

TeamSpot₃

Introducing TeamSpot

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An Introduction to TeamSpot

THERE'S A REVOLUTION HAPPENING in team collaboration with the growing spread of laptop computers, mobile devices, and wireless networks. Conference rooms, libraries, group study areas and other gathering places are potential sites for interactive group activity. Amid this shift, TeamSpot is transforming conference rooms, libraries, computer labs and group work areas -- any place where teams gather -- into highly interactive collaboration zones.

TeamSpot is the cross-platform digital infrastructure that equips these sites with advanced team collaboration capabilities. Tidebreak's TeamSpot software addresses the needs of groups in their project work by:

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

TeamSpot redirects user interaction – not 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 by dragging and dropping
- Copy and paste URLs, images, or text snippets across computers
- Easily discover and share online materials and real-time data
- Automatically create a take-away archive of shared information
- Work on parallel tasks and then rapidly integrate their results
- Easily “push” the screens of user's computers up to the common screen via software, *without* having to plug and unplug video cables

This document shows you how to install the TeamSpot software on a laptop, and introduces TeamSpot's different features and capabilities.

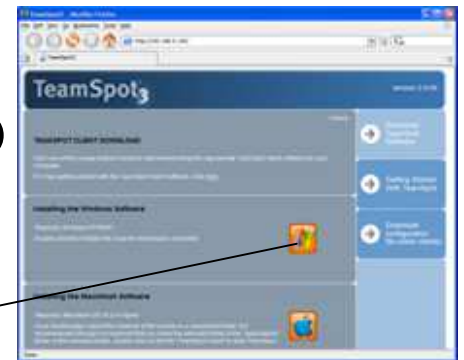
Installing and Connecting (Windows XP/2000)

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



2 Get the software from the TeamSpot's website
On your laptop, open a web browser window. Enter the URL of the TeamSpot from step 1. Click "Download TeamSpot Software"

Click here for the download page



3 Download the software
Click the orange Windows button to download the Client installer file.

Click to download the installer.

Install and run the software

Run the installer you just downloaded. At the end, it starts the TeamSpot Client and displays the license agreement. Click "I accept..." and "Continue."



Personalize the settings

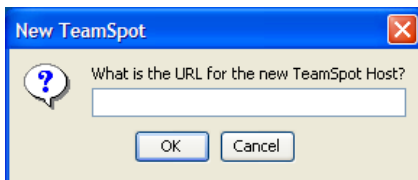
You should see the TeamSpot Control Panel. Change the machine name to be something that uniquely identifies you, like your nickname. Then click "New TeamSpot" to join the TeamSpot.

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

Then click here to connect into the TeamSpot



Drop-down menu of TeamSpots



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



7 Enter the authorization code

Check the big screen in the TeamSpot. You should see a small box in the lower right corner with a six digit code. Enter that code into your computer and click "OK." You're in!

8 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 TeamSpot."

Installing and Connecting (Macintosh OS X 3.9 or later)

1 Determine the URL of the TeamSpot

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



2 Get the software from the TeamSpot's website

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

Click here for the download page



3 Download the software

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

Click to download the archive

4 Unpack and run the software

Unpack the archive folder (if it didn't unpack automatically) and move it to the Applications folder if desired. Double-click the TeamSpot Client icon. It displays the license agreement. Click "I accept..." and "Continue."



5 Personalize the settings

You should see the TeamSpot Control Panel. Change the machine name to be something that uniquely identifies you, like your nickname. Then click "New TeamSpot" to join the TeamSpot.

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

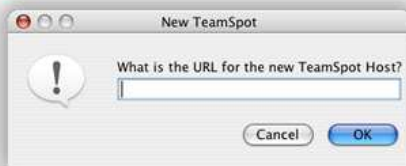
Then click here to connect into the TeamSpot



Drop-down menu of TeamSpots

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Check the big screen in the TeamSpot. You should see a small box in the lower right corner with a six digit code. Enter that code into your computer and click "OK." You're in!



