

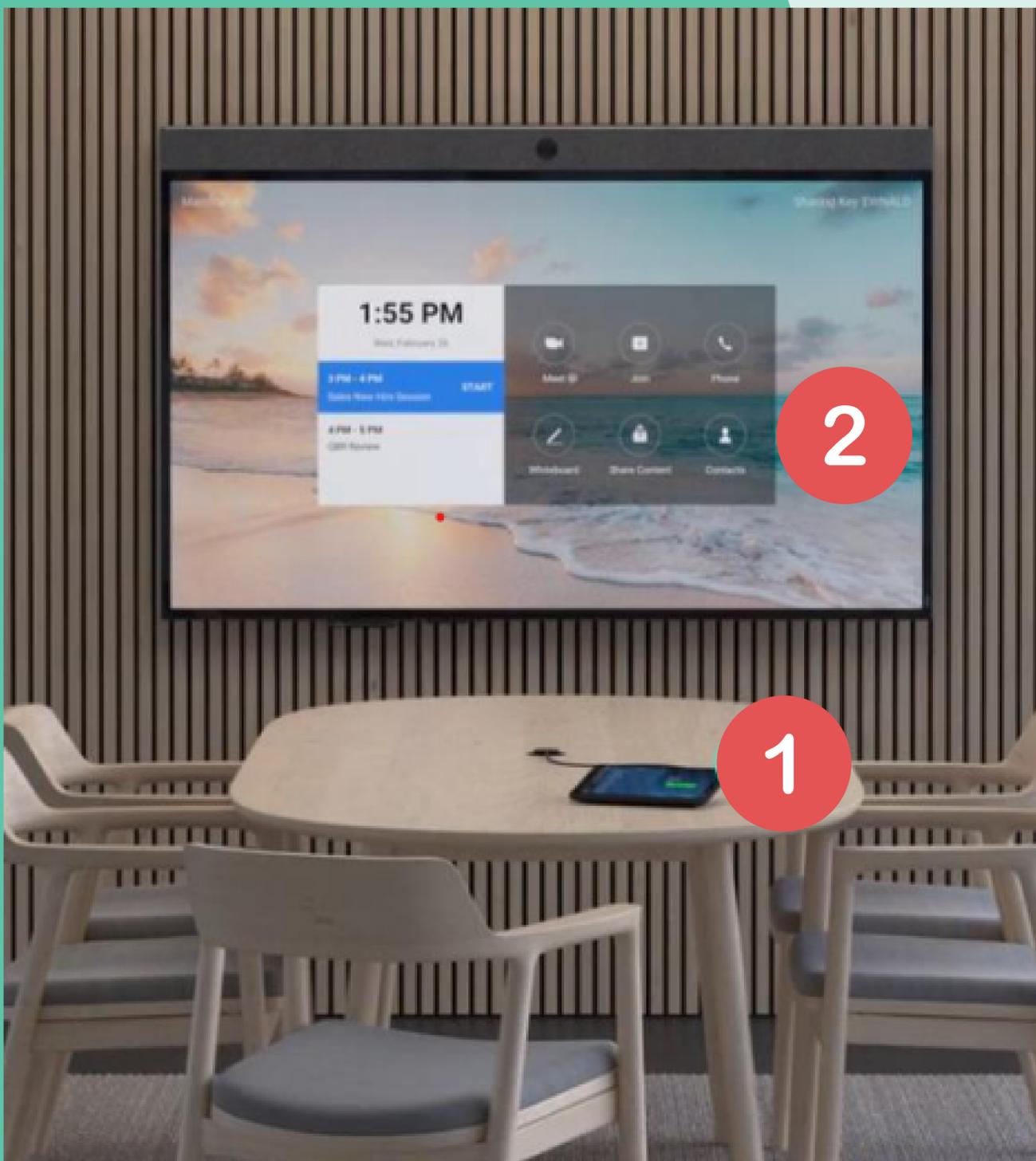
neat.

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# Neat Board Guide

zoom | neat.

Neat Board can either be controlled via Neat Pad (1) on your meeting room table or via the touch screen on Neat Board (2).



# Neat Board Guide

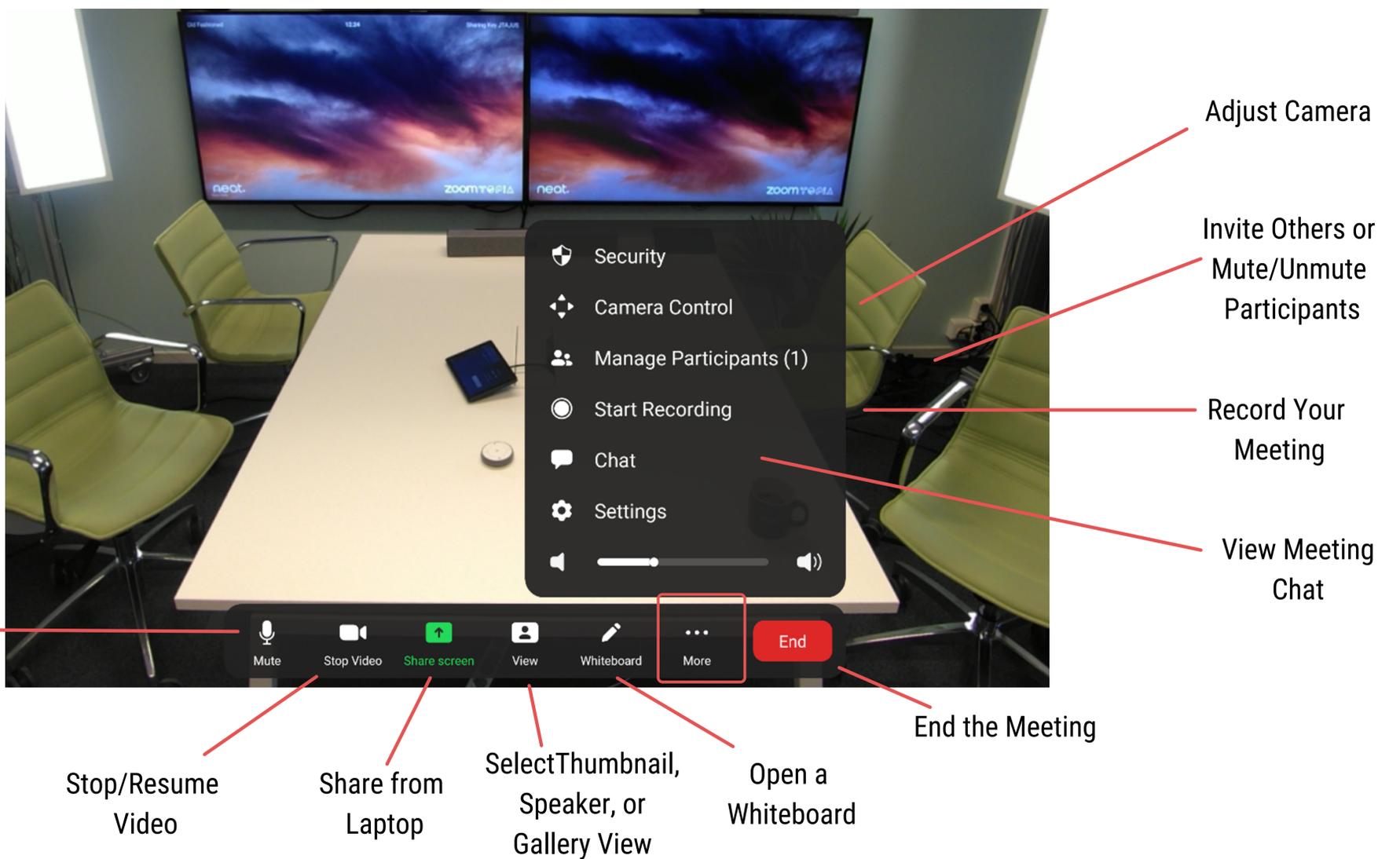
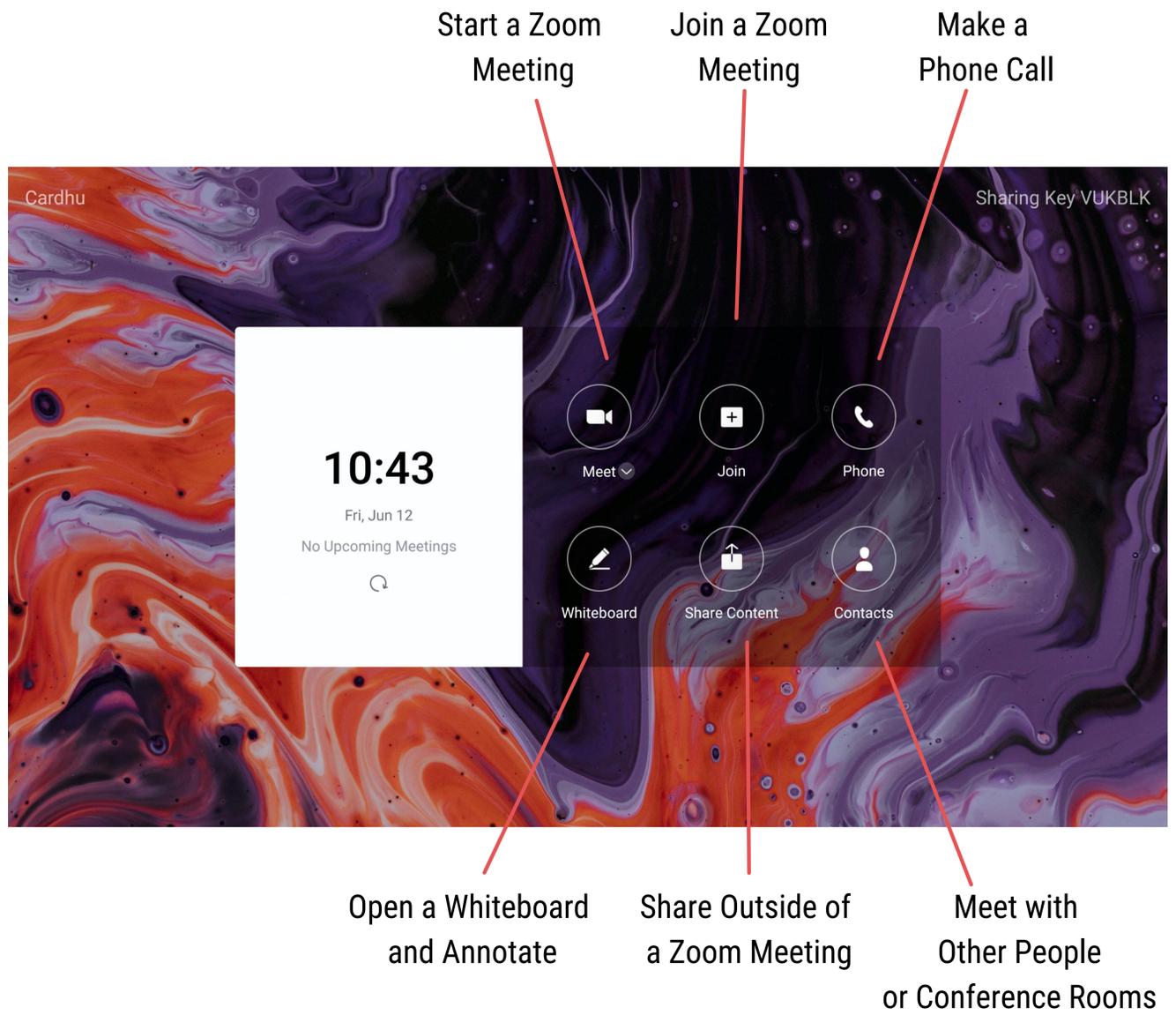
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# Neat Pad Controls



