Tidebreak™

Introducing TeamSpot™

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Patent Information

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An Introduction to TeamSpot

THERE'S A REVOLUTION SHAPING UP in team collaboration with the growing spread of laptop computers, mobile devices, and wireless networks. Amid this shift, Tidebreak's TeamSpot is transforming conference rooms, libraries, computer labs and group work areas — any place where teams gather — into highly interactive collaboration zones.

TeamSpot powers these zones with advanced team collaboration capabilities that address the needs of groups in their project work by:

- Supporting activity with group-appropriate tools
- Empowering team members to multi-task in real-time
- Helping increase performance and achieve goals

TeamSpot redirects user interaction – rather than just video – across computers and mobilizes digital information with drag-and-drop simplicity.

Tidebreak's software provides new capabilities that are more powerful than desktop sharing approaches. With TeamSpot, groups can:

- Develop deliverables on a common screen by editing from laptops
- Easily move files between computers via drag and drop
- Copy and paste URLs, images, or text across computers
- Easily discover and share online materials and real-time data
- Automatically create an archive of session information
- Easily "push" a user's computer desktop to the common screen, *without* using video cables
- Work on parallel tasks and then rapidly integrate the results into a single seamless document

This document shows how to install the Tidebreak Client software on a laptop, tablet PC, or other computer and introduces TeamSpot's different features and capabilities.

Shared Browsing

File Transfer

Keyboard/Mouse Control

Text edit

Web browser

Photo edit
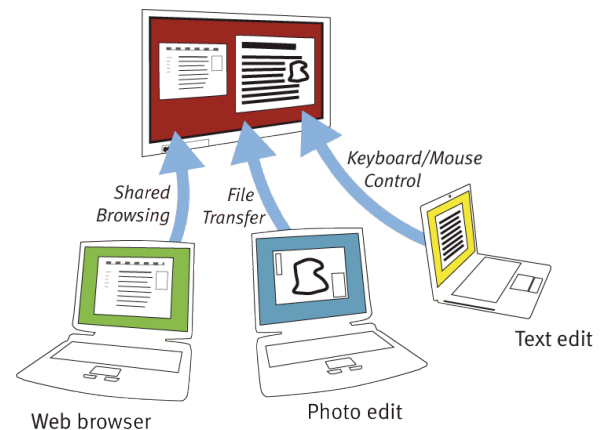
Installing the Client and Connecting (Windows)
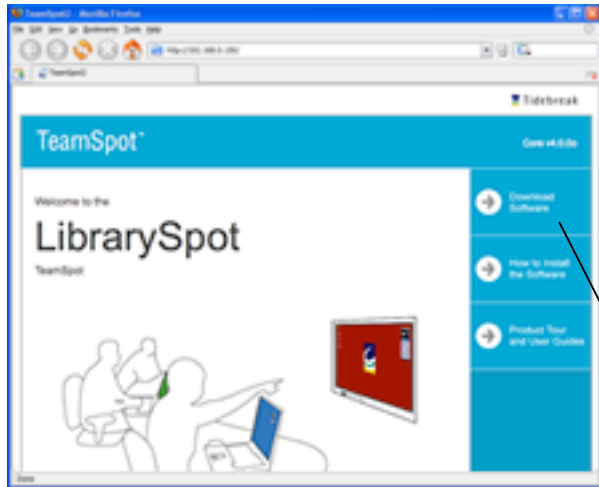
❶ Determine the URL of the TeamSpot

The address of the TeamSpot Host is typically posted prominently in the area.

❷ Go to the TeamSpot's webpage

On your computer, open a web browser window. Enter the URL of the TeamSpot from step 1. Click "Download Software."
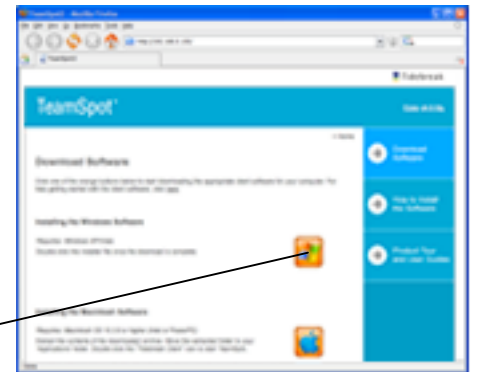
Click here for the download page

Download the Client software ❸

Click the orange Windows button to download the Client installer file.

Click to download the installer.

Install and run the Client software ❹

Run the installer you just downloaded. At the end, double-click the Tidebreak Client. When the license agreement appears, select "I accept…and then click "Continue."

Personalize your settings in the Control Panel ❺

The Tidebreak Client Control Panel will appear. Change the machine name to be something that uniquely identifies you (e.g. a nickname). Then click "New Location" to join the TeamSpot.

Change this name to better identify you to others in the TeamSpot. (No spaces or punctuation.)