8 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 that's not in the list, click "New TeamSpot."

The Mini-Panel: Your TeamSpot Control Center

THE MINI-PANEL PROVIDES CONTROL

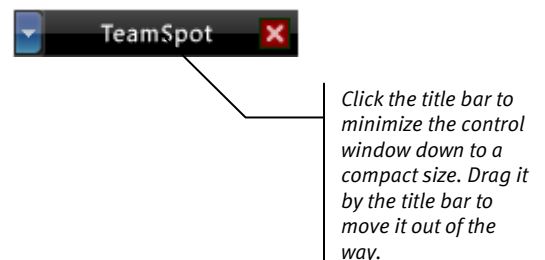
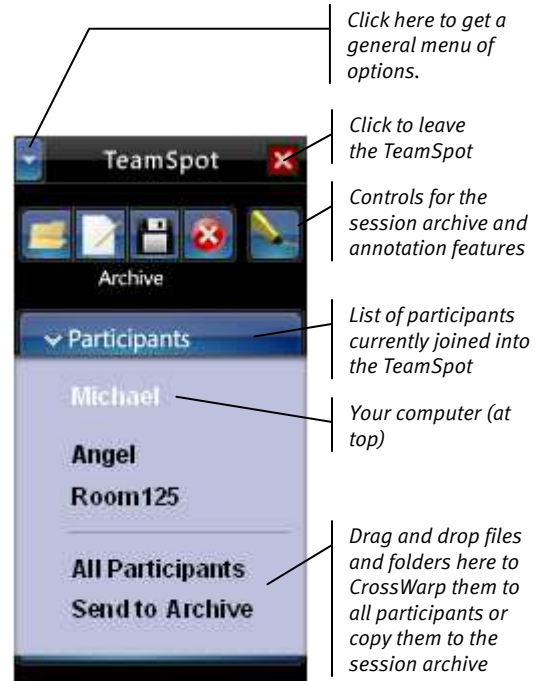
interfaces for many TeamSpot features, such as CrossWarp and screen sharing. It also show you all the active users within the TeamSpot. It is designed to float above the other windows on your desktop so that it is readily available; you can **reduce it to minimal size** so it does not get in your way by double-clicking its title bar.

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 white. When a new person joins your TeamSpot, you will see the name flash in the list.

In addition to showing who is connected to the TeamSpot at any one time, the Mini-Panel allows you to share files or websites with others using CrossWarp. (See the section on CrossWarp later in this guide.) The bottom two items in the Participants list are shortcuts for sending files to all active participants and for placing a copy of the file into the session archive.

Above the Participants list are the control buttons for the session archive and the screen annotate feature. These features are discussed later in this document.

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 probably rarely need.



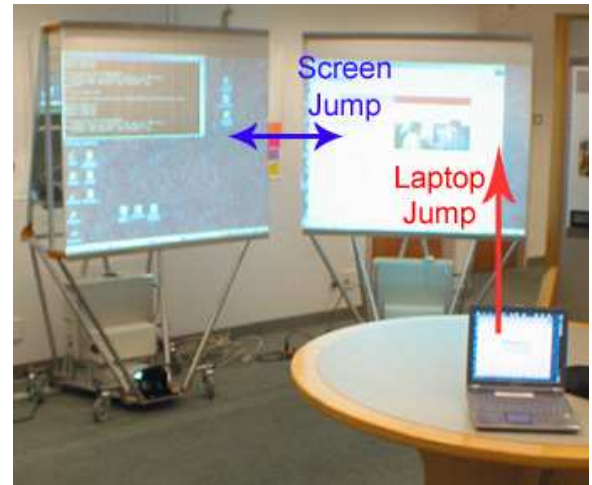
PointRight: Working on the Public Screen

POINTRIGHT LETS YOU CONTROL public screens (the “displays”) and the Host computer using your own laptop and mouse. Typically, teams use the public displays to create and edit documents. Using PointRight, you can move the cursor around on these displays using your mouse and enter text on them by typing on your own keyboard. In fact, PointRight allows you to work on these public displays as if they were simply an extension of your own laptop.

