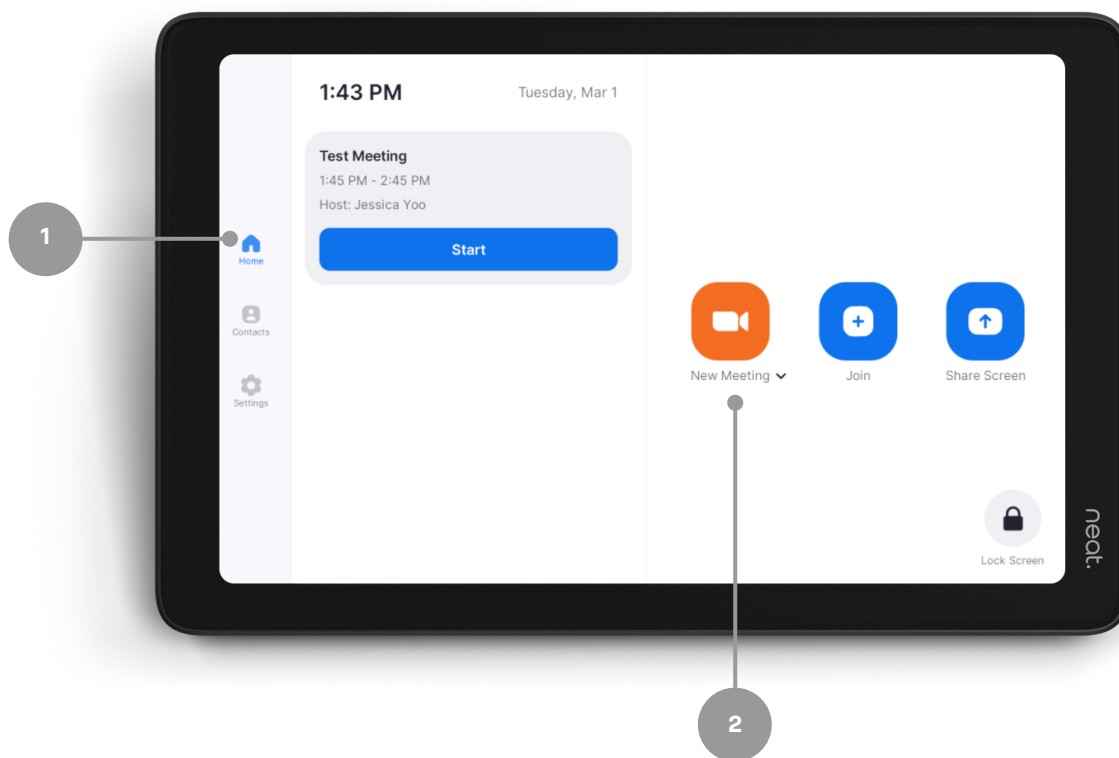neat.

Neat Pad Controller Guide

For Zoom
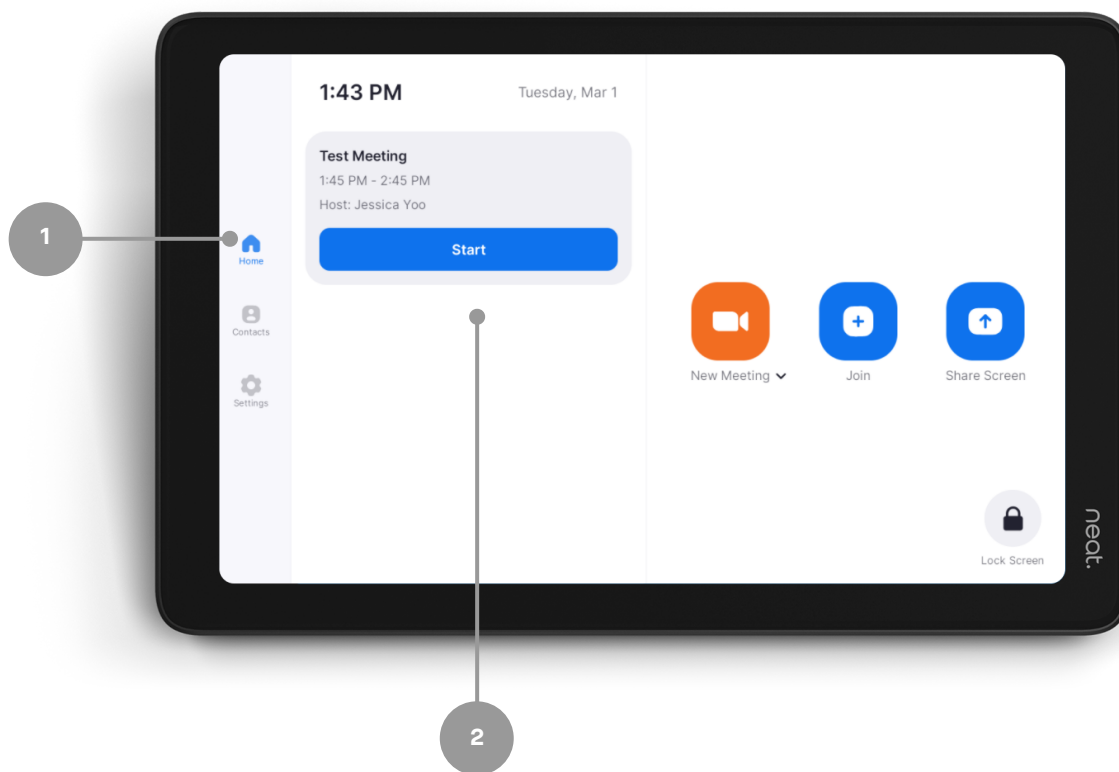
neat.