Then click here to connect into the TeamSpot

❻ Enter the TeamSpot's URL again

Enter the URL from step 1 here and click "OK." This connects you to the TeamSpot.

❼ Enter the authorization code

Check the TeamSpot Host screen in the room. You should see a small box in the lower right corner with a six digit code. Enter that code into this panel and click "OK." Once the Control Panel minimizes itself, you're connected.

Drop-down list of past locations.

❽ Next time, just click "Join"

Next time you visit the TeamSpot, select the TeamSpot's name from the drop-down list and click "Join." When visiting a TeamSpot not in the list, click "New Location" and repeat steps 6 & 7.

Installing the Client and Connecting (Macintosh OS X)

❶ Determine the URL of the TeamSpot

The address of the TeamSpot Host is typically posted prominently in the area.

❷ Go to the TeamSpot's webpage

On your computer, open a web browser window. Enter the URL of the TeamSpot from step 1. Click "Download Software."

Click here for the download page

❸ Download the software

Click the orange Apple icon to download the Client archive file.

Click to download the archive
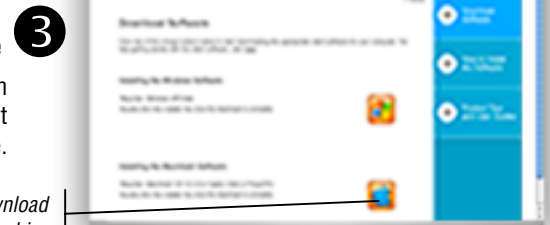
❹ Install the Client software

Drag the Tidebreak Client icon to the Applications folder and run it. **Snow Leopard users:** If prompted to install Rosetta, choose "Install" and then re-start the Tidebreak Client application.
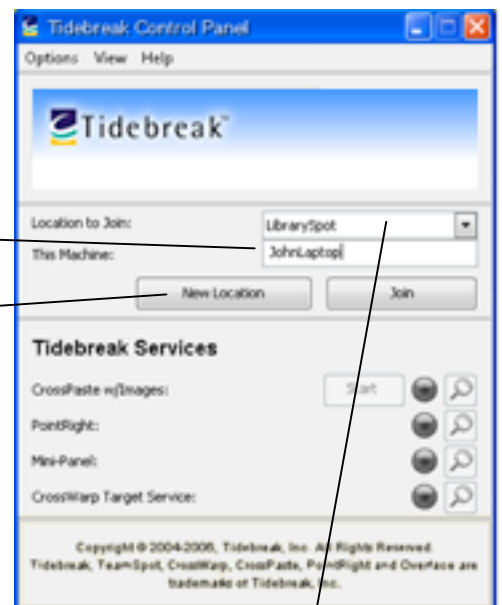
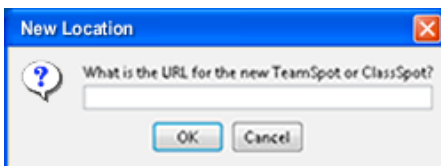**❺ Personalize your settings in the Control Panel**

The Tidebreak Client Control Panel will appear. Change the machine name to be something that uniquely identifies you (e.g. a nickname). Then click "New Location" to join the TeamSpot.

Change this name to better identify you to others in the TeamSpot. (No spaces or punctuation.)

Then click here to connect into the TeamSpot

❻ Enter the TeamSpot's URL again

Enter the URL from step 1 here and click "OK." This connects you to the TeamSpot.
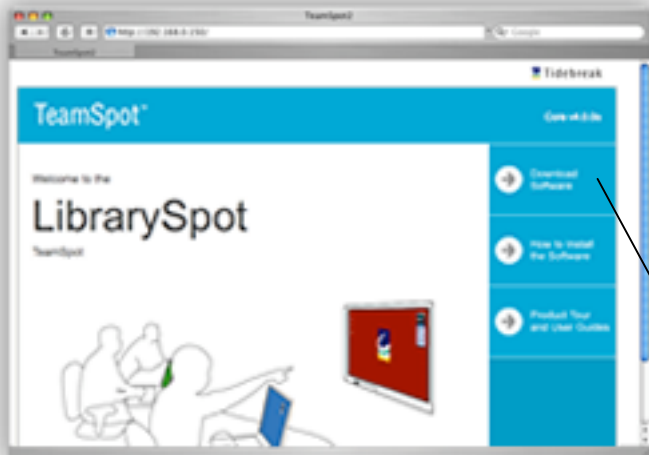
Drop-down menu of TeamSpots

❼ Enter the authorization code

Check the TeamSpot Host screen in the room. You should see a small box in the lower right corner with a six digit code. Enter that code into this panel and click "OK." Once the Control Panel minimizes itself, you're connected.

❽ Next time, just click "Join"

Next time you visit the TeamSpot, select the TeamSpot's name from the drop-down list and click "Join. " When visiting a TeamSpot not in the list, click "New Location" and repeat steps 6 & 7.