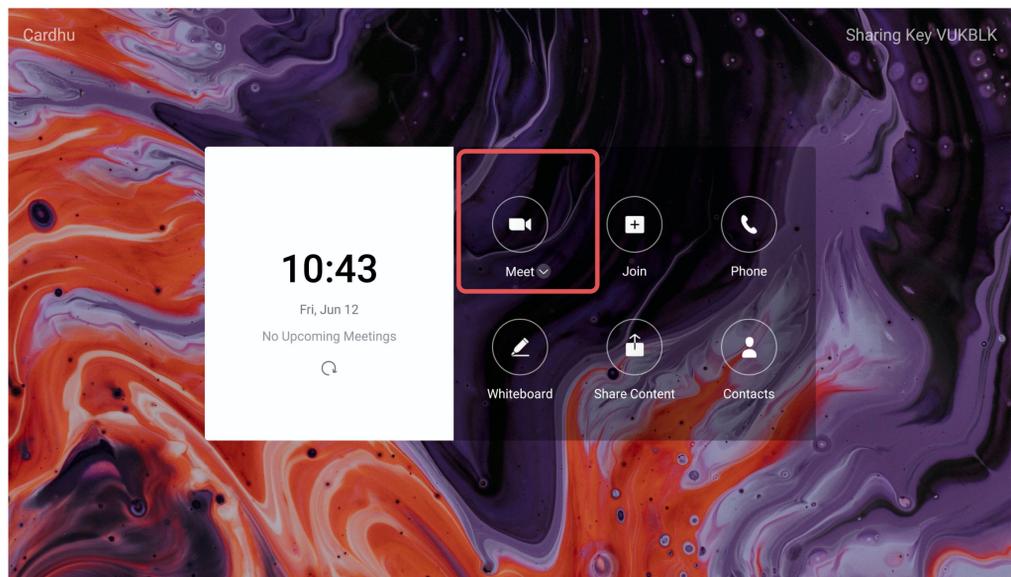
# Neat Board Controls



# How to Start a Meeting

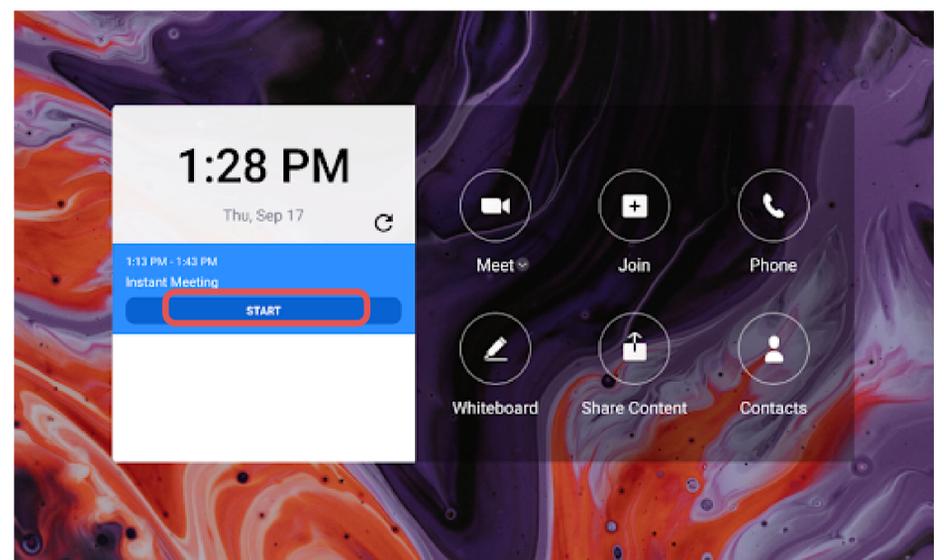
## How to Start an Instant Meeting

1. Select **Meet Now** Neat Board Home Screen.
2. Select/Invite other rooms or people if needed.
3. Press **Meet Now**.



## How to Start a Scheduled Meeting

1. Your scheduled meeting will automatically appear on the home screen - tap **START** to start your meeting.

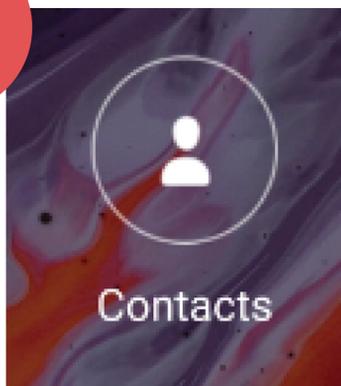


# How to Start a Meeting

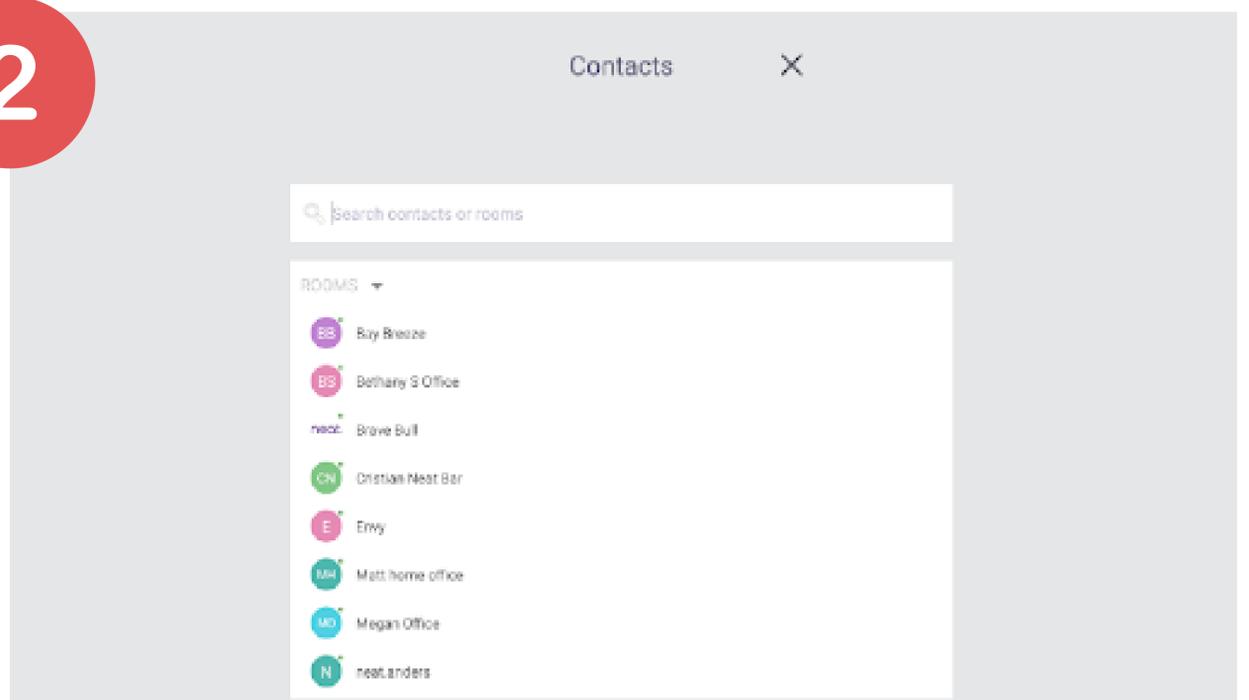
