Neat Pad

Panel user guide
For Microsoft Teams
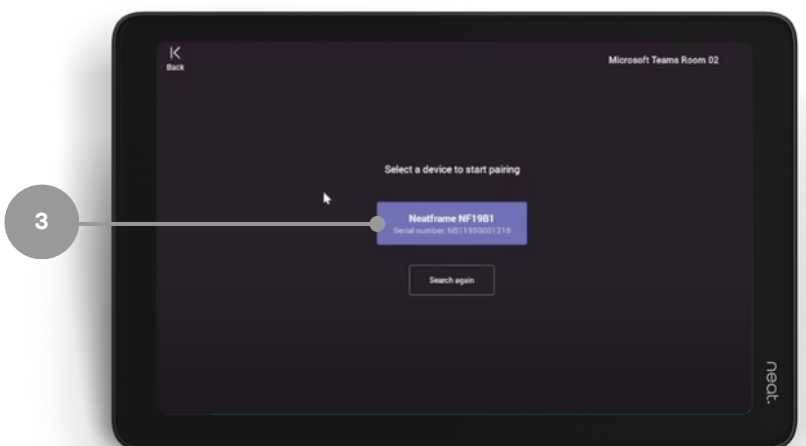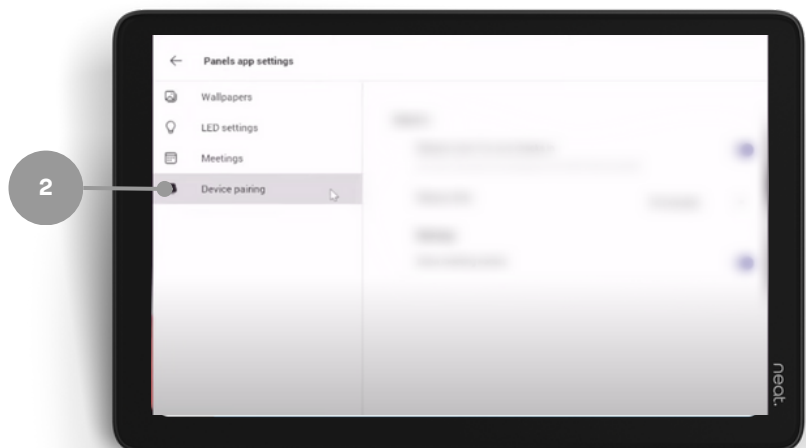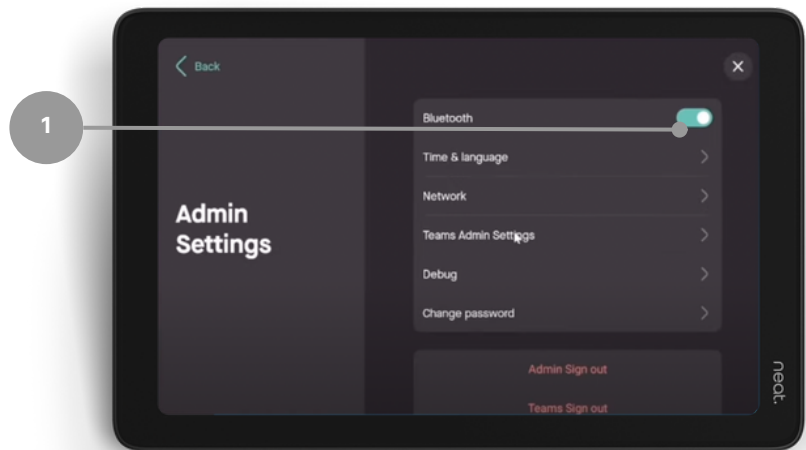
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Pair panel with device

Click on the settings icon.

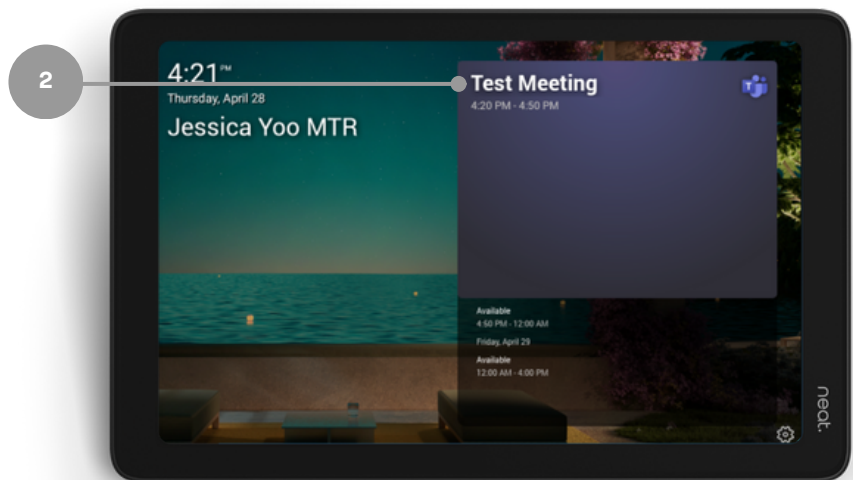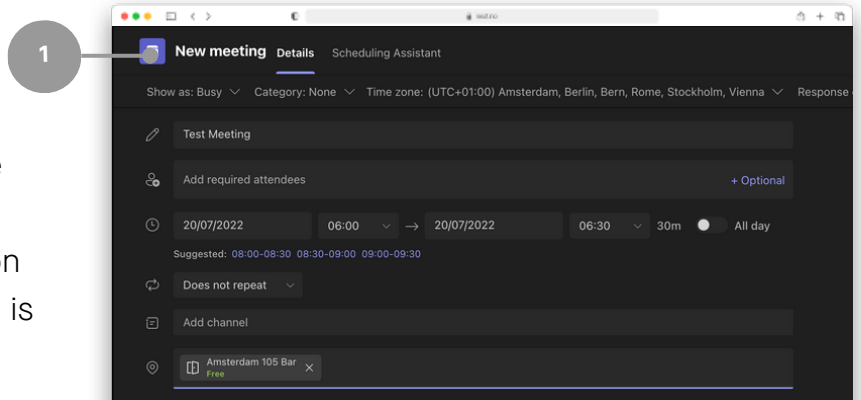- Navigate to Device
  Settings > Admin
  Settings.
1. Ensure Bluetooth is
   toggled on.
2. Navigate to Teams Admin
   Settings > Device Pairing.
3. Select the device you
   would like to pair.
   - A code will appear on
     the device, enter it on
   the Pad.
   - Select Pair.

