

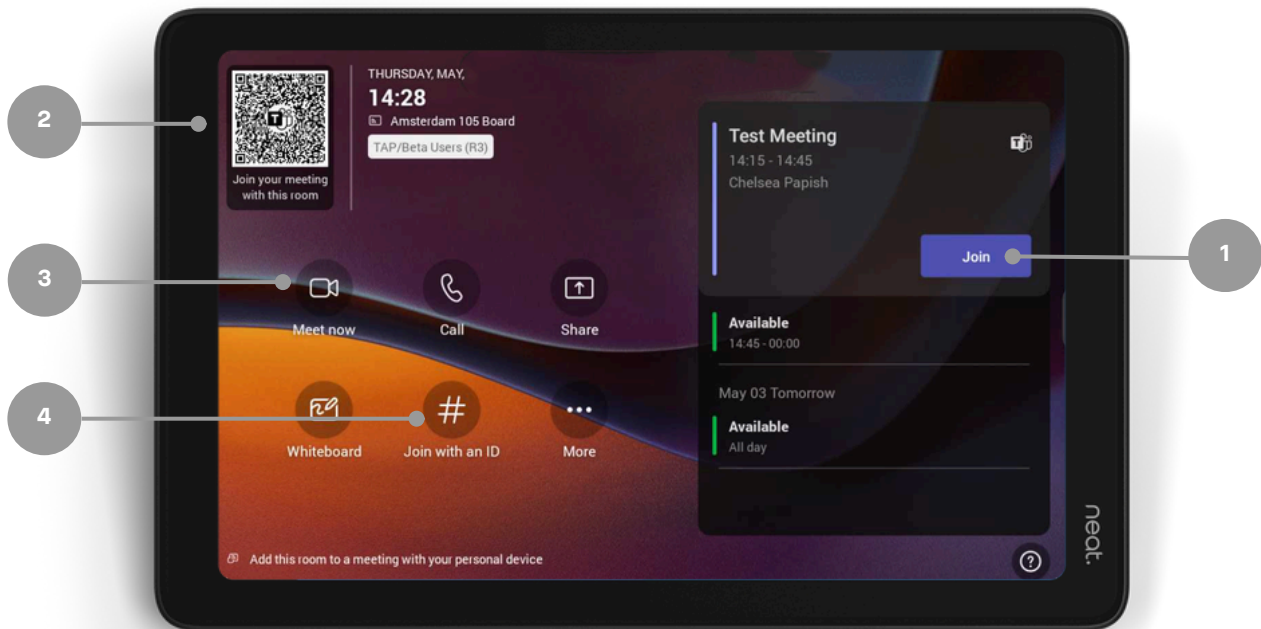
Neat Pad

Console user guide
For Microsoft Teams



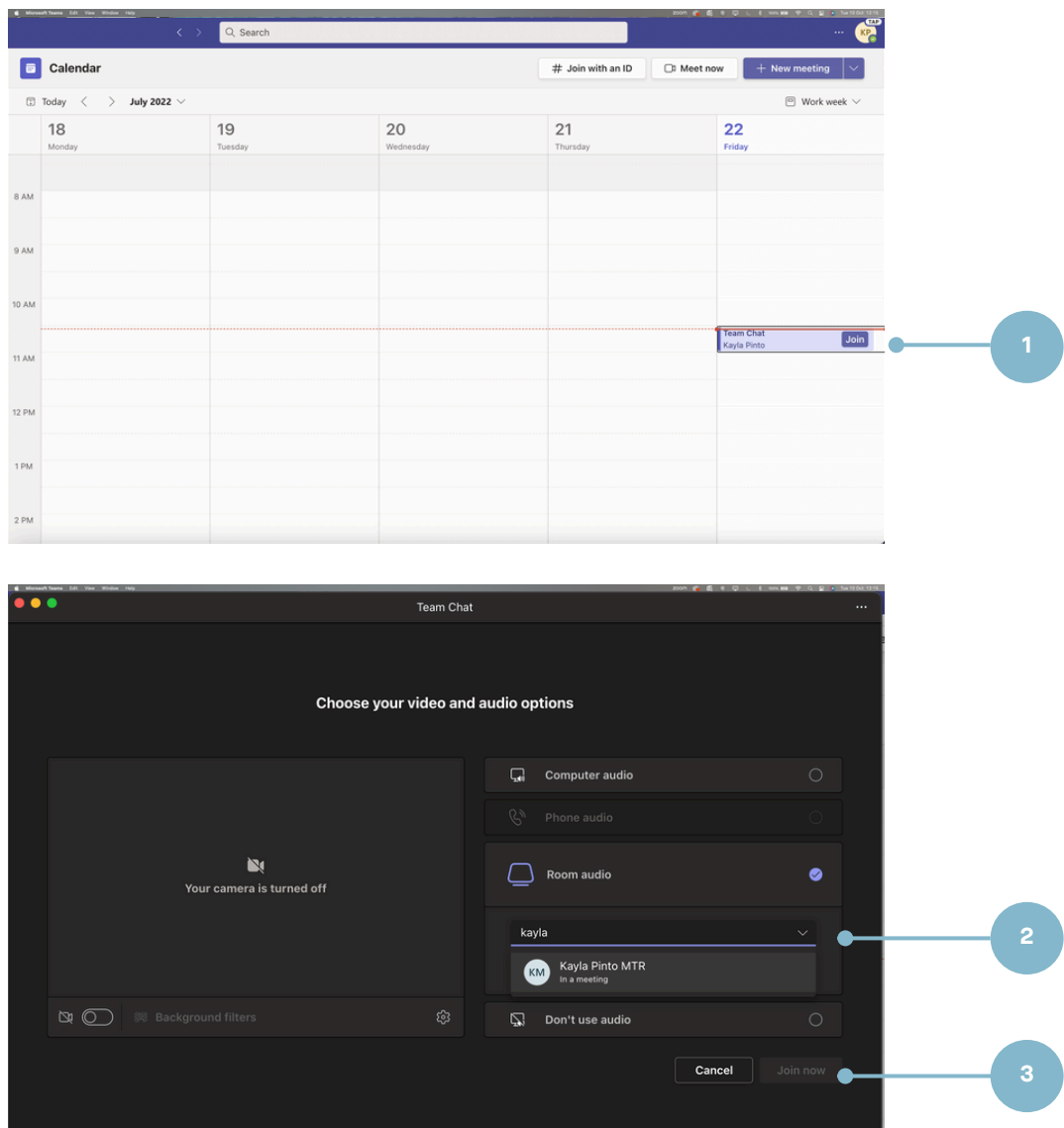
Join and start a meeting

1. To join a scheduled meeting: select Join from the list of scheduled meetings.
2. 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.
3. To start an instant meeting: select Meet now. A meeting will launch and a pop up will appear to invite participants from within your organisation into your meeting.
4. Join with Meeting ID: select Join with Meeting ID and enter meeting ID and passcode (if provided).