How to Start an Instant Meeting

1. Select Home from the left side of Neat Pad.
2. Select New Meeting.

neat.

How to Start a Scheduled Meeting

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

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Joining from the Upcoming Meeting Alert

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

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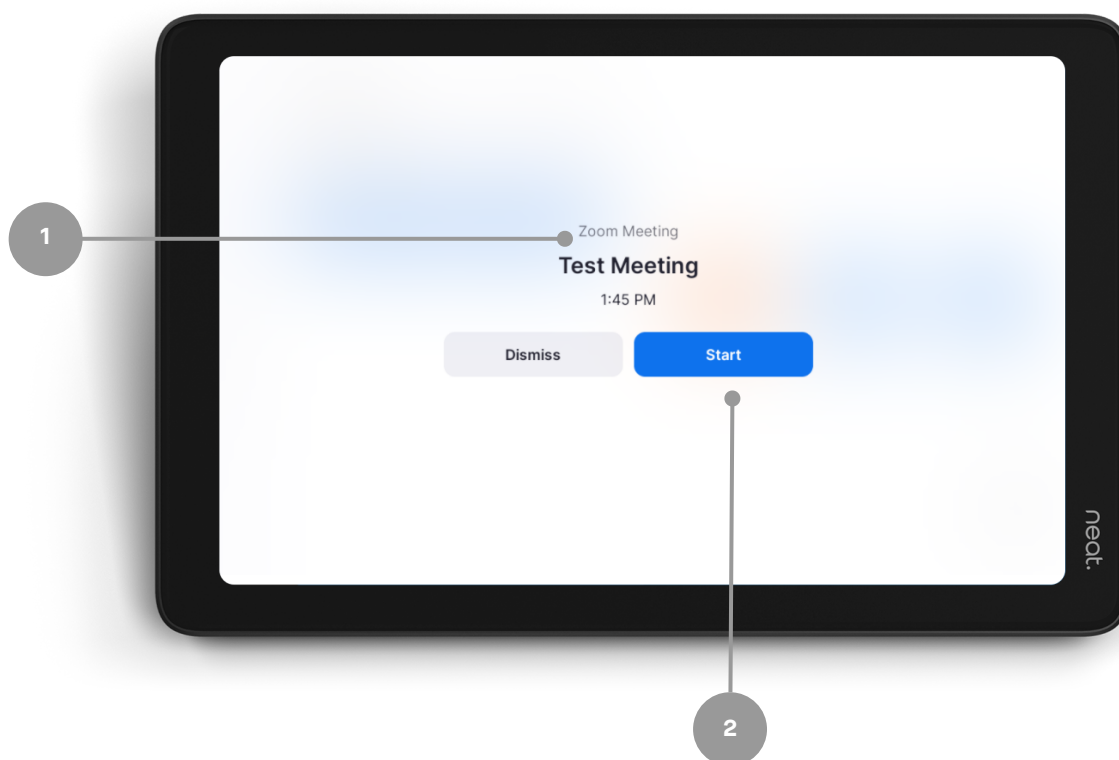
Joining from the Pad

