

*Immersive Terf*®  
3D Immersive Collaboration  
Consultants, LLC

# Welcome to Immersive Terf®!

Getting Started



3D Immersive  
Collaboration

[www.3dicc.com](http://www.3dicc.com)

Create - Educate - Inspire

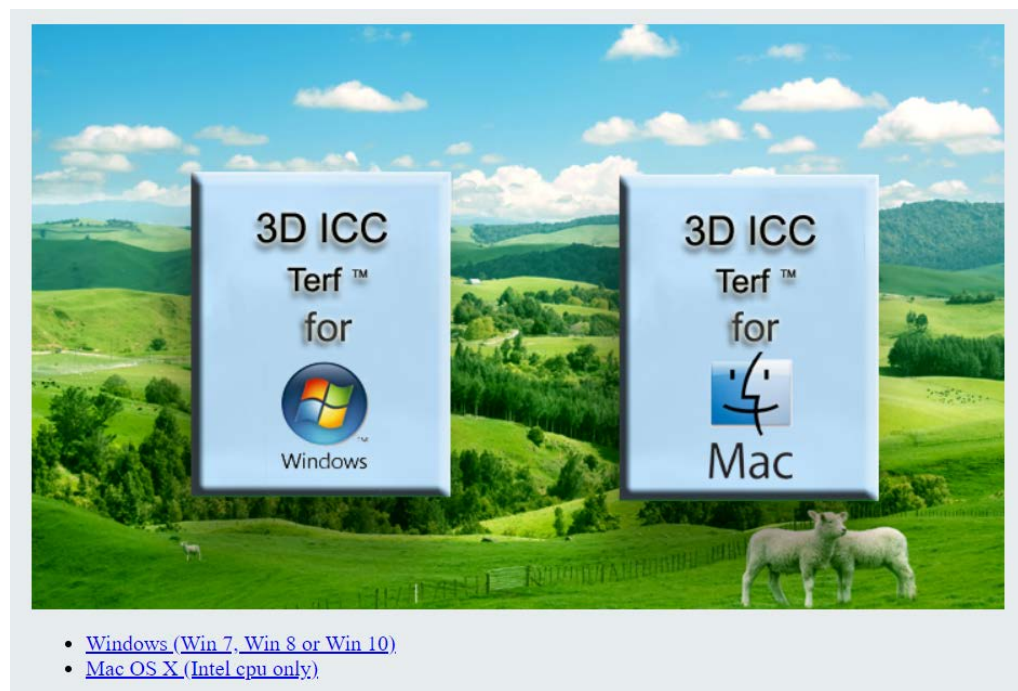
Welcome to Immersive Terf! We hope you  
enjoy your adventure!

For more information and 30 days of  
unlimited access, contact us at  
[info@3dicc.com](mailto:info@3dicc.com)

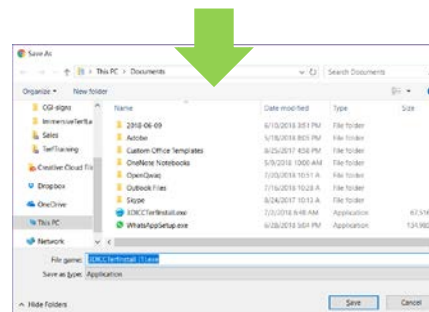
# The Basics

- **Install & run the Terf<sup>®</sup> client to log in**
  - Username & password should have been sent to you. If not, email us at support@3dicc.com
  - Download and install client per email instructions
  - Select your organization (usually just 1 option)
  - Choose a forum (room)
  - First time entering that forum? Wait for the room to load
- **Get your audio working!!**
  - **IMPORTANT:** You are in Push-to-Talk when you first log in! No one will hear you unless:
    - Hold down the **Ctrl** (control) key while you are speaking
    - Release **Ctrl** key to mute microphone
  - See detailed microphone control for other options (e.g., open full time)
  - Can't hear others? See sound check section
- **Practice moving around**
  - Use your arrow keys
  - WASD gamer keys
  - Mouse look
- **Get familiar with the screen layout**
  - Buttons and actions
  - Status icons
  - Menus