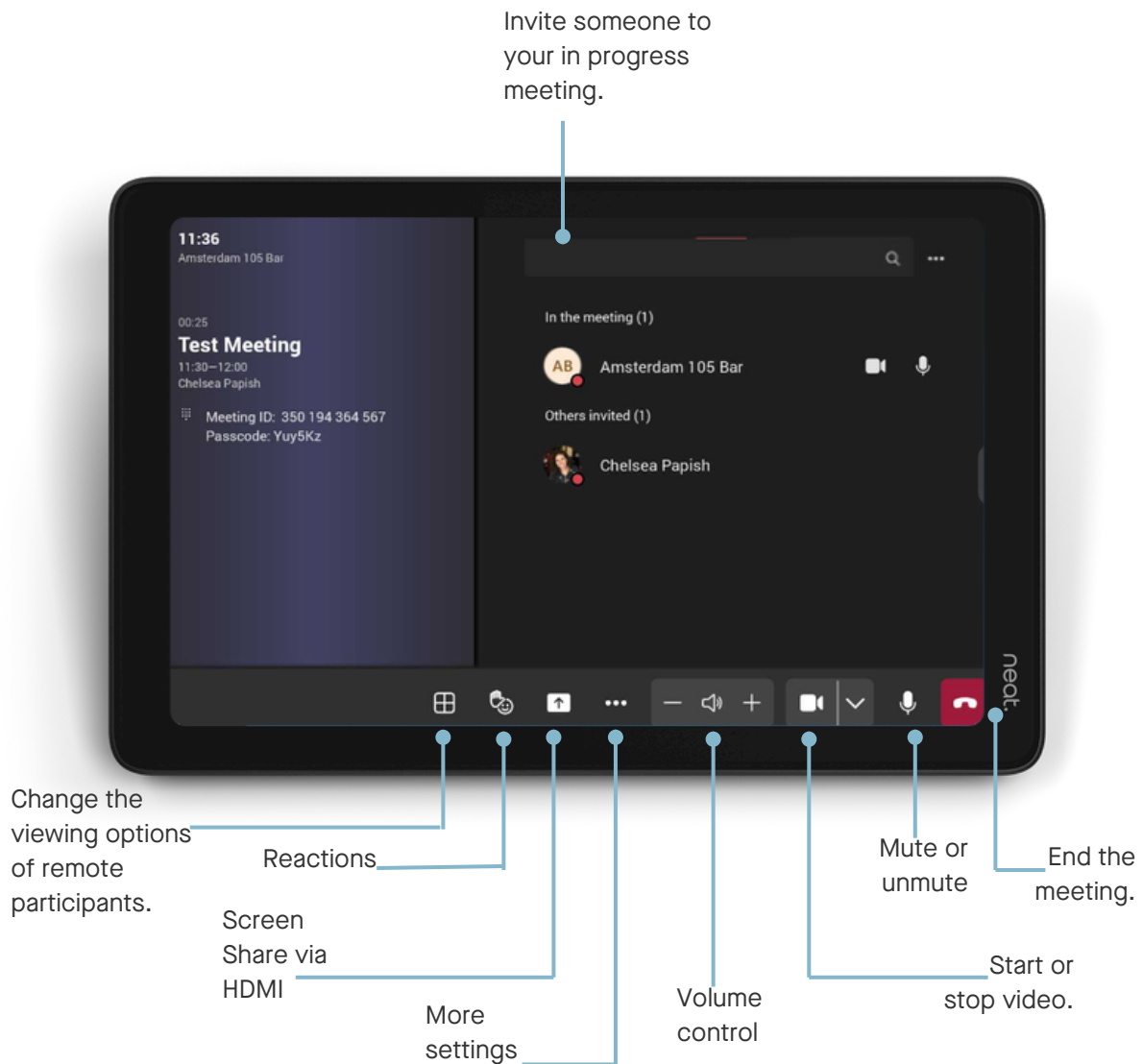


Join with Proximity Join

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



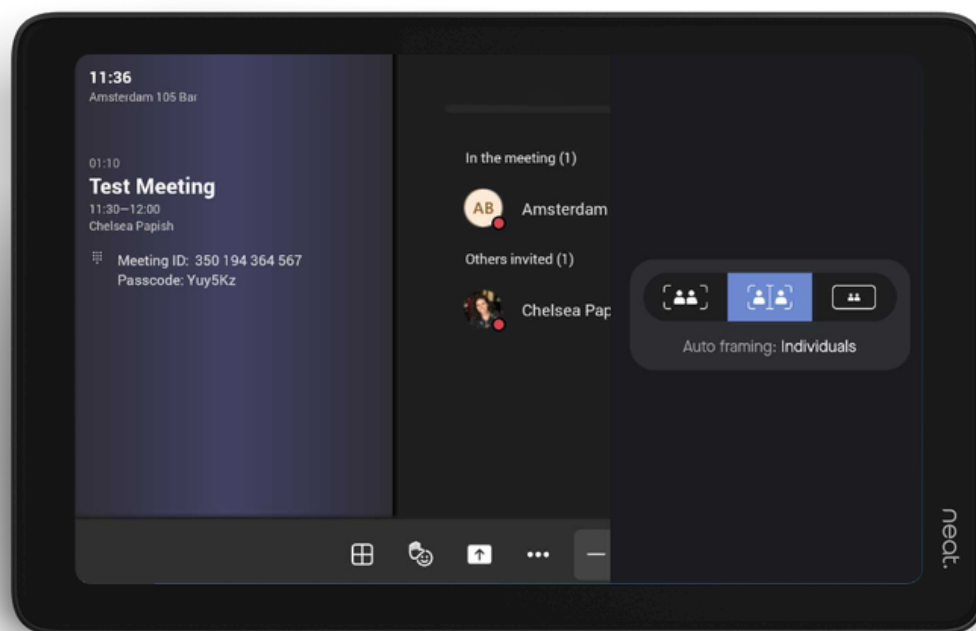
