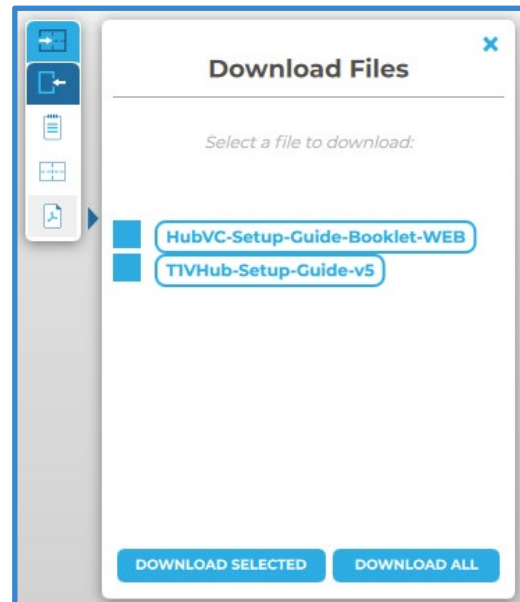
Download Canvas

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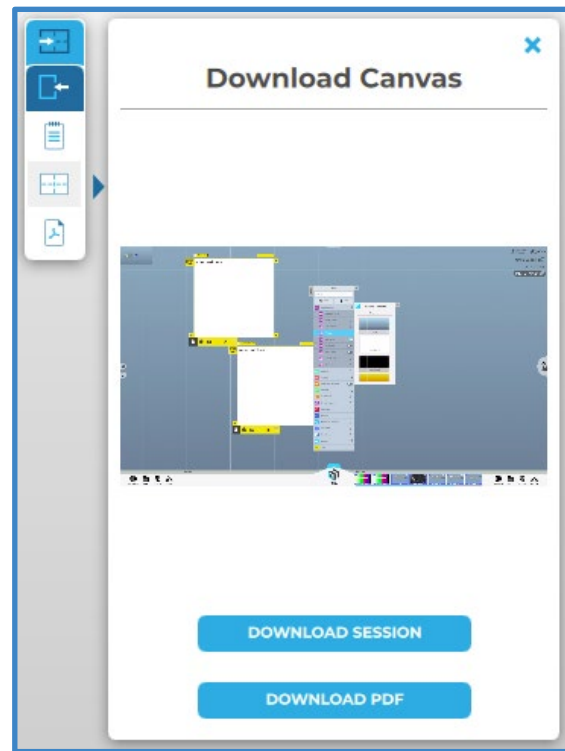
Zoom In / Zoom Out

When remotely viewing the CollaboratOR 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, Whiteboard, 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 CollaboratOR 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 CollaboratOR room.

Leave

Select this button to end your connection to the CollaboratOR 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.
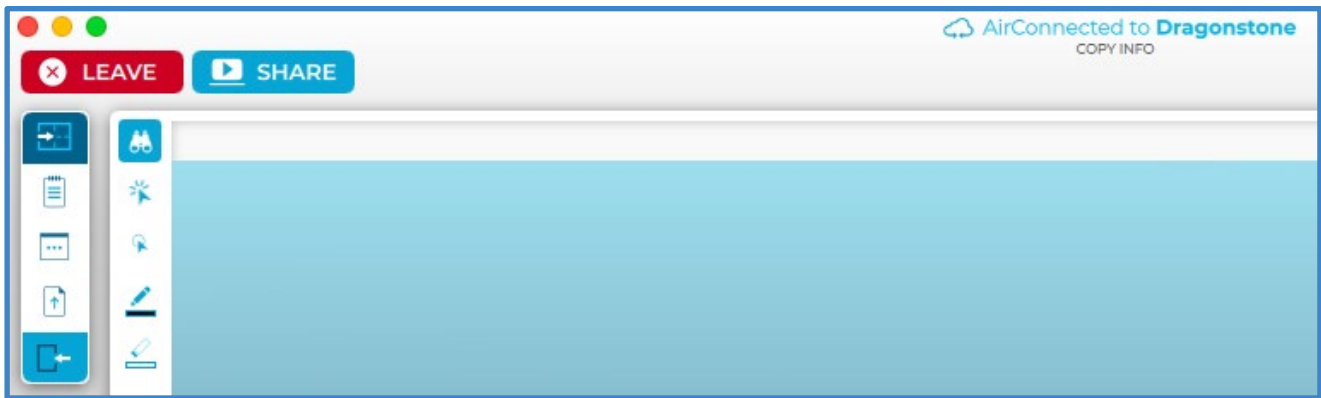
## Selecting a window or screen to share

