zoom | neat.
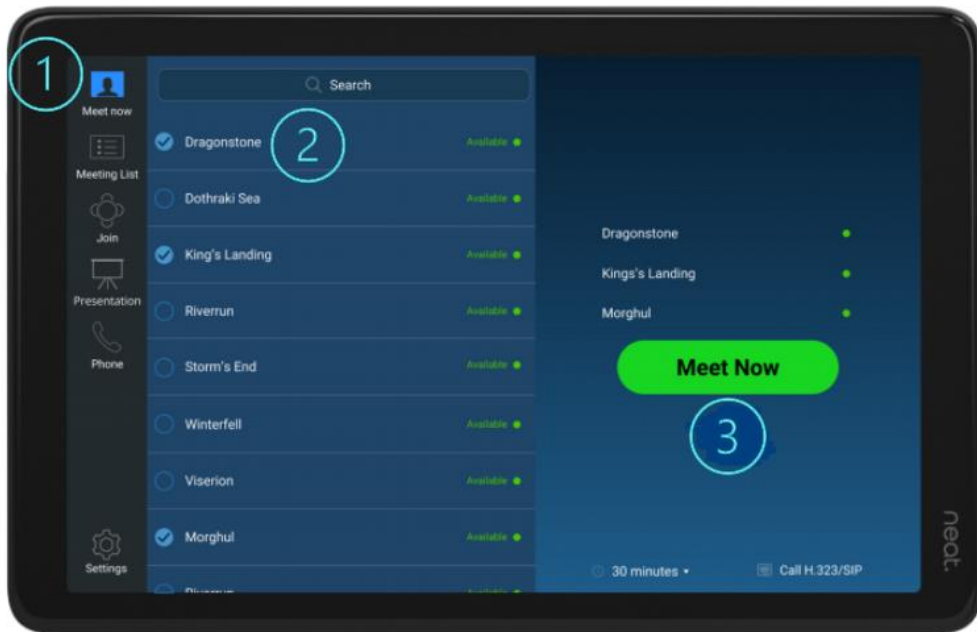
Neat Pad Controller Guide
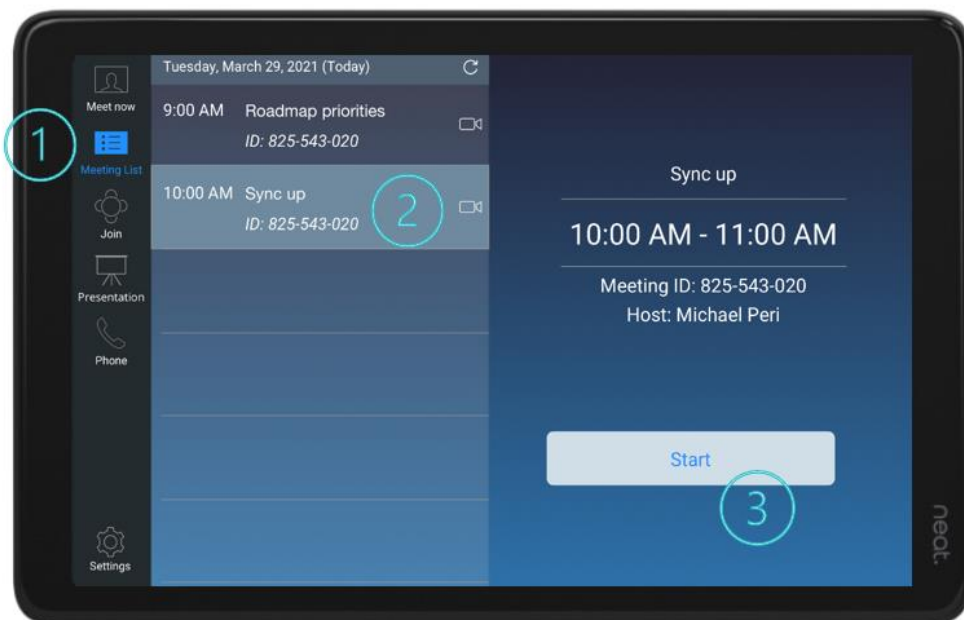
How to start an instant meeting?

