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 into your meeting.
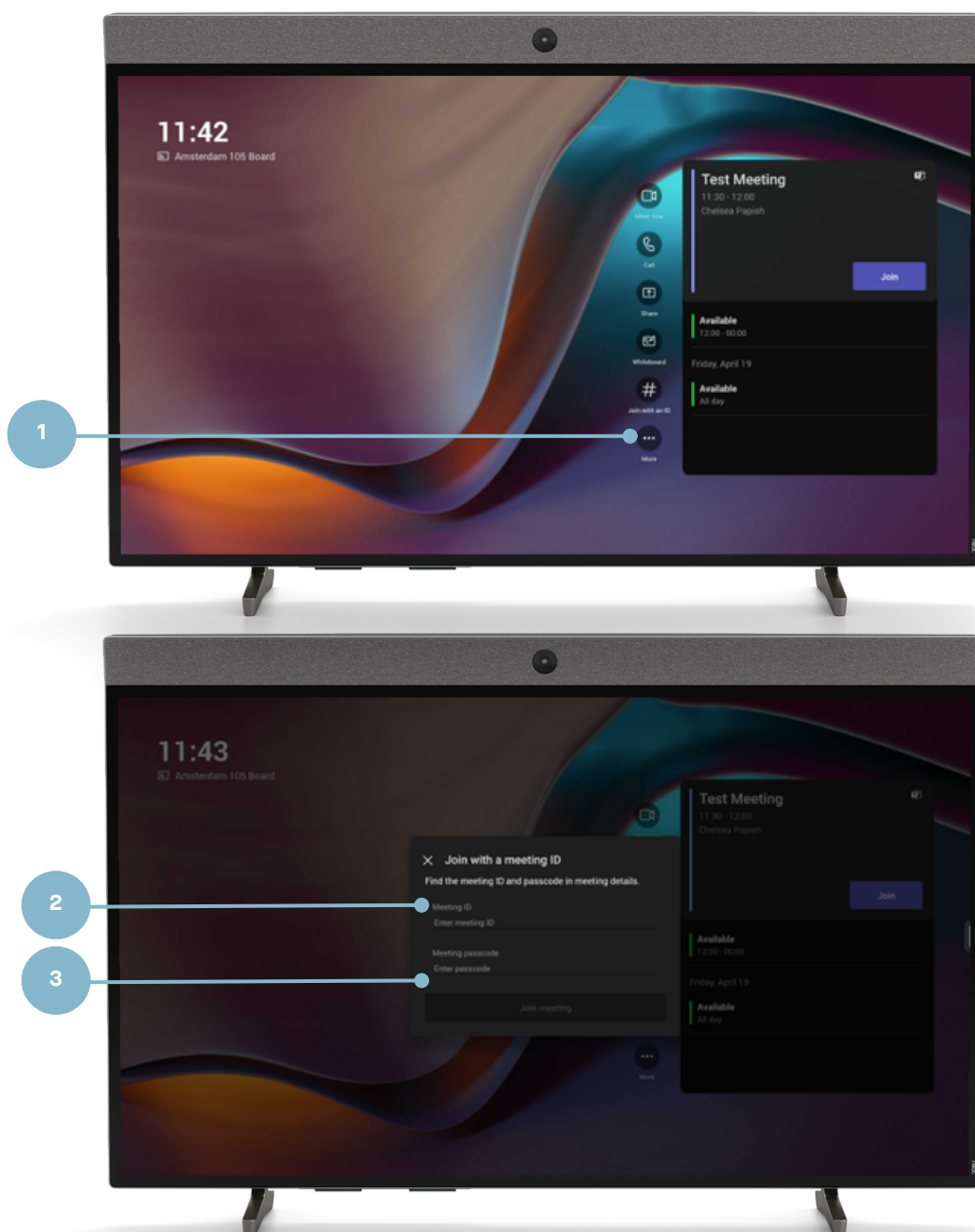
