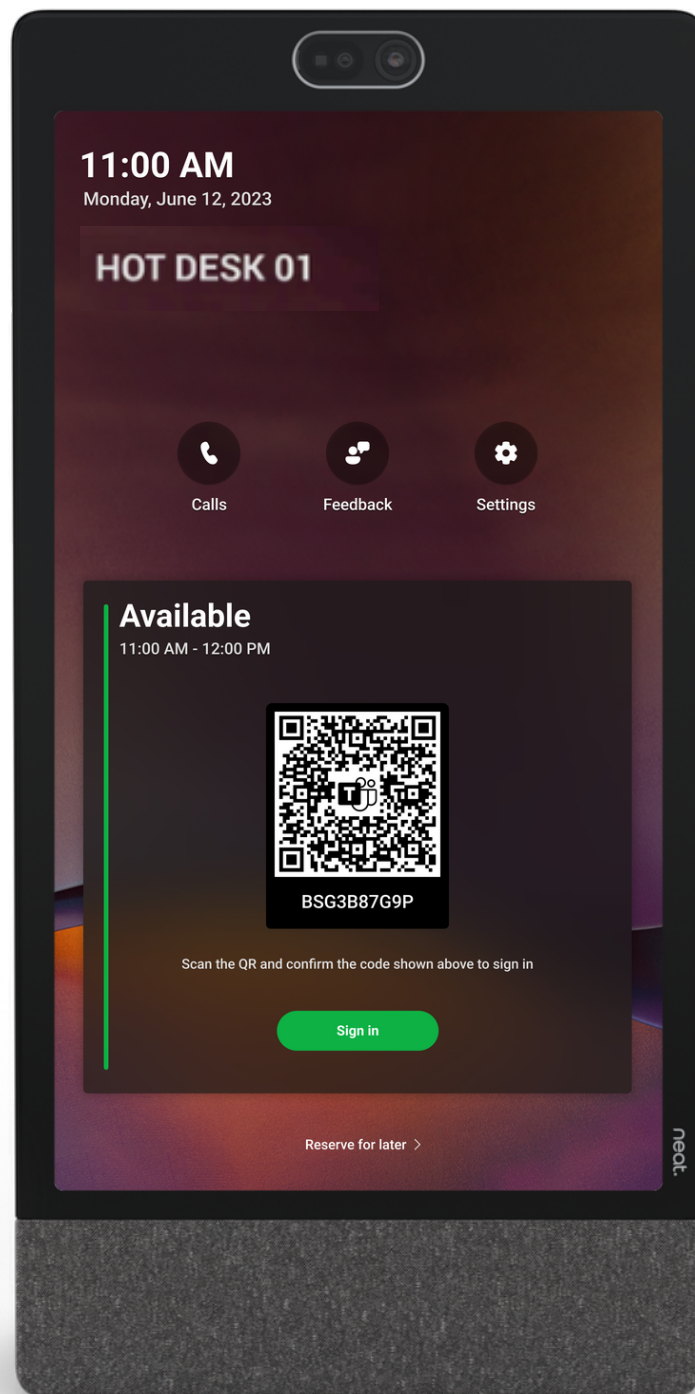


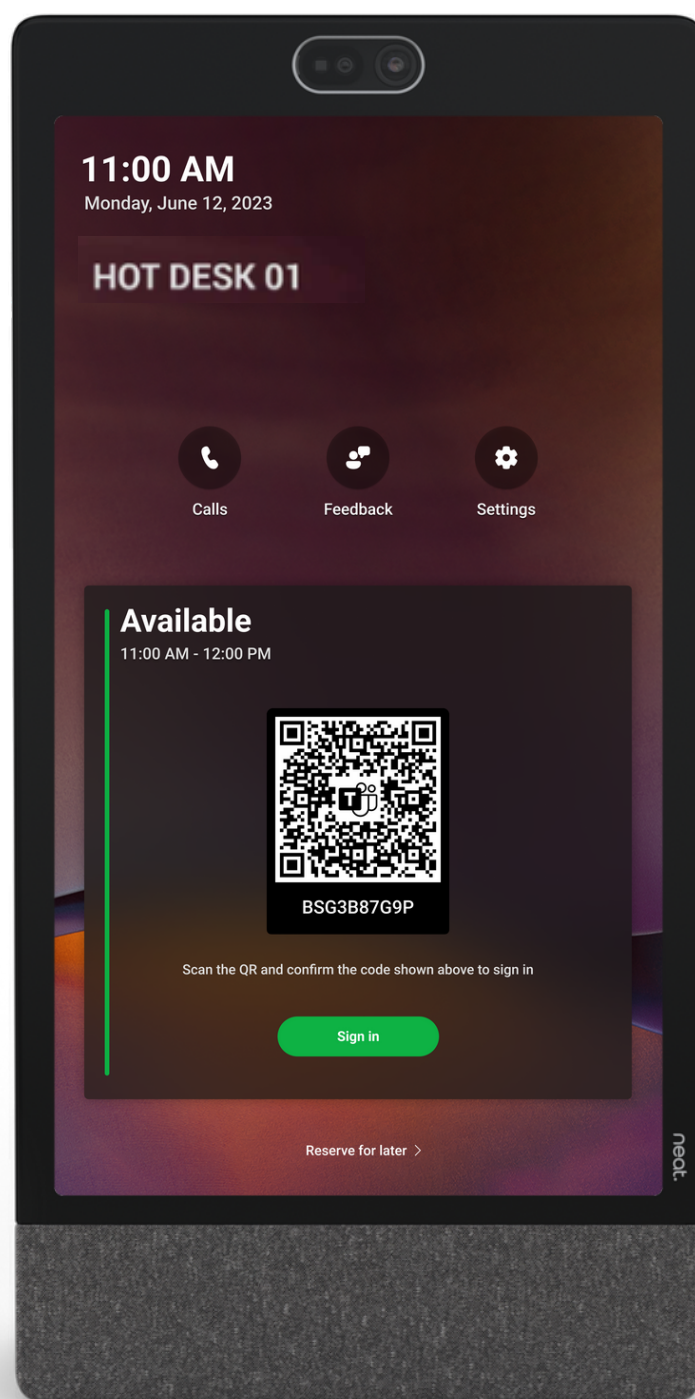
Neat Frame

Hot desk user guide
For Microsoft Teams



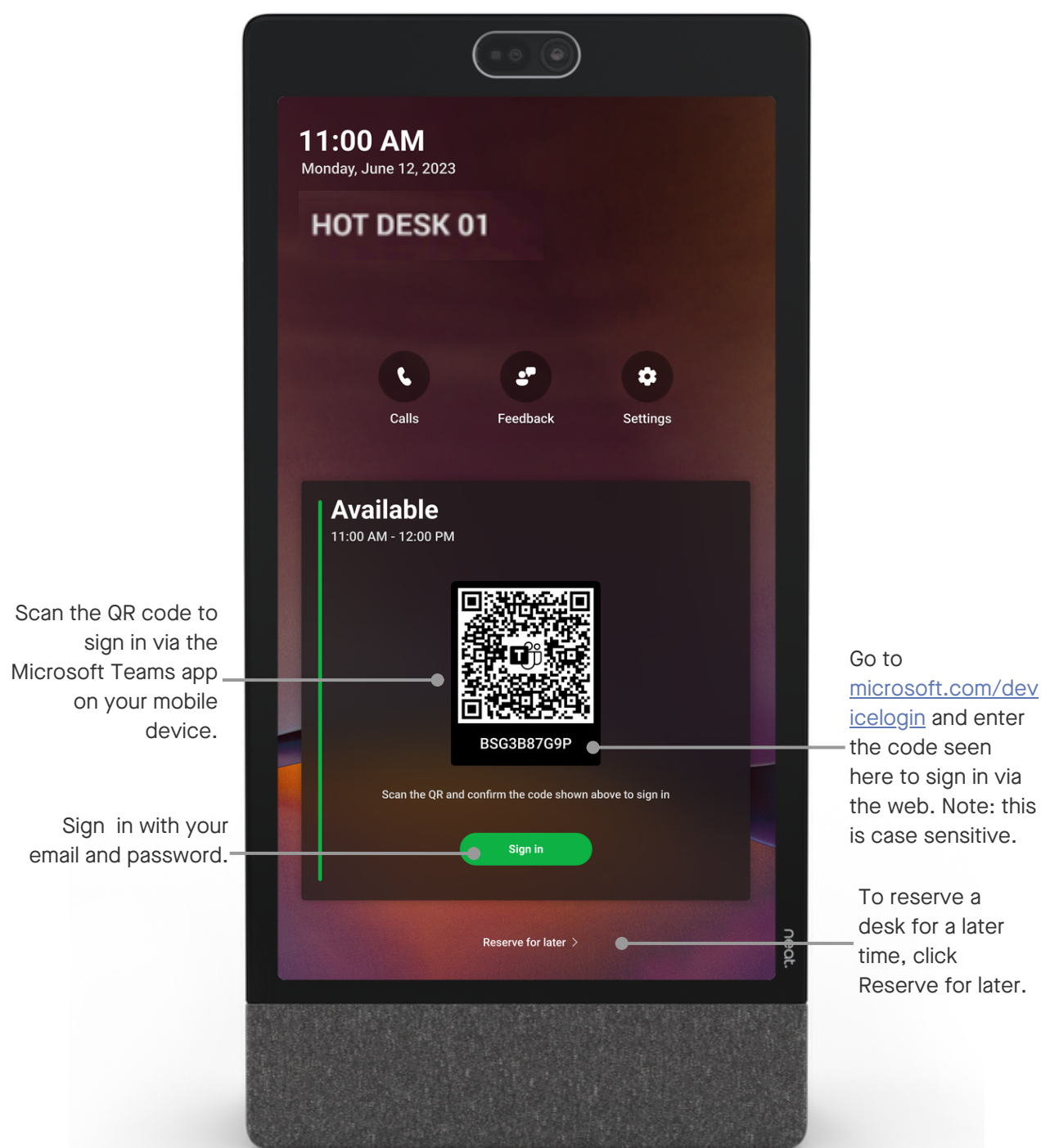
Hot desking

Microsoft Teams hot desking on Neat Frame simplifies hybrid working, allowing employees to easily switch workspaces, feel more secure in a shared space, and access all meetings, chats, and files from OneDrive. Neat Frame is the perfect hot desk companion, providing stellar audio and video for your meetings. Note - a specific license is required to use the Frame as a hot desk.