The Mini-Panel: Your TeamSpot Control Center

THE MINI-PANEL PROVIDES INTERFACES for many
TeamSpot features, such as CrossWarp and screen
sharing, and shows you all the connected users within
the TeamSpot. It is designed to float above the other
windows on your desktop so that it is readily available.

If the Mini-Panel is in your way, you can **reduce it to a
minimal size** by double-clicking the title bar at the top of
the panel.

Below the title bar are the control buttons for the session
archive and the screen annotate features. These features
are discussed in other sections of this document.

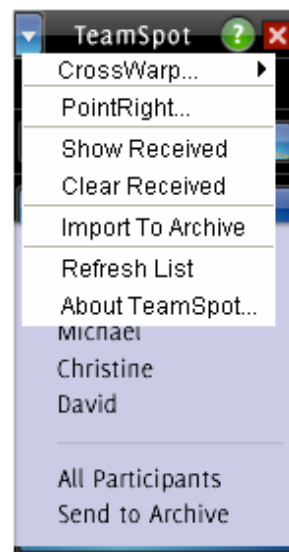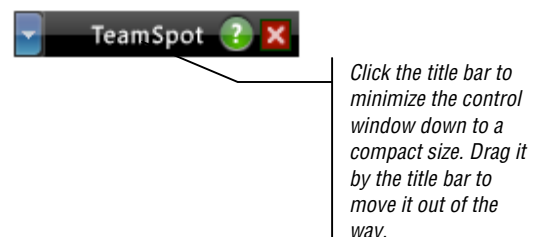Click the Participants button to see a list of all the people
currently joined into the TeamSpot. Your own computer
is at the top of the list, in black text. When a new person
joins the TeamSpot, you will see their name appear in the
list, briefly flashing.

The Mini-Panel allows you to share files or websites with
others using CrossWarp. (See the section on CrossWarp
later in this guide.) Simply drop the items to share on the
name in the Participants list. The bottom two entries in
the list are shortcuts for sending items to all connected
participants and for copying the file into the session
archive.

A quick way to leave a TeamSpot is to click the red close
button on the title bar.

The menu on the title bar contains general options that
you normally rarely need. Some useful options are:

- CrossWarp Block/Prompt: Prevent others from sending
  files to you, or prevents them from being opened
  automatically.
- PointRight: Configures PointRight. You should adjust
  your remote cursor initials and preferred color here.
- Show Received: Opens the "Received" folder where
  items sent via CrossWarp are stored.
- Clear Received: Clears the "Received" folder.
- Import To Archive: Imports a previously-saved session
  archive into the current active archive.

Click here to get a menu of general options.

Click to view help information

Click to leave the TeamSpot

Controls for the session archive and annotation features

Click to see a list of everyone currently joined into the TeamSpot

Drag and drop files and folders here to CrossWarp them to all participants or copy them to the session archive

Click the title bar to minimize the control window down to a compact size. Drag it by the title bar to move it out of the wav.

PointRight: Working on the Public Screen

**POINTRIGHT LETS YOU CONTROL** public screens —the commonly-shared "displays" — driven by the Host computer (and Public Clients, where available) using your own computer and mouse (or trackpad). Typically, teams use a public screen to create and edit documents. With PointRight, you can move the cursor around on these screens using your mouse and enter text on them by typing on your own keyboard. In fact, PointRight allows you to work on these public screens as if they were simply an extension of your own computer.

PointRight starts automatically when you join the TeamSpot. To take control of a public screen, simply move your cursor to the top edge of your screen. Then keep going beyond the edge. Your cursor will "jump"to the bottom of the public screen, but remain linked to your mouse. Your mouse inputs and keyboard inputshave simply been redirected to the other computer; when you type on your keyboard, the typing appears on the public screen.

Several people can be active on one screen at the same time. While only one person can be controlling the mouse pointer and keyboard at a time, PointRight remembers your own mouse position even if someone else is working. In fact, whenever someone moves their cursor, all the active pointers appear as "ghostly" transparent pointers. You can see the initials of each person next to the pointer, for easy identification.

When you want to work on your own computer again, simply move the cursor to the bottom edge of the public screen, and then keep going down beyond the edge. You'll see your own local cursor moving again, and your keyboard and mouse will once again work with your own computer.