1. Select **Meet now** from the left side of Neat Pad.
2. Select/Invite *other rooms or people* if needed.
3. Press **Meet Now** on the screen.

How to start a scheduled meeting?

1. Select **Meeting List** from the left side of Neat Pad.
2. Press the **meeting** which you would like to start.
3. Press **Start** on the screen.

Upcoming meeting alert for a scheduled meeting.

You will receive an automatic meeting alert a few minutes ahead of your meeting start time. Click on **Start** when you are ready to begin your meeting.
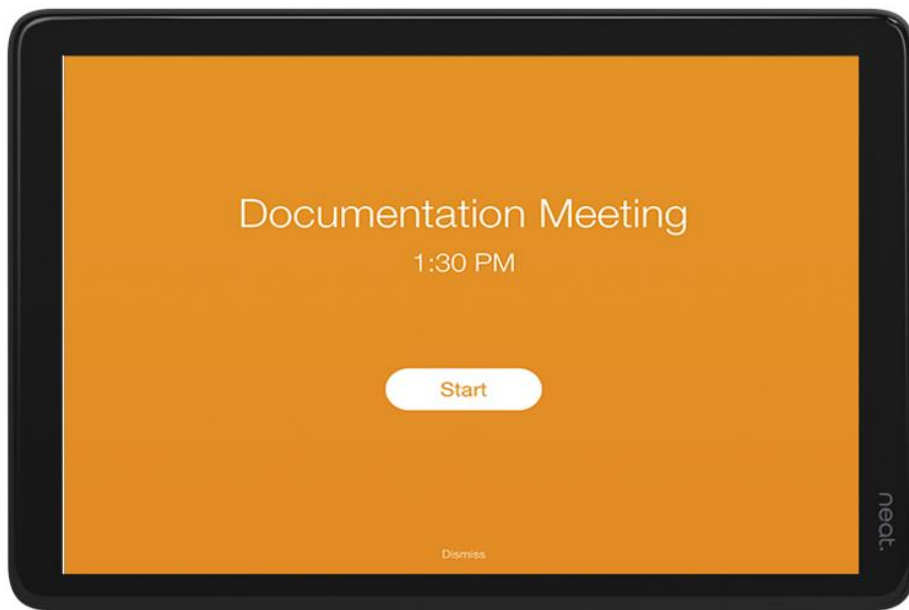

How to join a meeting?

1. Select **Join** from the left side of Neat Pad.
2. Enter your **Zoom meeting ID** (which you will find in your meeting invite).
3. Press **Join** on the screen. (*If the meeting has a **meeting passcode**, an additional pop-up window will appear. Enter the **meeting passcode** from your meeting invite & press **OK**.*)
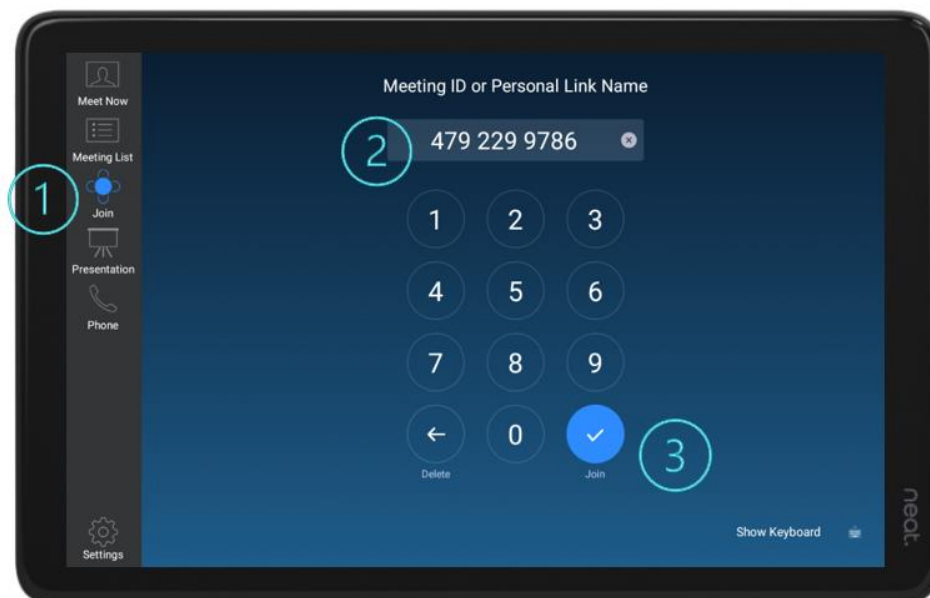
# How to use one-click direct share within and outside of a Zoom meeting?

