

# Neat Board

User guide

For Microsoft Teams



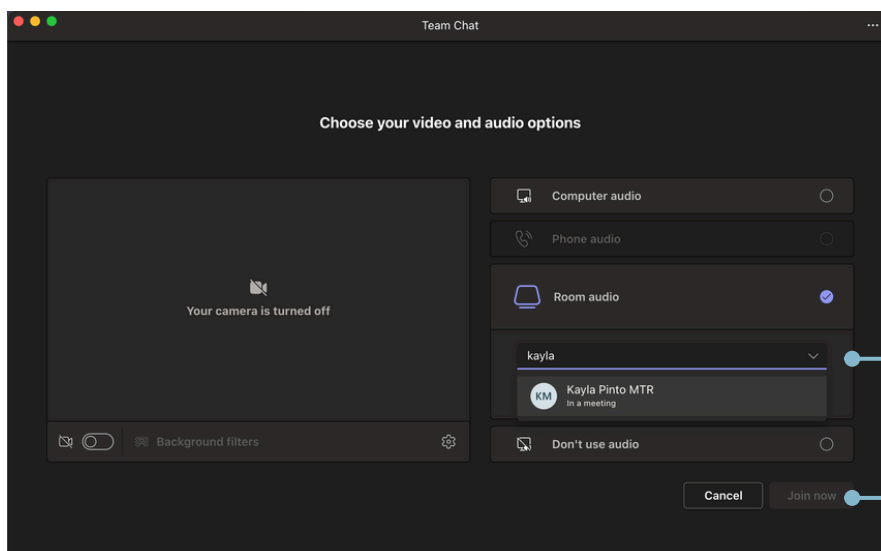
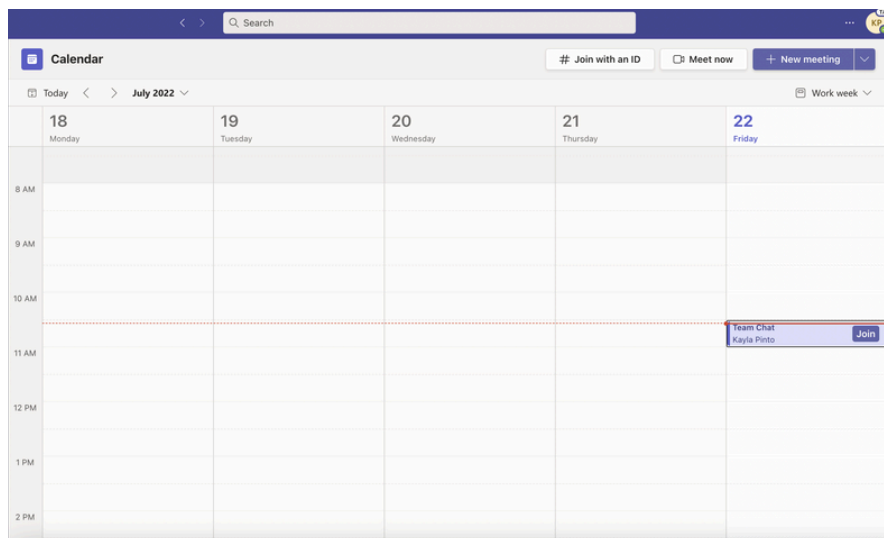
# Join and start a meeting

1. To join a scheduled meeting: select Join from the list of scheduled meetings.
2. To start an instant meeting: select Meet. A meeting will launch and a pop up will appear to invite participants from within your organisation into your meeting.
3. Join meeting via QR code: scan the QR code with your mobile phone and follow the step-by-step instructions to join the meeting from your Outlook calendar.
4. Join with Meeting ID: select Join with Meeting ID and enter meeting ID and passcode (if provided).



# Join with Proximity Join

1. Select Join from your Teams calendar on your laptop.
2. Search for the Teams Room under room audio.
3. Select Join now.