In-meeting controls



In-meeting camera control

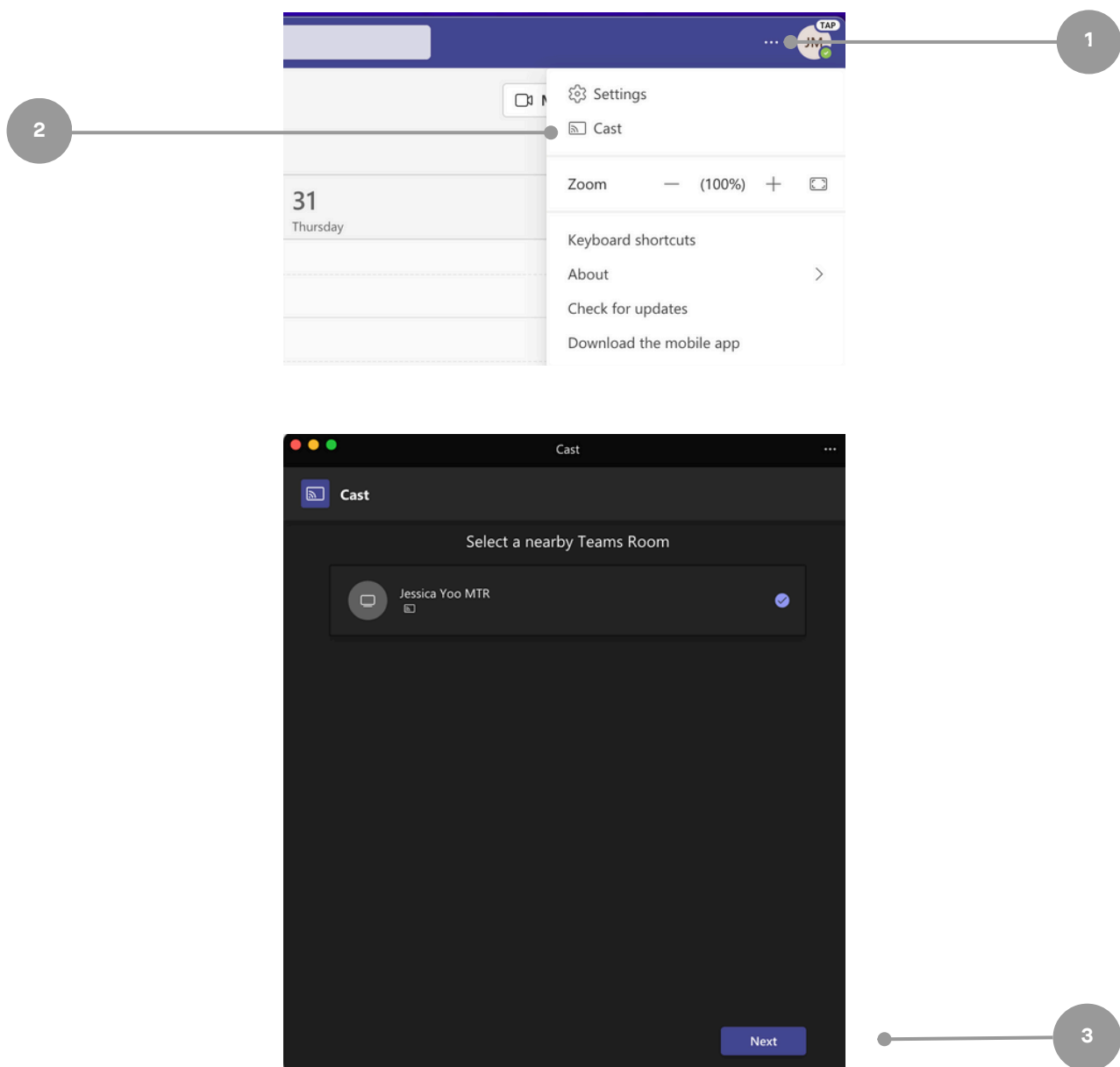
On Teams you can adjust camera settings and utilise Neat Symmetry while in a meeting.

