neat.

Neat Pad
Panel Guide

For Teams

neat.

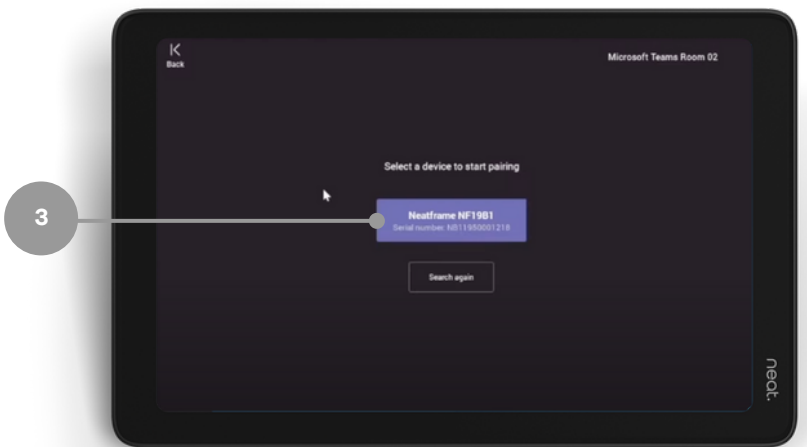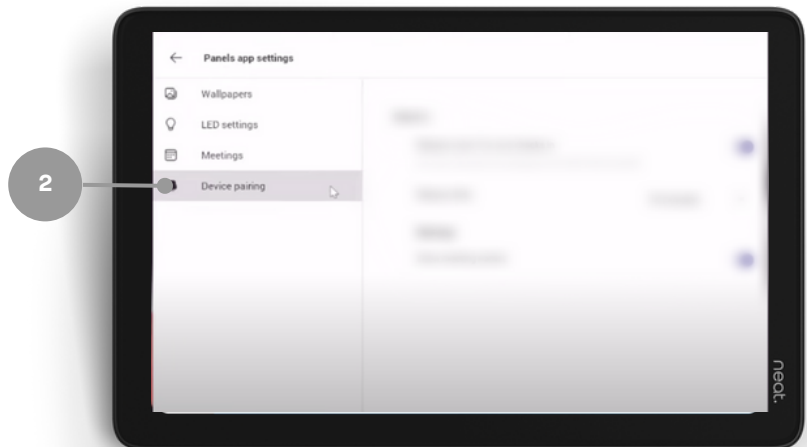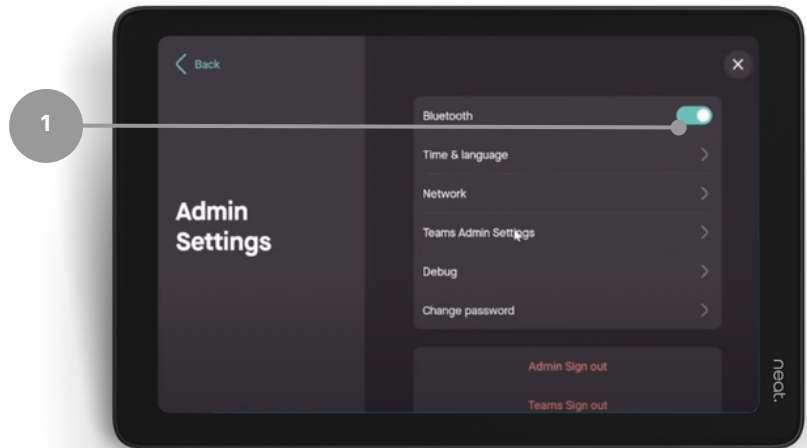# Pair scheduler with device

Click on the settings icon.
- Navigate to Device Settings > Admin Settings
1. Ensure Bluetooth is toggled on.
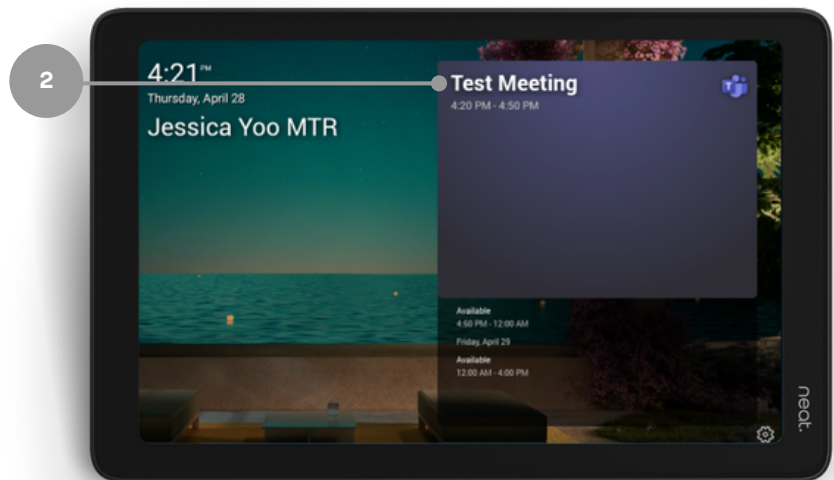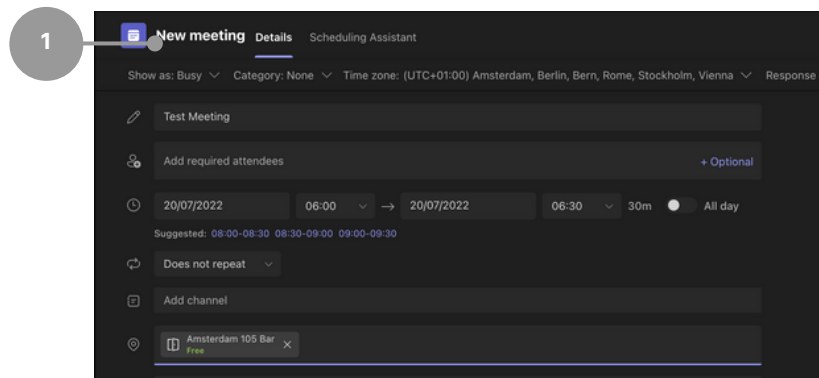2. Navigate to Teams Admin Settings > Device Pairing.
3. Select the device you would like to pair.
   - A code will appear on the device, enter it on the Pad.
   - Select Pair.