# Downloading & Installing the Client



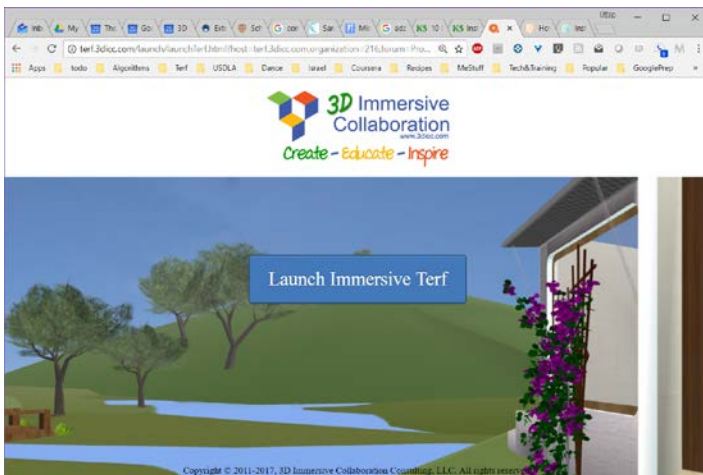
1. Click the link provided in the account notification email.
2. Now click the button for your client operating system (Windows or Mac OS)
3. You will be prompted to save the install file



4. Using your file browser (Mac Finder or Windows Explorer), locate the installer file and double click to open it. Follow the prompts to install the client.

# Logging in Using a Link

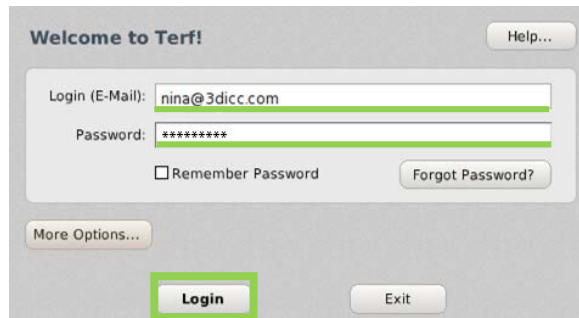
If you have been provided with a Launch Link (e.g., via email or meeting notice), clicking the link will automatically perform the following without manual intervention, unless this is your first login. In that case, the launcher will pause at the login screen. Enter your username and password, and click *Login*. The launcher will take it from there!

A screenshot of a login interface. The title is 'Welcome to Terf!' with a 'Help...' button in the top right. The form contains two input fields: 'Login (E-Mail):' with the value 'nina@3dicc.com' and 'Password:' with a masked value '\*\*\*\*\*'. Below the password field is a checkbox for 'Remember Password' and a 'Forgot Password?' button. At the bottom, there is a 'More Options...' button, a 'Login' button (highlighted with a green border), and an 'Exit' button.

# Easy Login from the Desktop

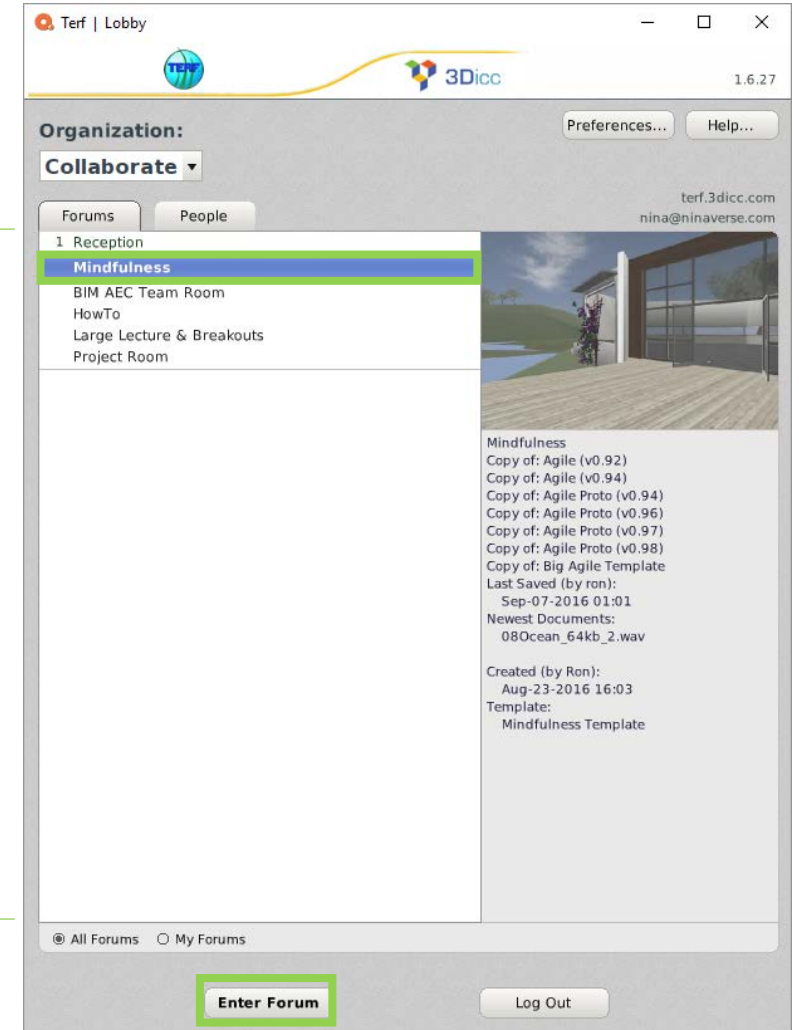
- 1 Double click the Immersive Terf® icon on your desktop.