- Swipe with one finger from the right side of the Pad towards the left.
- A slide out will appear with the auto-framing options.
- Choose between Individuals (Neat Symmetry), Group (cuts out dead-space around a group of people), Disabled (full-camera view).



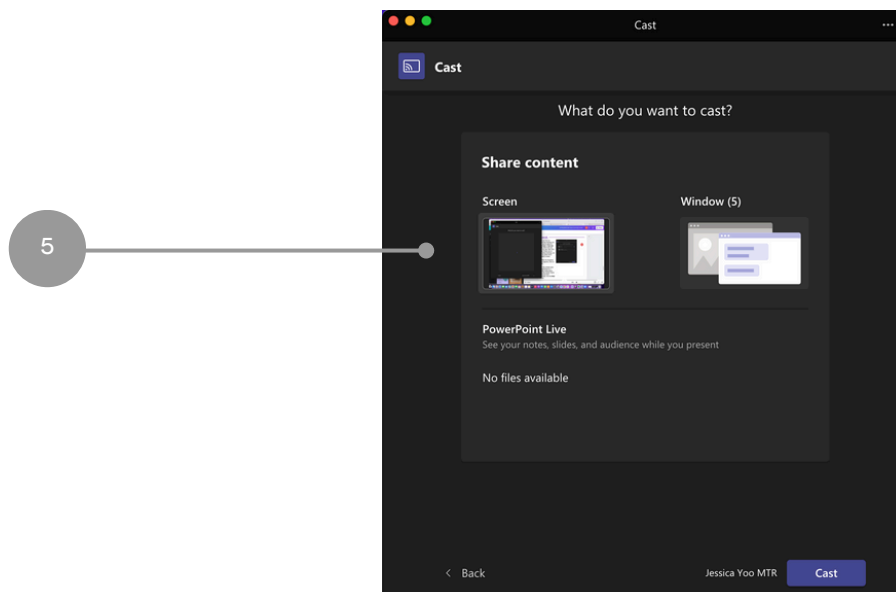
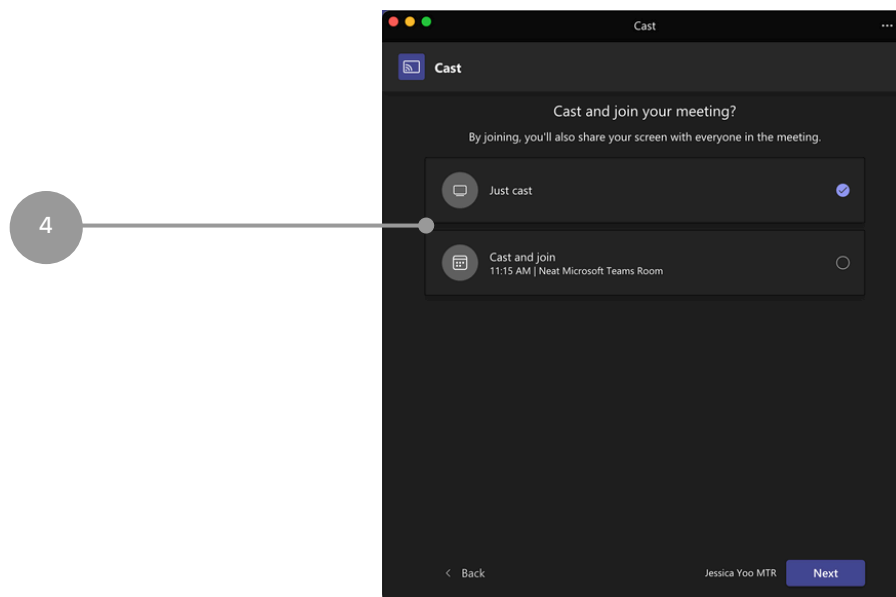
Share content via cast

