

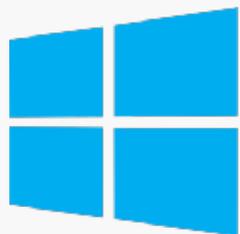


# MANUAL

# SIGN-UP

Registration is free and your data are stored in accordance with the new GDPR law.

You can download the app on our website with the [registration form](#).  
Once you registered, you will be able to [download the app on PC or Mac](#).  
Choose your platform, download the app and install it you are asked to.



Windows



Mac OS



Android / iPad

You will receive an email to activate your account (don't forget to check in the spams).  
You have to activate your account within 48h. If not, the account will be deleted and you will have to create a new one.

Already have an account

First Name\*

Last Name\*

Company

Phone\*

Email

Confirmation Email

Password\*

Confirmation Password\*

6 characters minimum

Je ne suis pas un robot  reCAPTCHA  
Confidentialité - Conditions

Download

■ By submitting this form, I agree that the information entered will be used in connection with the creation of the Tamashare account and the commercial relationship that may result.

A confirmation email will be sent to you, please click on the confirm button to activate your account. If you do not receive this email, look in the spam.

# INSTALLATION

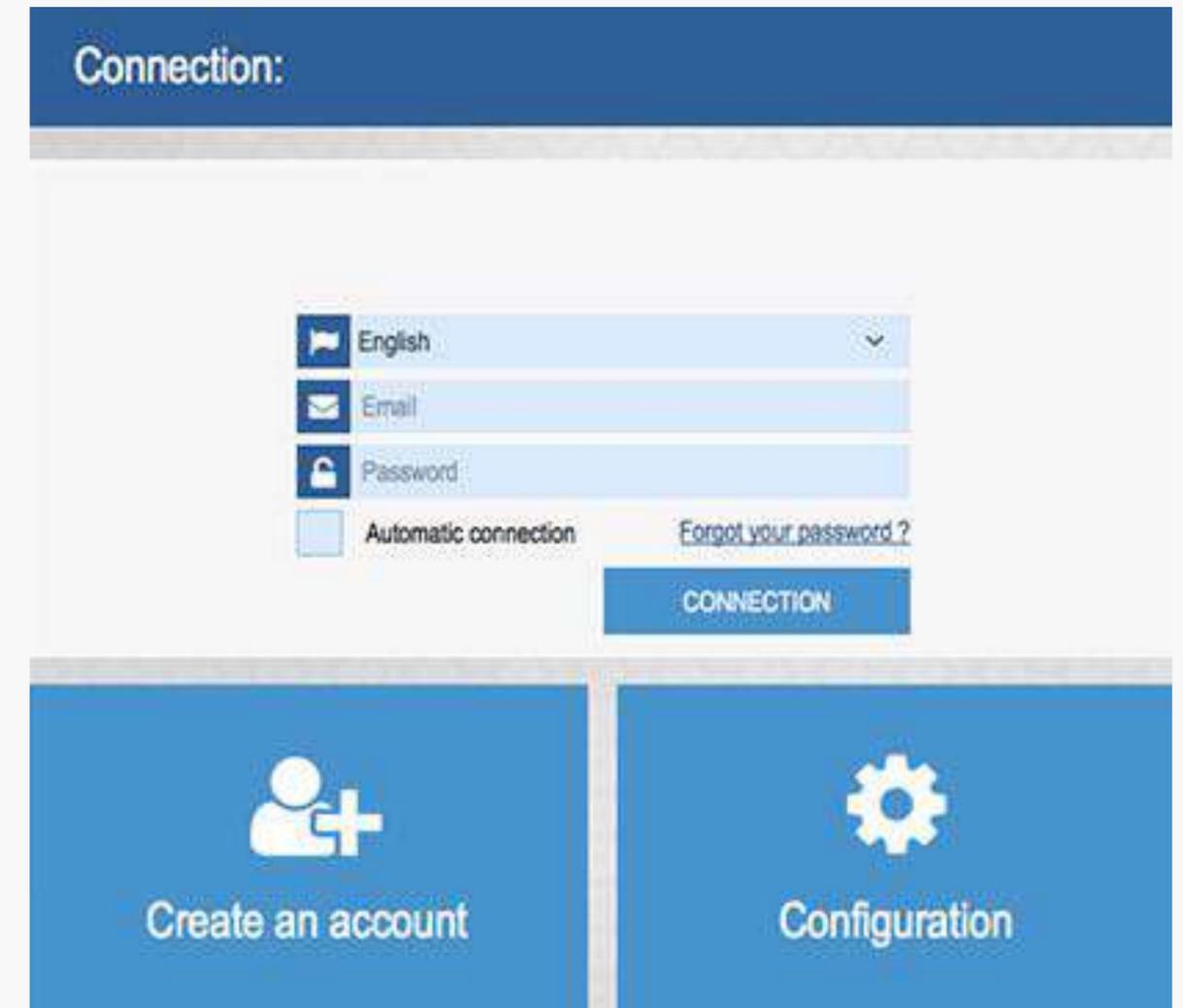
You can download the app on our website with the registration form.

It automatically starts after the installation.

If not, the blue hand icon will be on your desktop.

When you start the app for the first time, you will be able to:

- Connect with your ID (e-mail, password) that you used when you registered.
- Choose among 14 available languages: English, French, Bulgarian, German, Spanish, Italian, Portuguese, Polish, Russian, Czech, Finnish, Swedish, Danish and Hungarian.
- Create an account from the app
- Reach the settings for the network (Proxy).



## FREEMIUM

During the 30 first day, you will enjoy every one of the Tamashare's features and you can host meetings with 6 participants (You + 5).

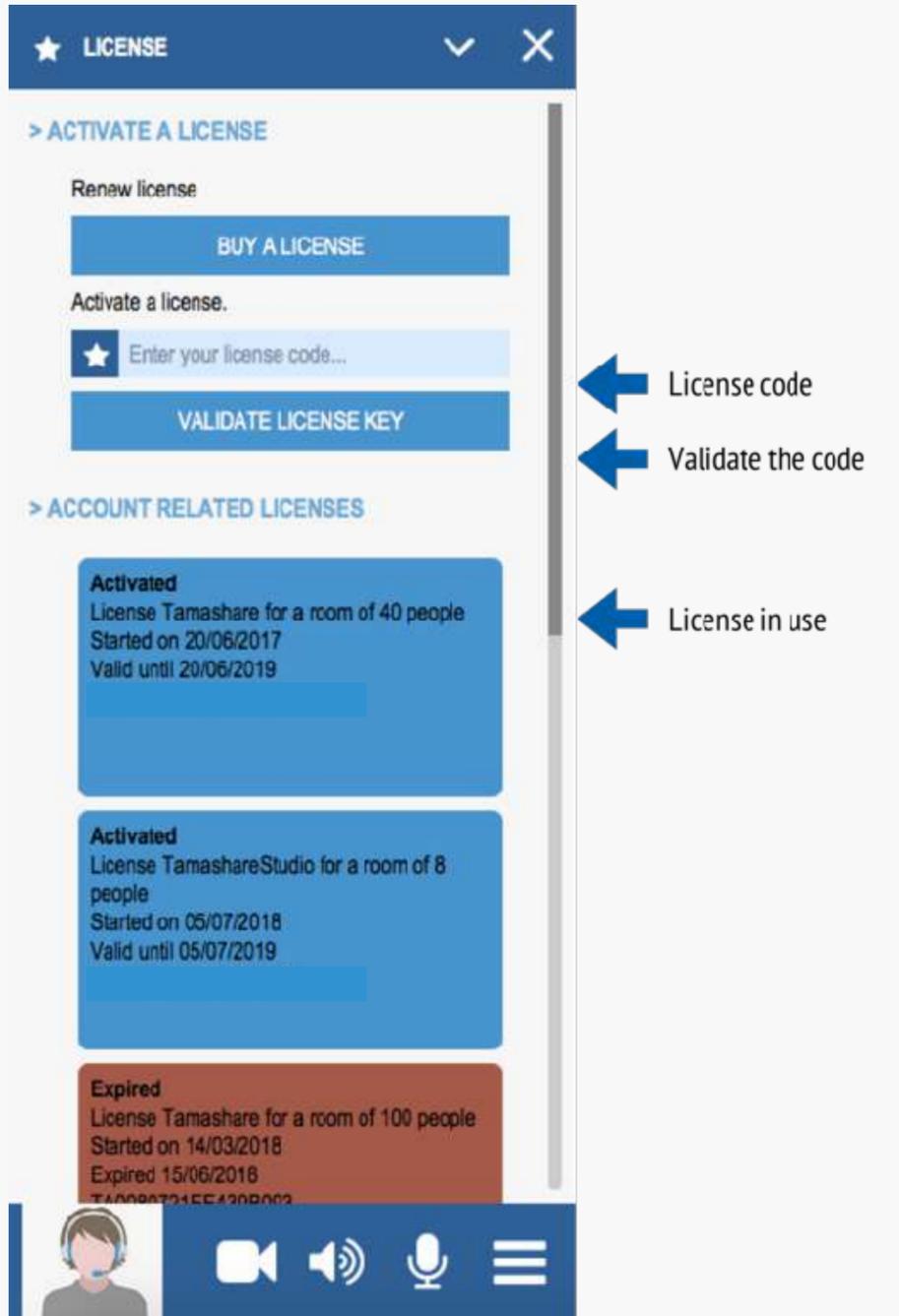
After 30 days, you will be able, without limitation:

- To be invited in a meeting (with every tool available).
- To open a session as the facilitator => limited to 2 participants and with a 15 minutes duration.

This version does not include:

- The group mode: we offer a presentation of this module in the presence of a member of our team, to make it necessary to make an appointment.
- Custom Rooms: They are developed and accessible only by some of our clients.





## LICENSES

If you have a license, you must first sign in with the email address which you want to link to the license.

Then, you click on the three lines icon  on the bottom left to reach the settings and the license section.

You just need to paste the code on the “Activate a license” area and click on “VALIDATE LICENSE KEY”.

Your license will appear under “ACCOUNT RELATED LICENSES”.

Note: If an error message is displaying, contact us directly on the app or by email: [contact@tamashare.com](mailto:contact@tamashare.com)

## APPLICATION HOME PAGE

Tamashare offers several modes of collaboration according to your needs.



WEBCAM MODE



PRESENTATION



COLLABORATION

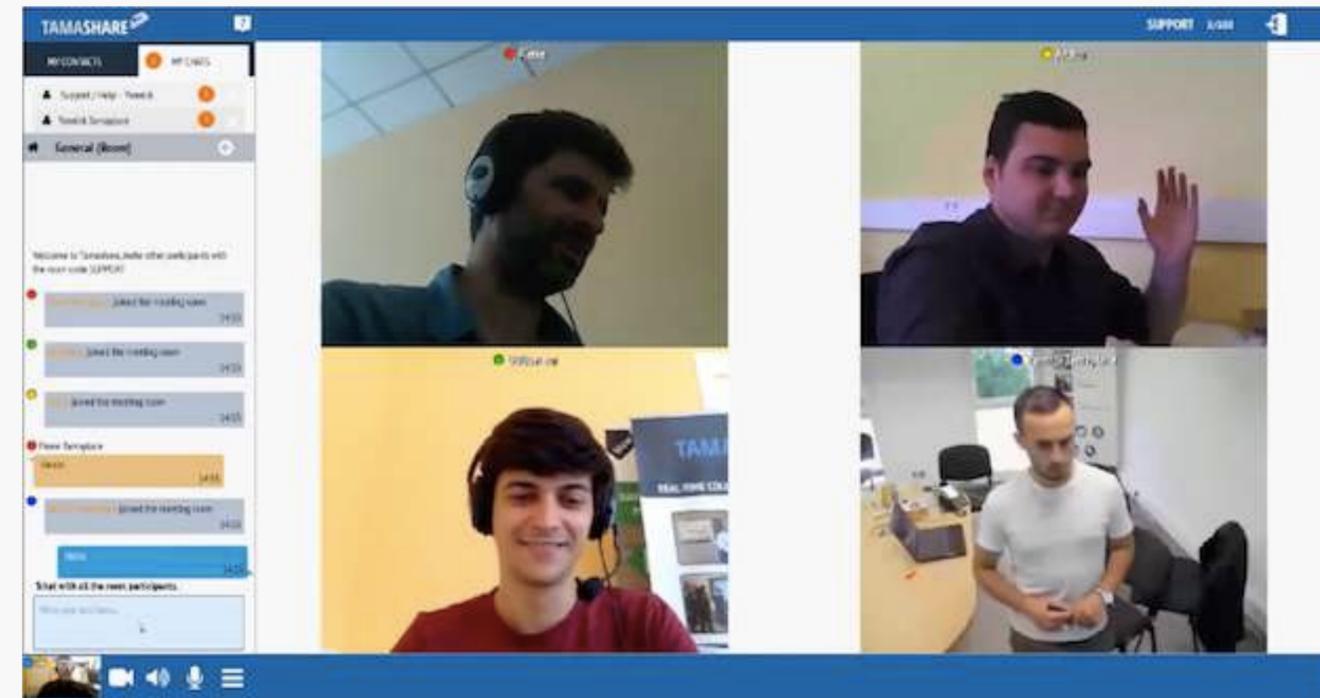
# VISIO MODE

The visio mode allows you to establish a secure connection between the participants to talk (with audio and webcam). You can invite up to 8 users at the same time. The app must be downloaded by every participant to establish a secure connection.

When you start the visio mode, your session code appears on the upper right hand corner. You can give this code to your interlocutors so they can join you.

When you click on the participants webcam, a menu appears. You can chat (1 to 1), mute someone's microphone or exclude this person from the meeting.

To end a session, click on the "Door" icon (upper right corner).



# PRESENTATION MODE

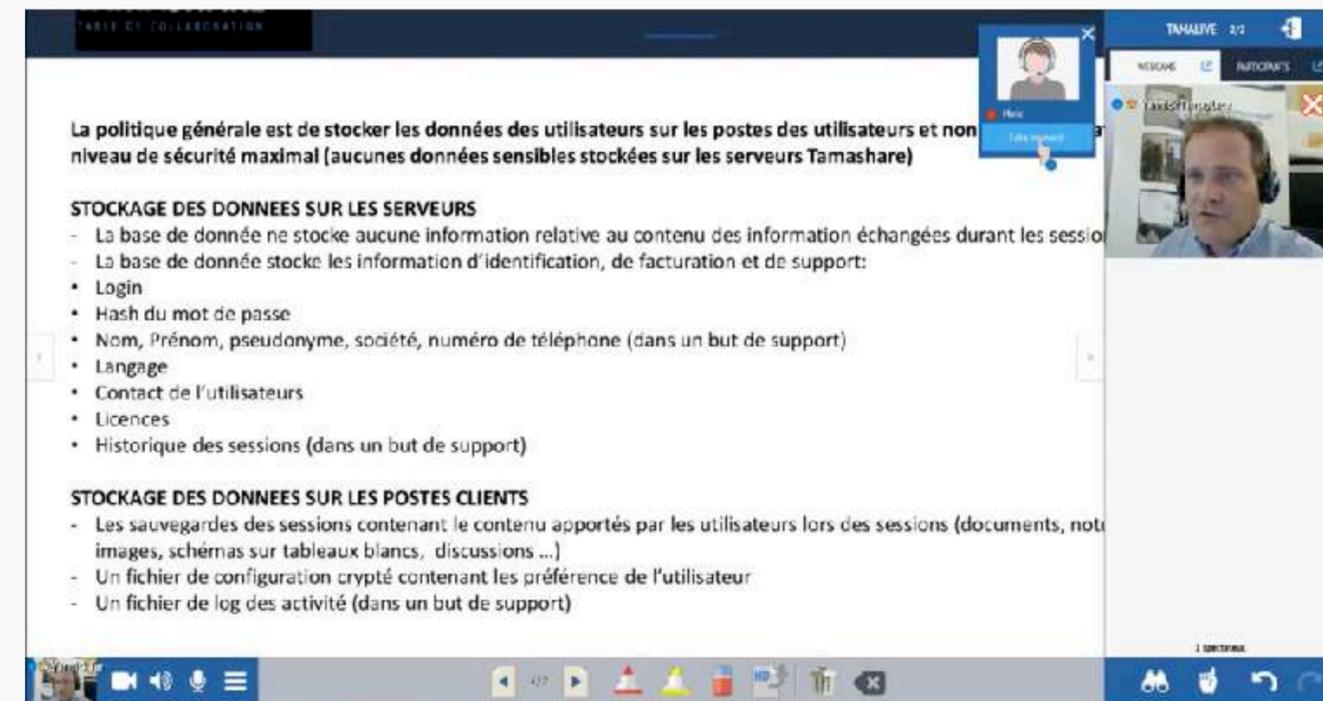
You need to use this mode if you want to make a presentation, share a website or an application to many other participants.