1. Open your *Zoom desktop app.*
2. Click on the *Home* button on the top left.
3. Press the **Share Screen** button & you will directly share your desktop on your in-room screen.
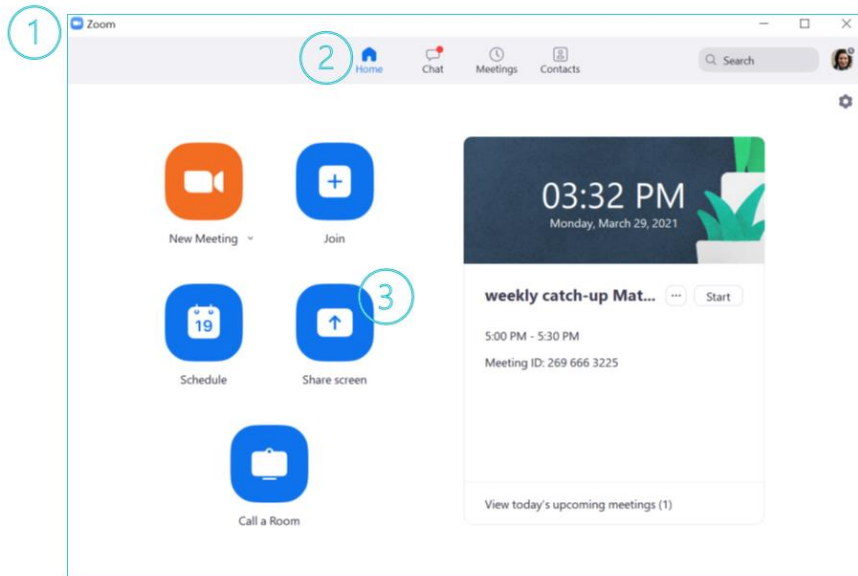
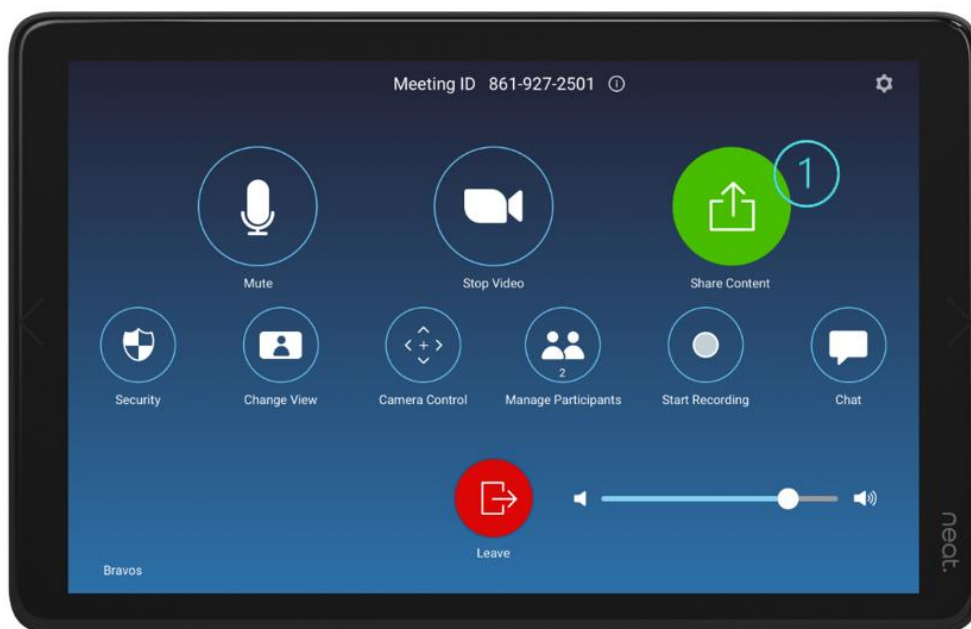*In case you experience difficulties with one-click direct share, follow those steps:*