1. Select Join on the menu.
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.

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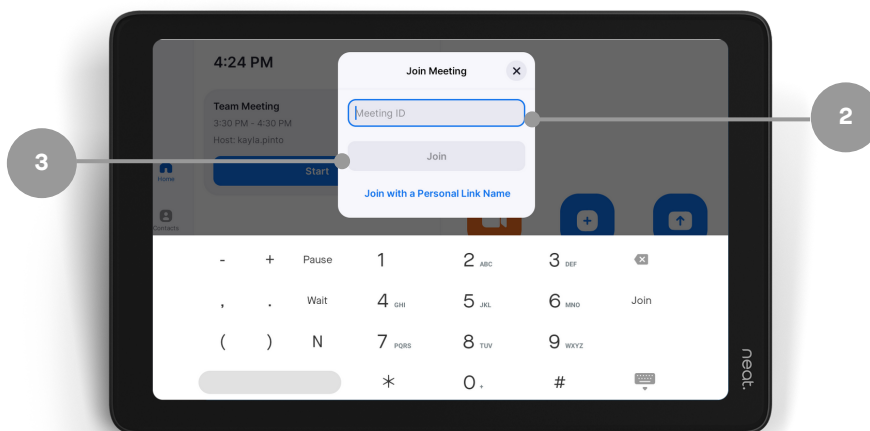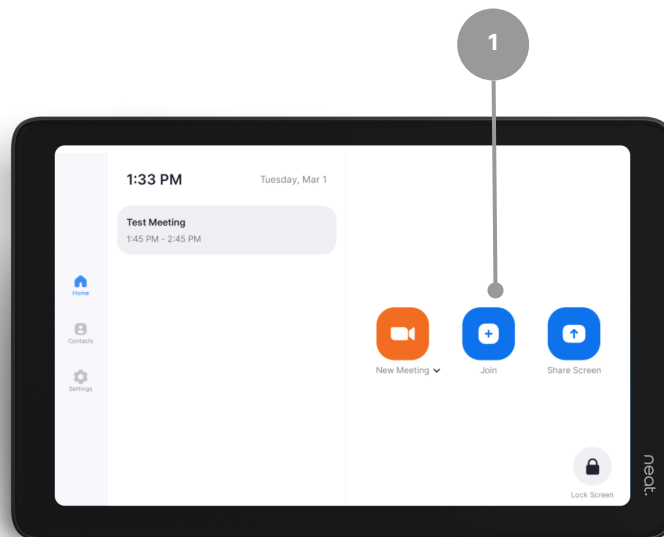
One-Click Direct Share

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.

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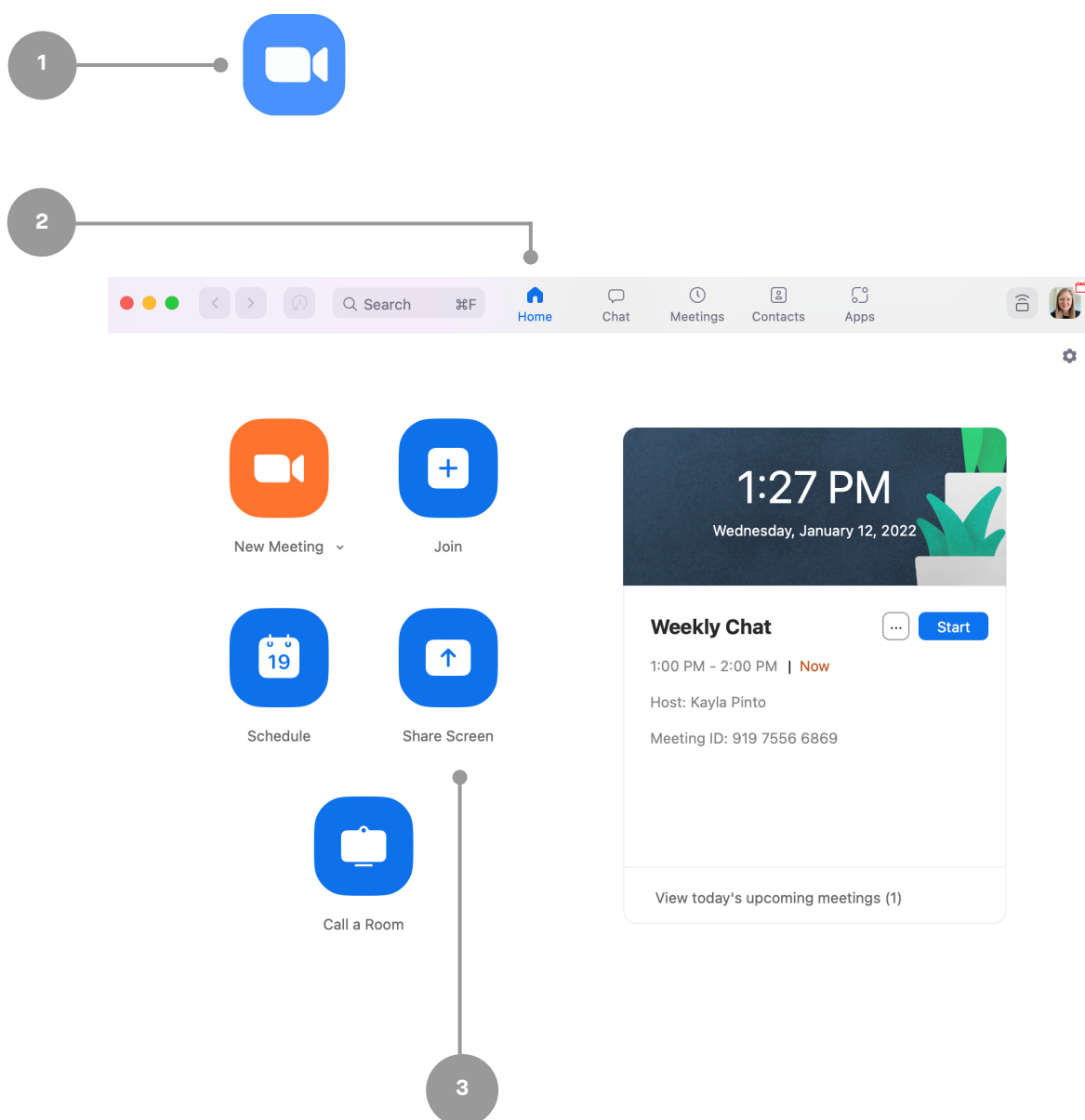
Sharing with a Key