When the login dialog appears, enter your username (email address) and password. Click *Login*.



The screenshot shows a login dialog box titled "Welcome to Terf!". It contains a "Help..." button in the top right. The "Login (E-Mail):" field is filled with "nina@3dicc.com" and the "Password:" field is filled with "\*\*\*\*\*". Below the password field is a "Remember Password" checkbox and a "Forgot Password?" button. At the bottom left is a "More Options..." button, and at the bottom center is a "Login" button, which is highlighted with a green box. To the right of the "Login" button is an "Exit" button.

- 2 Click on a room, or forum (for first time users, it will prompt you to go to Reception)



The screenshot shows the Terf application interface. The title bar reads "Terf | Lobby" and the version is "1.6.27". The interface includes a "3Dice" logo and a "Collaborate" dropdown menu. The "Forums" tab is selected, showing a list of rooms: "Reception", "Mindfulness", "BIM AEC Team Room", "HowTo", "Large Lecture & Breakouts", and "Project Room". The "Mindfulness" room is highlighted with a green box. To the right of the room list is a preview image of a modern building. Below the preview, there is a list of documents related to "Mindfulness", including "Copy of: Agile (v0.92)", "Copy of: Agile (v0.94)", "Copy of: Agile Proto (v0.94)", "Copy of: Agile Proto (v0.96)", "Copy of: Agile Proto (v0.97)", "Copy of: Agile Proto (v0.98)", and "Copy of: Big Agile Template". The "Last Saved (by ron):" is "Sep-07-2016 01:01". The "Newest Documents:" are "08Ocean\_64kb\_2.wav". The "Created (by Ron):" is "Aug-23-2016 16:03" and the "Template:" is "Mindfulness Template". At the bottom left, there are radio buttons for "All Forums" (selected) and "My Forums". At the bottom center is an "Enter Forum" button, which is highlighted with a green box. To the right of the "Enter Forum" button is a "Log Out" button.

- 3 Click *Enter Forum*

# Your Profile

**What:** Set up my profile – effects what you see when you mouse over your name in the *People* list, and the name tag above your avatar

**How:** To begin, click on *Tools > Preferences* from the menu bar

The image shows a screenshot of a 'Your Preferences' dialog box for an account named 'ron2@3dicc.com'. The dialog has two tabs: 'Public Profile' and 'Preferences'. The 'Preferences' tab is active. It contains several fields and controls:

- Screen Name:** A text field containing 'Joe Thompson'. A callout box labeled 'Screen Name' points to this field.
- My Color:** A dropdown menu set to '(Random)'. A callout box labeled 'Color' points to this dropdown.
- My Picture:** A small square icon of a smiley face. A callout box labeled 'Profile Picture' points to this icon. To its right is a 'Browse...' button.
- Language:** A dropdown menu set to 'English (USA)'.
- Public E-Mail:** A text field containing 'ron2@3dicc.com'. A callout box labeled 'E-Mail' points to this field.
- About Me:** A large, empty text area. A callout box labeled 'Description' points to this area.

At the bottom of the dialog are three buttons: 'OK', 'Apply', and 'Cancel'.