You can invite up to 120 viewers (depending on the license you have) who can watch your presentation. By default, the viewers can't be seen, the participants only see the leader's webcam. Force the view if you want everyone to see what you are showing. This feature is automatically activated.

As for the audio, the leader is heard by everyone. If one of the viewer wants to intervene, there is a chat and they can also use the "Raise your hand" icon so the leader knows somebody wants to intervene. The leader can manage the participants thanks to the « Groups » tab on the upper right.

He is able to:

- Make other people the leaders
- Make intervene a viewer: in this case, the webcam and the audio appears to everyone else. If the leader deactivate the "binoculars" icon on the bottom right, the participant can also interact with their mouse. The leader can manage up to 8 participants simultaneously. He can decide to make them viewers again (with the red cross on the webcam).



# COLLABORATION MODE

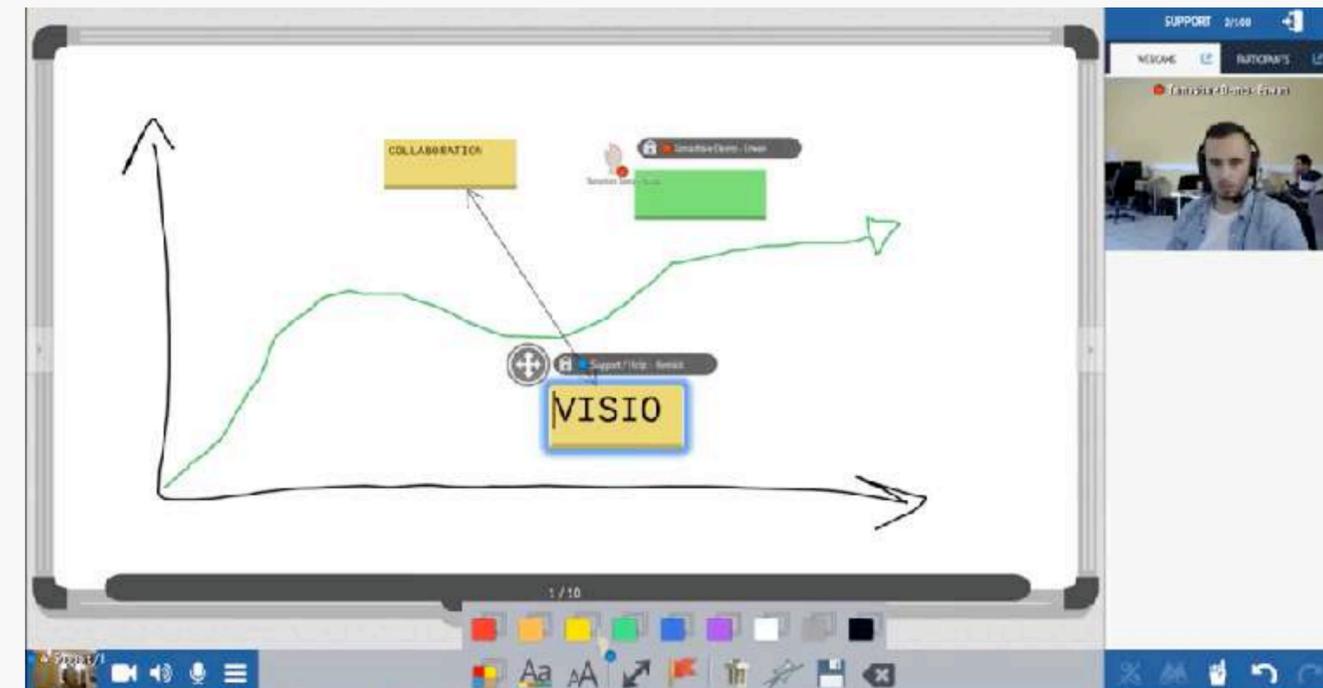
This mode gathers all the application’s features and you will be able to manage highly interactive meetings!

By default, every participant can freely move in the collaborative space, drop files or create objects.

The leader can take back control anytime with the “binoculars” icon on the bottom right so every other participant only see what he shows. As long as the binoculars remain on (red light flashing on the icon) no more people can interact.

With this mode, you can create sticky note, pictograms, links between several objects and shapes to create graphic representations.

The collaborative space can host from 2 to 120 participants with 8 people who simultaneously interact on the table and who can change during the session.



# TOOLBAR

The bottom toolbar will help you creating objects or importing content.

It is contextual: It changes depending which element you click on and offers different features for each selected element. The bottom right arrow will make you go back on the main toolbar.

Simple toolbar



Contextual toolbar if you click on the whiteboard



# TOOLBAR

## Tools description

**Drop a document from your computer:**

Opens a explorer so you can drop a file on the table.

Tip: You don't need to click on the icon to share content.

You can just drag and drop the file on Tamashare.

You can also do the same thing from any website by copying and pasting.

**The files you share can be:**

- Any images: jpg, bmp, tiff, png, svg, gif.
- Any PDF document up to A0
- Any TXT document TXT => Depending on the number of letters, the text becomes a post-it or a notepad
- Powerpoint, Word or Excel files from the Office suite (nb: You must have the Office suite installed on your device)

The document will automatically appear on the table within seconds

(If it's an Office document, it will be converted.)



# TOOLBAR

## Tools description

The document's contextual toolbar allows you to:



- Turn pages



- Write with a pen (4 different colors)



- Highlight with a highlighter (4 different colors)



- An eraser to erase



- Create Sticky Notes



- Add pictograms



- Create links between objects



- Generate a HD version of the page



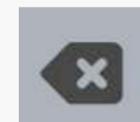
- Delete the document



- Pin the document on the table



- Export / save a copy of the document



- The go back arrow to go back on the main toolbar

## BROWSING

The collaboration area has a depth of field where you can browse by zooming and dezooming to interact with the elements.



You can zoom and dezoom in the area by using:

- The mouse wheel
- Two fingers (like when you use your smartphone) if you have a touch-sensitive surface
- Two fingers if you are using a touchpad (We advise you to use a mouse for optimal convenience).



The right side panel makes the participants' webcams appear. Click on the blue icon next to "Webcams" to see them full screen.



To move in the collaborative area, you can:

- Freely move when you maintain the left click
- Use one finger if you have a touch-sensitive screen
- Double click (or double tap with the finger) on elements to zoom on the object.

If it doesn't display with good definition, double click on the document to get the best resolution possible.

## OBJECTS MANIPULATIONS

The documents and objects can be manipulated with the 3 buttons at the document's corner.



**At the top left:**

The moving cross: Maintain your left click to move the object.



**At the bottom left:**

The rotation arrow: Maintain the left click to make the document rotate.