PointRight starts automatically when you join the TeamSpot. To take control of the public display, simply move your mouse to the top edge of your screen. Then keep going beyond the edge. Your cursor will move to the bottom of the public display, but remain linked to your mouse. Your mouse has simply been redirected to the other computer, and your keyboard as well; when you type on your keyboard, the typing actually goes to the other computer.

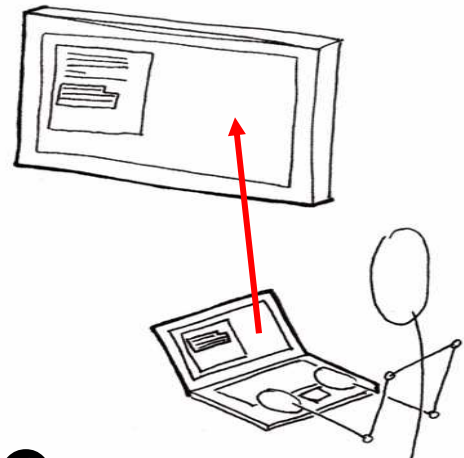
When you want to work with your own screen again, simply move the mouse to the bottom edge of the public display, and then keep going down beyond the edge. You’ll see your own local cursor moving again, and your keyboard will once again work with your own computer.

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



2 You are now controlling the public display

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



1 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 screen*.

CrossWarp: Moving Information Within the Group

SHARING INFORMATION is critical to collaboration.

CrossWarp is a simple way to move files or web URLs from your laptop to another computer (or *all* computers) in the TeamSpot.

Simply drag a file, folder, or even a URL from your browser's address bar to a recipient's name in the Participants list on the TeamSpot 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.)

Finish dragging to the desired recipient's name and release the mouse button. A copy of the file, folder or URL will be sent to the target computer, where it will be opened automatically by the appropriate application, if available, or the user on that computer will be prompted as to what they wish to do with the received file. If you drop on "All Participants," the content will be sent to all connected computers simultaneously.

Another way to distribute documents or folders to the people in the TeamSpot is to copy it to the session archive. When they leave the TeamSpot, users will have the option of saving the archive to their own hard disk. By copying your documents to the archive, you incorporate them into the session's permanent record. However, the documents will not be distributed until the session ends; if you wish to work on the documents during the session, you should distribute them directly to the participants as described above.



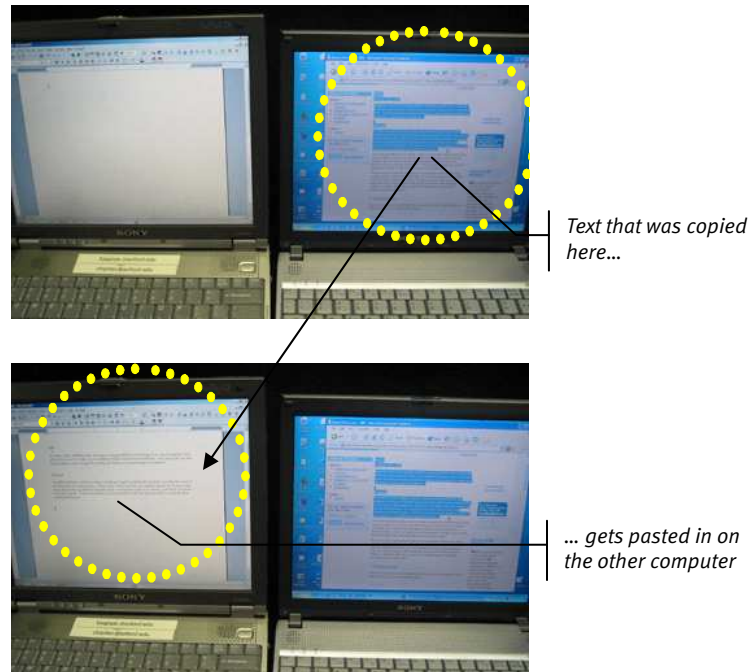
If the participants list is closed, drag the document over the Participants button, but do not release the mouse button. This opens the list automatically. You can then continue dragging the document to the desired recipient.