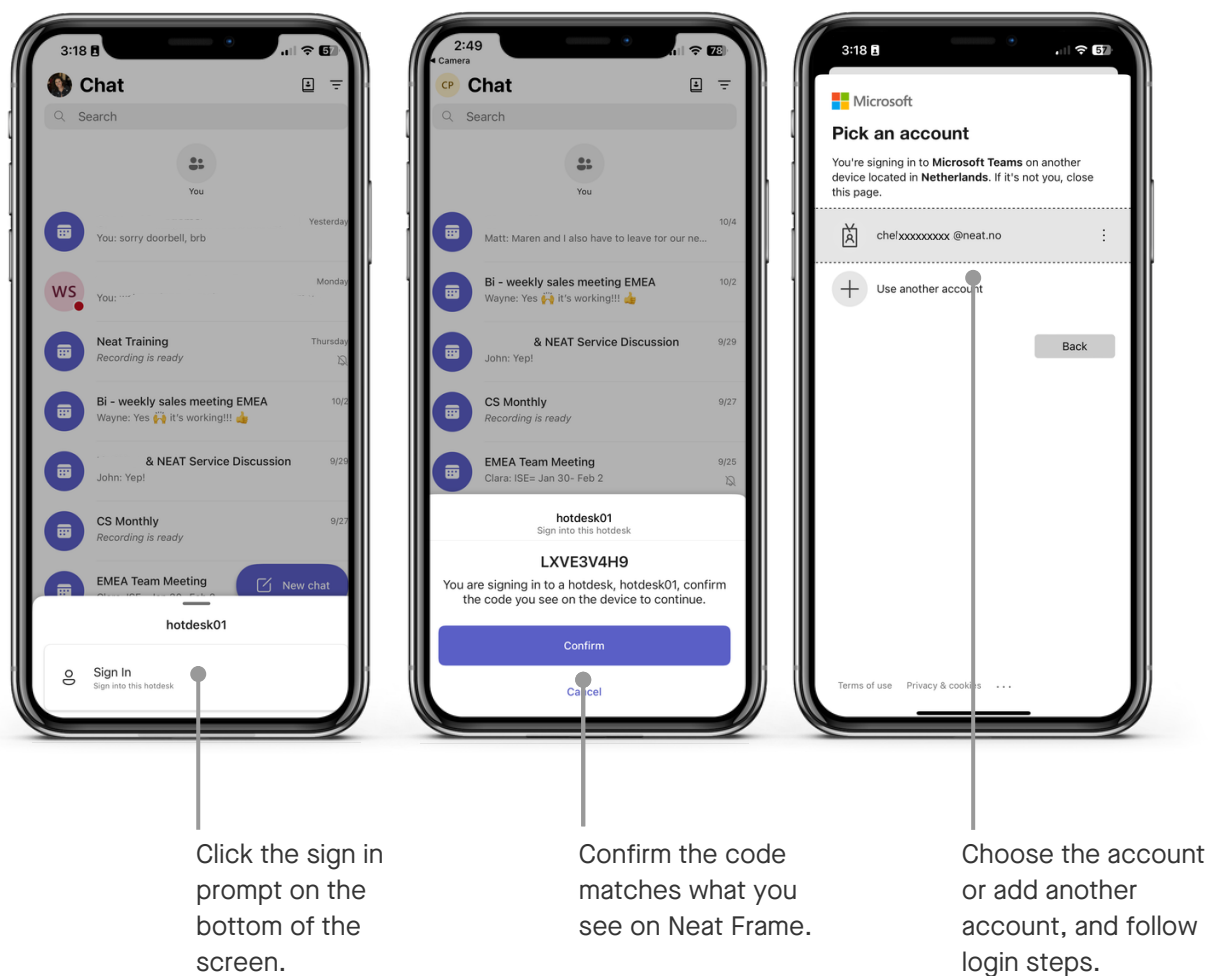
Reserving a hot desk

There are four options to login to reserve a hot desk:

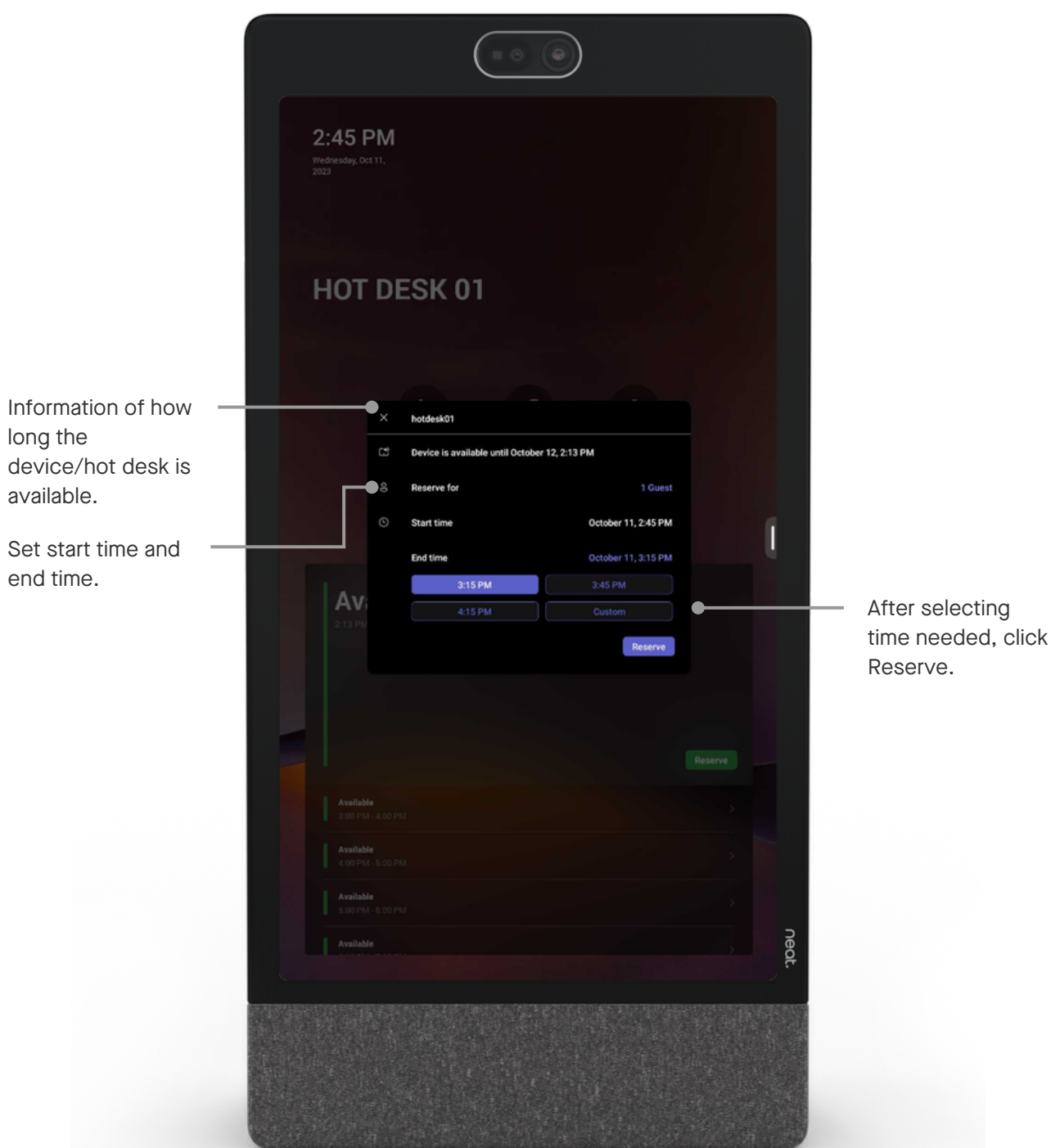


QR code login

When signing in via the QR code, the Teams app must be downloaded on a mobile device. After scanning the QR code, the Teams app will open and prompt sign in. If authenticator is necessary, this app will also open.