Sharing <u>outside </u>of a Zoom meeting:
*1. Select **Presentation** from the left side of Neat Pad.*
*2. Press **Desktop** on your screen & a pop-up with the **sharing key** will appear.*
*3. Tap **Share screen** on Zoom app, a Share Screen pop-up will appear.*
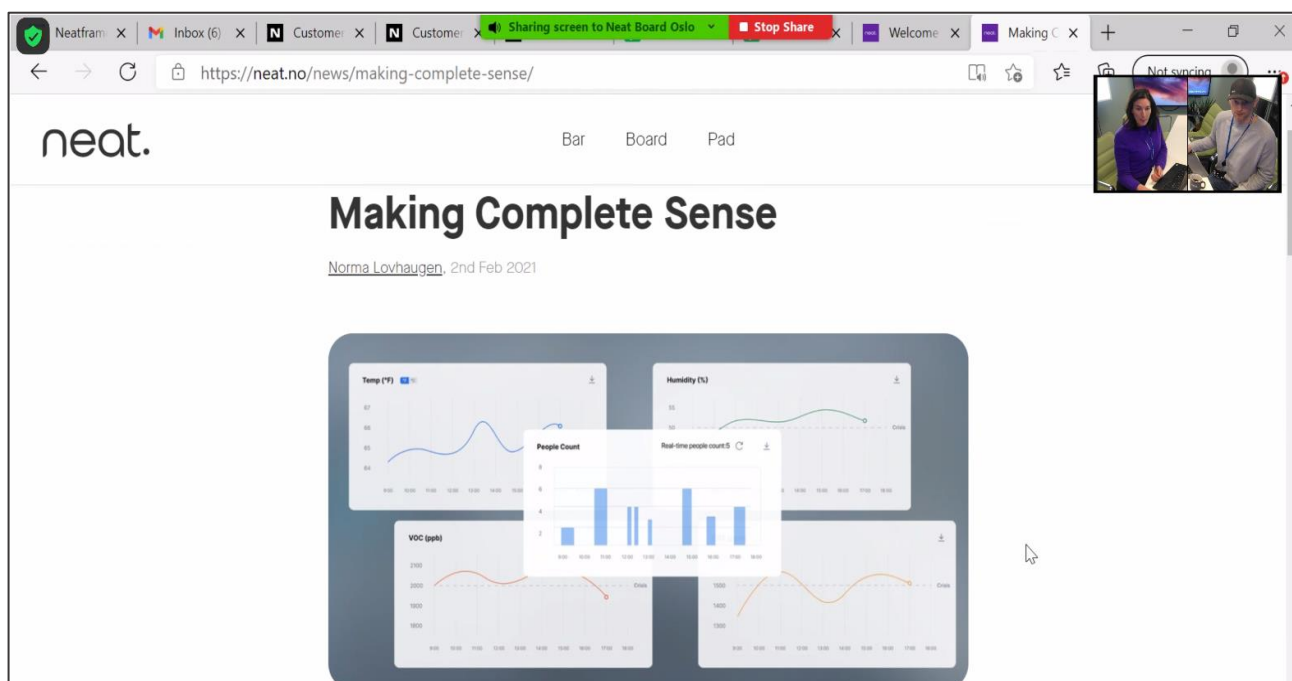*4. Enter the **sharing key** & press **Share.***
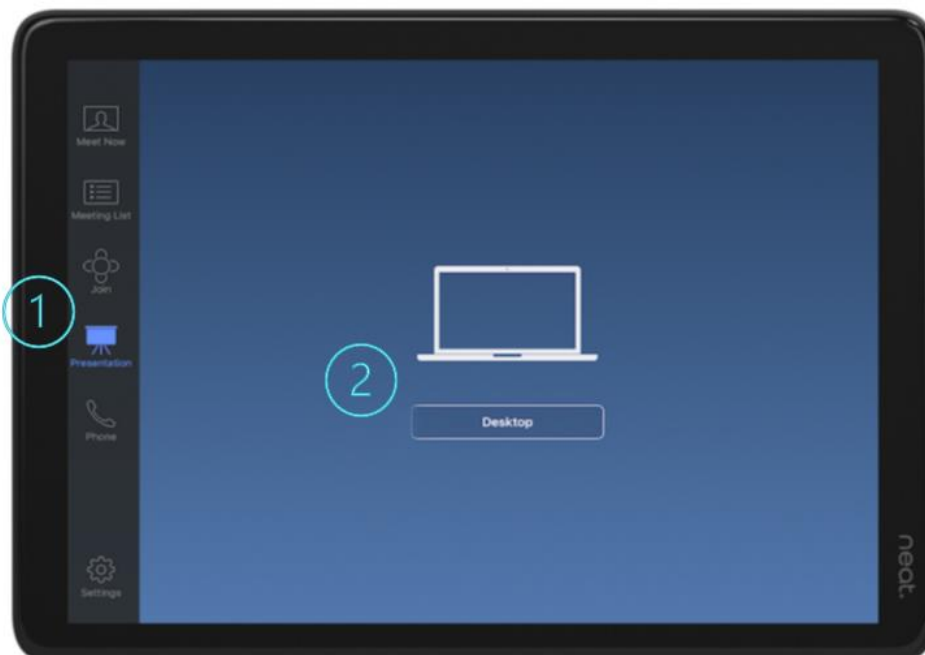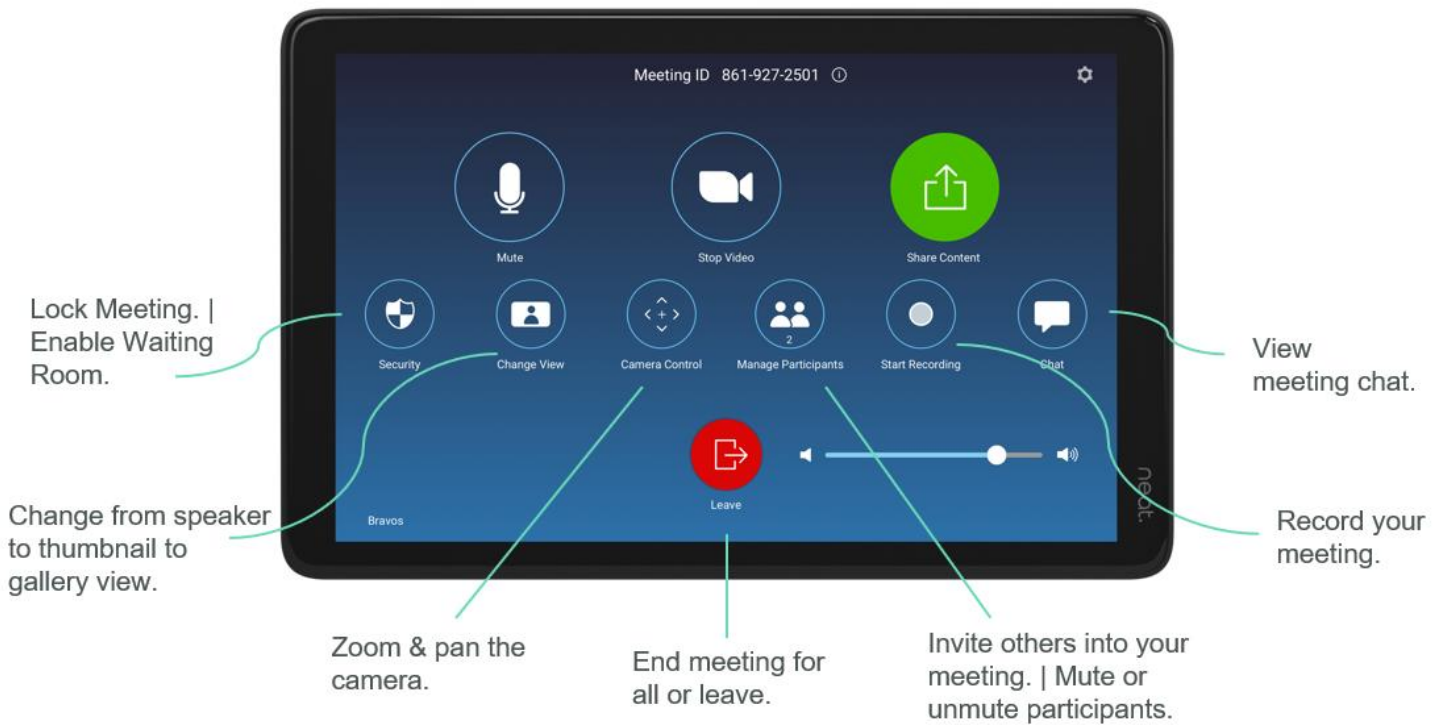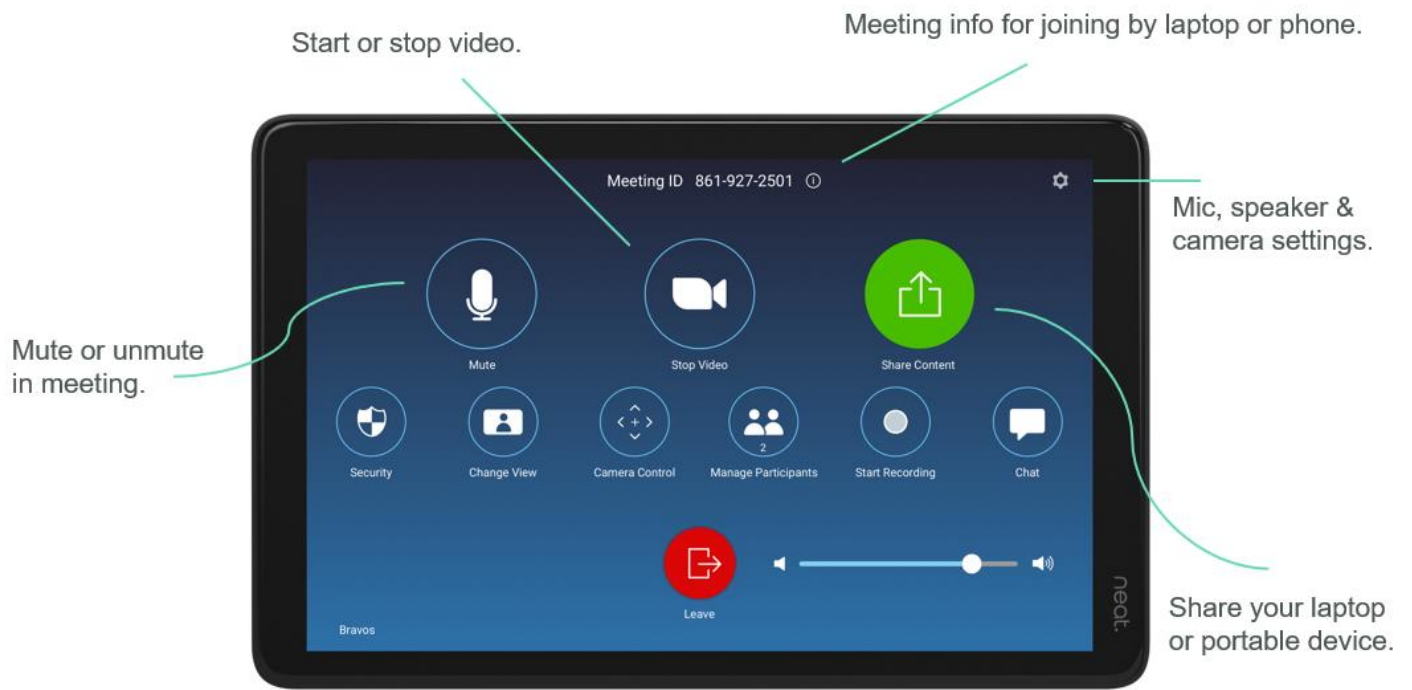
Sharing <u>within</u> a Zoom meeting:
*1. Press **Share Screen** in your in-meeting menu & a pop-up with the **sharing key** will appear.*
*2. Tap **Share screen** on Zoom app, a Share Screen pop-up will appear.*
*3. Enter the **sharing key** & press **Share.***