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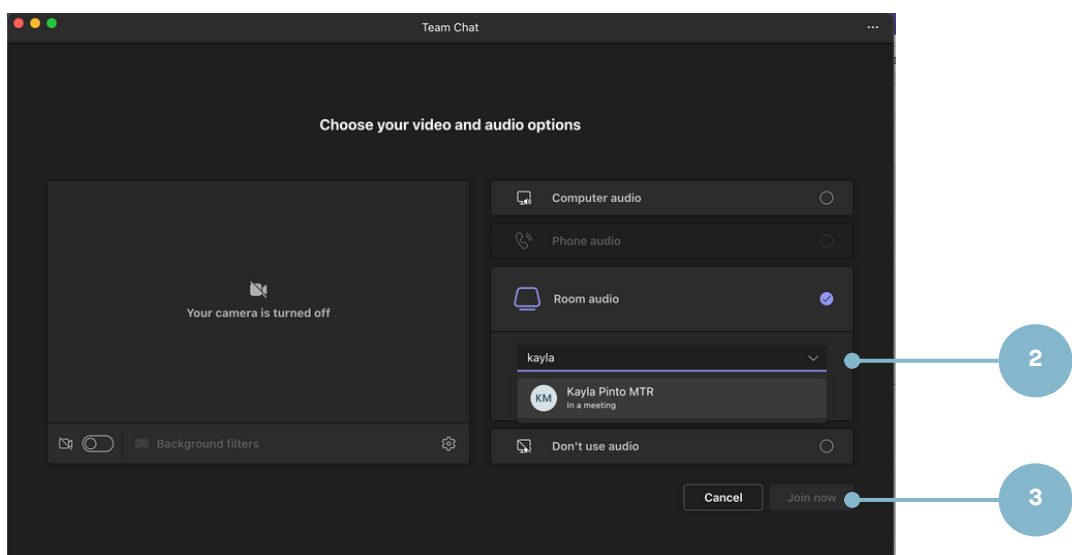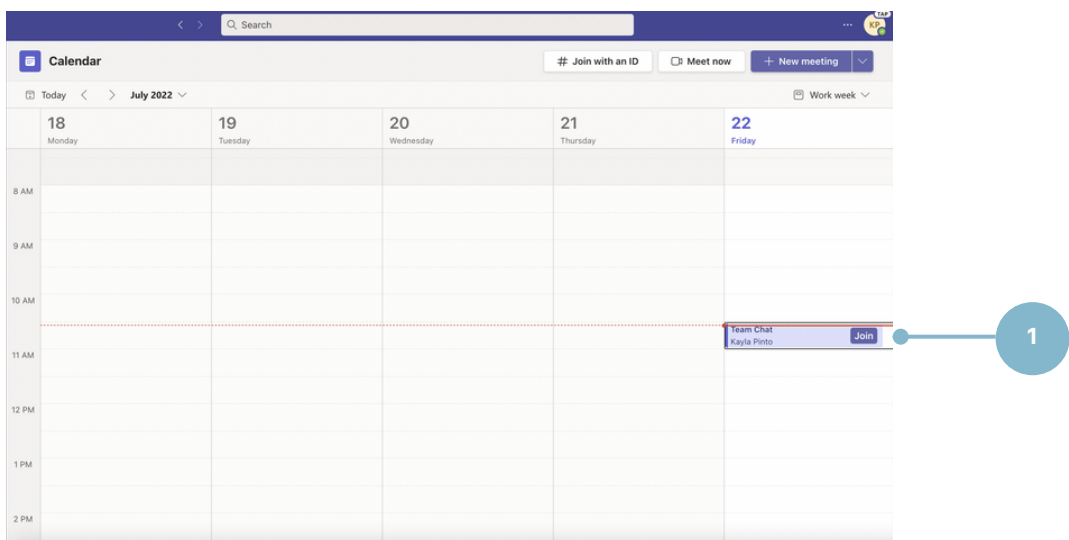# Join with meeting ID