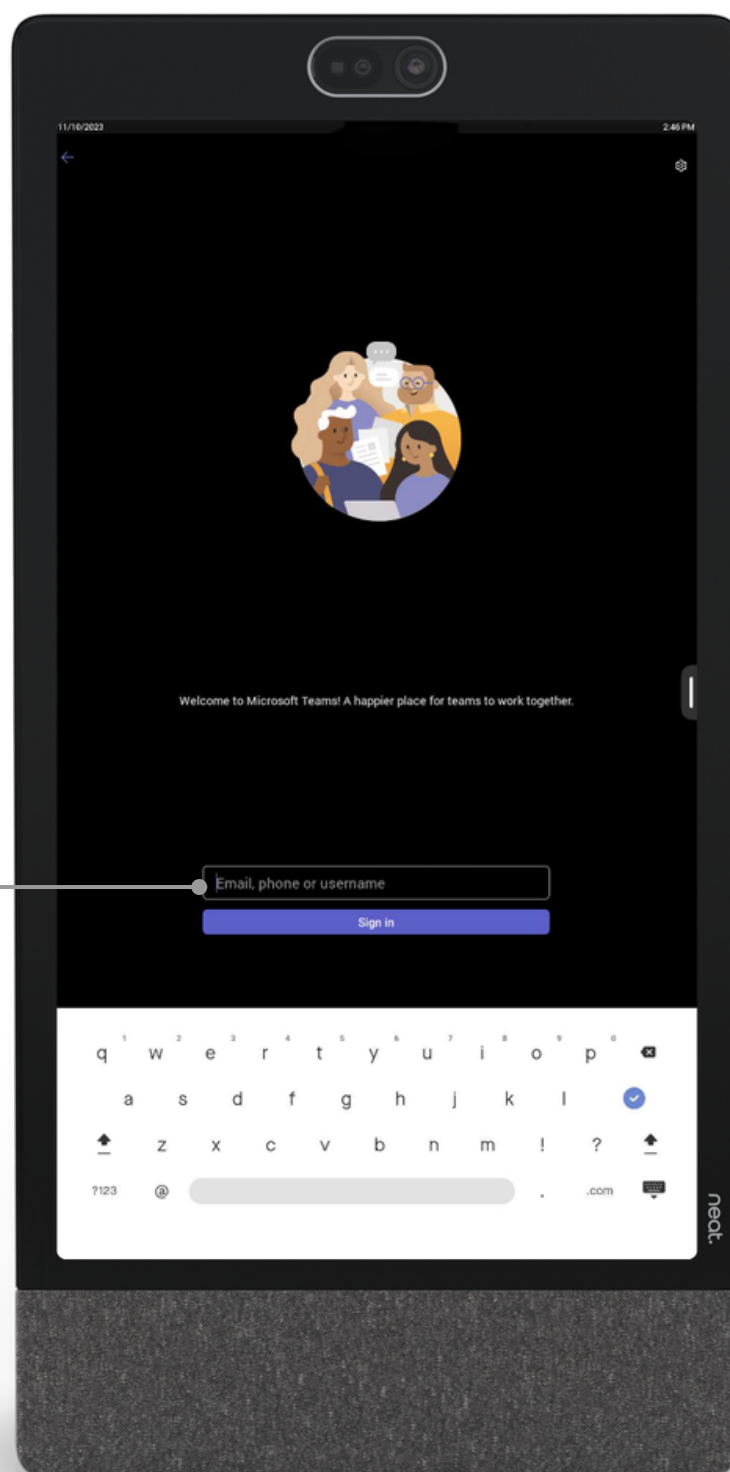


Reserve a desk for later



Email and password login

If sign in by email was chosen - enter email here, and choose Sign In. On the next screen, enter password.