# In-meeting controls



## In-meeting controls cont.

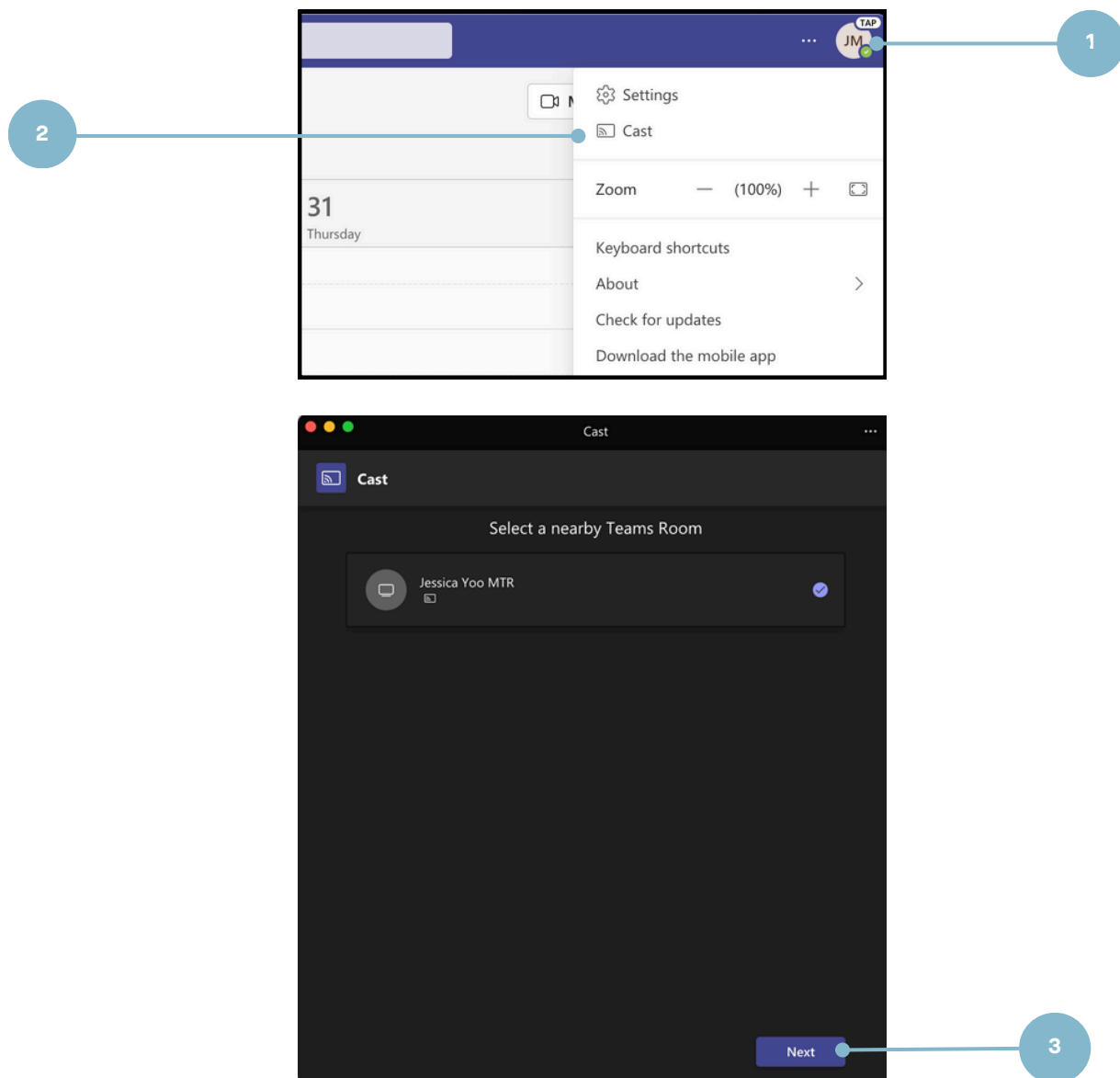
On Microsoft Teams you can adjust camera settings and utilise Neat Symmetry while in a meeting.