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.

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.



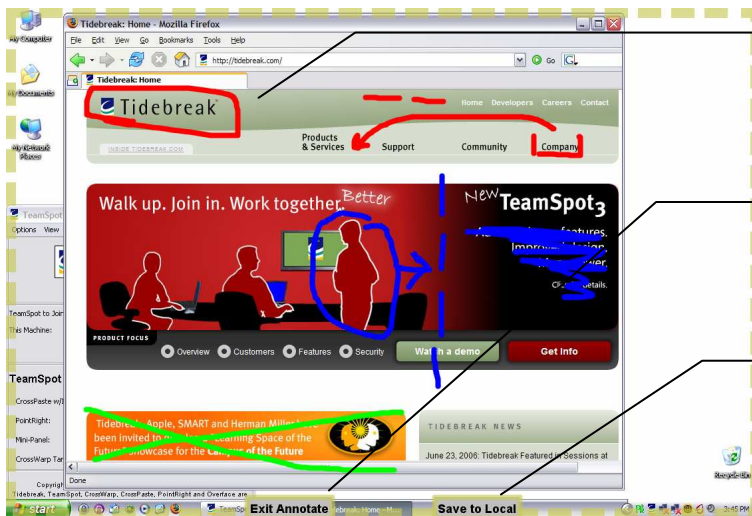
Simply open an application, select some text or an image and copy it to the clipboard the way you normally do. You can then use `PointRight` to move up to the public display and paste the clipboard's contents into the group's document. Or, you can copy and paste from the public document to your own document 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 cutting and pasting.

If you do not wish to participate in this shared copy/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 to restart the service.

Annotate: Temporarily Drawing on the Screen

YOU CAN DRAW DIRECTLY on the screen with the Annotate feature to illustrate a point. It “freezes” the screen, making a static image that you can draw on.

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 compatible with some electronic whiteboards and digital pens, too.)



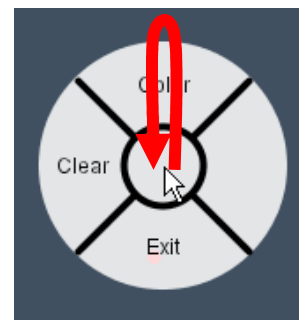
Use the “pen” to mark up your screen by drawing right on top of it

Click the “End Annotate” button to return to your normal screen

Click the “Send to Archive” button to save the annotations to the session archive

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. Drag the mouse out of the menu then back to the starting position in the center, making sure that it passes through the option you wish to choose. When you reach the menu’s center, the menu closes automatically and your selection is executed. For example, to change the pen to blue, drag out through “Color” then drag back to the middle through “Blue”.

The same menu you use to select pen color can also be used to clear the screen. Return to your normal screen by clicking the “Exit Annotate” button at the bottom of the screen. You can also save an image of your annotations to the session archive by clicking the “Send to Archive” button.



Press (the pen or mouse button) and move the cursor through the menu category, then through your choice, then back to center

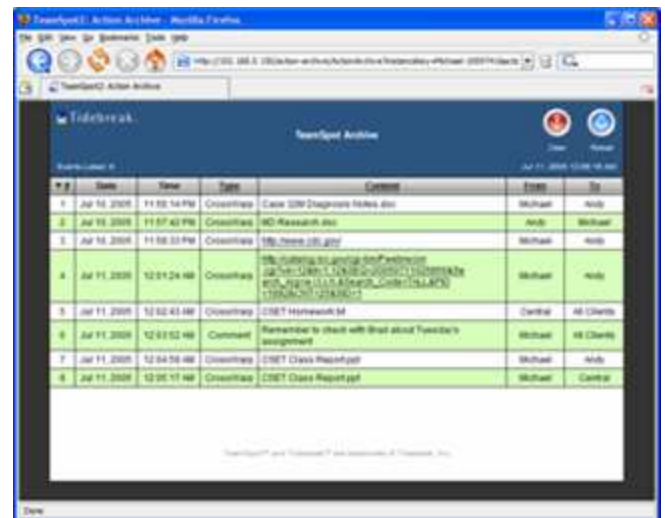
The Archive: A Record of Your TeamSpot Session