When a TeamSpot has more than one public screen, it is usually configured so that you move the cursor up and out the top edge of your screen to control to primary public screen. You then move the cursor off the left or right edge of the public screen to jump to the other display; if the other screen is on the right, you move off the right edge, toward the actual physical display. If the other screen is situated to the left of the primary public display, then you move off the left edge of the screen.
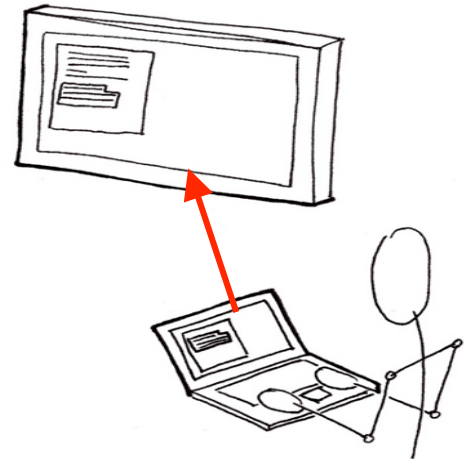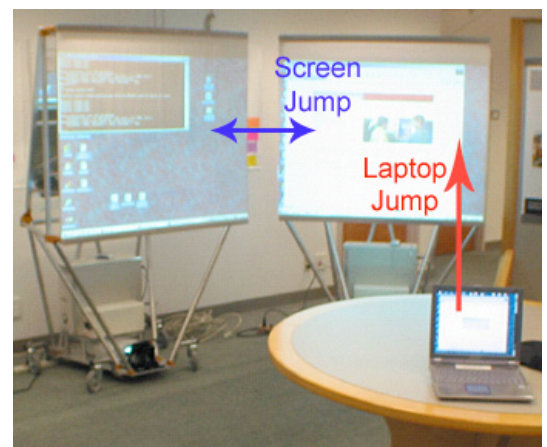

❶ Move beyond the top of your laptop screen

Move your mouse until the pointer is at the very top of your screen. Then keep going, *past the top of your own computer screen.*

❷ You are now controlling the public screen

Your mouse controls the pointer on the public screen. And your keyboard types into it. To return, just go down beyond the bottom.

CrossPaste: Copying and Pasting Between Computers

CROSSPASTE MAKES IT EASY to edit documents across computers by allowing you to copy text or a bitmap image from one computer and paste it in on another. Collaboration is as easy as cutting and pasting.

Text that was copied here…

… gets pasted in on the other computer
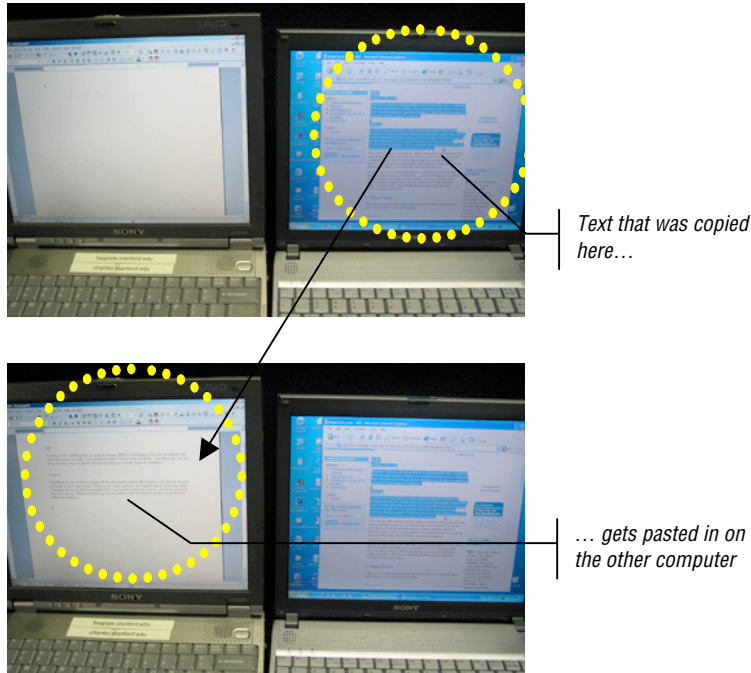
Simply open an application, select some text or an image and copy it to the clipboard the way you normally do. You can then use PointRight to move up to the public screen and paste the clipboard's contents into the group's document. Or, you can copy and paste from the public document to your own document on your laptop. (In fact, CrossPaste works between any and all computers within the TeamSpot.) The service is compatible with all major applications that support copying/cutting and pasting.

If you do not wish to participate in this shared copy/cut/paste feature, simply stop the "CrossPaste With Images" service from the TeamSpot Client Control Panel. When you wish to participate again, click the Start button on the Control Panel to restart the service. (The Control Panel is normally minimized to the Windows system tray or Macintosh dock. Click the icon with the Tidebreak logo to restore the Control Panel.)

# CrossWarp: Moving Information Within the Group

SHARING INFORMATION is critical to collaboration. CrossWarp is a simple way to move digital objects from your laptop to another computer (or *all* computers) connected in the TeamSpot.

Simply drag and drop a file, folder, or a URL from your browser's address bar to a recipient's name onto the Participants list in the Mini-Panel. (If the list is closed, drag the document over the Participants button but don't release the mouse button. The list will open automatically and you can continue dragging to the recipient's name.)

A copy of the file, folder or URL will be sent to the receipient's computer and, for common document types, opened automatically. Files and folders are saved to the "Received" folder on the target computer. (Alternately, you can set the TeamSpot Client preferences so that files are automatically saved without immediately opening.)