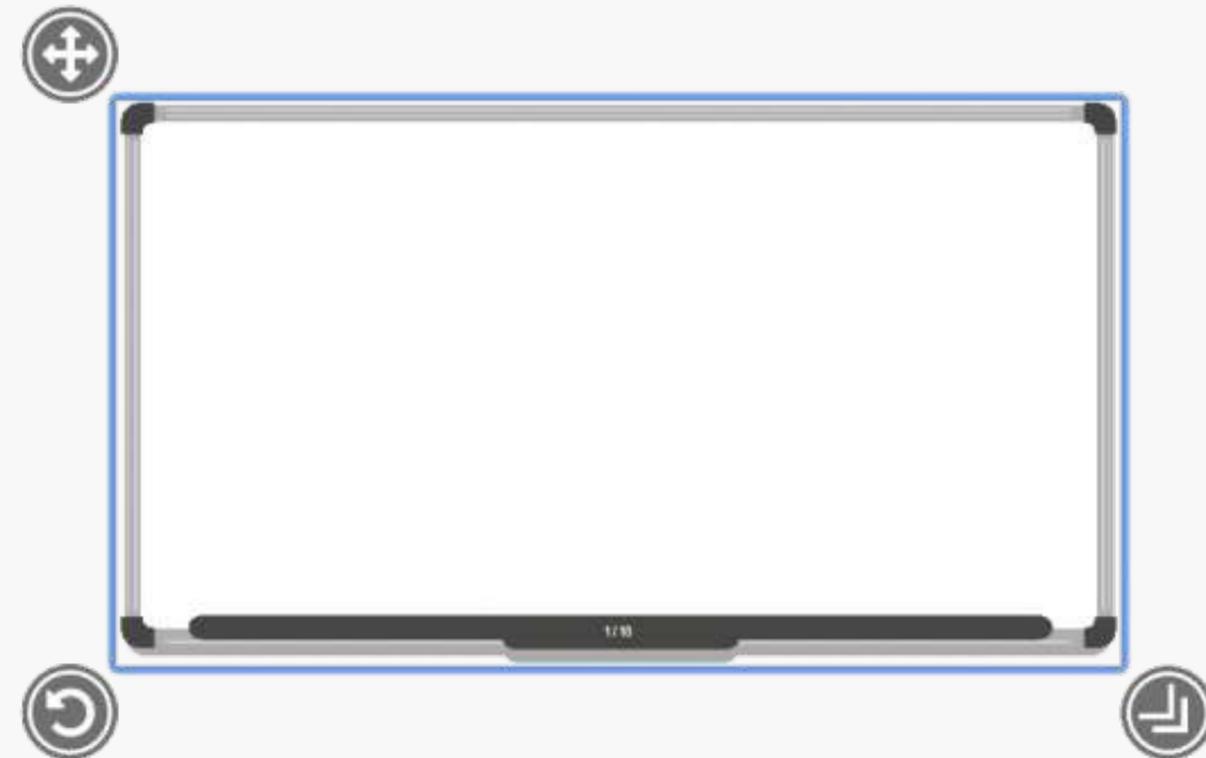
**At the bottom right:**

The resize arrow: To extend or shrink the document.

**Tip:**

You don't have to extend the document to see it better.

You can double click on any object to fit your point of view on the object.



# MODERATION TOLLS FOR THE FACILITATOR

As the facilitator, you have access to 3 moderation icons on the bottom right corner.



## Raise your hand

Every participant has this feature. It brings attention on people who click on it. When you use this function, a sticker appears for a few seconds. When you click on the sticker, the participants have access to a menu to see his point of view or to chat in private.



## Take the floor (Group Mode only)

Once activated (a red dot is flashing), every participant only see your webcam and no one can speak. The facilitator can decide to give the floor to another participant either by clicking on their name on the participants' list or by asking them to use the "Raise your hand" button. When the facilitator click on the sticker, he gives the participant the floor. In this case, only the facilitator and the selected participant can talk to the others.



## The binoculars

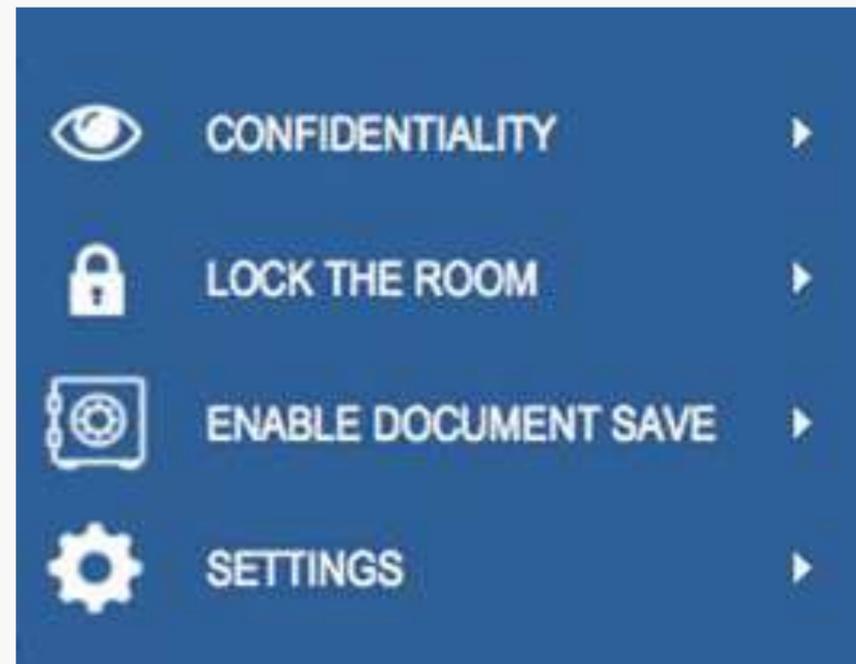
When you activate this feature, (a red dot is flashing), you force every participant to watch your point of view on the collaborative area. You are the only one who can move and share content. This feature is essential if you want your guests see your documents.

## As the facilitator, you can also:

- Watch: To focus on the participant when you are not using the binoculars mode
- Chat: open a private chat
- Involve / Remove participants: Toggles from a spectator mode or an intervening mode and vice versa.
- Give the facilitator status -> Gives to the participant the moderation features
- Mute: to mute the participant mic
- Remove from the participants

# CONFIDENTIALITY LEVELS

At the bottom left of the toolbar, there is your webcam and you can switch on/off : the video, the audio output and the microphone.



**The hamburger menu:** 

It allows you to reach the app settings and several options for your session.

**Confidentiality:**

It defines the meeting’s confidentiality level. With restricted confidentiality and Confidential level, every document exported will have a watermark on it. Besides, a window will appear during the meeting and each participant will have to accept the status.

**Lock the room:**

No one can enter the room even if other people have the room code. With the Lock the room mode, only the facilitator can invite the participants in the session.

**Enable document save:**

It defines if the participants can save the meeting and get the PDF report at the end of the session.

  SUPPORT 1/100 

**Note:**  
When you activate one of these feature, they appear with an icon on the upper right hand panel, next to the room code and the number of participants and your licence capacity

## MANAGE YOUR CONTACTS

You can add new contacts with the “Add a contact” button.

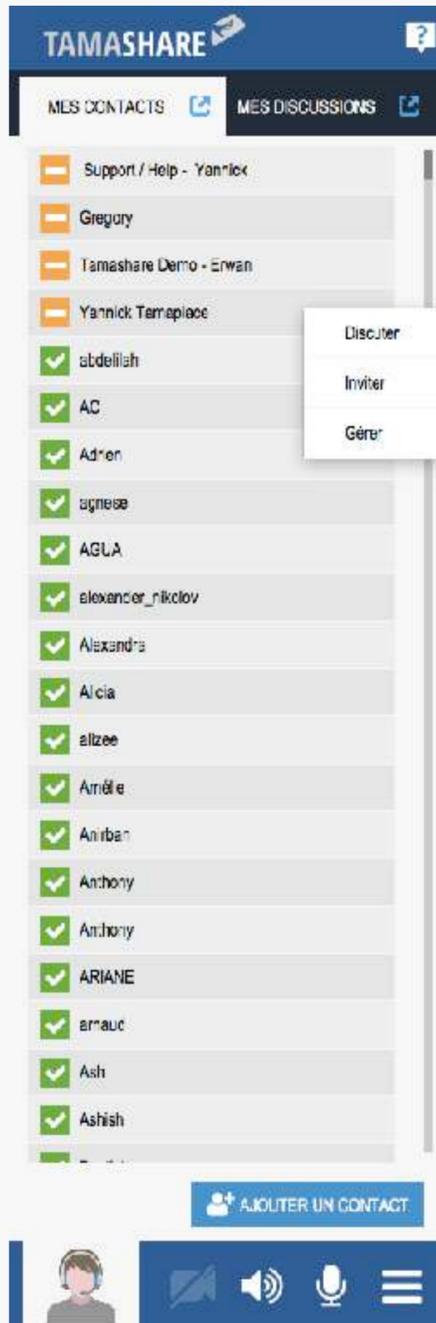
Write your partner’s email address and he will get an invitation email from you. Then, he will be able to download the app. When he will be connected, he will appear with a green icon in your contact list.