# Actions

- Spacebar – Wave
- Y – Yes
- N – No
- B – Bow
- PgUp – Up (without gravity)
- PgDn – Down (without gravity)
- Alt-[key] – Slow
- Shift-[key] – Fast
- R – (Floor) Look Down
- C – (Ceiling) Look Up
- F – (Forward) Look Straight





# Input Device Support & Terminology

Key sequences to access commands in Immersive Terf® can vary between PC and Mac, and whether or not you are using a trackpad or a mouse. Not all keyboards have a dedicated set of arrow keys or Page Up/Down function keys. Most operations specific to an object (e.g., display panel, sticky note, etc.) are accessed by clicking on an option from the context menu for that object.

In general:

## **PC**

Alt

Page Up

Page Down

right click

## **Mac**

Option

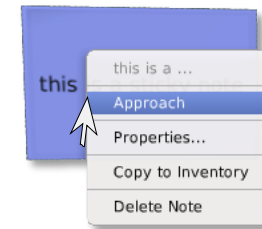
fn + up arrow

fn + down arrow

command + (left) click



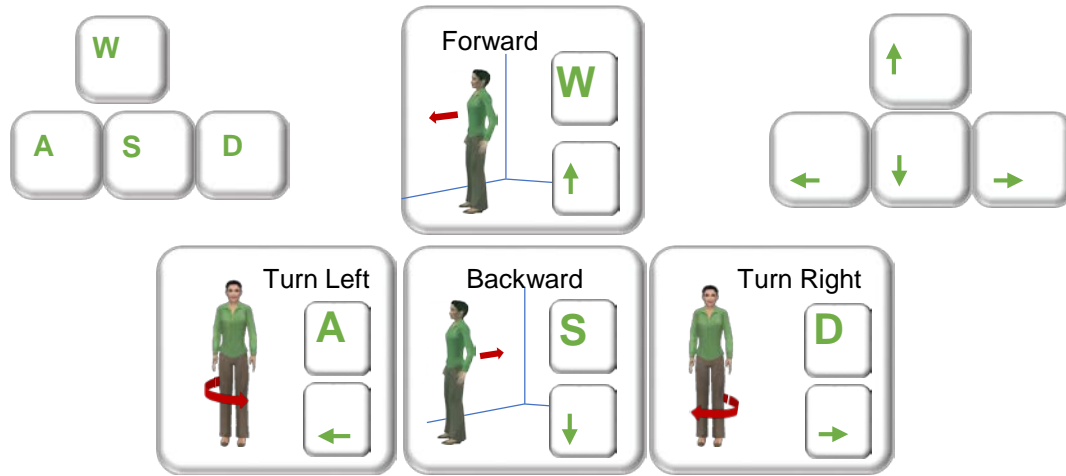
Click right mouse button while mouse pointer is on sticky note to activate context menu



## *PC Example with a 2-Button Mouse*

Activating the context menu of a sticky note from a Windows PC by clicking on the right mouse button

# Basic Navigation

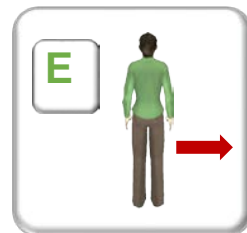


*Shift* key (PC or Mac) + any arrow key to **speed up**  
*Alt* key (PC) or *Option* key (Mac) + any arrow key to **slow down**

Slide (Strafe) Left



Slide (Strafe) Right



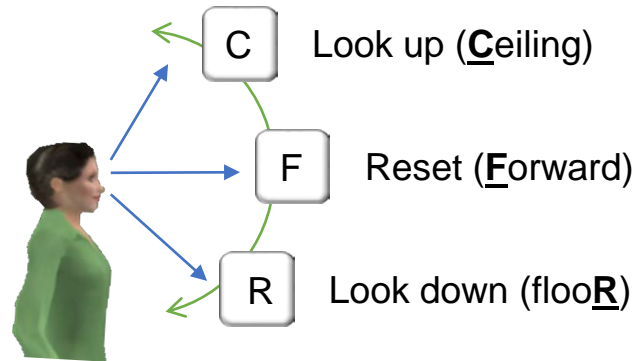
***Just for fun***

*Try pressing more than one key at a time!*

*See what happens when you press A + E or Q + D*

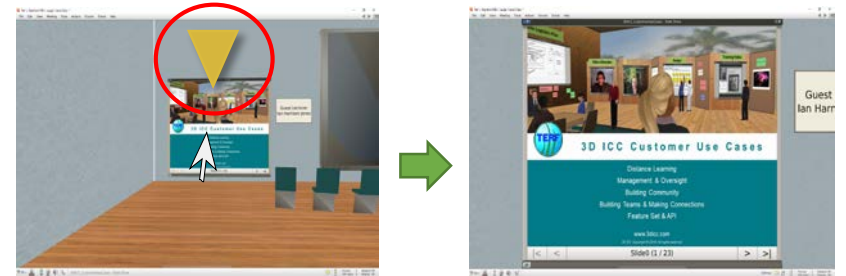
# Advanced Navigation: Getting a Better View

## Change viewing angle



## Click to get closer

Mouse over an object. If a yellow triangle appears, just click it to approach the object up close.