Select More from the home screen.
1. Select Join with Meeting ID.
2. Enter meeting ID.
3. Enter password if applicable.

Click Join Meeting.

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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.

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In-meeting controls

Change the viewing options of remote participants.

Invite someone to your in progress meeting.

Reactions

Share screen (via HDMI) or start Whiteboard.

Volume control

Start or stop video.

Mute or unmute.

End meeting for all or leave.

In-meeting controls

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.

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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.*

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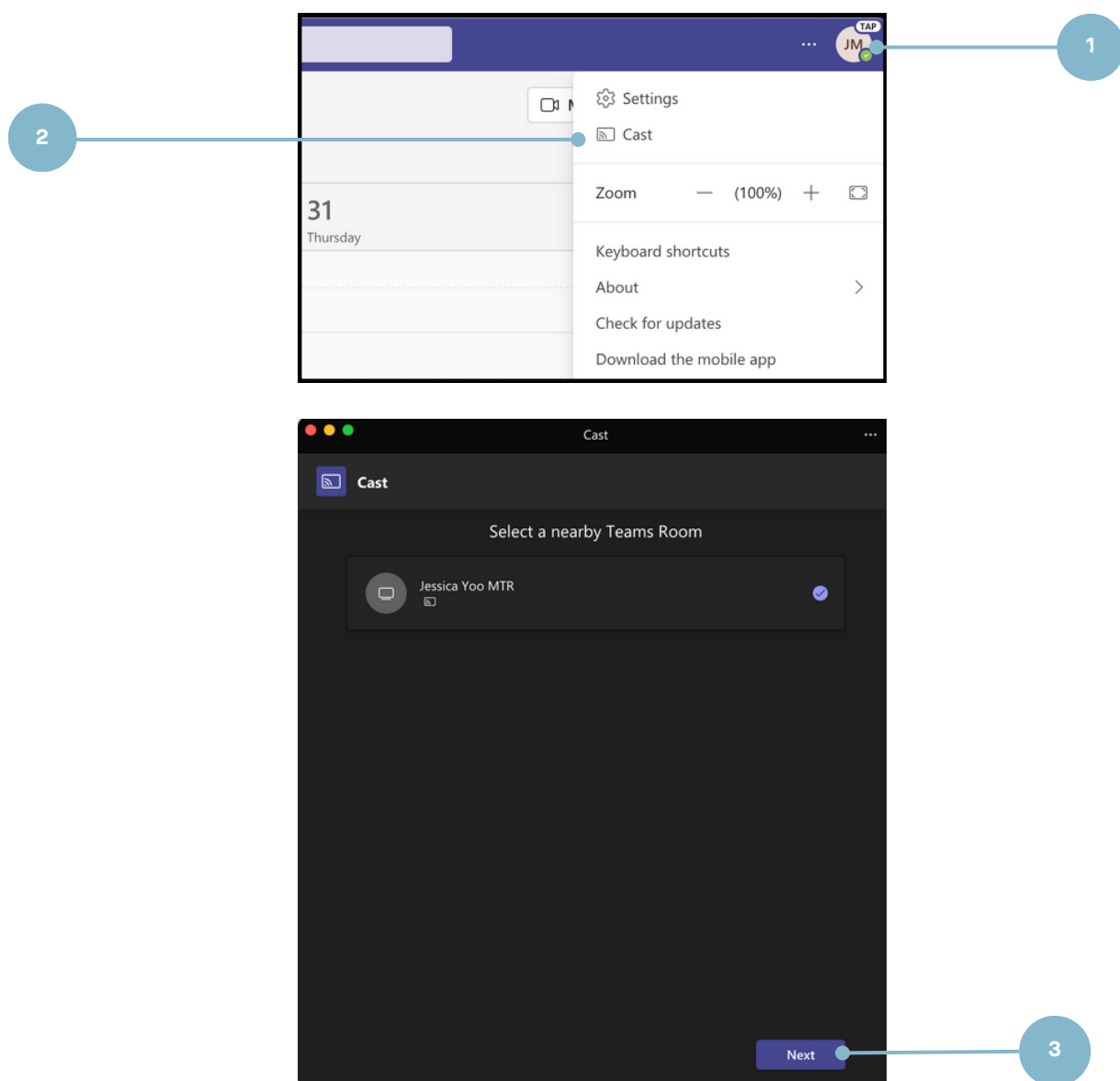
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4. If there is an upcoming meeting, select Just cast or
Cast and join to join from your laptop. If there is not an
upcoming meeting, select Just cast. Then, click Next.
5. Select the content to be shared. Then, click Cast.