If you click on their name, you can chat with them or invite them in your session.

Note that you will always have the « Support Help » contact. You can reach us directly on the app to ask for help or for a training.

There is also the instant messaging to chat with your partners anytime as long as they are connected. Even if you close the app, you will get the messages.

To end a session, click on the “door” icon on the upper right hand.



← Menu déroulant

← Ajout d'un contact

← Réglages

# WHITEBOARD

Click on the whiteboard icon to make it appear on the table.



### Annotations

You can draw directly with the pen (4 colors) or choose a Stabilo or eraser to erase your drawings.



### Sticky Notes

You can create post-its, Add pictograms or links.



### Turn the whiteboard pages

You can also turn the whiteboard pages (like a flipchart), at any time you can go back to the other pages.



### Trash

It allows you to delete the whiteboard (after confirmation)



### Tip

If you are all filling the white board but want to continue drawing, you can use the enlargers (bottom right) to increase the writing area of the board.



### Pin

It allows you to pin the whiteboard on the table



### Floppy disk

It allows you to export as an image



### The arrow back

The go back arrow makes you go back to the main toolbar

## SCREEN AND APP SHARING

When you click on the screen sharing, a screen will appear on the table. Click on the play button  to share your screen to all of the participants.



### Case n°1: You are using one screen.

When you start the screen sharing, Tamashare is automatically reduced and is displaying your screen. The users can see everything you are doing on your computer

On the upper right-hand corner, you will see “Pause screen sharing” flashing; click on it to pause the screen sharing and Tamashare will automatically reappear.

### Case n°2: You are working with 2 screens with stretch screen mode.

When you start the screen sharing, the 2nd screen is displaying by default.

A blue border surrounds the shared screen.

The upper left hand cross: Maintain your left click and move the border.

The bottom right hand arrow: Maintain your left click and resize the border.

With these functions, you will be able to adjust what you want to show.



### Note :

If the facilitator is using the binoculars during your screen sharing, it automatically pauses.  
To start it again, you need to press play again when the facilitator switches off the binoculars.

# SCREEN AND APP SHARING

When you click on the screen sharing, a screen will appear on the table. Click on the play button  to share your screen to all of the participants.



**Annotations:**

Annotates the shape. (4 different colors)



**Highlighter:**

4 different colors.



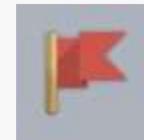
**Eraser:**

To erase annotations.



**Sticky Note:**

Create a sticky note



**Add pictograms:**

Allows you to add statuses on screen sharing



**Trash:**

Remove screen sharing (after confirmation)



**Pin:**

Pin the screen sharing to the table



**Floppy Disk:**

It allows you to export as an image



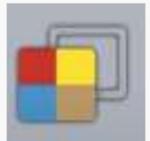
**The arrow back:**

The go back arrow makes you go back to the main toolbar

# STICKY NOTES

When you create sticky notes, it appears on the table.  
The toolbar (at the bottom) offers several options for the post-it.

Note that the post-it is automatically created if you drag and drop a TXT format file.  
You can also copy and paste any text from your computer.



**Change the color:**  
There are 9 different sticky notes colors



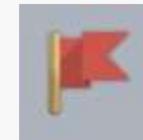
**Change the text color:**  
There are 5 different text color



**Change the size of the text:**  
There 3 different sizes



**Add links:**  
Link several sticky notes to one another with arrows



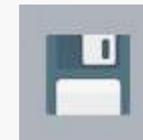
**Add pictograms:**  
To show the status of the sticky notes



**Trash:**  
You can delete the sticky notes with he bin (after confirmation)



**Pin:**  
Use the tack to pin the sticky notes to the table



**Floppy Disk:**  
You can save the text with the diskette

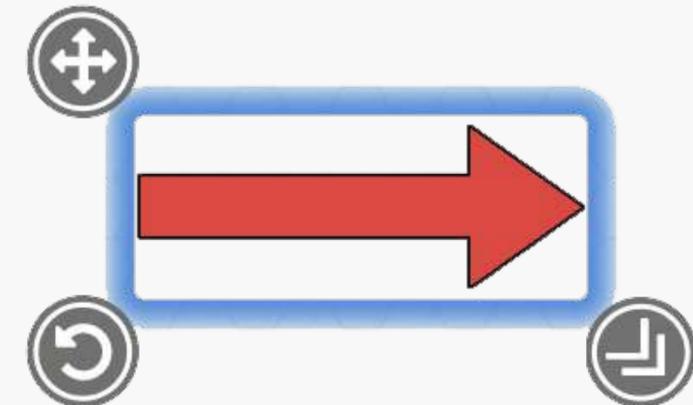


**The arrow back:**  
The go back arrow makes you go back to the main toolbar

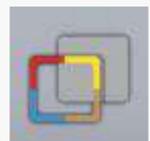
# SHAPES

You can create 6 different shapes.  
When you click on a shape, it appears on the table.

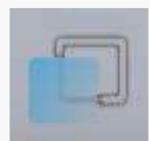
You can manipulate the shape thanks to the 3 icons on the corner of the object.



**Change the color:**  
Choose among 9 colors



**Change the shape's edge:**  
Choose among 9 colors



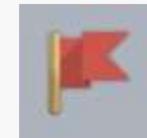
**Change the transparency:**  
Makes the shape translucent



**Annotations:**  
To annotate the shape



**Add links:**  
To link several shapes or objects with arrows



**Add pictograms:**  
To show the status of the shape



**Trash:**  
You can delete the shape with the bin



**Pin:**  
Use the tack to pin the shape to the table



**Floppy Disk:**  
You can save the shape with the diskette



**The arrow back:**  
The go back arrow makes you go back to the main toolbar

## NOTEPAD

Click on the icon to make appear a notepad on the table.

Note that the notebook can be automatically created if you copy and paste text in TXT format.



### Up / Down arrows:

The up and down keys can be used to scroll.



### Change the text color:

4 different colors



### Add links:

Link notepads or objects with arrows



### Add pictograms:

Add status on the notepad



### Trash:

You can delete the notepad with the bin



### Pin:

Use the tack to pin the notepad to the table



### Floppy Disk:

You can save the notepad with the diskette



### The arrow back:

The go back arrow makes you go back to the main toolbar

## PICTOGRAMS

The pictogram function “Flag icon” can be used on many object on Tamashare.

Click on the icon and you will see the pictobank.

You can add up to 8 pictos by object.

The selected pictos appear under the object and they are surrounded by a blue square on the pictobank;  
You just need to click on the picto with the blue square on the pictobank to deselect your picto.



# LINKS BETWEEN OBJECTS

The links will connect elements

Create the 2 objects you want to link.  
Select one and click on "Create a link"

You have several choices:



- A simple arrow



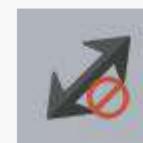
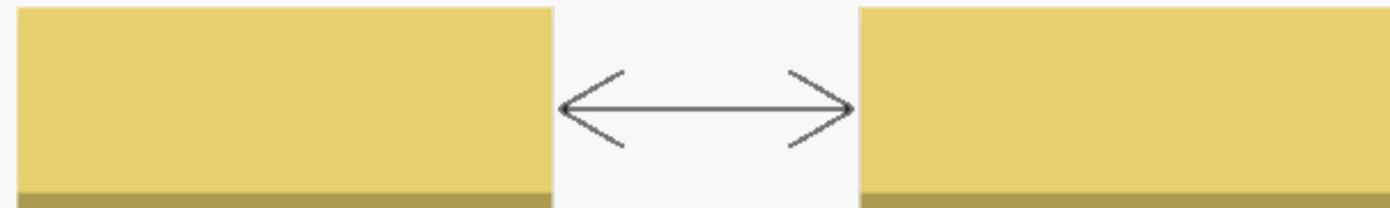
- A double arrow



- A simple link

**Once you selected the link, it appears on the object.**

Move your mouse to the second object and click on the center of the object to stick the link.