Desktop Sharing in a Zoom meeting:

Neat Pad in-meeting controls

Start or stop video.

Meeting info for joining by laptop or phone.

Mic, speaker & camera settings.

Mute or unmute in meeting.

Meeting ID 861-927-2501 ⓘ

Mute · Stop Video · Share Content

Security · Change View · Camera Control · Manage Participants · Start Recording · Chat

Leave

Bravos

Share your laptop or portable device.

Lock Meeting. | Enable Waiting Room.

Meeting ID 861-927-2501 ⓘ

Mute · Stop Video · Share Content

Security · Change View · Camera Control · Manage Participants · Start Recording · Chat

Leave

Bravos

View meeting chat.

Change from speaker to thumbnail to gallery view.

Record your meeting.

Zoom & pan the camera.

End meeting for all or leave.

Invite others into your meeting. | Mute or unmute participants.
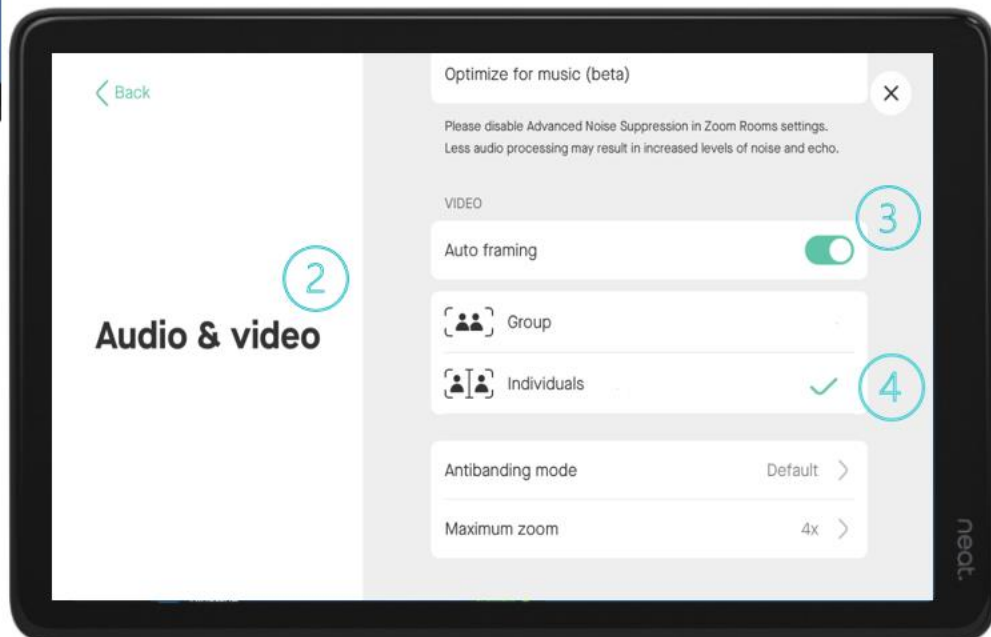
How to enable Neat Symmetry?

from invisibility...   *...to symmetry.*

Neat Symmetry, also named 'individual framing' can be enabled (& disabled) as follows:

1. Tap the **Settings** icon in the lower left corner of Neat Pad, select **System Settings**.
2. Select **Audio & video** settings.
3. Toggle the **Auto framing** button.
4. Select **Individuals**.