## How to Start a Meeting with Your Contacts

1. Select **Contacts** from Neat Board home screen.
2. Select/Invite other rooms or people if needed.
3. Press **Meet Now**.

1



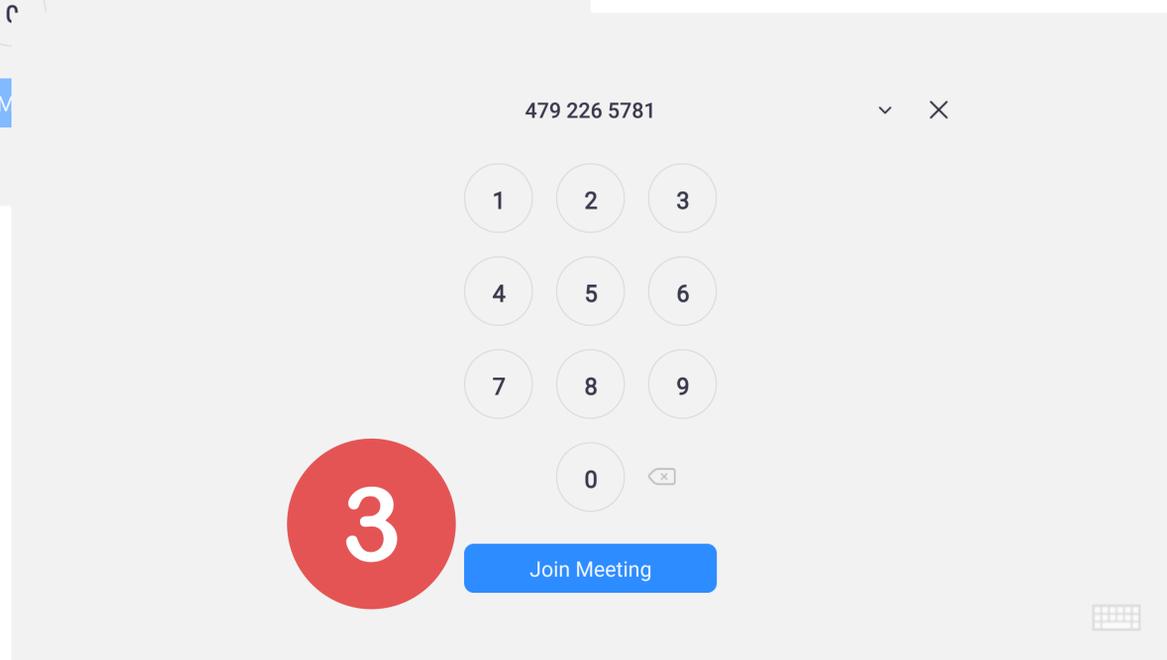
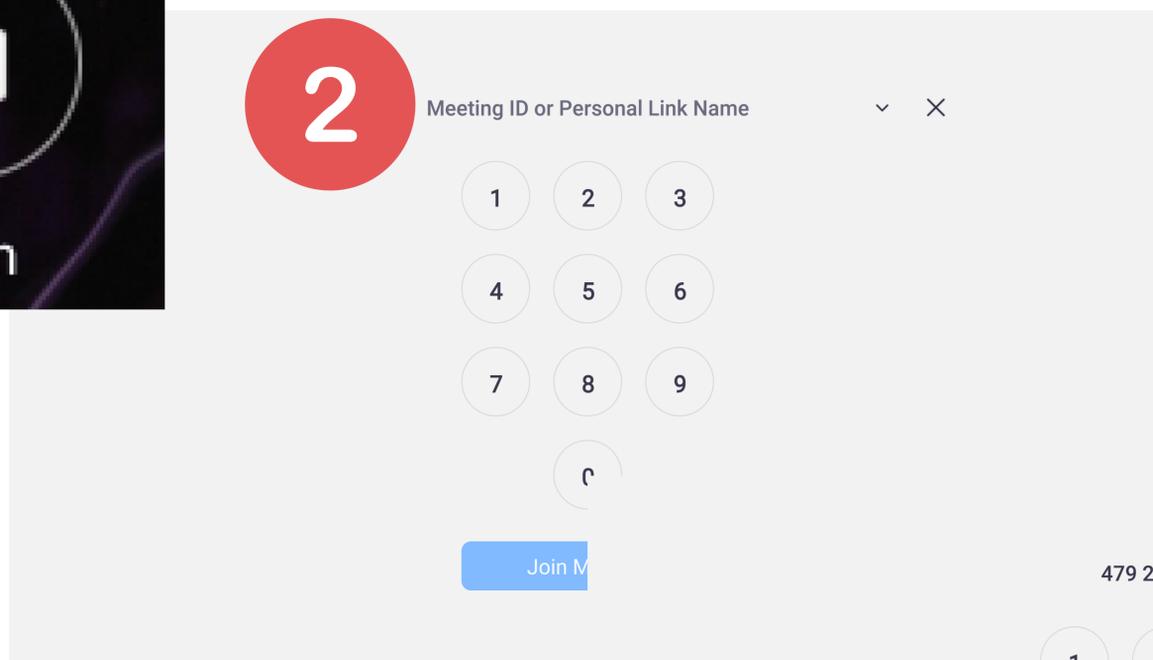
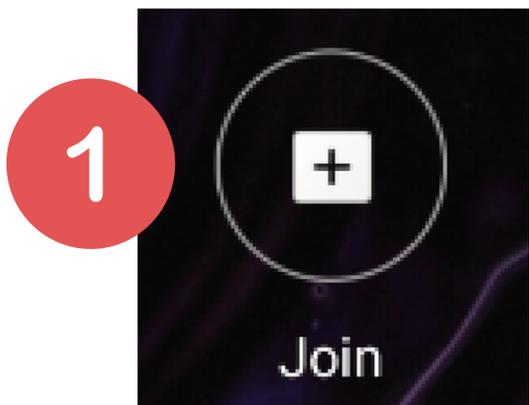
2



# How to Join a Meeting

## Joining from Neat Board

1. Select **Join**.
2. Enter your **Zoom Meeting ID** (which you will find in your meeting invite).
3. Press **Join** on the screen.
  - a. If the meeting has a **Meeting Passcode**, a pop-up window will appear. Enter the **Meeting Passcode** and press **OK**.