To delete a link, select the object, click on "Create a link" and choose the crossed arrow.  
Select the link you want to delete.

## BACK-UP

When you end a meeting, you can leave the session by clicking on the “Door” icon on the upper right corner 

A pop-up window is displaying that offers you to save the meeting.



You can change the meeting name and choose the back-up’s place if you click on the “Change the path” button.

You can also generate the PDF meeting report.

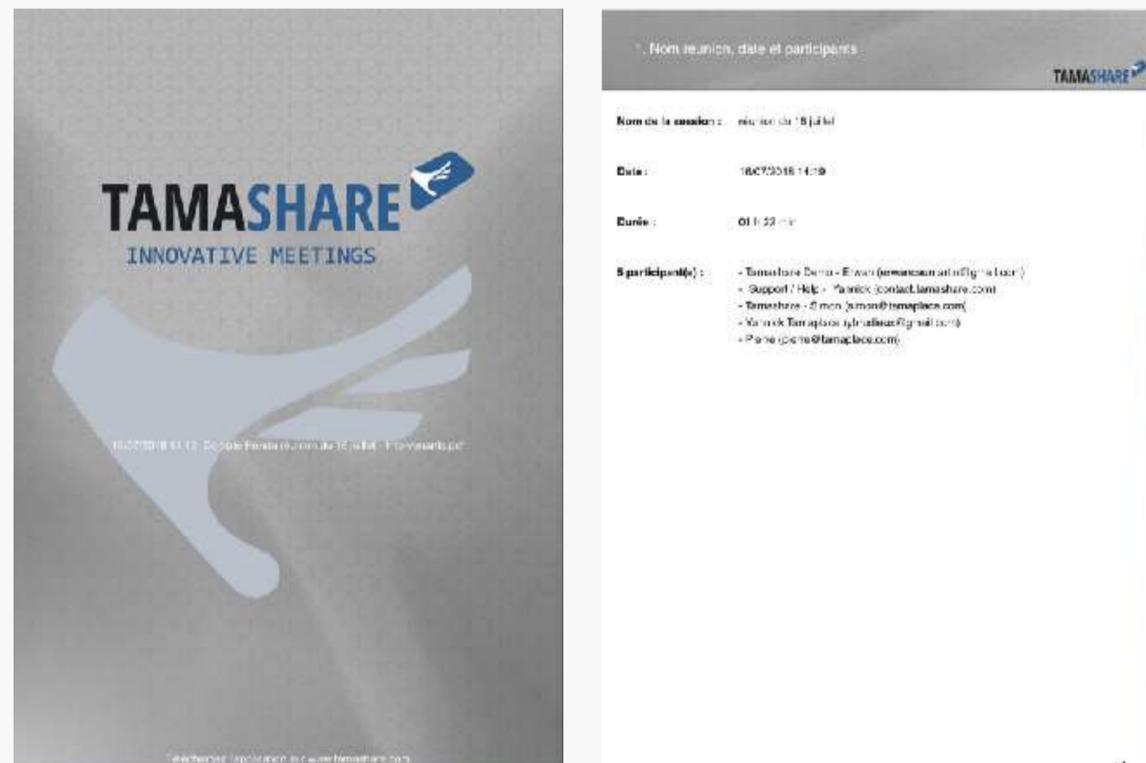
If you save the meeting in a file everyone can access, everyone can launch the back-up (only if they also installed Tamashare) by double-clicking on the file with the named meeting to update it on their side.

**Note :** This mode is possible only if the users are not connected at the same time and if the facilitator launches the session. For a permanent room development, contact us directly: [contact@tamashare.com](mailto:contact@tamashare.com)

# MEETING REPORT

You will be able to generate a PDF report and export the meeting's elements.

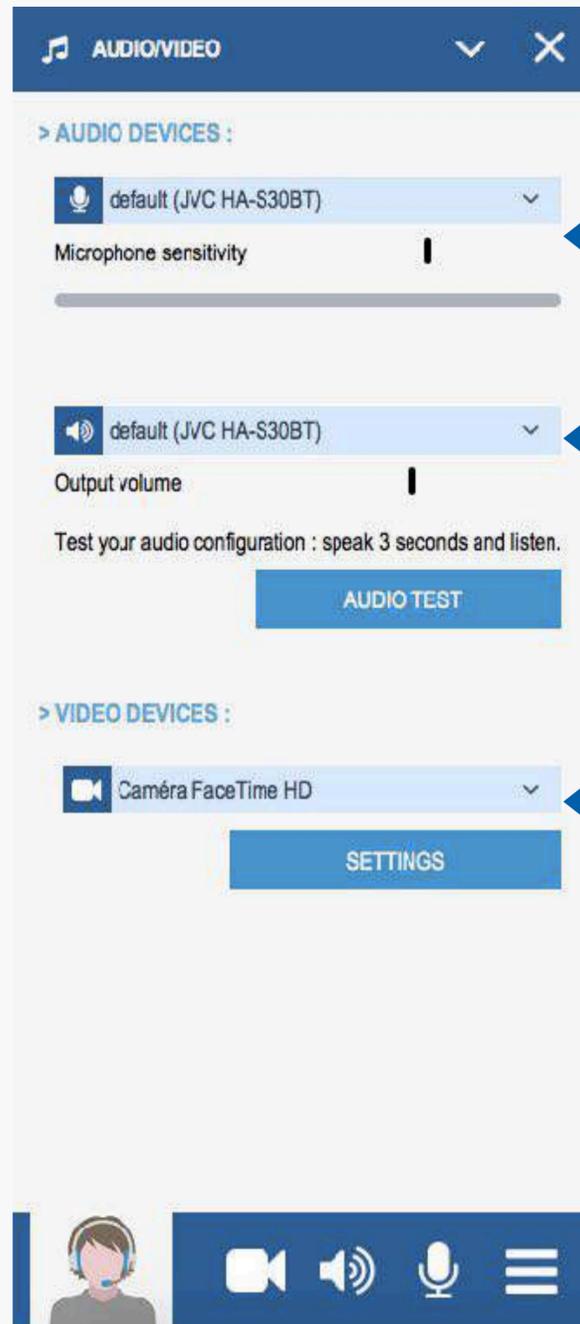
You can also decide where the place of the export file.



By default, the meeting export is saved in the Tamashare file in your computer's "Documents".

The file includes:

- The PDF meeting report with the meeting duration, the number of participants, an overview of the meeting, the chats and every document shared during the meeting.
- Each element visualized during the session with JPG or text format.



Choice of microphone

Choice of the audio output.