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.
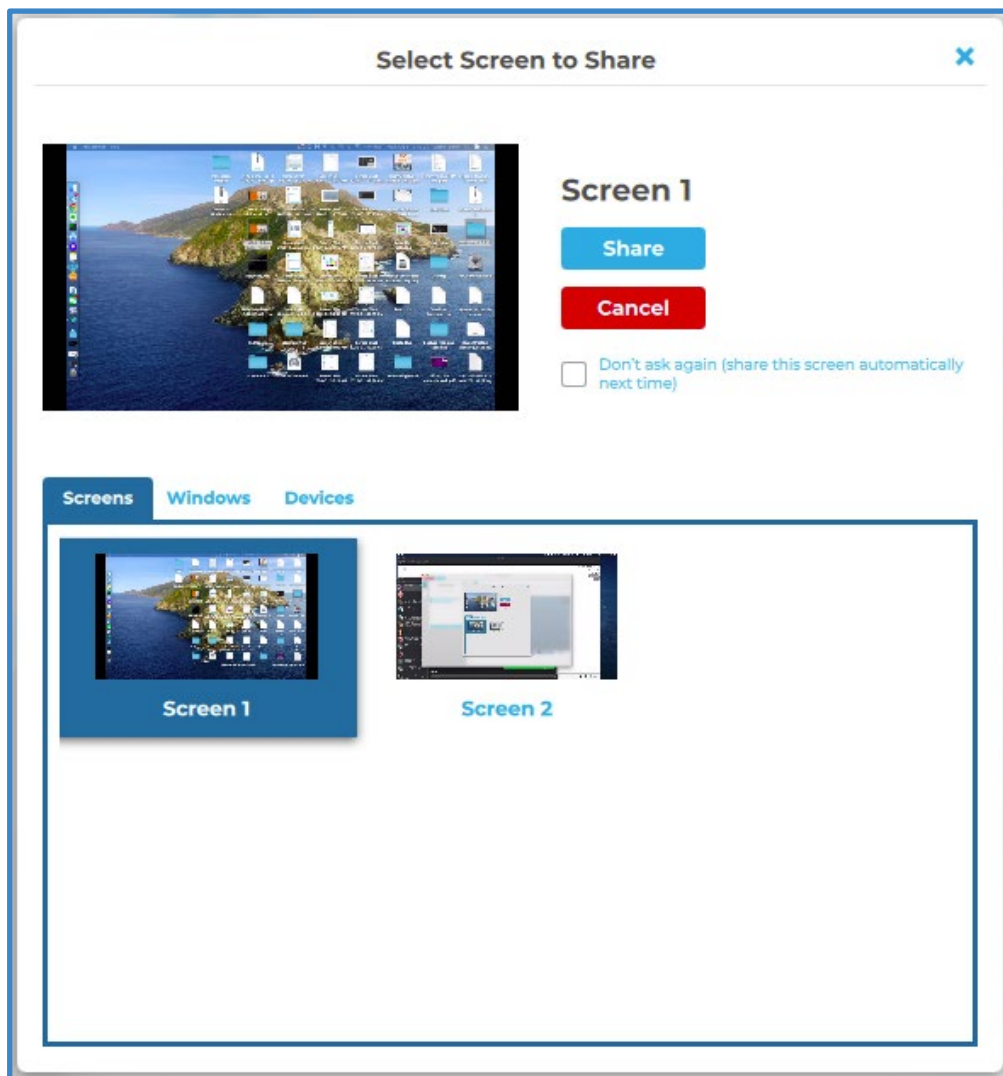
After you tap 'Share,' you will see a black bar at the top of your device screen. This indicates you are successfully casting your device screen to the CollaboratOR or T1V Hub display.
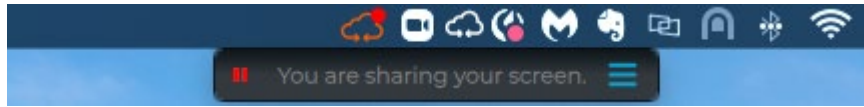
There are additional screen-sharing options available in the hamburger menu.
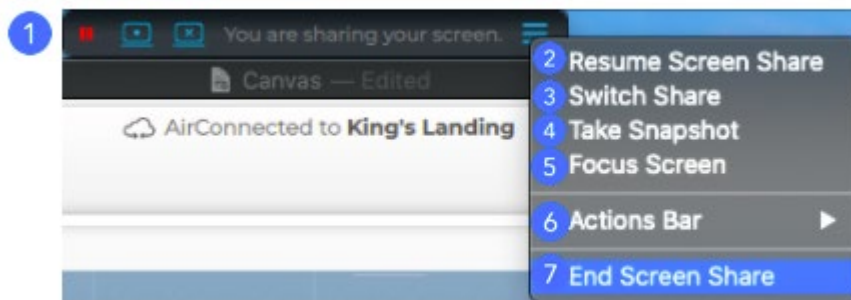
1. Pause Screen Share