# Camera Controls

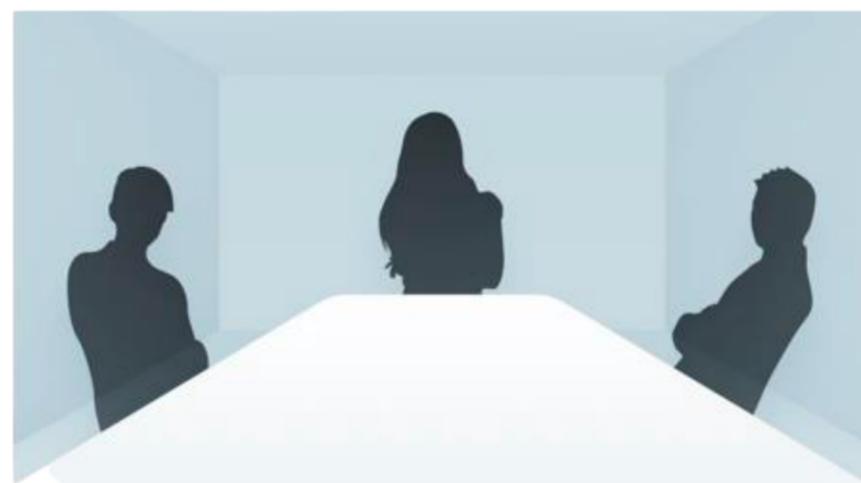
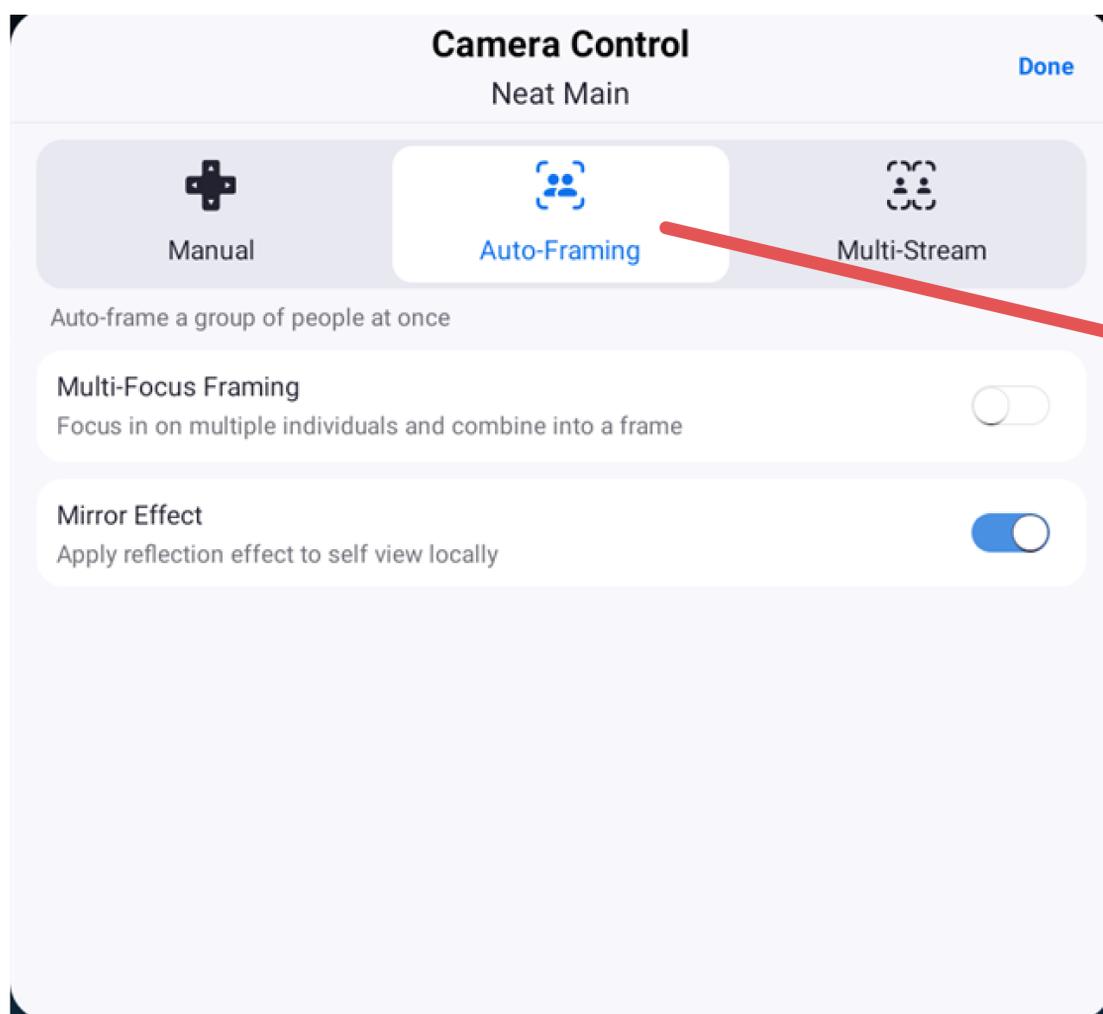
## How to Maneuver Between the Various Camera Control Options

*While in your meeting, you can bring up the local camera control menu and choose different camera options. Simply press **Camera Control** in your in-meeting menu.*



## Option 1: Auto-Framing

**Auto-Framing** allows everyone in the meeting to be framed at any given time. The camera seamlessly adjusts automatically to keep you in the view.

