

Neat Board Device User Guide for Google Meet

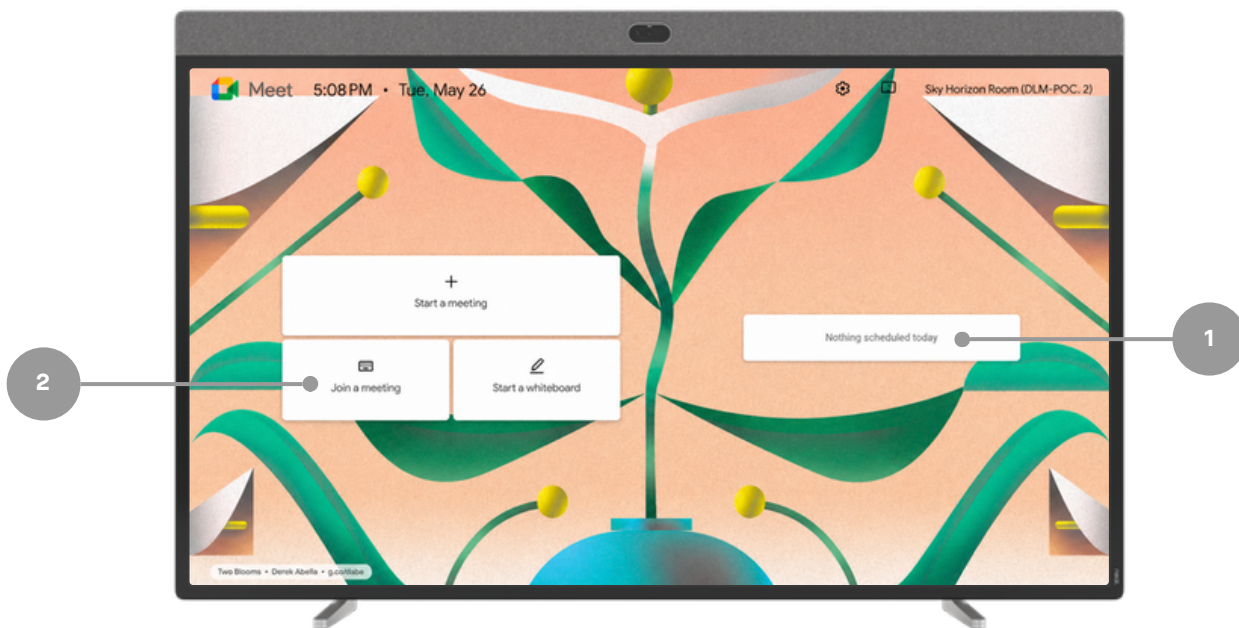
For Neat Board 32, Neat Board 50, and Neat Board Pro



Join and start a meeting

Use the Google Meet room home screen to join scheduled meetings or start a new meeting from the room.

1. To join a scheduled meeting: select the meeting from the room calendar, then tap Join.
2. To start an instant meeting: tap Start a meeting or New meeting on the home screen.
3. Invite people or rooms as needed from the participant/search field.