(Press any navigation key to back away when done)

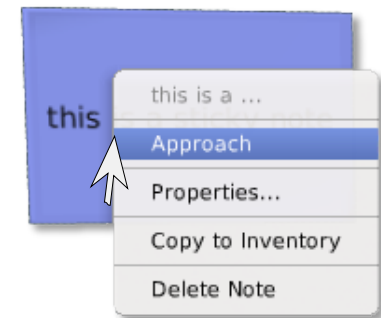
## Approach for a Close-in View

Use an object's context menu to move closer to the object

Bring up object's context menu...

	<b>PC</b>
cmd +	<b>Mac</b>
cmd +	Single tap <b>Mac trackpad</b>

...then select *Approach*



(Press any navigation key to back away when done)

# Basic Microphone Operation

The microphone is set to *Push-to-Talk* by default.

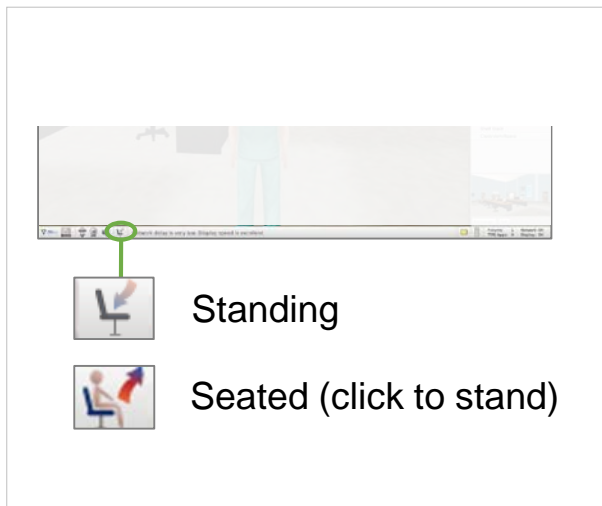
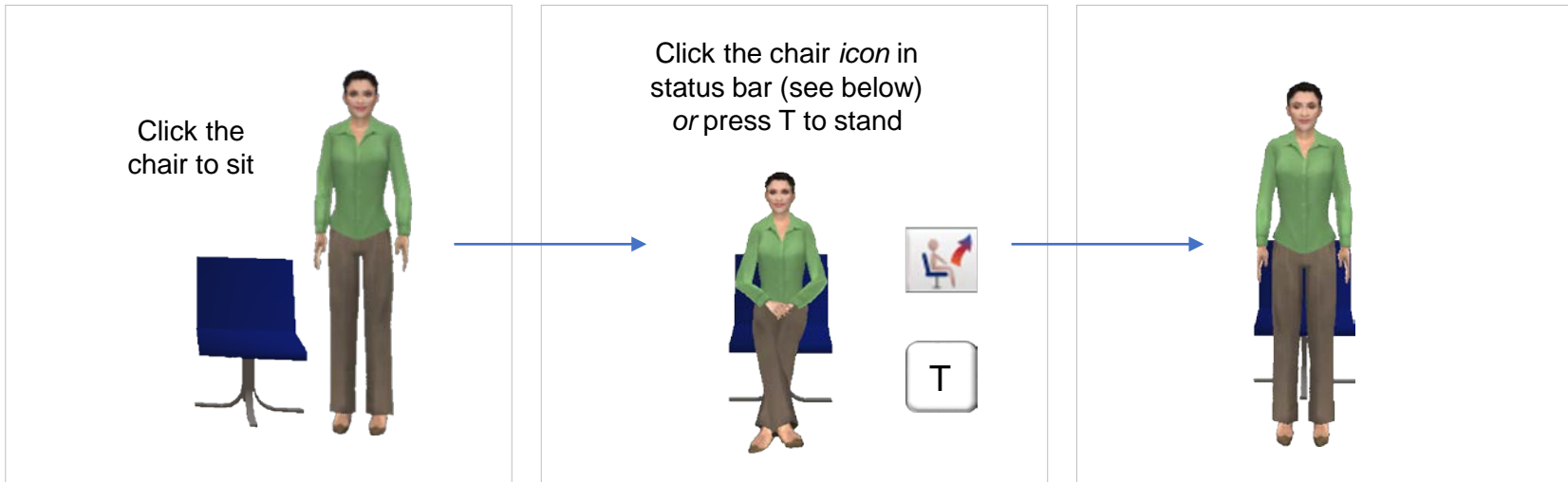
To speak, hold down the **Control** key while you are talking. Let go of the key when you are finished speaking.