If you drag and drop an item onto "All Participants," the item will be sent to all joined computers simultaneously.

Another way to distribute documents or folders to the people in the group is to copy the items to the session archive. When users leave the TeamSpot, they have the option of saving the archive to their own hard disk, USB drive or network filespace. By copying documents to the archive, you incorporate them into the session's permanent record. Once sent to the archive, a copy of any stored file can be acessed directly from any computer by clicking on the link in the archive page.

Send to one

Send to all

URL
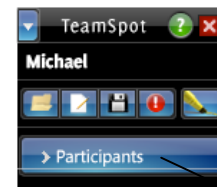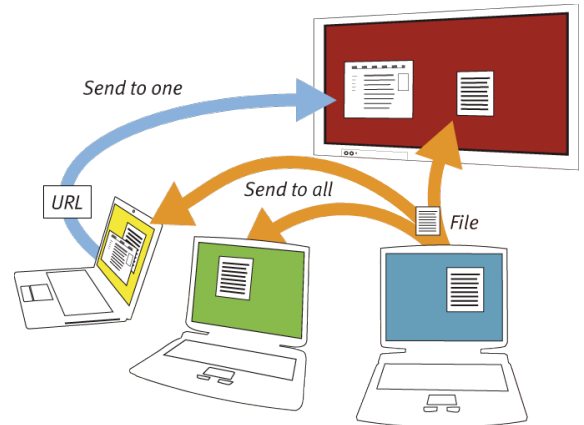
File

If the Participants list is closed, drag the document over the Participants button, but do not release the mouse button. This opens the list automatically. You can then continue dragging the document to the desired recipient.
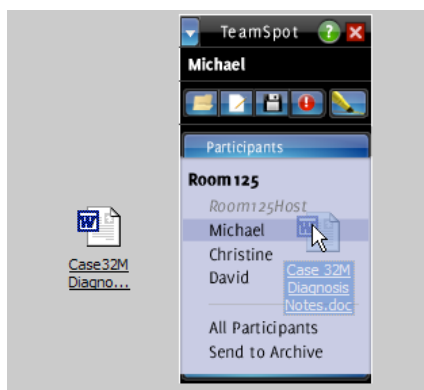
Drag a file or folder (such as the Microsoft Word document shown here) to the desired recipient, or to "All Participants" if you want to send it to everyone.

The Archive: A Record of Your TeamSpot Session

Archive function buttons

THE ARCHIVE IS A REAL-TIME RECORD of all the information transferred between users in a TeamSpot. Every time you transfer a file, folder or URL via CrossWarp, it is noted in the archive. You can also add your own comments into the archive.

The archive is a great way to store documents, web pages, etc. that the entire group needs during the meeting or afterwards. Simply drag and drop objects onto "Send to Archive" in the Mini-Panel, and they will be stored into the archive.

To view the contents of the archive, click the "View Archive" button on the Mini-Panel to open it in your web browser. The entries are normally listed by sequence number but, you can sort the table by any column just by clicking the column's title. The page updates automatically when new items are added.

In addition to files and URLs, the archive can also show user comments. For example, a comment could remind you to do something after the meeting. Click the "Add Comment" button on the Mini-Panel and type your comment in the text box.

Click the "Save" button to save a copy onto your hard disk. Clicking the "Clear" button resets the archive. (Each user will have the chance to save their own local copy before it is reset.)

The TeamSpot Host automatically resets the archive at the end of the meeting. Whenever someone exits the TeamSpot, each remaining participant will be asked if they wish to save and clear the archive. ***The first person to respond to this dialog box answers for the entire group***. If you wish to continue the meeting without clearing the archive, click "Continue". Otherwise, click "End," Each participant will have the chance to save their own local copy of the archive.

To continue a previous meeting, or just reference information that was shared in it, you can import information from any previously saved archive into the current session archive. Simply drag the old archive ZIP file onto "Send to Archive" in the Mini-Panel , and the contents will be inserted into the current archive. A different text color distinguishes imported records from those added in the current meeting.