neat.

How to reserve the room from the Microsoft Teams App

1. Schedule a meeting in the Microsoft Teams app, Outlook, or whichever booking platform used by your organisation, and invite the associated room.

2. The meeting appears on Neat Pad and the room is reserved.

neat.

Reserve the room for an Ad Hoc Meeting

1. Tap the Reserve button.
2. Select the time.
3. Tap the Reserve button again.
4. The room is now reserved,

neat.
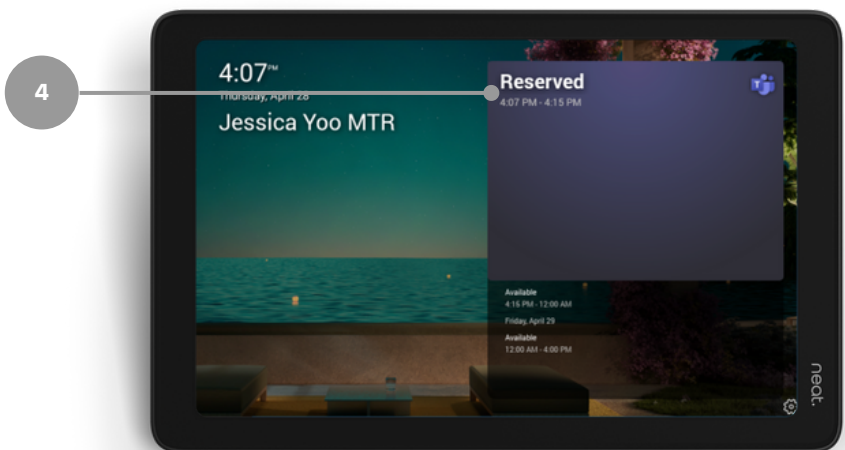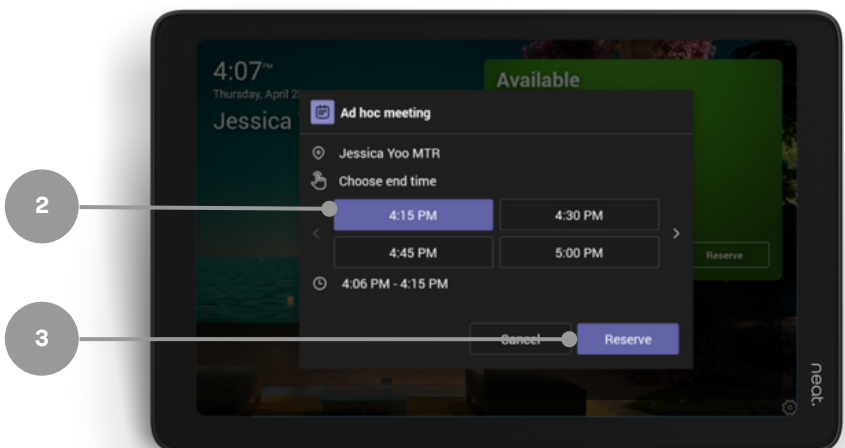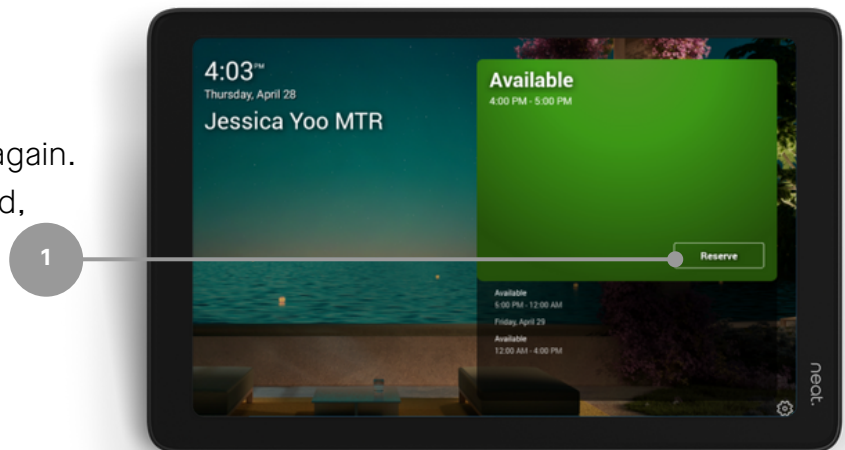
Room Release

In Settings, navigate to Device Settings > Admin Settings >Teams Admin Settings > Meetings.

1. Release room if no one checks in - toggled on
2. Release after: choose duration