While you are speaking, the microphone appears in the Open state, and a sound indicator appears next to your name in the People list



# Sitting & Standing Up

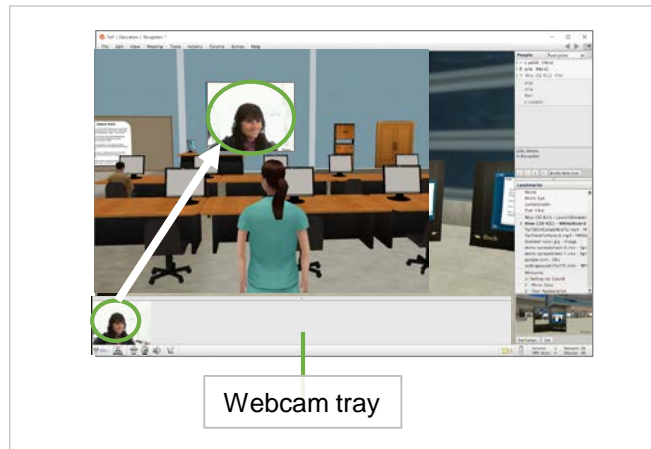
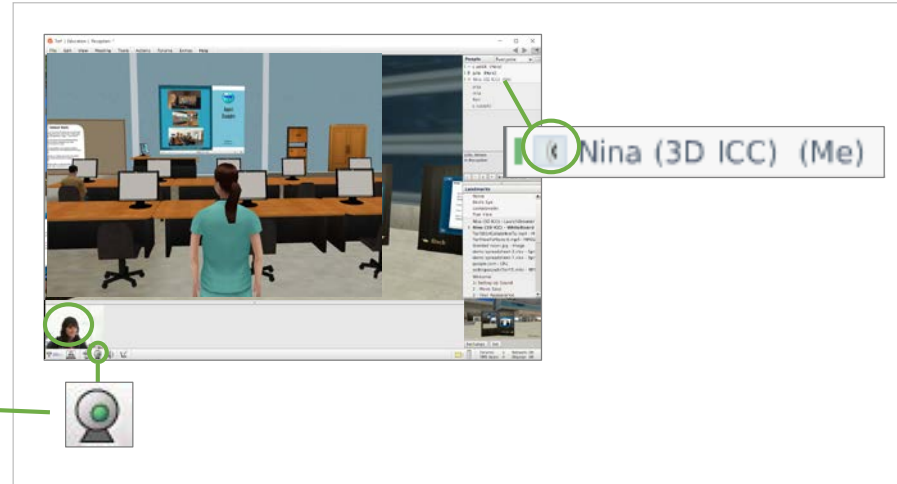


Any of these work!

- ✓ Click a chair
- ✓ Click the chair icon (located in the lower left corner of window)
- ✓ Press the letter **T**

# Using Your Webcam

Click the icon to enable the webcam. Click it again to turn it off.



You can drag your video from the webcam tray and drop onto an existing display panel or let Terf® create a new one for you