View Archive

Add Comment

Save

Reset
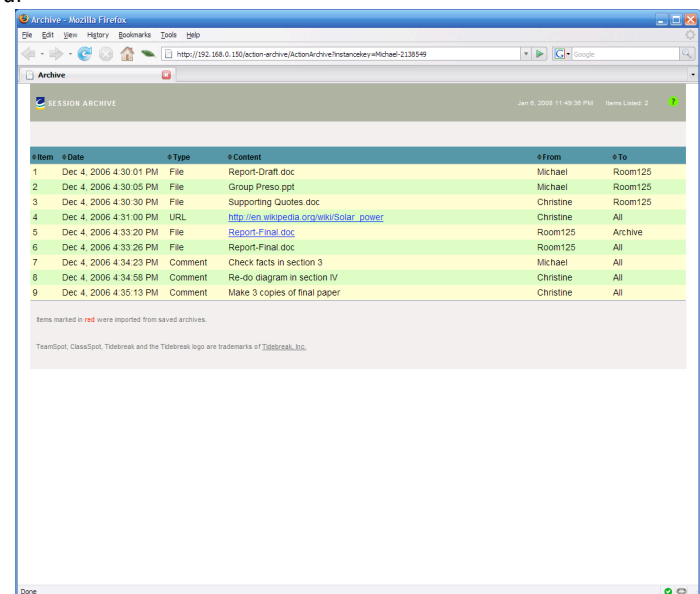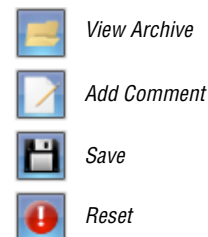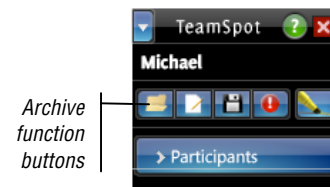
The Archive web page. It will update automatically whenever the contents of the Archive change.

Annotate: Temporarily Drawing on the Screen

Annotate button

YOU CAN DRAW DIRECTLY ON THE SCREEN to illustrate a point with the Annotate feature. Annotate "freezes" the screen into a static image and provides virtual pens that you can use to "draw" on it.

Start by clicking the "Annotate" button in the Mini-Panel. The screen freezes. Hold down the left mouse button and trace lines by dragging your mouse around. (Annotate is also compatible with some electronic touchscreen overlays and digital pens, too.)
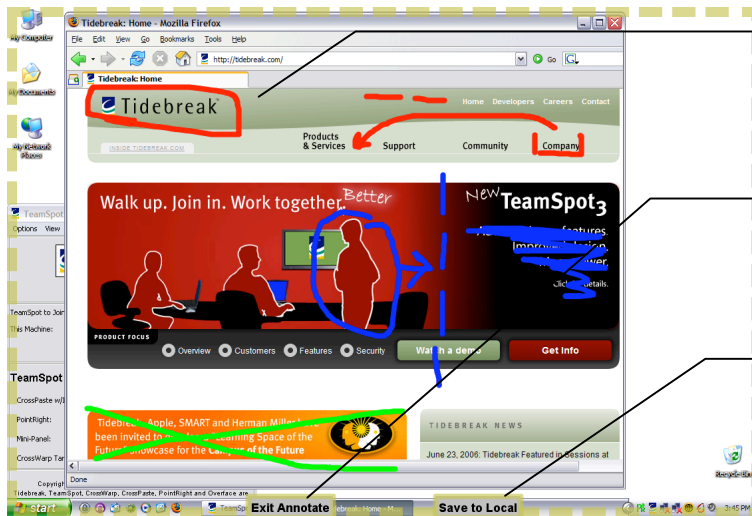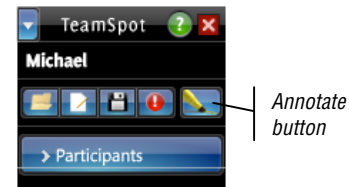
Mark up the image of your screen by drawing right on top of it

Click the "End Annotate" button to return to your normal screen

Click the "Send to Archive" (or "Save to Local") button to save the annotations

Change the pen color by holding down the mouse button without moving the mouse. After a short delay, a circular menu appears under the cursor. First drag the cursor out of the menu through the menu category of interest. (E.g. go through "Color" to change the pen color.) Then go around the menu to the secondary choice (e.g. blue) and move through choice back to the center. When you reach the center, the menu closes automatically and your choice is made.

The same menu you use to select pen color can also be used to clear the screen, save the annotated image to the archive, or exit the Annotate mode. Alternately, you can return to your normal screen by clicking the "Exit Annotate" button at the bottom of the screen, or save the image to the archive by clicking the "Send to Archive" button. (If the archive is unavailable, the choice becomes "Save to Local.")
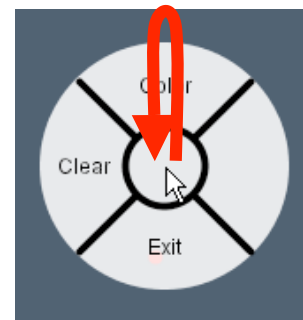
Press the pen or mouse button and move the cursor through the menu category, through your choice, and then back to the menu center.