1. Swipe with one finger from the right side of the Board towards the left.
2. A slide out will appear with the auto-framing options.
3. Choose between Individuals, Group, Off.



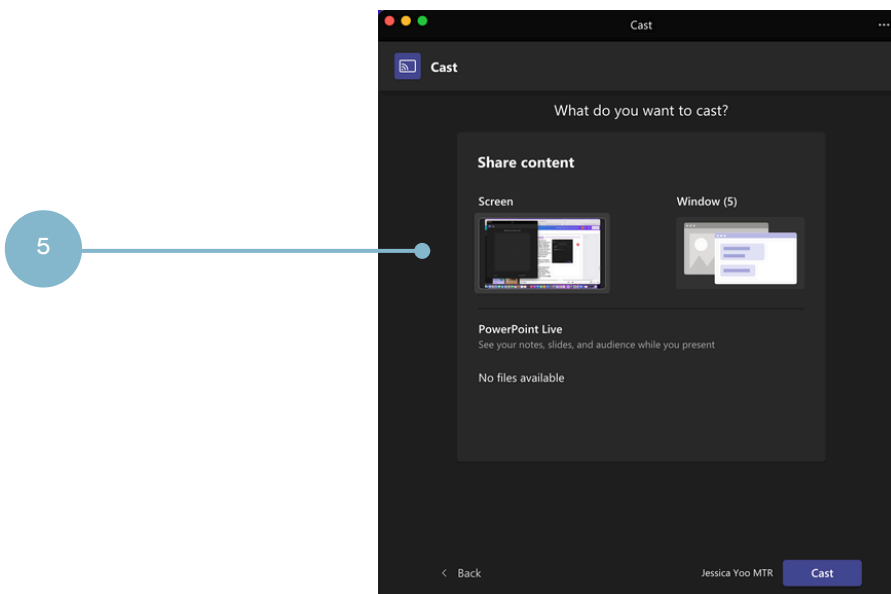
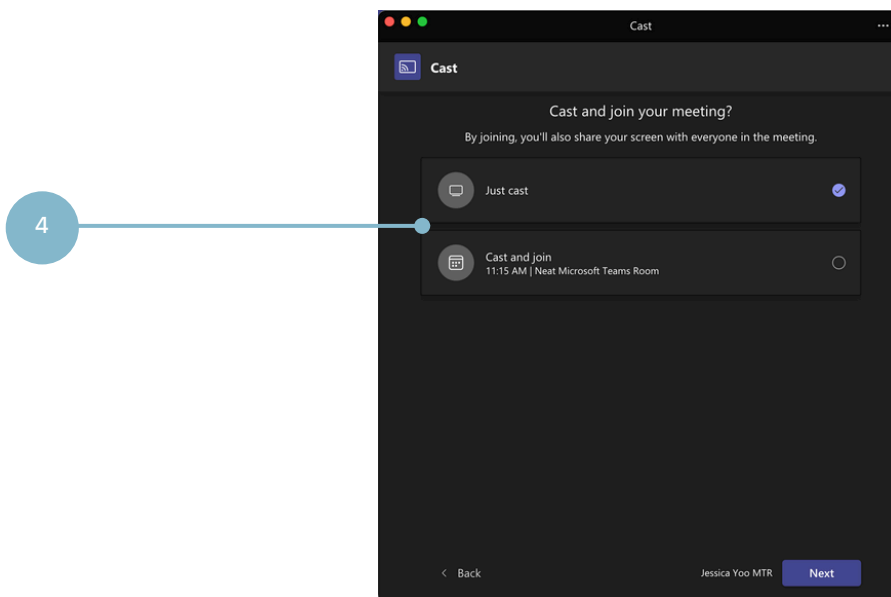
## Share content via Cast

1. In the Teams desktop app, click on the three dots.
2. When the dropdown menu appears, click on Cast.
3. When a nearby Teams Room has been detected, click Next.
  - *Bluetooth must be enabled on Neat device to use Cast.*
  - *If using a MacBook, enable Location Services for Microsoft Teams in the Security & Privacy settings.*



## Continued:

4. If there is an upcoming meeting, select Just cast or Cast and join to join from your laptop. If there is not an upcoming meeting, select Just cast. Then, click Next.
5. Select the content to be shared. Then, click Cast.