Choosing the video device

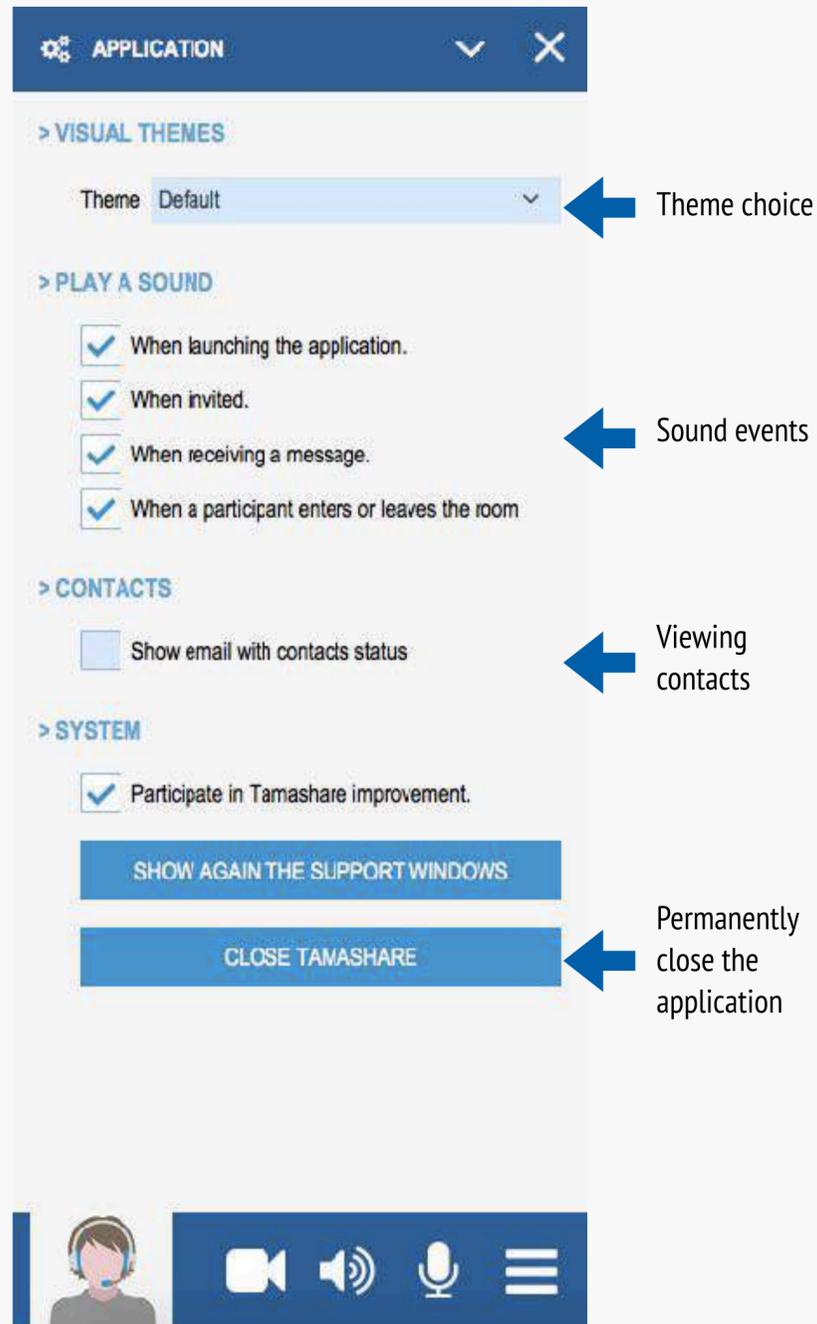
## AUDIO / VIDEO

Here, you select your audio and video peripheral device.

- Choose the microphone. Depending on your devices, you might have several choices. You can also define your microphone sensitivity.

- Choose the output volume  
You can test your audio configuration if you click on the “Audio test” button. The audio test plays a sound and records your microphone sound during 3 seconds and plays it again after. If you hear the sound and your voice, the sound is OK.

- Choose the video peripheral device.  
Select your webcam here. If you don't see your webcam on the list, please relaunch the app.

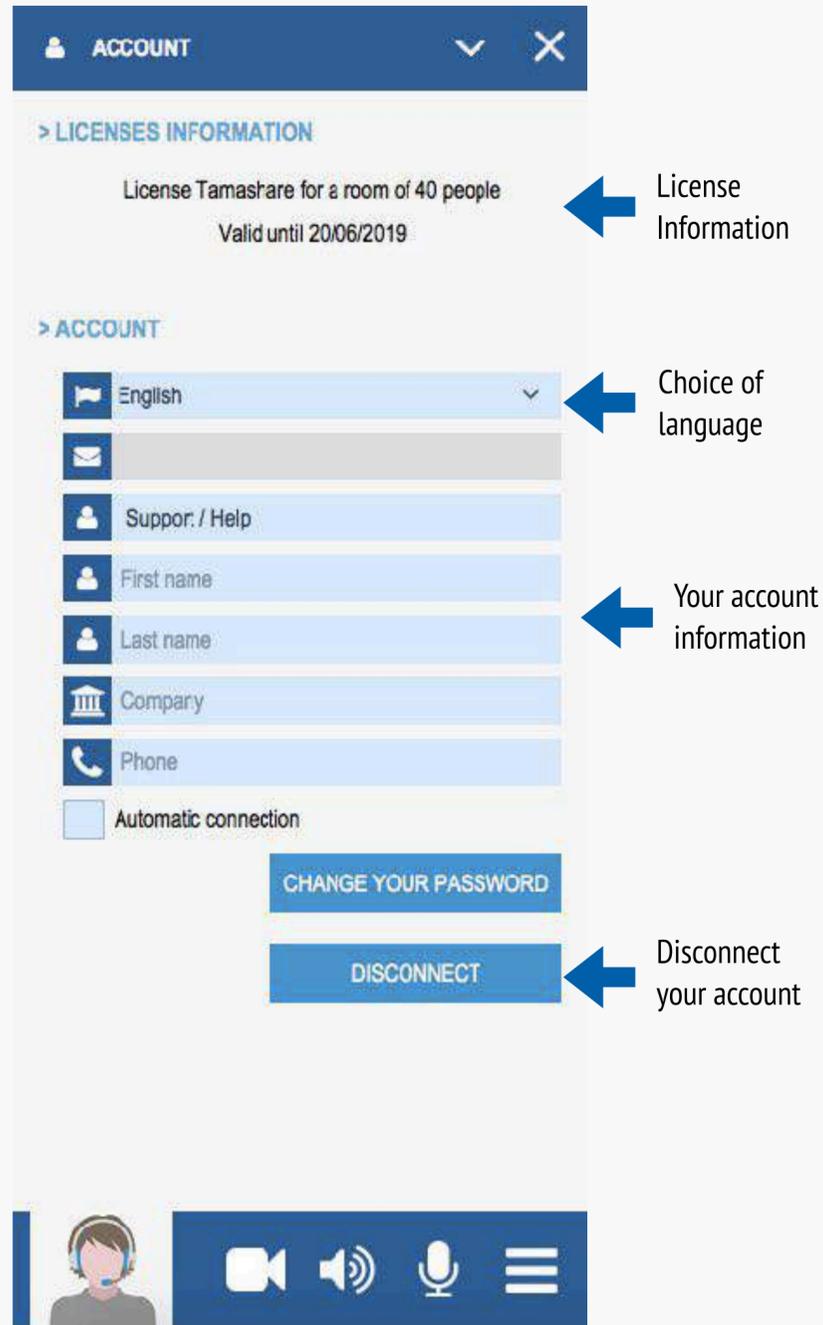


# APPLICATION

This is where you have all of the app's settings

- Change the theme. The Wood theme is the old version. If you want, we are able to design your company's theme. Please reach us for more information.
- Adapt the sound effects.
- Choose the way the contacts display
- Choose the way the app starts

You close the app with the "Close Tamashare" button.



# ACCOUNT

This section includes every information regarding your account.

You can change the app language.

Under the field with your email address, you can change your alias. Write the name and validate with the ENTER key. The name will be changed next time you connect.

You can also automatically sign in by clicking on “Automatic connection”.

You can reset your password with the “Change your password” key.

You sign out with the “Disconnect button”.  
The app relaunches to reach the app’s homepage.



-  Start in the locked room
-  Start in a confidential room
-  Allowed email list