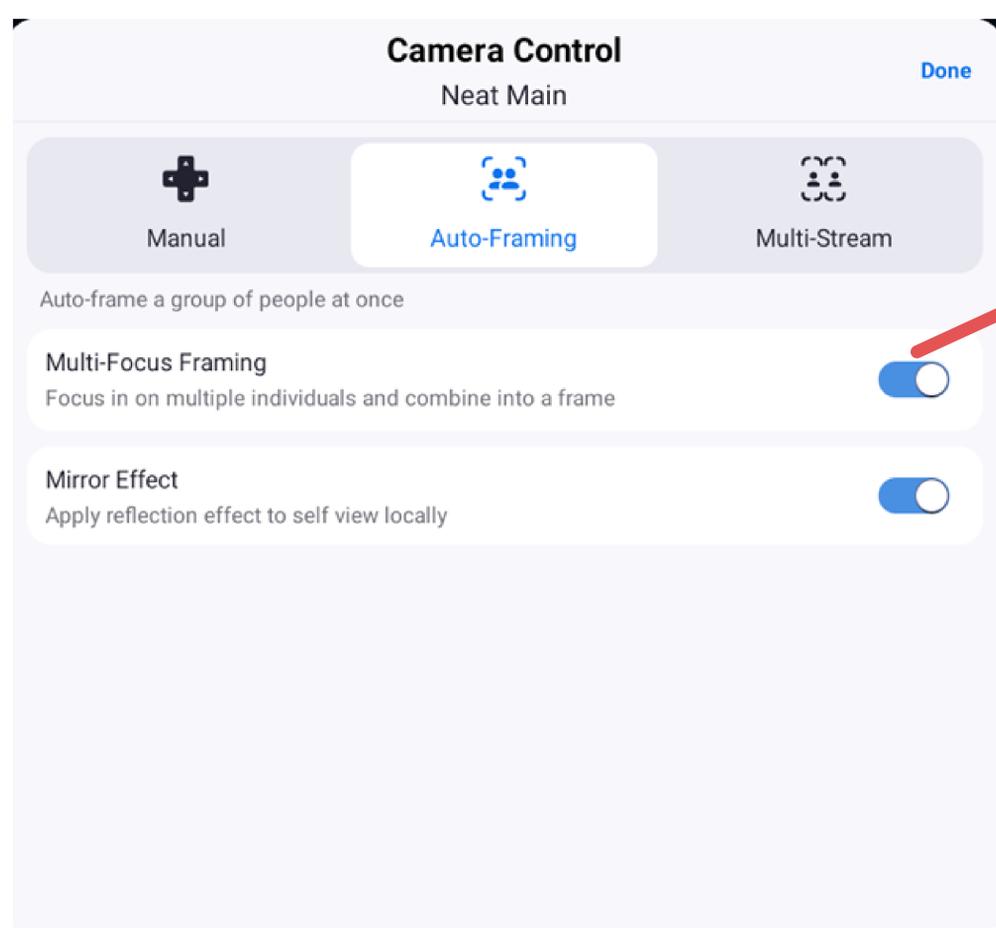


*Three participants framed together in group Auto-Framing.*

## Option 2: Auto-Framing with Multi-Focus Framing (Neat Symmetry)

*Neat Symmetry takes Auto-Framing to the next level.*

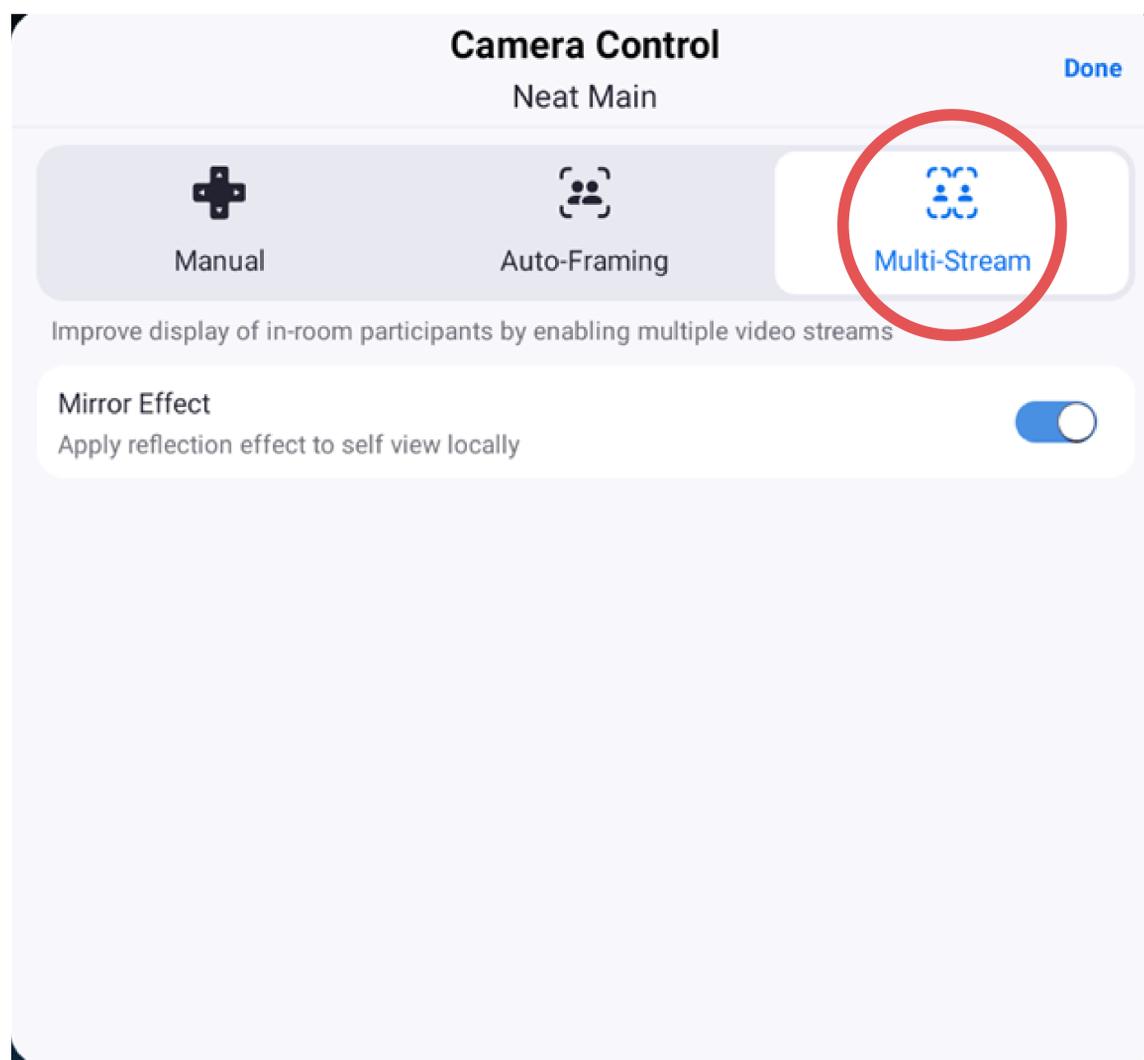
*When there are meeting participants in a room, **Neat Symmetry** zooms in on people at the back and shows them in equal proportion to participants at the front. Furthermore, **Neat Symmetry** allows the camera to automatically follow each framed-participant as they move around.*



*Multi-focus framing in Gallery view.*

## Option 3: Multi-Stream

*If there are two or more participants in the meeting room, the **Multi-Stream** feature provides a new experience for the remote participants in the meeting room.*



### Option 3: Multi-Stream (Continued)

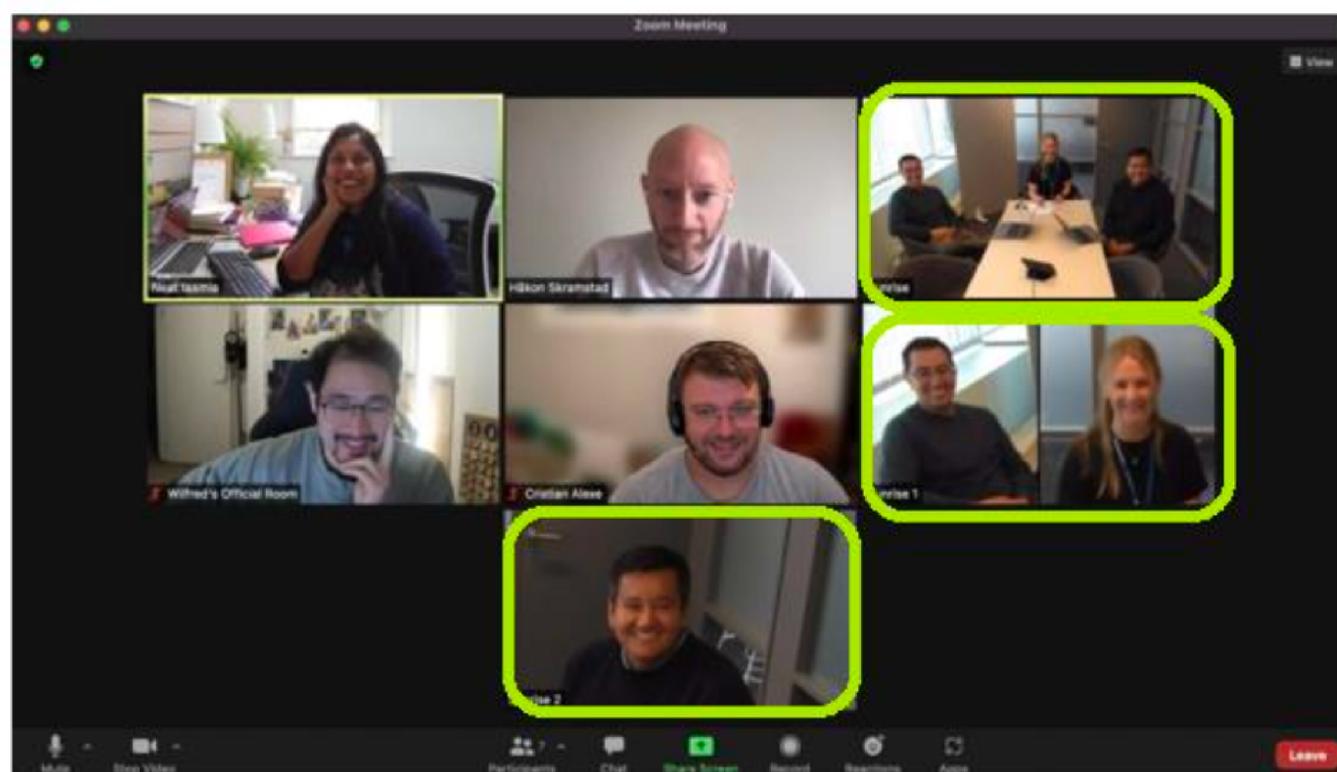
*The meeting room is split over three separate frames: the first frame provides full view of the meeting room; the second and third frames show individually framed views of the participants in the meeting room (e.g. with four people, two in each frame; with six people, three in each frame).*