Sharing <u>outside</u> of a Zoom meeting:

1. Select Share Screen from the menu.
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.

neat.
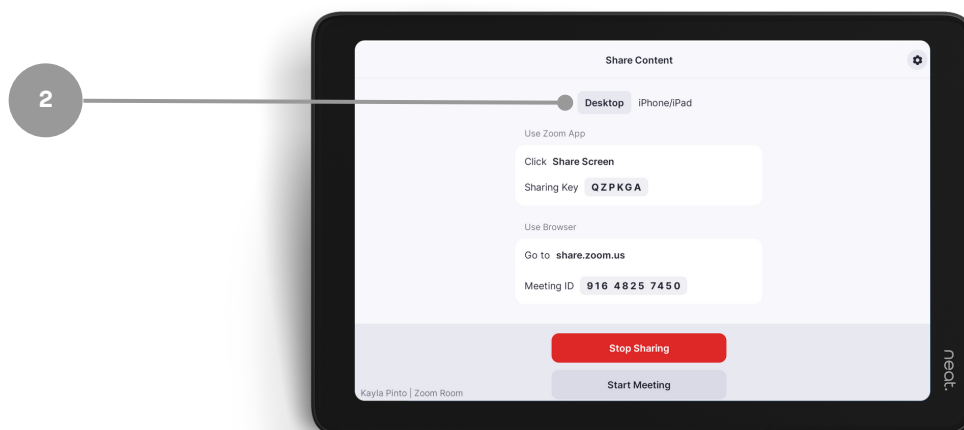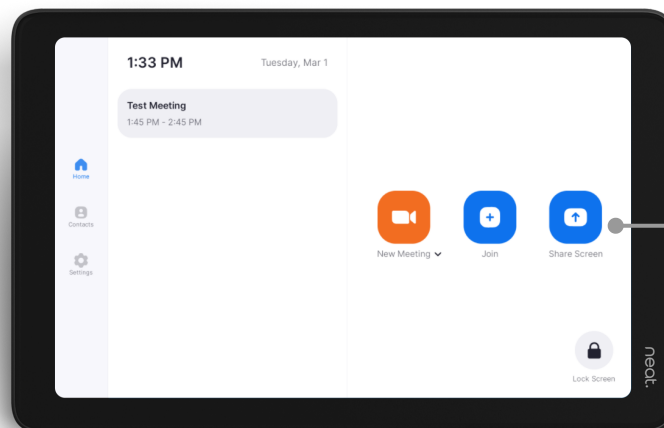
Sharing with a Key

Sharing <u>within</u> a Zoom meeting:

1. Press Share Content 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.

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In-Meeting Controls

Share content
from laptop or
portable
device

Lock meeting
and enable
waiting room

Mute or
unmute voice

Start or
stop video

Meeting info for
joining by
laptop or phone

Mic, speaker and
camera settings

More
settings

Cristian Personal Meeting Room

Mute

Stop Video

Share Content

Security

View

Camera
Control

Participants
1

Invite

Record

More

End

Cristian Office Bar

Change
from
speaker to
thumbnail to
gallery view

Camera options:
manual,
auto-framing,
smart gallery

End meeting
for all or leave

Invite other
participants

Record your
meeting

Manage participants:
mute/unmute
participants