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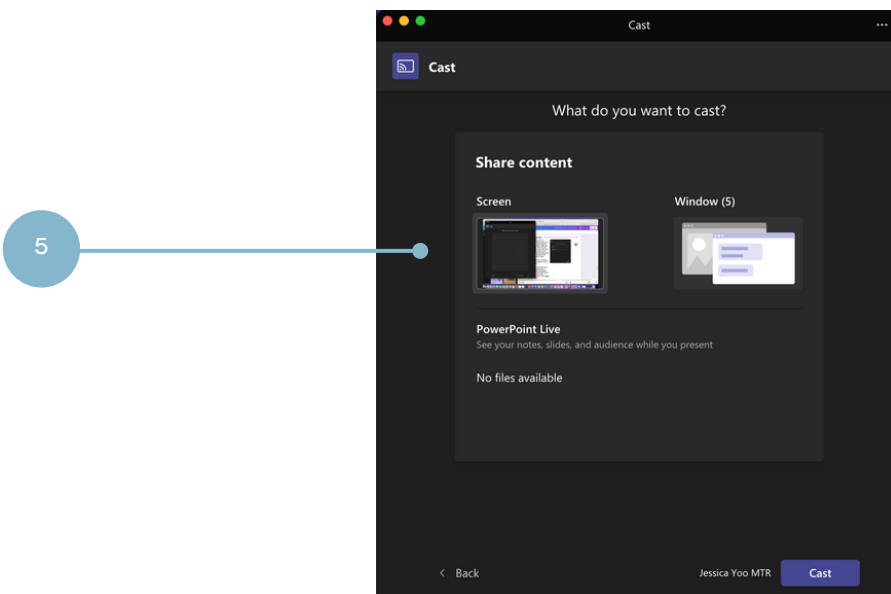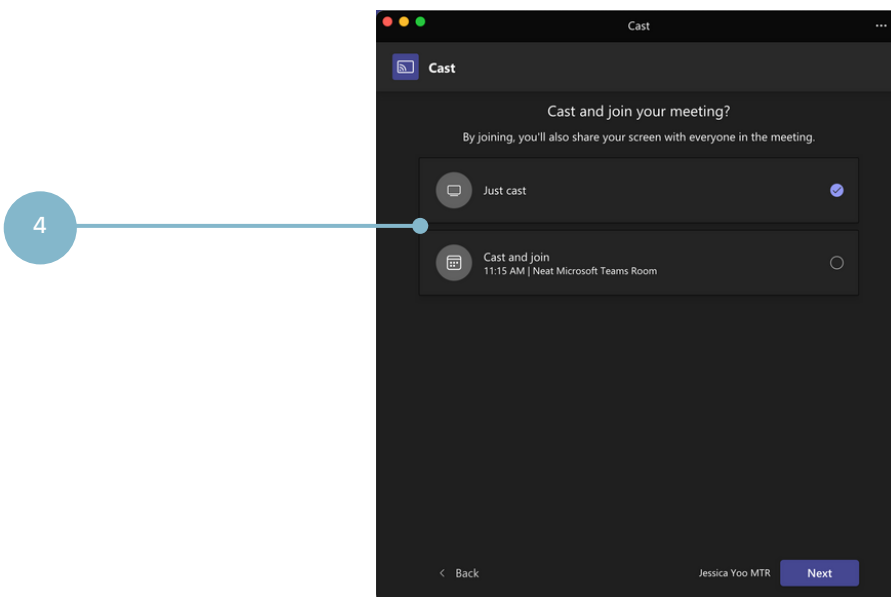
Share content via HDMI

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.
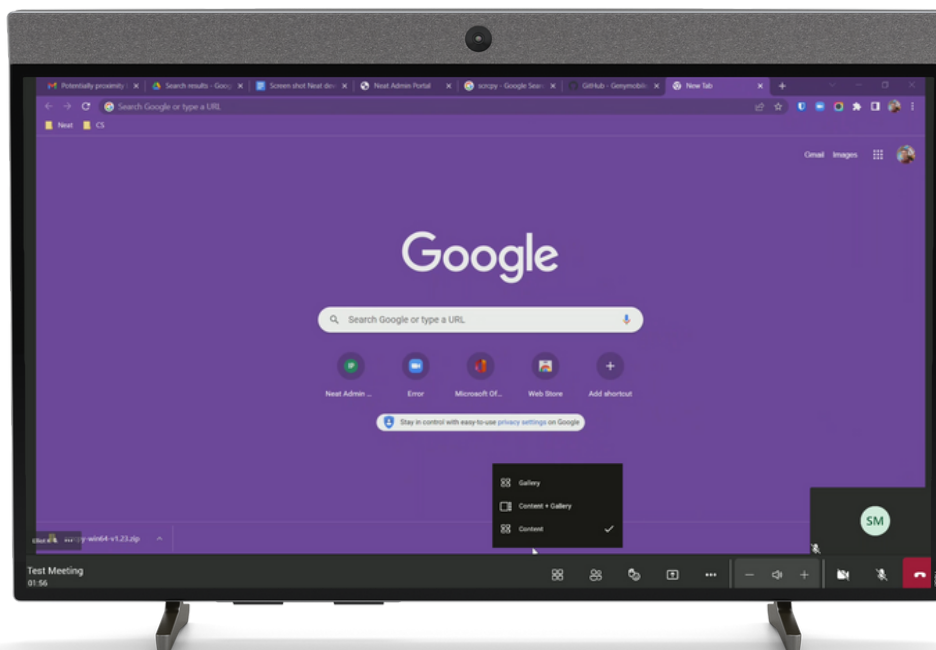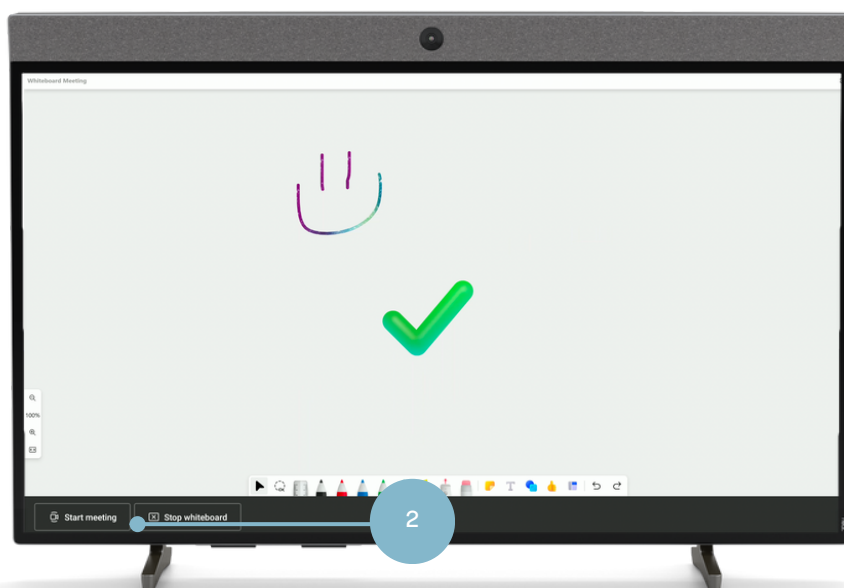
Walk up and whiteboard