Teams home screen

Once logged in, the familiarities of OneDrive are accessible - calendar, files, chat and Teams.

Set status, connect a device, manage notifications, access system settings, lock.

Speed dial, call history, voicemail.

Access OneDrive files.

Access previous direct chats and meeting chats.

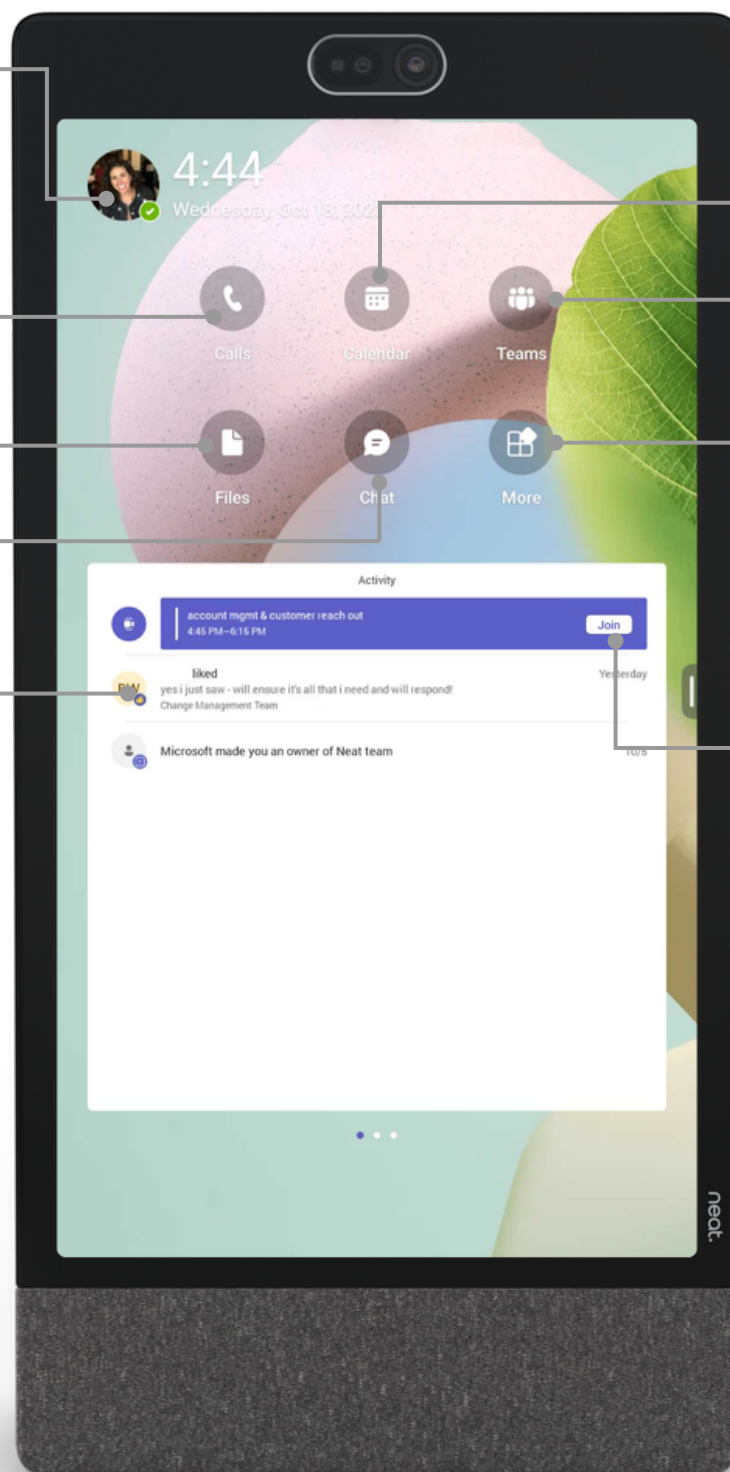
Home display will show upcoming meetings, chats, and file mentions.

View calendar.

View Teams.

Access voicemail, notes, contacts, and organization. Customise the home page icons with the Re-Order option.

Join a meeting.



Extend reservation or end session