## Camera Controls



*Multi-Stream with six participants, viewed over three frames in Gallery view.*

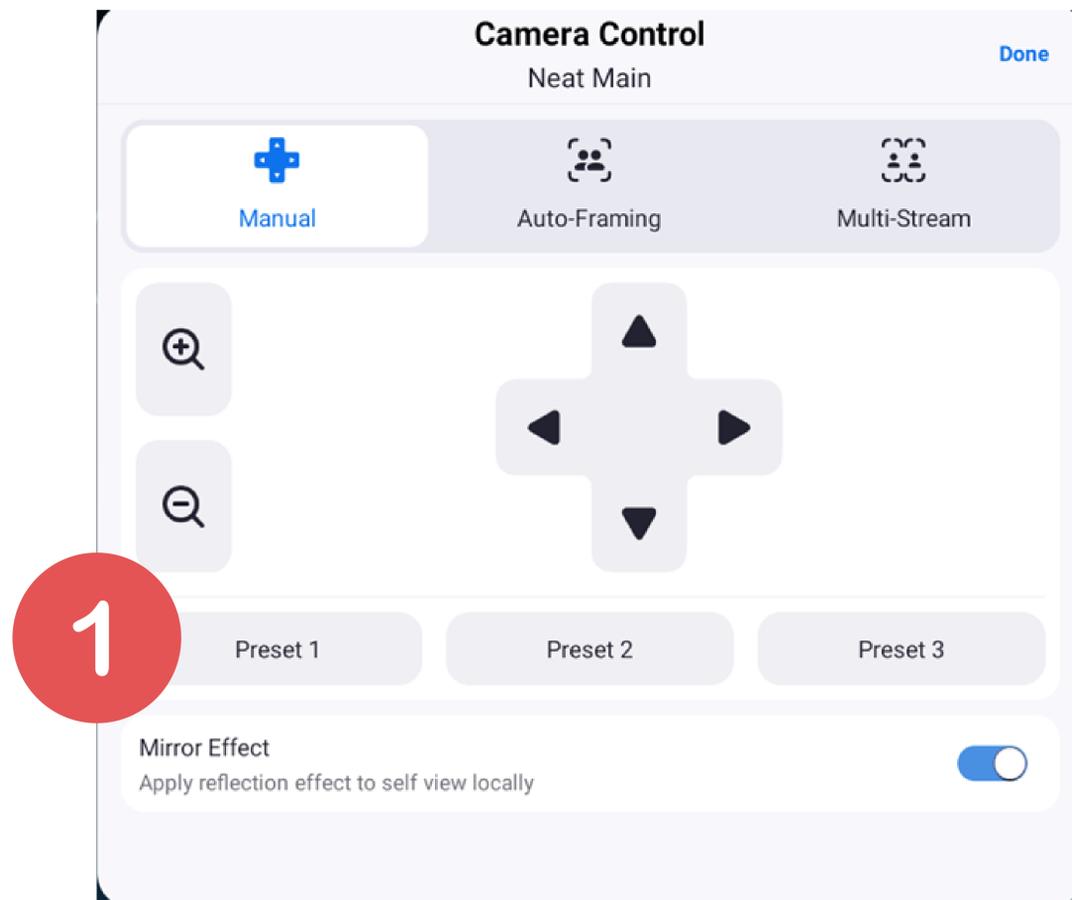
*Multi-Stream with three participants in the meeting room, viewed over three frames in Gallery view.*



## Option 4: Manual

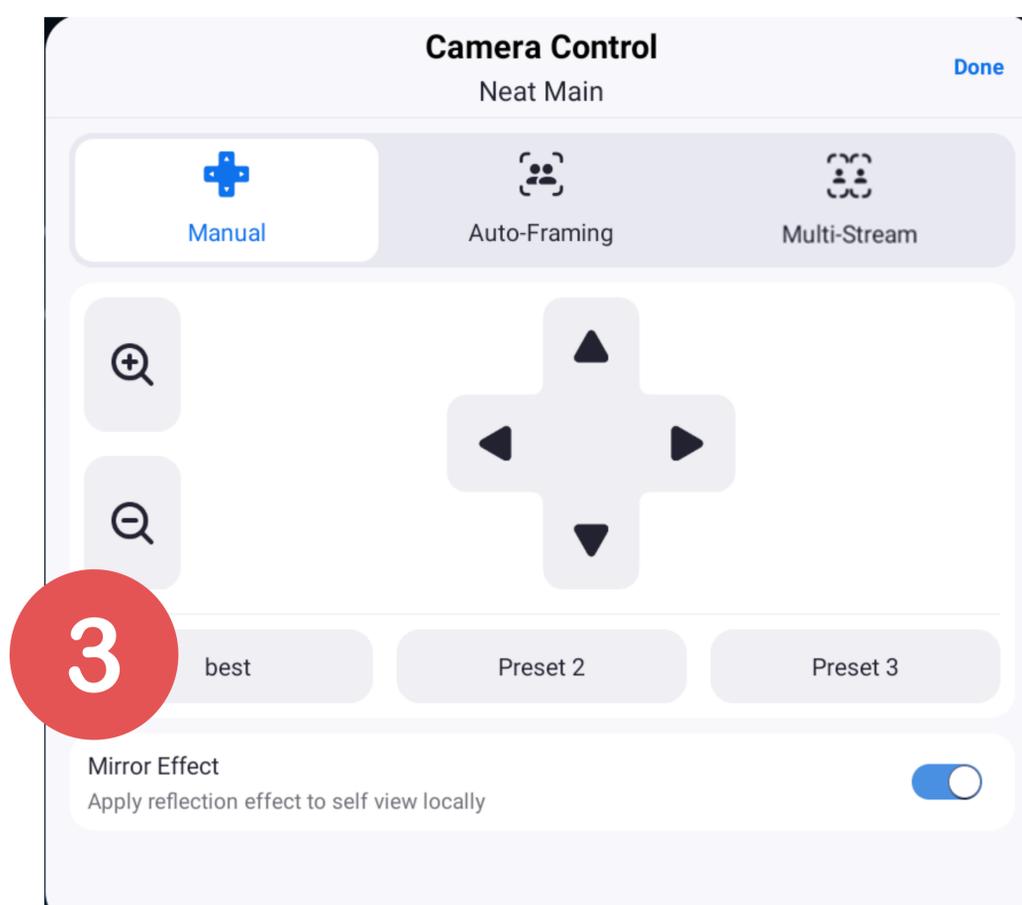
***Preset** allows you to adjust the camera to the desired position.*

1. 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).
2. **Adjust** camera & select **Save Position**.