How to enable camera presets & auto framing?

Preset *allows you to adjust the camera to a desired position:*

1. Press **Camera Control** in your in-meeting menu.
2. Hold the **Preset 1** button down until you see a pop up. Enter system passcode (the system passcode is found under system settings on your Zoom admin portal).
3. **Adjust** the camera & select **Save Position**.
4. Hold the **Preset 1** button again, select **rename** and give your preset a name you will remember.

Auto-framing *(5) allows for everybody in the meeting space to be framed at any given time. The camera seamlessly adjusts automatically to keep you in the view.*

Please note that tapping a preset or manually adjusting the camera will disable auto-framing and you will need to toggle the switch to enable this capability again.
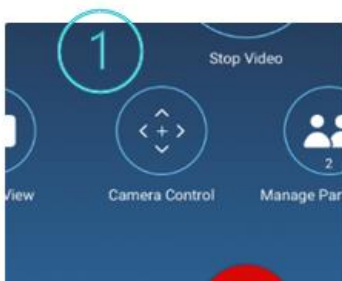
How to manage participants | change host?

1. Press **Manage Participants** in your in-meeting menu.
2. Find the participant you want to assign the host rights to (or make other changes to) & tap on their name.
3. Select **Make Host** from the drop down list.
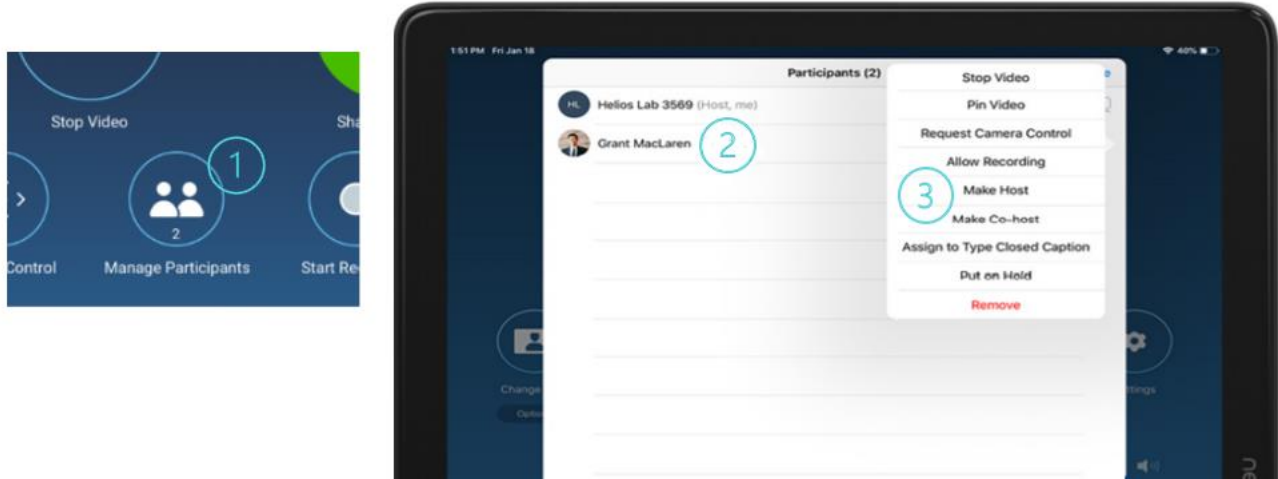
How to reclaim the host role?

1. Press **Manage Participants** in your in-meeting menu.
2. You will automatically see the **Claim Host** option in the lower section of the participant window. Hit **Claim Host**.
3. You will be asked to enter your **host key**. Your host key is found on your *profile page* within your Zoom account on **zoom.us**.