Content

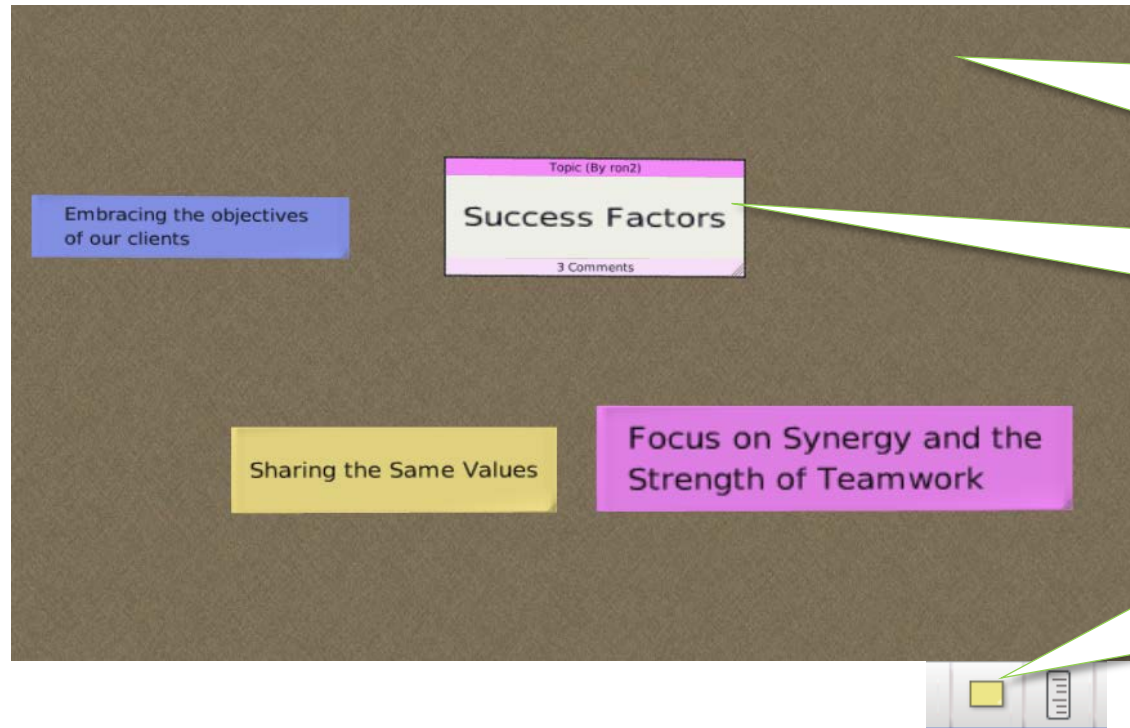
# Walls and Noteboards



- Sticky Notes
- Topic Cards
- Advance Polls
- Fixed Surface (Advanced)
- Noteboard
- Browse Topics
- Save As Text