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 CollaboratOR. 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 CollaboratOR device.

Settings - General

1. My Device Name

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

2. Restore to Defaults

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

3. TouchControl™

TouchControl gives you the ability to control your connected device from a room display. For example, if you wish to advance slides during a presentation, or you want to be able to make simple edits in programs such as O365 or Google Workspace. Please note: TouchControl currently runs on Mac and Windows laptops. TouchControl will only work when sharing your entire device screen.

4. In-App Notifications

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

5. Email Notifications

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

6. Theme

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

7. Download Folder

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

8. Quick Cast

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

9. MultiCast

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

10. Icon Size

Choose the size of your T1V app icons.

Settings - Registration

1. Email Address

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

2. Update Registration

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

3. Registered Addresses

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

Settings - Audio

1. Share Computer Audio

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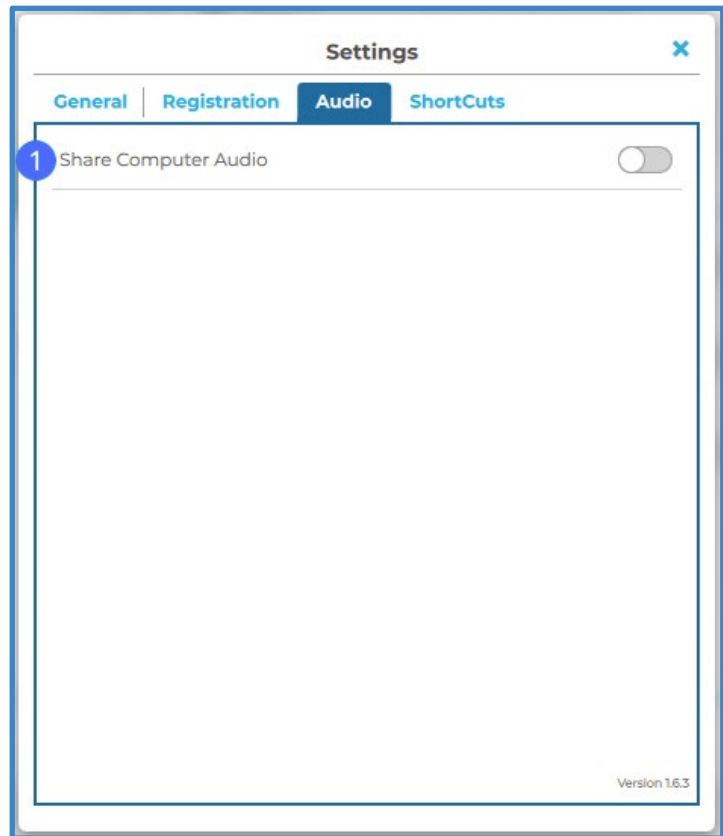
Settings - Shortcuts