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.
 - a. If using a MacBook, enable Location Services for Microsoft Teams in the Security & Privacy settings.



Continued:

4. If there is an upcoming meeting, select either Just Cast or Cast and Join. Then, click Next.
5. If there are no upcoming meetings, select the content to be shared. Then, click Cast.

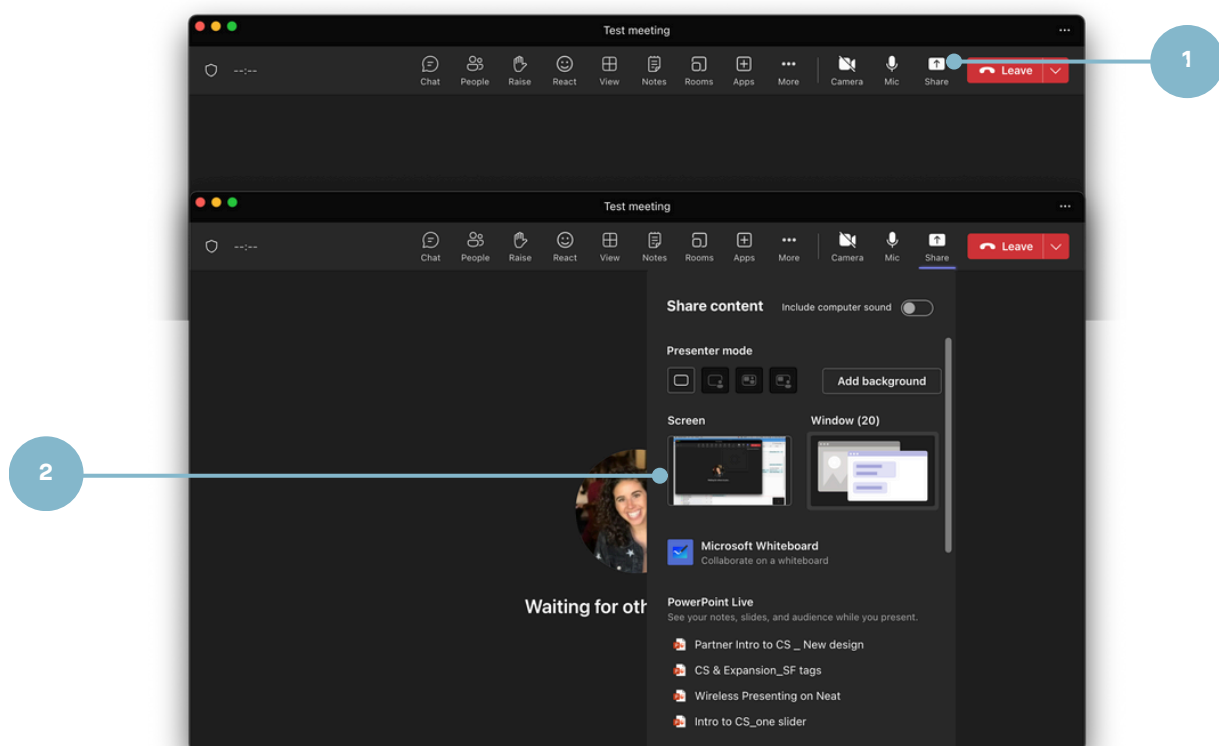


Share content as a participant

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

Plug in your HDMI cable to your devices.

1. Click Share to screen share. During an ongoing meeting, just tap the Share button in the in-meeting controls.