## Option 4: Manual (Continued)

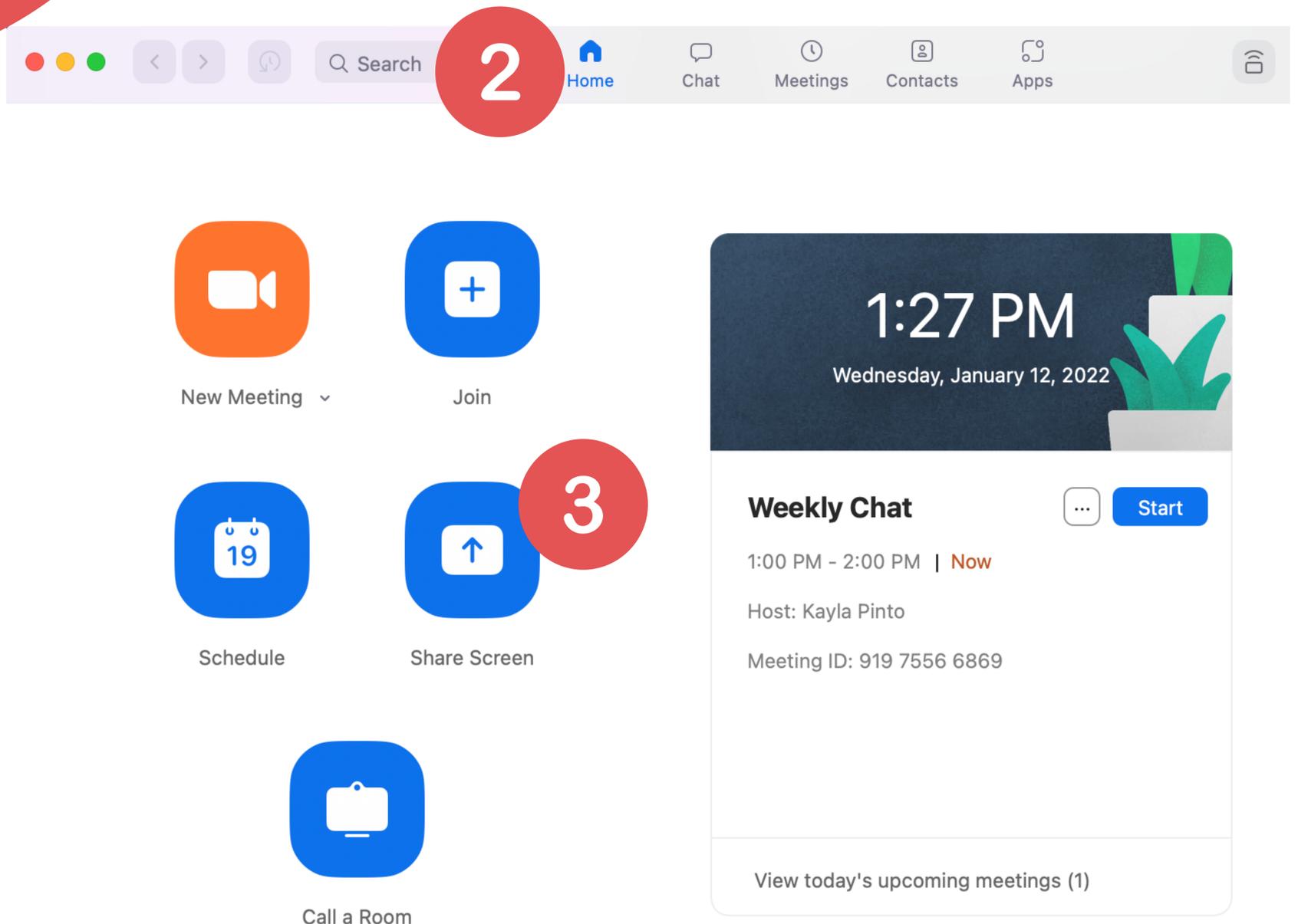
3. Hold the **Preset 1** button again, select **Rename** and give your preset a name. In this scenario, we chose the preset name: **best**.
4. You can take the same action for **Preset 2 & Preset 3**.



# How to Screen Share

## One-Click Direct Share

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 with your desktop on your in room screen.

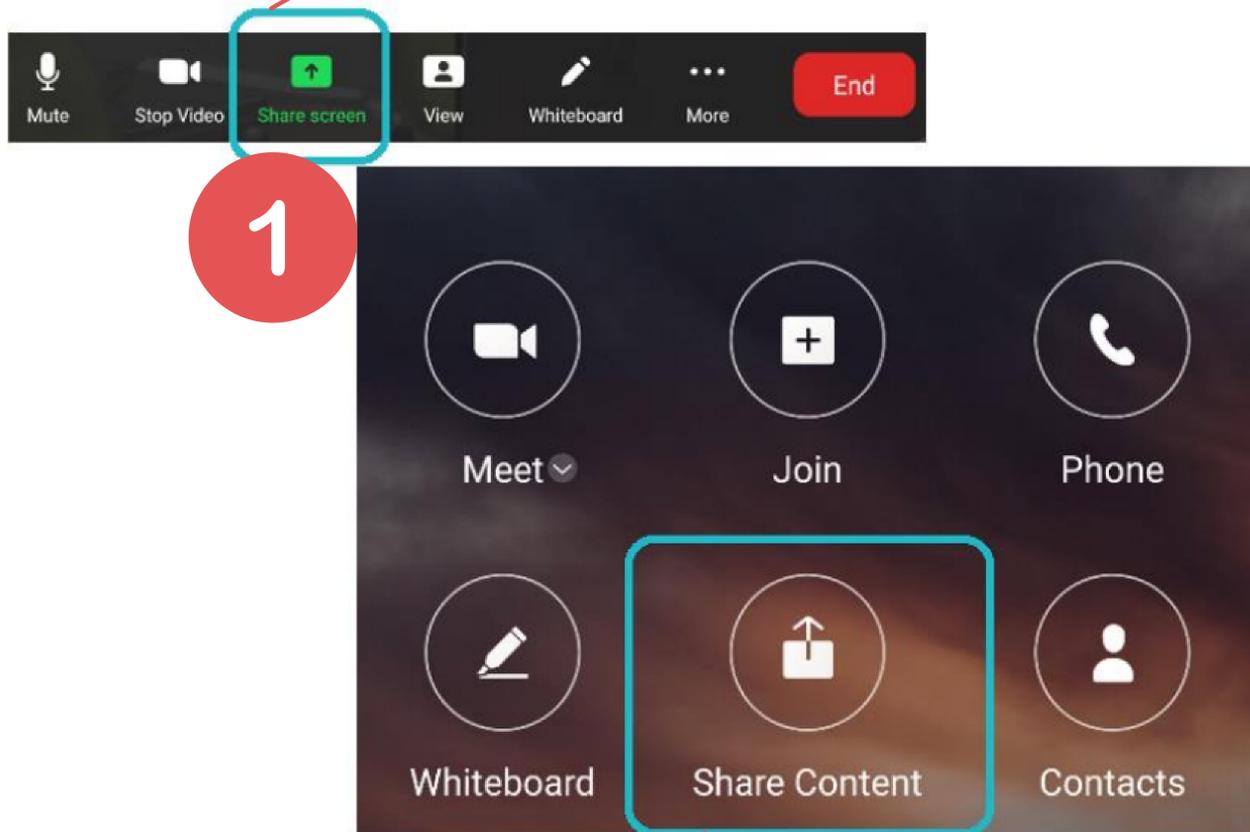


# How to Screen Share

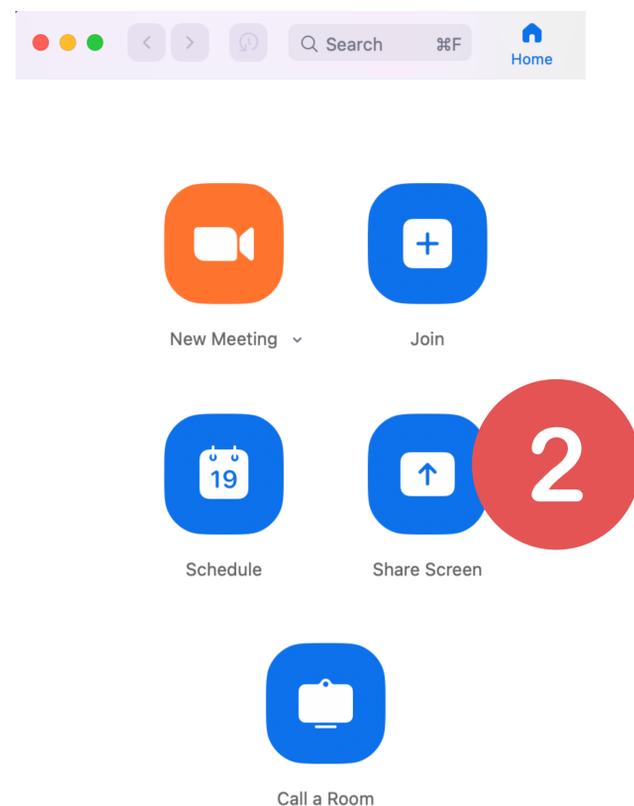
## Sharing with a Sharing Key

1. Press **Share Screen** or **Share Content** (depending on if you are in or outside of a Zoom meeting) and 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**.