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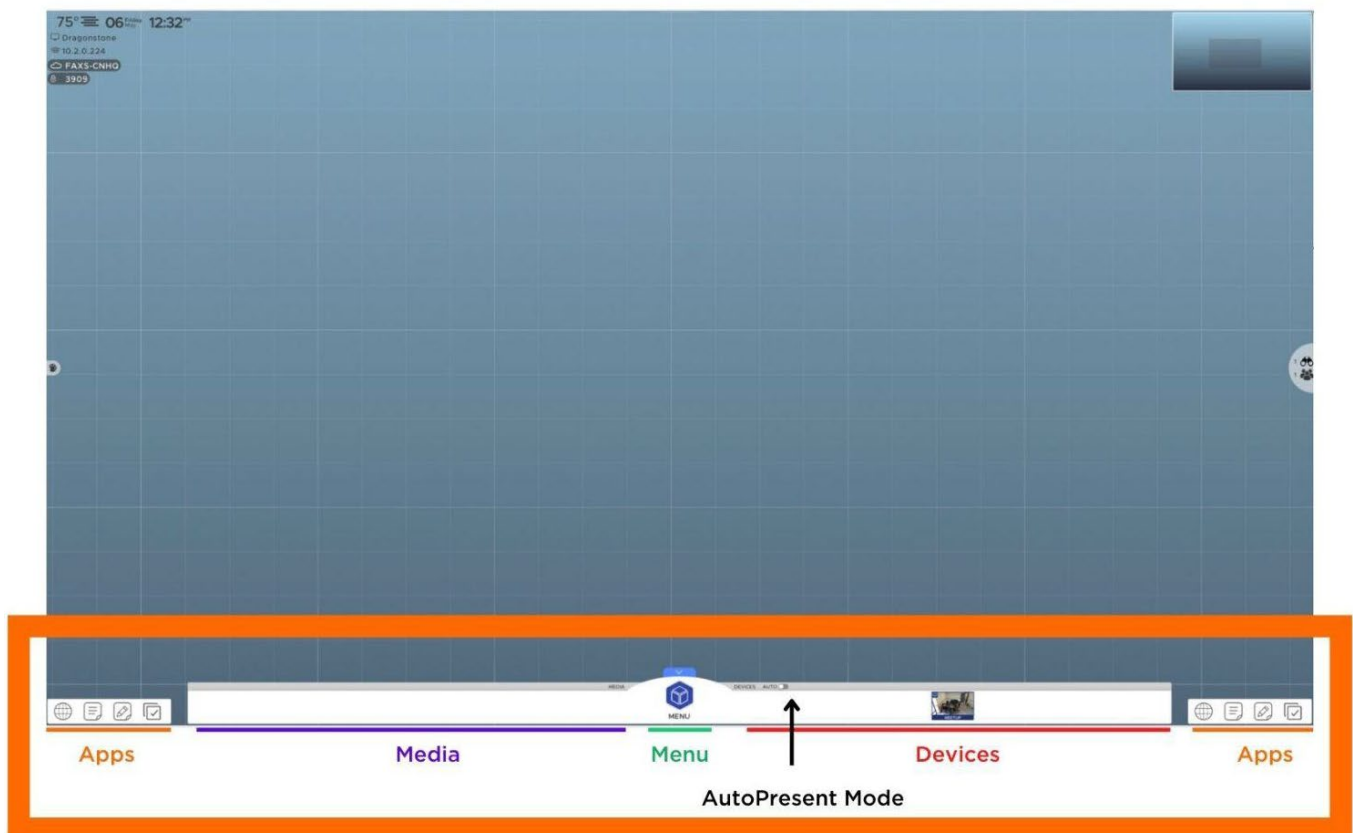
Connecting multiple devices