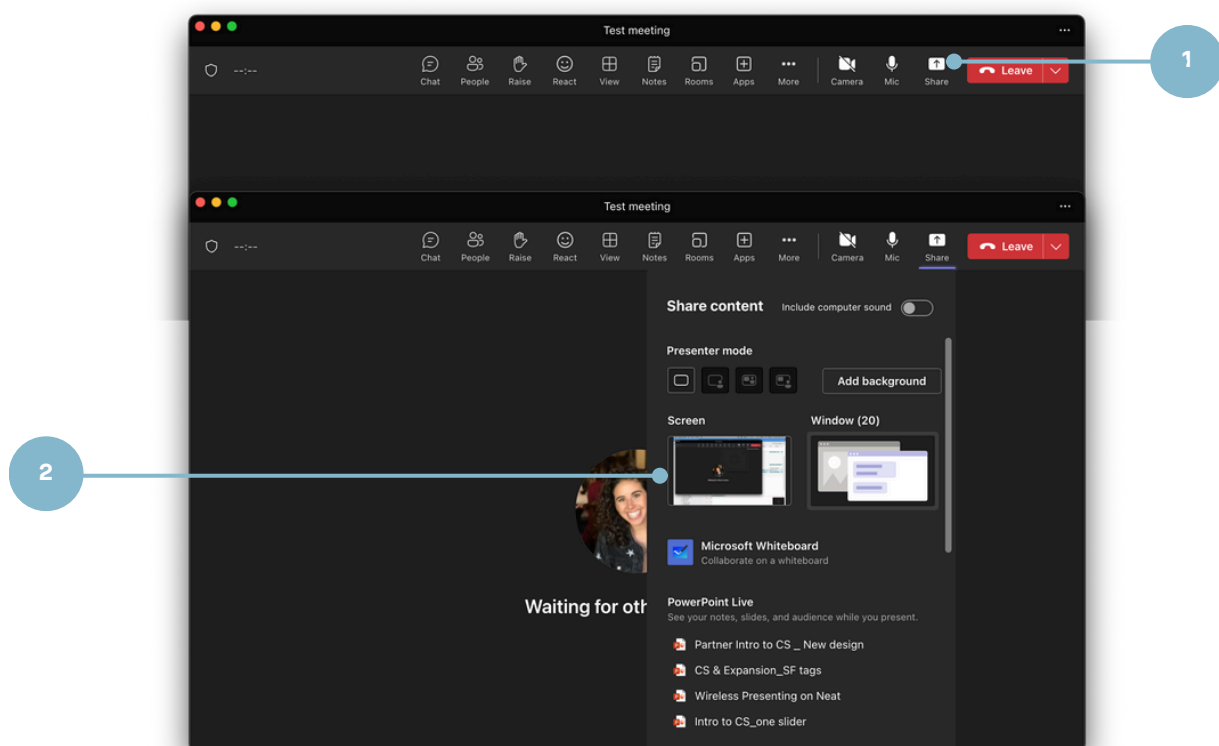


# Share content as a participant

Join the meeting from your Teams Desktop app or Outlook calendar.

1. Click share content.
2. Choose between Screen (share entire screen) or window (share a specific window).

To stop sharing, click 'Stop Share' from the control bar.