Sharing Inside a Zoom Meeting

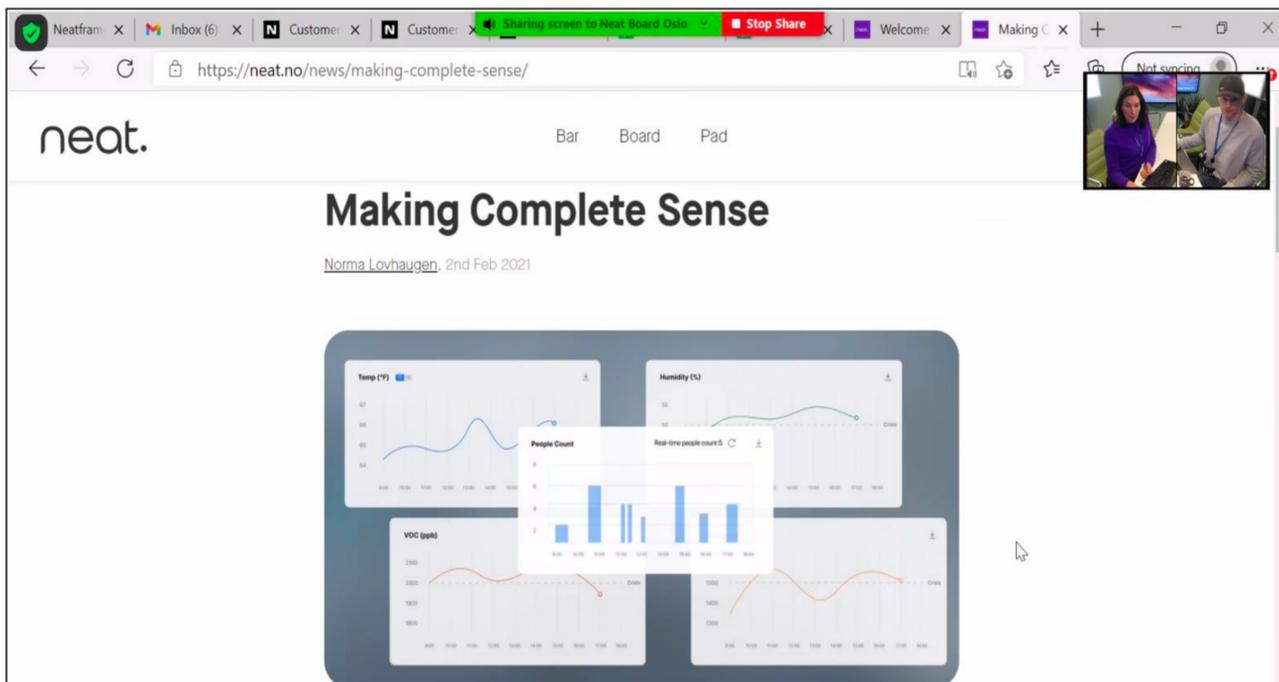


Sharing Outside of a Zoom Meeting

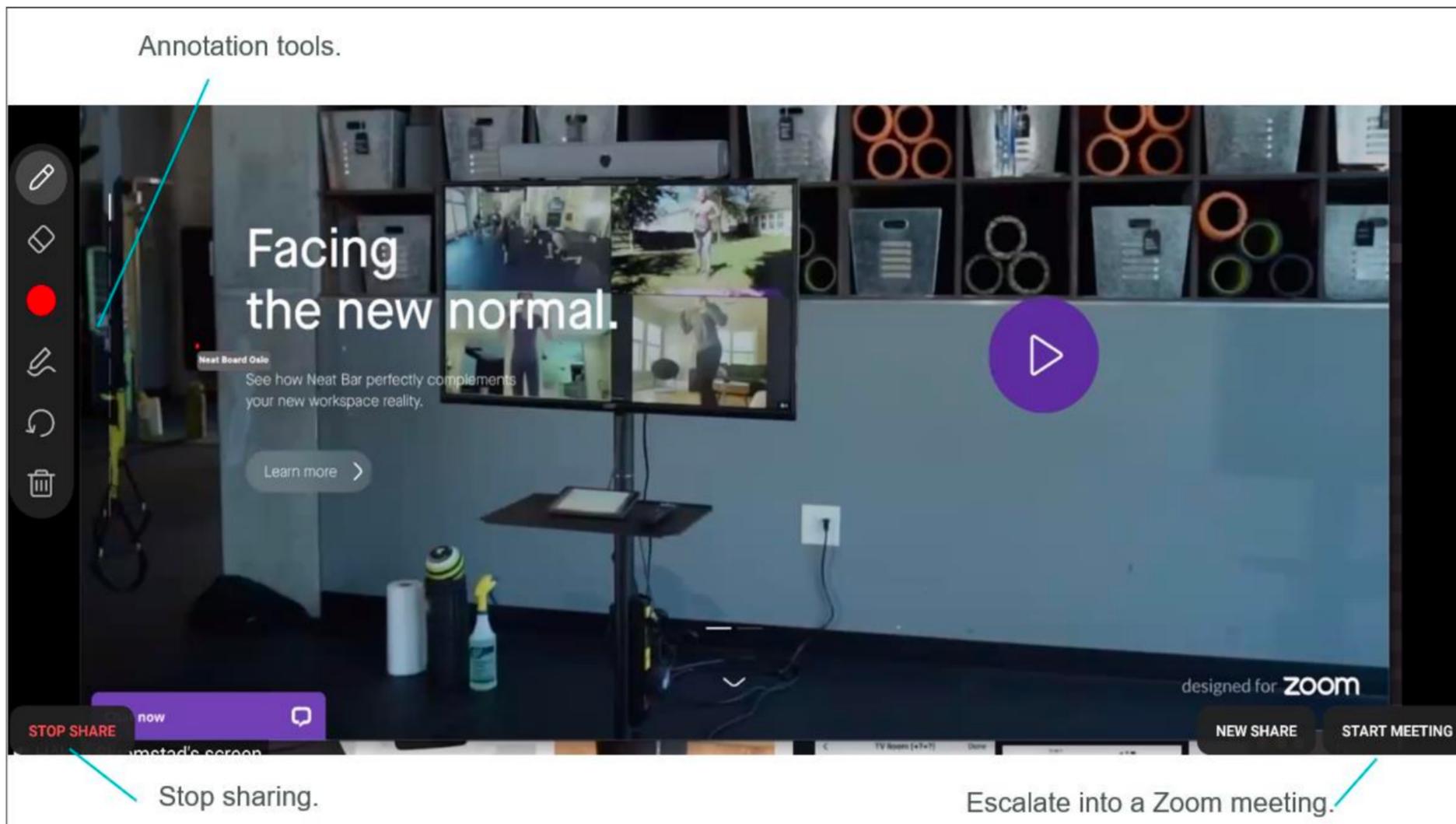


# Desktop Sharing

## Desktop Sharing in a Zoom Meeting



## Desktop Sharing Outside of a Zoom Meeting



# Annotate on Whiteboard

Change color.

Draw.

Erase.

Go a step back.

Delete whiteboard.

Change to dark mode.

Add another whiteboard.

Switch to another whiteboard if you have created more than one.

Share whiteboard.

CLOSE

Select smart recognition and line thickness.

SMART RECOGNITION

None

Shape

LINE THICKNESS

Send Whiteboard via Zoom Chat or Email