Screen Sharing: Share Your Desktop With Others

SOMETIMES YOU NEED TO WORK on your own computer, and yet you still want to involve your team in what you're doing. Perhaps you need to use an application that isn't installed on the public computer, or there are too many files to easily copy up to it. You may want to share your desktop to a colleague next to you so they can temporarily work on your desktop with you.
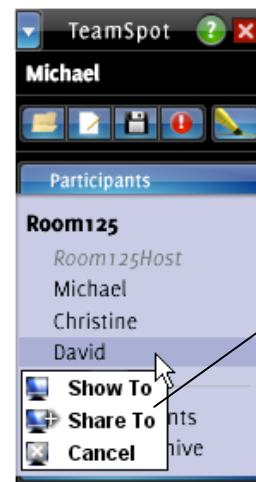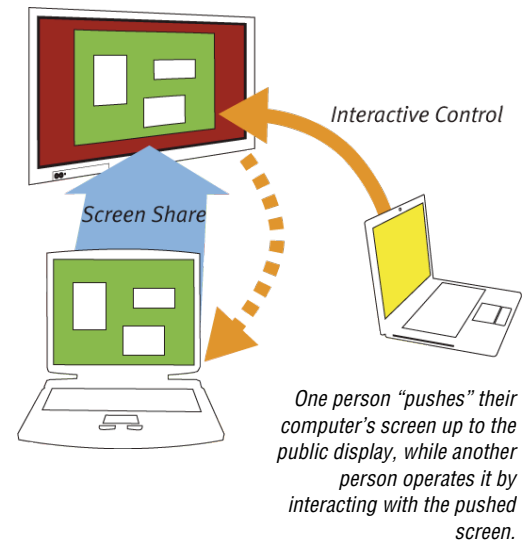
In these situations, you can show your own computer's desktop to the team by "pushing" it to another computer, e.g. a public screen. This is similar to plugging a secondary display into your computer's video-out plug, but is simpler and easier because it is done without cables.

The simplest mode is "Show To"; here your computer's desktop is shown on another screen, but other participants cannot interact with your desktop. A more advanced mode is "Share To"; other participants can see your computer's desktop and can also interact with it using their own mouse and keyboard. In this mode, your desktop temporarily becomes a shared worksurface.

To share your screen, open the Participants list in the Mini-Panel. Right-click on the name where you wish to show your desktop; this is typically one of the public screens, but could be another user's computer instead. From the pop-up menu, choose "Share To" or "Show To," depending on whether or not you want others to be able to interact with your computer. After the sharing session has been approved by the recipient, a window will open on the receiving computer showing your computer's desktop. The Mini-Panel on the sending computer will turn white to visually distinguish it from the Mini-Panel on the receiving computer.

To stop sharing, you can either right-click the receiver's name in the Mini-Panel again and choose "Stop Sharing" from the menu, or someone can simply close the viewing window.

Note: When you share your computer's desktop to the Host or a Public Client screen, PointRight will be temporarily disabled for you. This is necessary to prevent a cursor "feedback loop." For similar reasons, you can only "show" the Host computer's desktop when sending it to another computer.

Interactive Control

Screen Share

One person "pushes" their computer's screen up to the public display, while another person operates it by interacting with the pushed screen.

Each name has a screen sharing popup menu. Click "Show To" to show your own computer's screen on the selected computer, or "Share To" to share your screen interactively

Using Whiteboards With Luidia's eBeam®

YOU CAN CAPTURE WHAT YOU WRITE on a physical whiteboad when you use TeamSpot with a Luidia eBeam unit. Pick up one of the eBeam pens and write on the whiteboard the way you would normally. The receiver device tracks everything you do in digital form. TeamSpot automatically stores a copy of the digital whiteboard record to the archive, so it can be available long after the board has been erased and you have left the TeamSpot area.

To use an eBeam-equipped board, locate the eBeam pens. These are normal dry-erase pens inside a special grey sleeve that enables the eBeam unit to track what you write. Write normally, but be sure to press firmly against the board. (The pen sleeve should buzz quietly to let you know that your marks are being captured digitally. If there is no buzz, you either aren't pressing hard enough against the board or the pen may need a new battery. Try switching to a different pen.)

TeamSpot automatically captures an image of the board every few minutes. You can also manually save the board's contents to the archive by pressing the pen in one of the two special "button" areas of the whiteboard. The "Print" button captures the board's contents by "printing" files to the archive, while the "New Page" button saves the contents and then creates a new blank page in the digital capture record. (Previous captured pages are retained in the digital record.) You should erase the whiteboard after pressing "New Page" to reflect the blank state of the current digital "page."

You will see two entries in the TeamSpot Archive for each saved page, labeled "WBD" and "PNG". The latter is a simple graphic file showing the board's contents and is compatible with almost all image viewers or editors. The former, the "WBD" file, is a special time-coded vector version of the digital record. Using Luidia's "Capture" software application you can follow how the whiteboard content developed over time, seeing each pen stroke as it was added. This is handy if you forgot to save the board before erasing or altering your work; simply drag the time slider until you see the board as it stood prior to the modifications.

For more information on Luidia's eBeam Capture software, including a discussion of features and instructions for setting up and calibrating an eBeam, visit www.luidia.com.

The eBeam capture unit, attached to the corner of the whiteboard.

Troubleshooting

"How do I get started with TeamSpot software?"

If you have never used TeamSpot with your computer before, point a web browser at the TeamSpot Host when you are at a TeamSpot location. You will see a download page that will give you access to the Tidebreak Client and instructions for installing and configuring it.