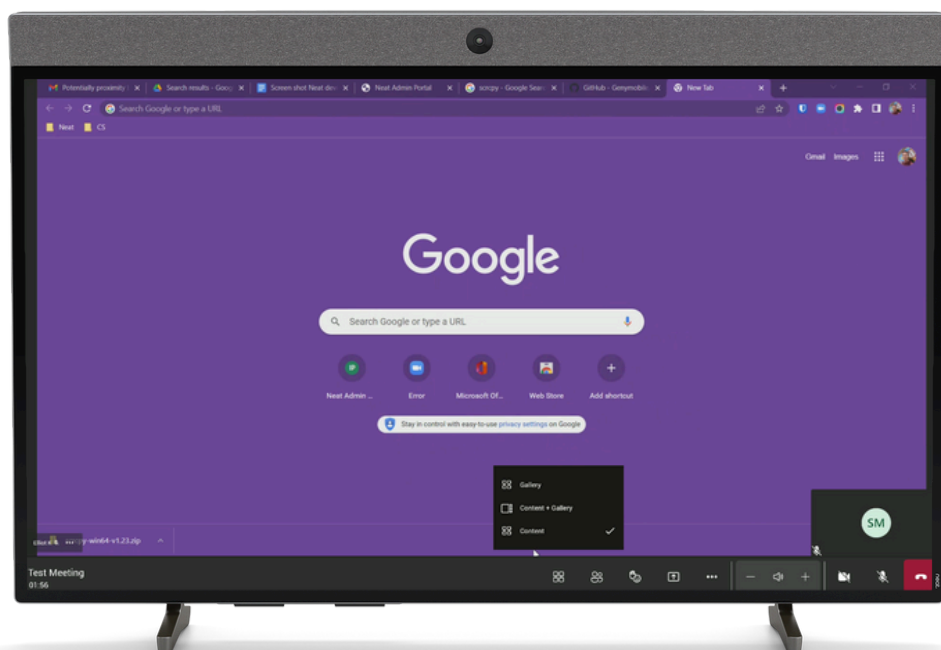




# Share content via HDMI

1. Plug in your HDMI cable to your devices and screen sharing will begin.

*If you tap Stop Sharing and leave the HDMI cable connected, you can start sharing again by tapping the Share button.*



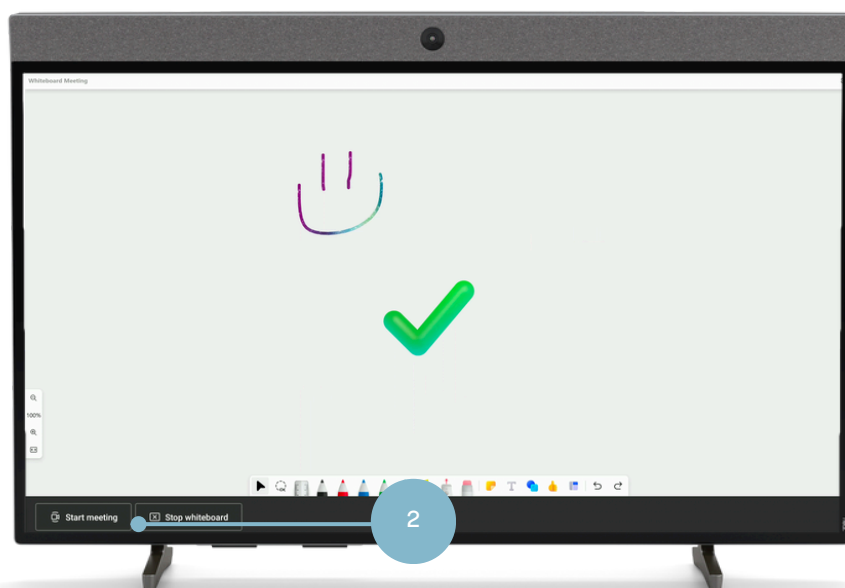
# Walk up and whiteboard

1. On the screen of the Board, select Whiteboard.



A whiteboard will launch on the screen - annotate and work on the whiteboard as you need.