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.



Access the archive via the TeamSpot mini-panel. There are four archive functions available. Click “View Archive” to open the archive in your web browser. (Choosing “Clear” will reset the archive, while “Save” will save a copy to your hard disk without resetting it.)

The archive web page shows seven columns of information. The transactions are normally listed by sequence number; that is, chronologically. However, you can sort the table by any column just by clicking the column’s title.



Although the archive is continuously logging transactions, the web page does not automatically update. You can update the page contents by clicking the “Reload” button located in the upper right corner of the page.

You can add comments directly to the archive, for example to remind you to do something after the meeting. Click the “Add Comment” button on the TeamSpot mini-panel. A dialog box appears asking you to enter your comment text. Type in your comment and click OK. If you reload the archive, you will see your comment.

The TeamSpot Host clears the archive at the end of the meeting. Whenever someone exits the TeamSpot, each person in the TeamSpot will be asked if they wish to save and clear the archive. If you wish to continue the meeting without clearing the archive, click “Continue”. Otherwise, click “End.” You will have the choice to save or simply erase the archive. The first person to respond to this dialog box answers for the entire group.

If you save the archive, you will get a ZIP-format folder containing the archive page and any files or folders that were saved to the archive via CrossWarp. In addition to the end of the session, you can save the archive at any time by clicking the “Save Archive” button on the mini-panel. Similarly, you can clear the archive contents at any time by clicking the “Clear Archive” button. (Other users will get the opportunity to save copies of the archive before it is cleared.)

Screen Sharing: Your Own Desktop on the Big Screen

SOMETIMES YOU NEED TO WORK on your own computer, instead of one of the public computers, 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 perhaps there are too many files to easily copy up to the Host computer.

In these situations, you can choose to show your own computer's desktop with the team by "sharing" it to the public screen. This is similar to plugging the public screen into your computer's video-out plug, but it's easier and more flexible because it is done via software.

The simplest form is calling "showing"; your computer's display is shown on the public screen, but other users cannot interact with it. A more advanced form is called "sharing"; others can see your computer's display on the public screen, and they can also manipulate your computer's mouse and keyboard via the public screen. (Essentially, the reverse of the normal PointRight behavior.)

To share your screen, open the Participants list in the mini-panel. Right-click on the name where you wish to show your computer's screen; this is typically one of the public screens, but can be one of the private computers as well. From the popup menu, choose "Share To" or "Show To", depending on whether or not you want others to be able to manipulate your computer. A window will open on the target computer showing your computer's screen.

To stop sharing your screen, you can either right-click on the name in the mini-panel again and choose "Cancel", or simply close the viewing window on the other screen.

Note: When you share your computer's desktop to the common screen, PointRight will be temporarily disabled for you. This is necessary because if you use PointRight to control the common screen, and then go into your own desktop image on the common screen and move your mouse, it will create a "feedback loop" where the movement of your local mouse moves the pointer on the common screen, which in turn moves your local mouse, which then moves the mouse on the common screen, and so on.



The screen sharing popup menu. Click "Show To" to show your own computer's screen on the selected computer, and "Share To" to show it interactively

Troubleshooting

“When I try to access a Macintosh Host, I get an Apache information page, not the TeamSpot page.”

For Macintosh Hosts, you must access the TeamSpot page via port 8080. E.g.:

`http://hostcomputeripaddress:8080`