Connecting multiple devices in CollaboratOR

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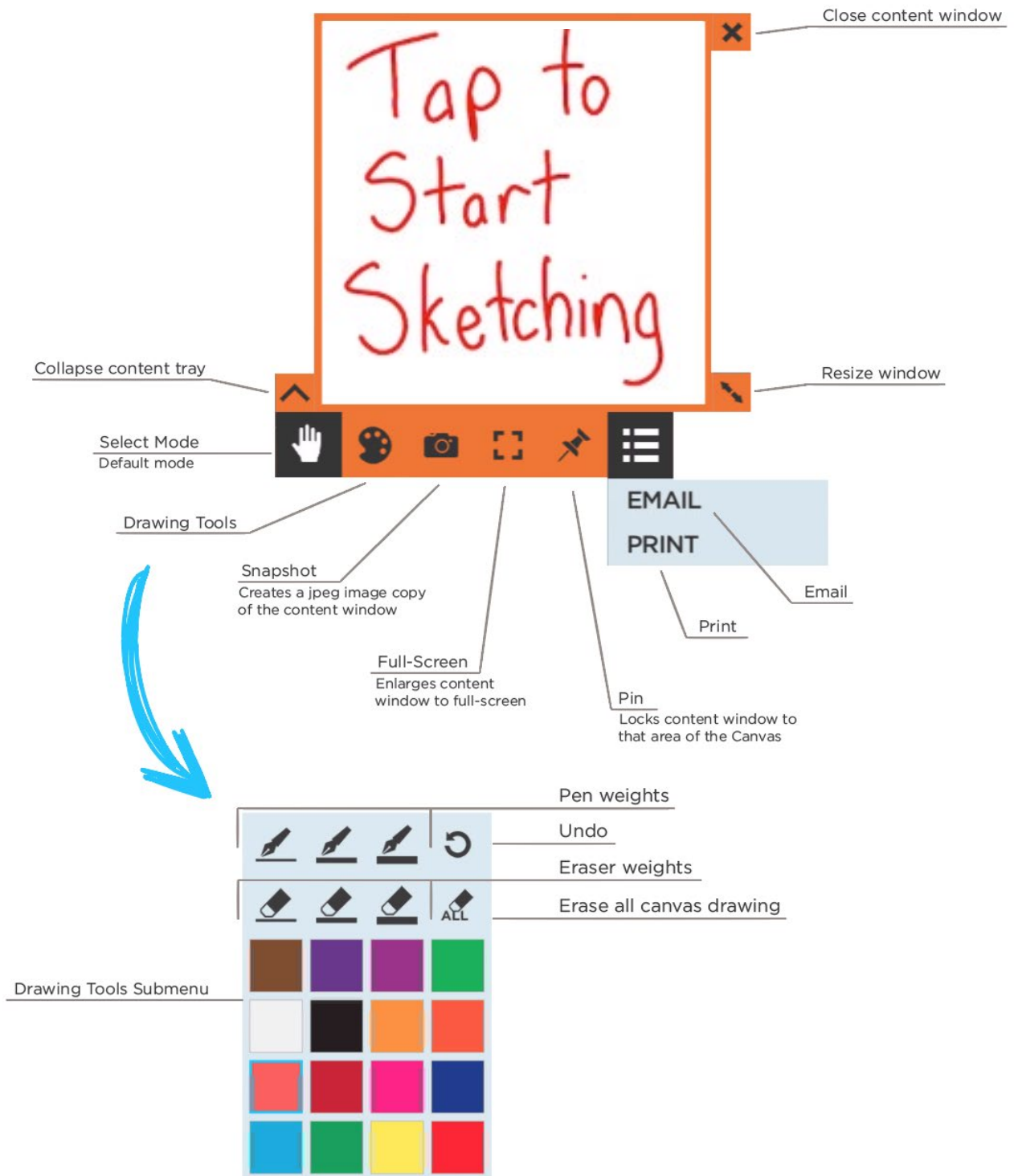
Button / Icon Glossary

CollaboratOR uses buttons to represent a series of user tools and actions, each represented by a visual icon. CollaboratOR icons are used in different places around the CollaboratOR 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

Close content window

Tap to
Start
Sketching

Collapse content tray

Resize window

Select Mode
Default mode

Drawing Tools

EMAIL

PRINT

Snapshot
Creates a jpeg image copy
of the content window

Email

Print

Full-Screen
Enlarges content
window to full-screen

Pin
Locks content window to
that area of the Canvas

Pen weights

Undo

Eraser weights

Erase all canvas drawing

Drawing Tools Submenu

Menu

MENU

Drag this tab to move the menu

Menu

Close Menu

Search

Undo   Redo

Canvas Tools — Show/Hide Submenu

System Health → — Show/Hide additional tabs

Drawing Tools →

Align Apps →

Smart Grids →

Theme →

Grid Lines ⬤ — Toggle On/Off

Hide Tray ◯

App Labels ◯   Detach button allows you to move submenus anywhere on the Canvas

Canvas Key →

Volume →   SUBMENU

Content ☰

Clock ☰   DEVICES

Video Conference ◯   ALL DEVICES   MY DEVICES   ROOM LIST

Sharing ☰   MAIN CAMERA

MultiSite™ →

Group Legend →

Calendar →

Optional Add-On Modules   WebEx →

You may or may not have these options configured on your ThinkHub. Ask your ThinkHub admin for additional info.   Microsoft Teams →

Zoom VC →

Session ☰

Help