## ROOM

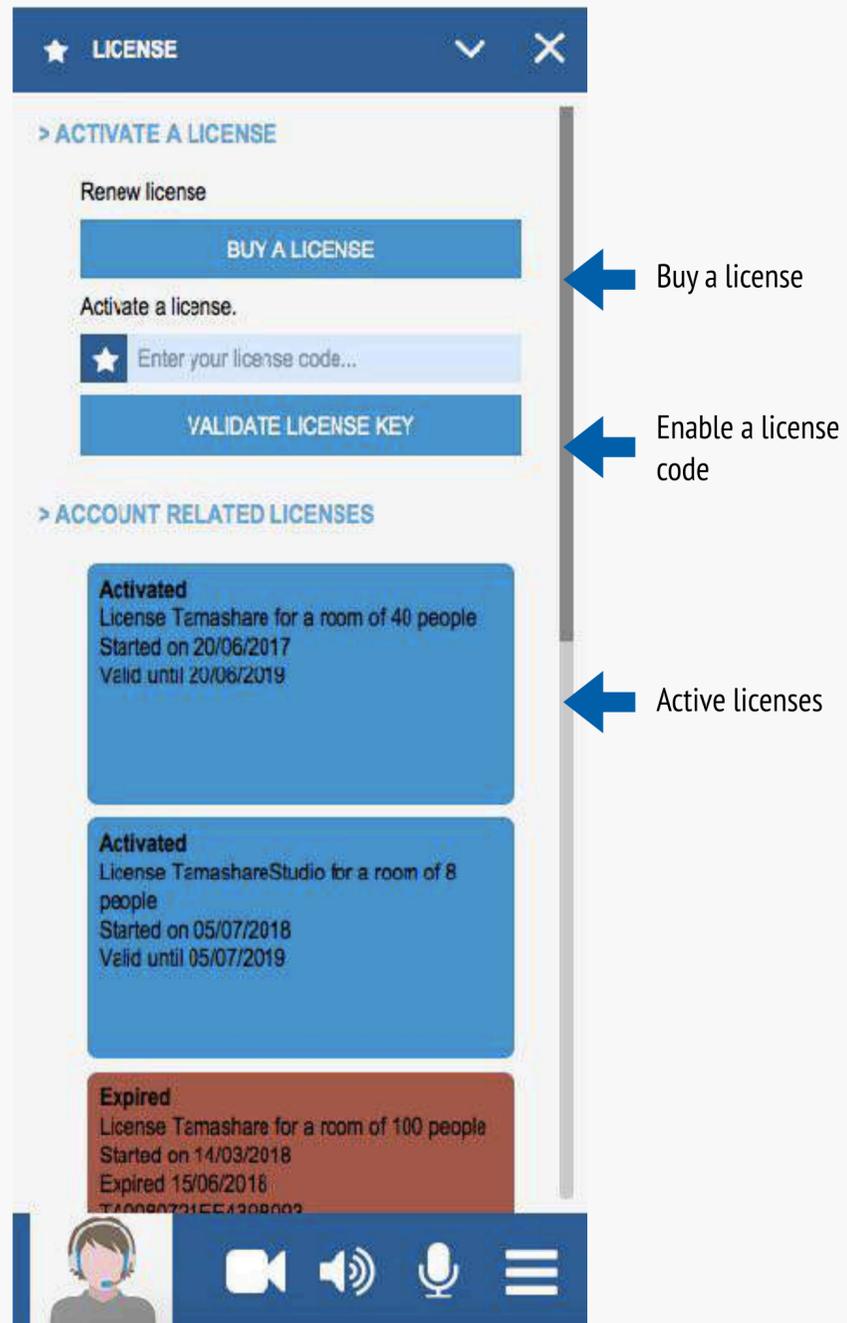
In this section, you choose if you want to automatically lock your session.

This way, the participants will not be able to join your session except if you send them an invitation. It is the same for the confidential room.

You can also limit the access to specific people.

Write the address or domain you want to authorise, if there is no mistake, "filter OK" is written.

Note that you need to be connected with an email address including the same domain to filter it.



# LICENSE

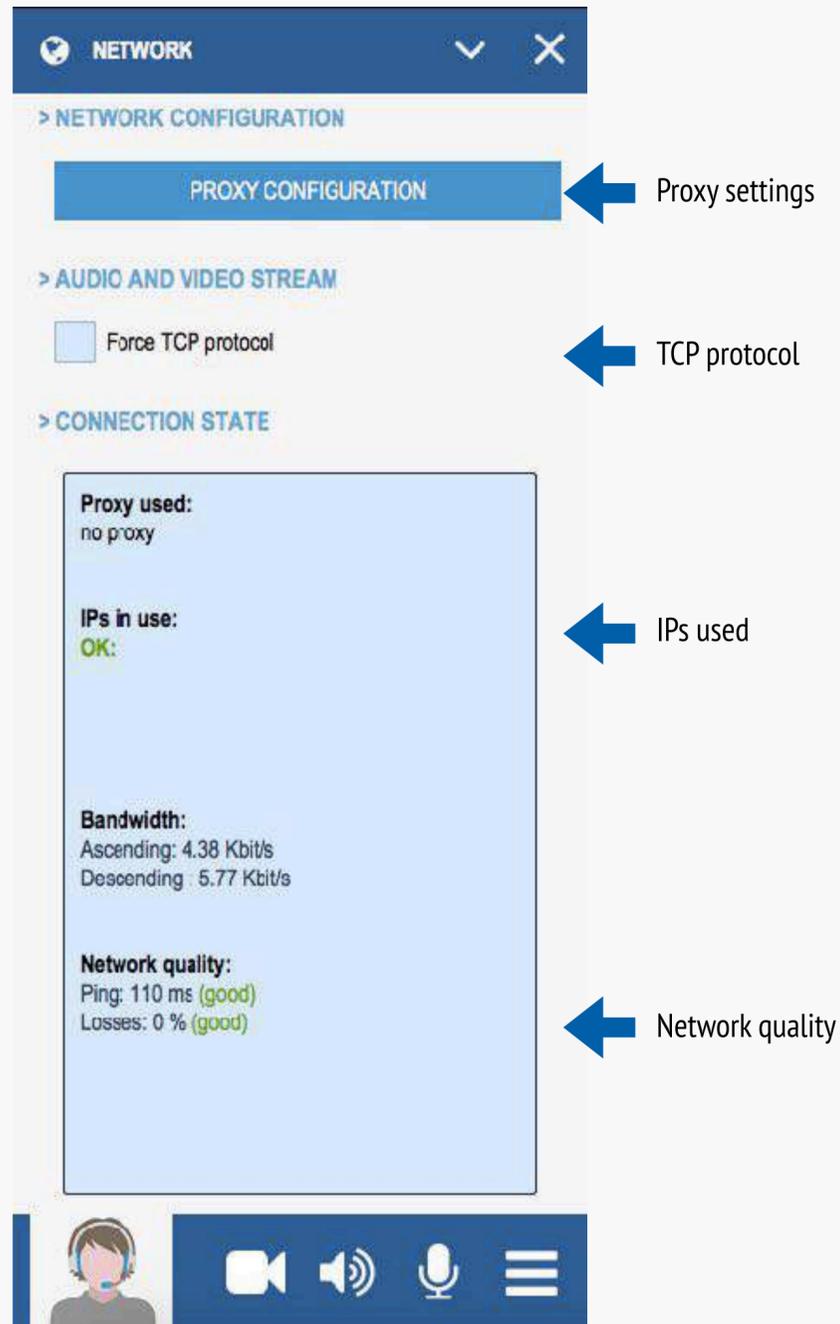
In this section, you can:

- Buy a license via our website.
- Activate a license.

Copy / Paste the license number on your bill and “Validate the license key”.

The license will appear under “Account related licenses”.

**Note :** If there is an error message, contact us directly on the app or by email: [contact@tamashare.com](mailto:contact@tamashare.com)



# NETWORK

This section shows your network’s real-time quality.

The “Proxy configuration” button helps you configurate your company’s proxy if it is not automatically detected.

If your interlocutor can’t see or hear you, select “Force TCP protocol” and see if it is better. Sometimes, companies are blocking the audio and video communication protocol (UDP).

The connection state shows the current flow that the app is using.

The network quality informs you about your quality connection. If the numbers are written in red, the internet connection is not good enough. We advise you to switch off your webcam.



## SUPPORT

This section offers fonctionnalités if you encounter any problem or dysfunction.

The “Create a bug report button” automatically sens a report to our teams.

This report includes the last 10 sessions and the correction will be quickly done.

The reset buttons will launch the app again with default settings.

## EQUIPMENT CONFIGURATION

- Favor an audio headset rather than your computer's microphone. (Avoid bad quality headphones)
- Add a webcam if your computer does not have one.
- Use a mouse or a touch-sensitive surface rather than your computer's touchpad.

It will be easier to use Tamashare. If you can't, use the keyboard's arrows, the +/- keys and the touchpad.

## SOFTWARE CONFIGURATION

- To share Office document, your device must have the Office suite installed (2013 version and more).

## NETWORK CONFIGURATION

- Favor a wire connection (Ethernet) rather than wifi.
- Check you are not using other softwares which could slower Tamashare (dropbox, email, downloading...)
- Check there is enough bandwidth => See the settings on Tamashare and choose "Network".



# MANUAL