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Reserve the room from 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.

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,

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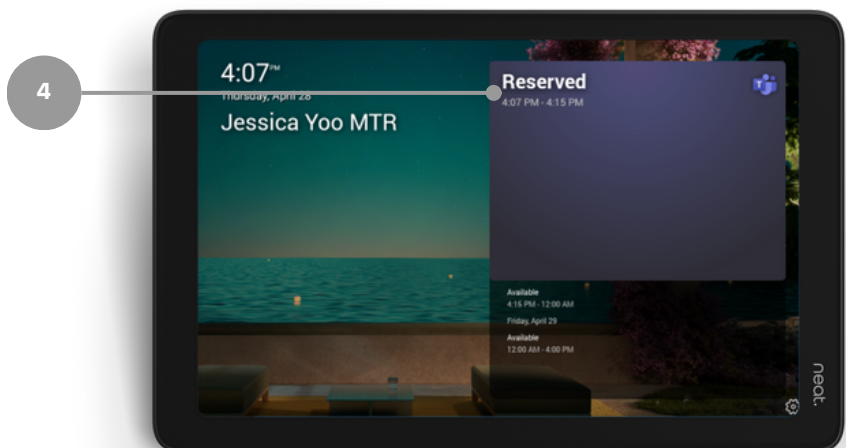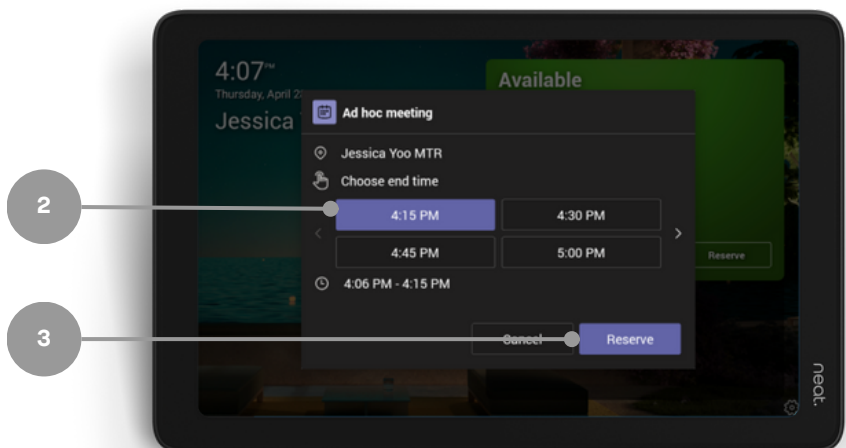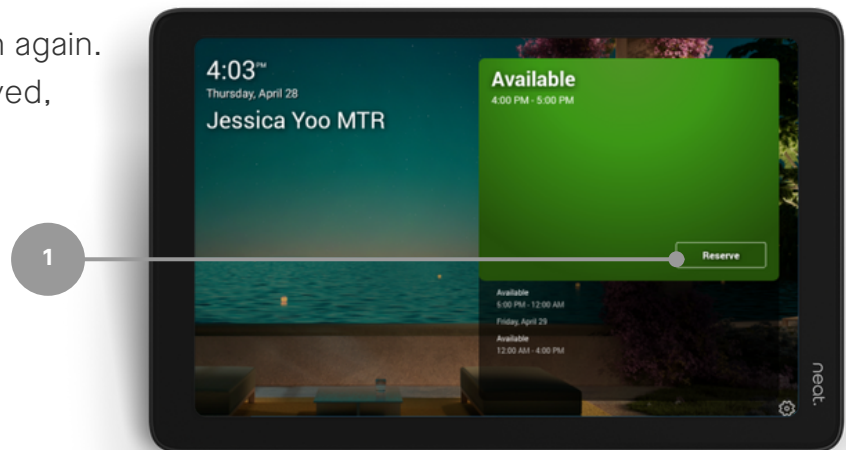
Room release

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