"When I try to access the TeamSpot Host, I get an Apache information page, not the TeamSpot page."

For Macintosh Hosts the default web server port (port 80) is sometimes bound to other services. Try accessing the TeamSpot page via port 8080 instead. For example:

```
http://hostcomputername:8080
```

"When I start the Windows Client, I get a Windows Security Alert. What do I do now?"

On Windows systems utilizing Windows Firewall, it is common to get Security Alerts such as these when running new software. Simply click "Unblock" to configure your system to allow TeamSpot to run; you should not see this alert again.

"When I start the Macintosh Client, it asks me to install Rosetta. What do I do now?"

Some Tidebreak products require Apple's Rosetta technology, which is not installed by default on Apple's "Snow Leopard" OS (version 10.6). If prompted to install it, click "Install"; it will download the necessary software via the Internet and automatically set it up. When it is finished, you should exit and re-run the application.

"Can I connect to a version 4 Host if I have old Client software?"

Due to changes in how version 4 Clients are configured, these Clients can only connect to version 4 Hosts. If you need to connect to an older Host, you can download and install an older Client that will allow you to connect. Older Clients can be safely used alongside version 4 Clients.

"When I try to connect to the TeamSpot Host, I get a message that reads: 'Can't find a default.tsz file at….'"

Double-check that you have entered the correct IP address or URL for the TeamSpot Host computer. (The proper address should be posted prominently or otherwise communicated by the TeamSpot administrator.) This IP address is the same one you may have used to access the TeamSpot Host web site and download the software initially. If the TeamSpot Host is a Macintosh computer, you might need to specify port 8080, as in the following example:

```
http://workroomb.your-url.com:8080
```

"When I share files using CrossWarp, where are the files kept?"

The easiest way to locate the files is to click the menu in the upper left corner of the Mini-Panel and choose "Show Received" and double-click the "Received" folder you see. This will open the Received folder for you, so that you can work with the contents.

"If I come back to a TeamSpot that I've used before, can I get access to the Archive that I developed in a previous session?"

No, the Archive data is cleared 5 minutes after the session ends. If you want to save a copy of the Archive from your session, you can either click the "Save" button on the TeamSpot Mini-Panel or click "Yes" when asked at the end of the session if you would like to save the archive. In both cases, a ZIP archive will be saved to your computer in the your personal folder.

For Windows 2000/XP/2003, look in the Tidebreak\Received folder within My Documents:

```
C:\Documents and Settings\<user>\My Documents\Tidebreak\Received\
```

For Windows Vista, look in the Tidebreak\Received folder within your Documents folder:

```
C:\Users\<user>\Documents\Tidebreak\Received\
```

For Macintosh, look in your user folder:

```
/Users/<user>/Tidebreak/Received/
```

"Why doesn't the archive save a copy of the files/folders I shared with CrossWarp?"

To protect users' privacy, the CrossWarp system only saves the names of files and folders that have been transferred, as these may contain information a participant does not want to make available to everyone in the group via the archive. If you would like to add a file or folder to the archive record, drag it to the "Send to Archive" target in the Mini-Panel.

"Can I save information I created using the Annotate feature?"

Yes. Simply click the "Save to Archive" button at the bottom of the screen during an Annotate session.

"What is the difference between 'Share to' and 'Show to' when screen sharing?"

If you choose to "share" your screen, other people will be able to interact with it and operate your computer. When you "show" your screen, it is view only and others will not be able to operate your computer.

"Can more than one person share a screen in a TeamSpot?"

TeamSpot supports point-to-point screen sharing. A computer that is sharing its desktop cannot at the same time be viewing someone else's shared desktop, or vice-versa. When you attempt to do this, the first sharing session is ended automatically so that the new one can begin.

However, there is nothing to prevent separate pairs of computers from being in screen sharing session simultaneously, as long as they don't overlap.

"Since screen sharing uses Internet protocols, can I share a screen to someone at a remote location?"

TeamSpot's screen sharing feature is not currently intended to support sharing to remote locations, although it does nothing to actively prevent this. In some cases it may be possible to use the capability in this fashion, but this will depend on the network topology between the two sites. Specifically, at least one of the machines participating in a screen share session must have a public IP address relative to the other for screen sharing to work. (Please note that Tidebreak does not officially provide support for setting up screen sharing to remote locations.)

"When I am sharing my screen to another computer, I cannot use PointRight to move to a Public screen."

When you share your screen, PointRight is disabled on your computer to prevent "loop" conditions. When you end your sharing session, PointRight will be re-enabled.

"I see multiple TeamSpot icons in my Macintosh system dock."

On the Macintosh, some of the TeamSpot services run as separate applications, and therefore have their own dock icons.

"Where can I get more help?"

Check with your local IT support staff.

"Where can I get help with my Luidia eBeam?"

Check the support section of the Luidia website:

http://www.luidia.com/support/