# Sticky Notes and Topic Cards

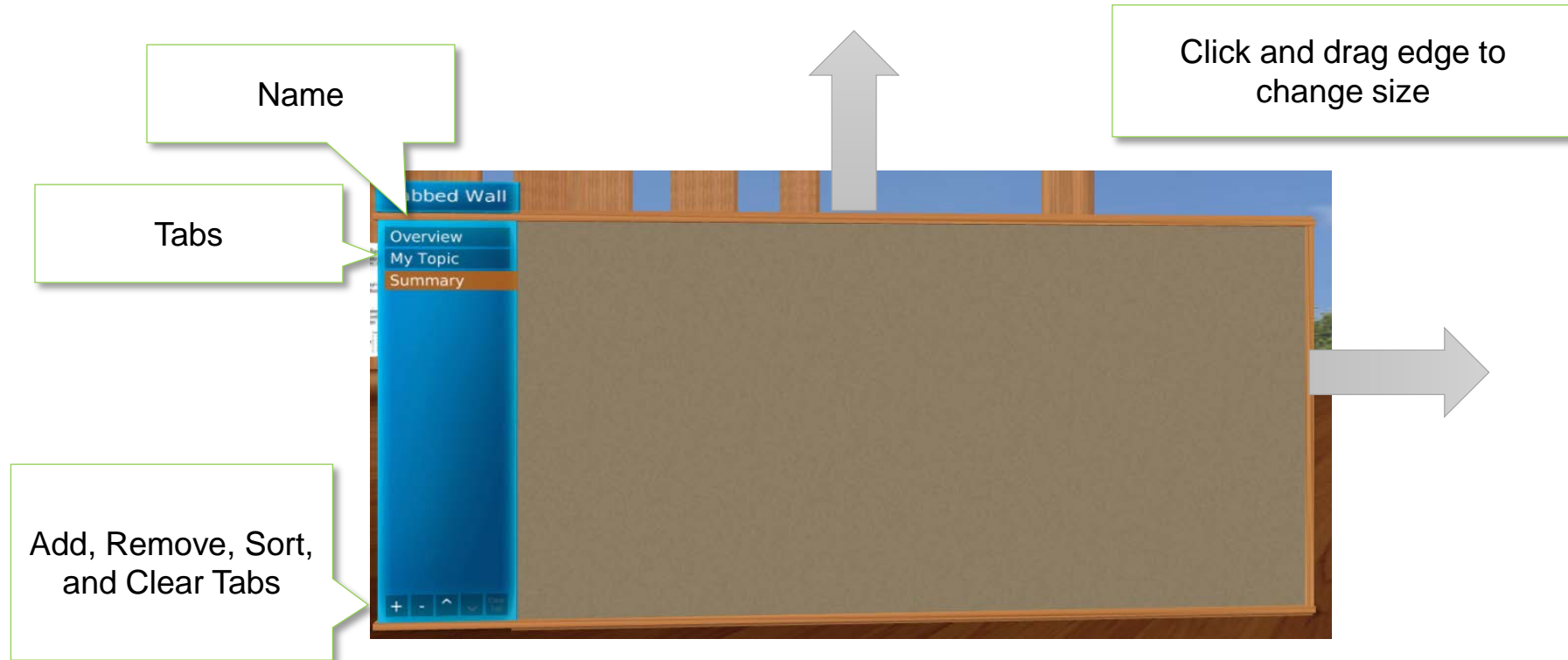


Right Click (PC) or Command-Click (Mac) On Noteboard and select Sticky Note or Topic Card

Double Click on Topic Card to add Comments

Click Sticky Note icon (and drag or click again on wall)

# Tabbed Wall



Great for Sticky Notes

Add content to each tab. Right click (PC) or command-click (Mac) to browse topics, or save sticky notes, topic cards, and polls as text

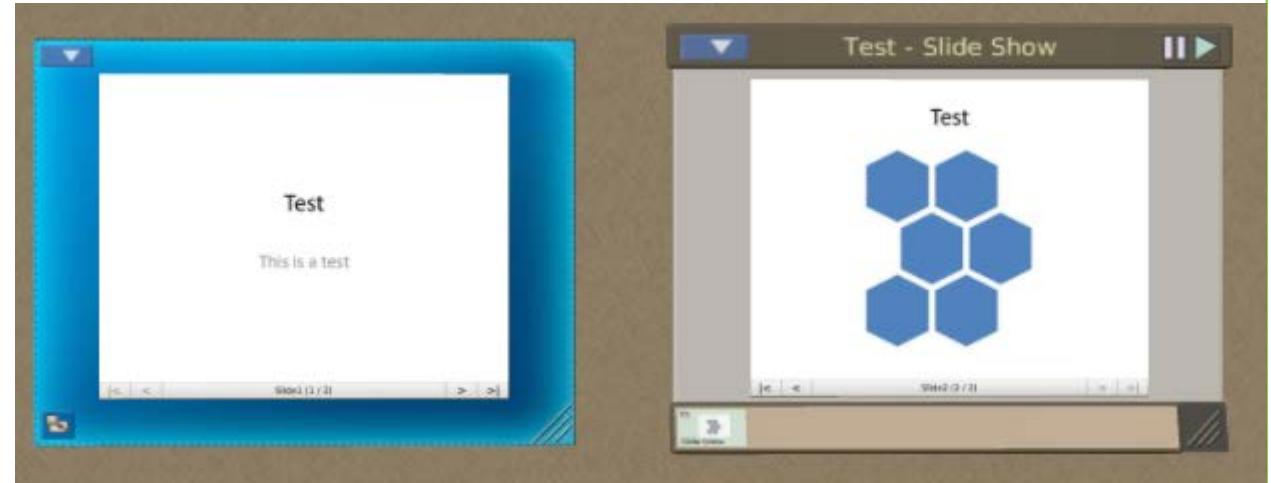


Documents & Other Media

# Documents



- Drag and drop documents to collaborate
- Formats supported
  - Word
  - Excel
  - PowerPoint
  - PDF
  - Text Documents
- *Consider converting to a different format!*
  - Depending on how many documents are actively being viewed or displayed concurrently, and whether or not you need to co-modify content in realtime, other formats may be more performant and easier to work with. (See next slides.)



## Displays

- Fixed Display
- Display Panel
- Panel on a stand
- Projector

Displays can be placed on any *fixed surface*

# In-world browser

Work together on a web Browser

- File > Weblink
- Not for use with video