2. To save the whiteboard, and later continue editing and/or share, select Start Meeting.



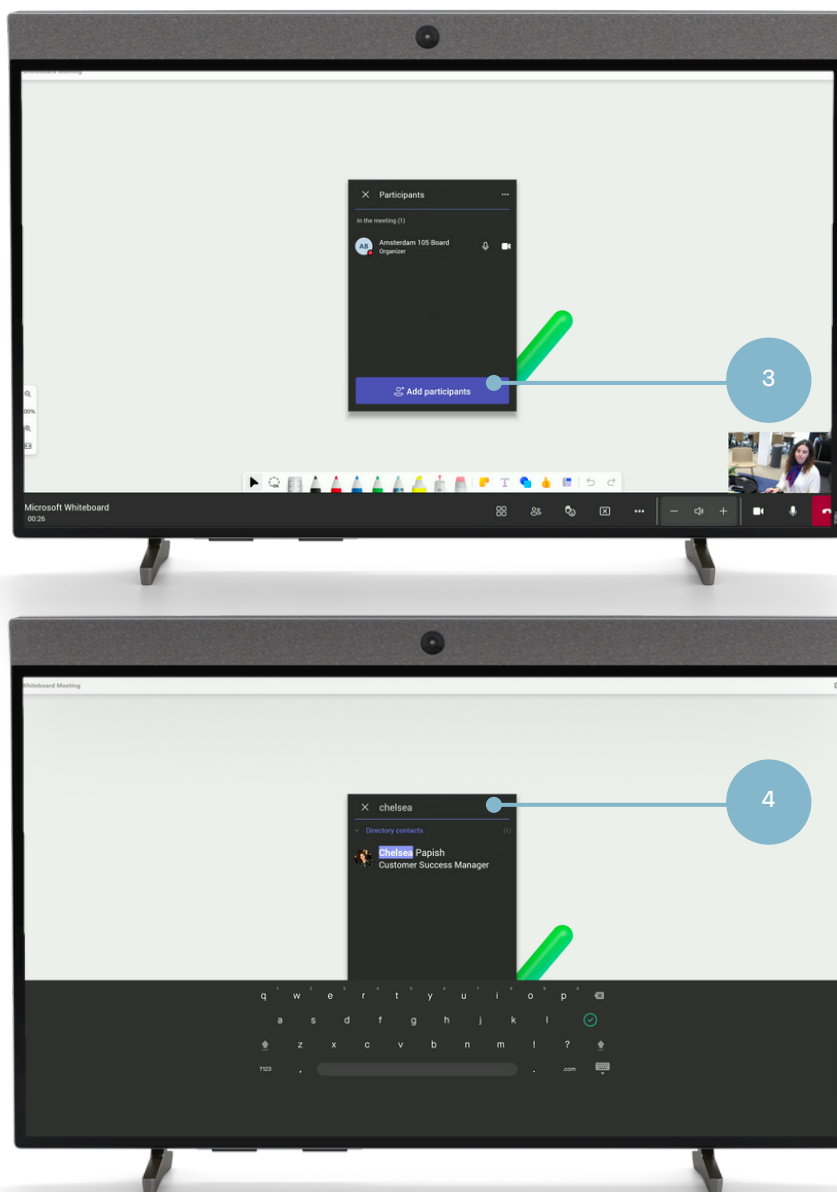
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A pop up will appear showing the current participant in the room (Neat Board).

3. Click Add Participants.

4. Use the search bar to invite a user to a call so the whiteboard is passed to that user account.

By inviting yourself or colleagues, the whiteboard will be stored in that users' OneDrive account. To access, visit [whiteboard.office.com](https://whiteboard.office.com).



# Whiteboard from the Teams app

1. Join the meeting from your desktop Teams app.
2. Tap Share from the desktop client in meeting menu.
3. Select Microsoft Whiteboard.