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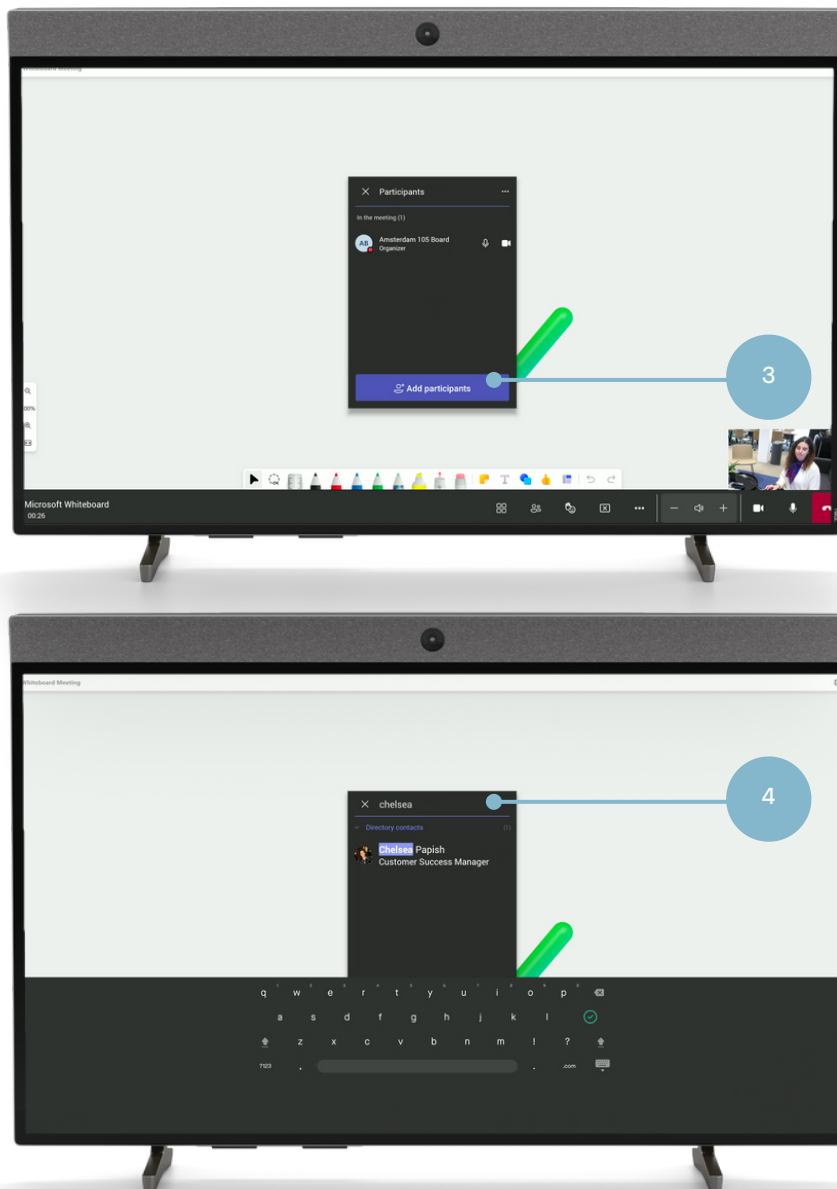
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A pop up will appear showing the current participant in the room (Neat Board).

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.

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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.