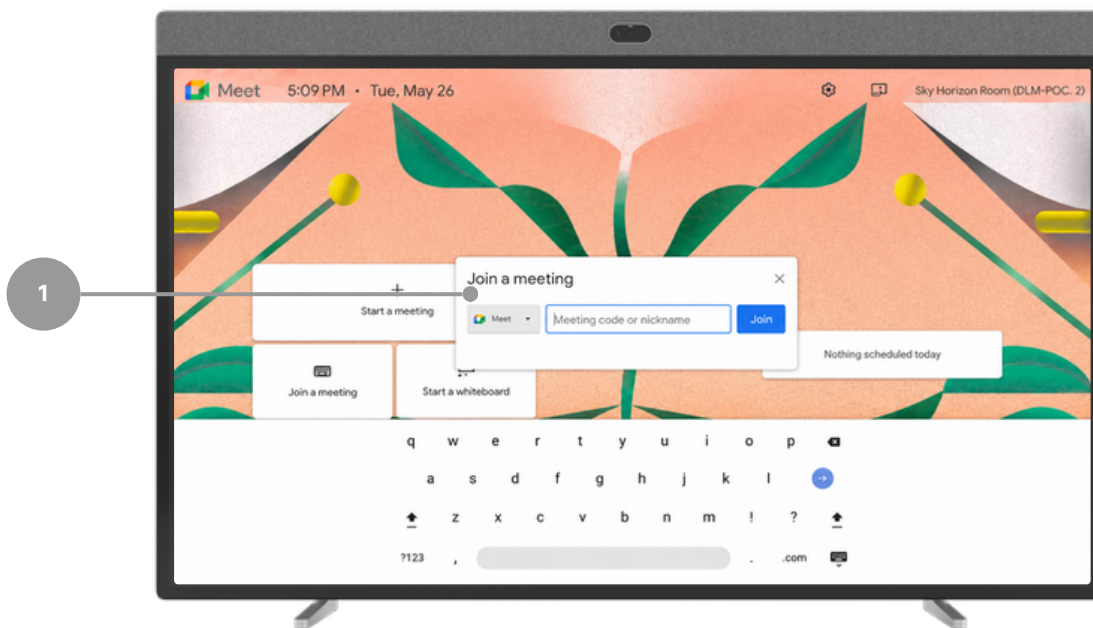


Join with meeting code

Join a Google Meet call that is not listed on the room calendar.

1. Tap Join or Join a meeting on the Google Meet room screen.
2. Enter the meeting code or nickname from the meeting invite.
3. Tap Join.
4. If prompted, confirm the meeting details or ask to join.

Note: The exact label may vary by Google Meet hardware version and room configuration.

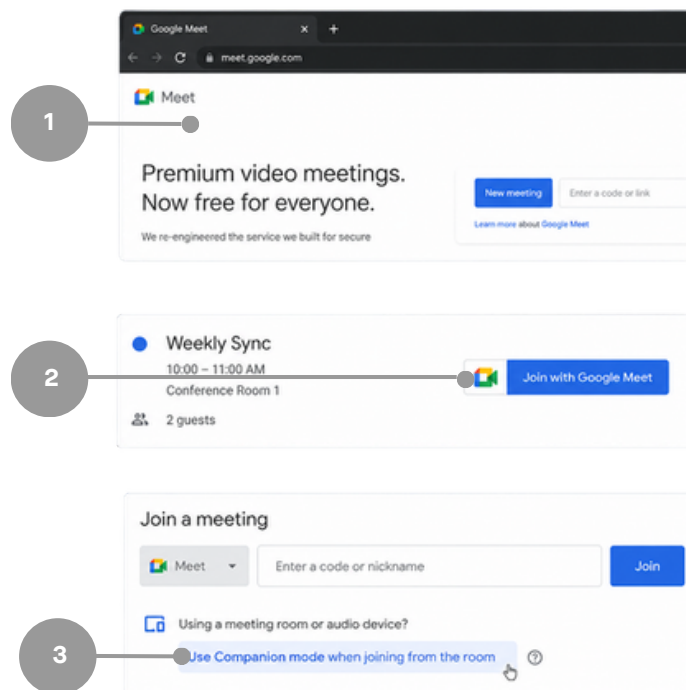


Join from a laptop with Companion mode

Use Companion mode when you are in the same room as the Neat Board so the room device handles audio and video.

1. Open the Google Calendar invite or go to meet.google.com on your laptop.
2. Select the meeting.
3. Choose Use Companion mode when joining from the room.
4. Use your laptop for chat, captions, reactions, polls, Q&A, and screen sharing while the room system provides camera, microphone, and speakers.

Tip: Companion mode helps avoid duplicate microphones, speakers, and camera feeds in the same room.



In-meeting controls

Common controls are available from the meeting control bar on the Neat Board screen.

- Mute or unmute the room microphone.
 - Start or stop the room camera.
 - Share or present content from a laptop or connected device.
 - Change layout or view options, such as tiled or spotlight view, if available.
- Open participants, chat, captions, reactions, or more options as needed.
Leave the meeting or end the meeting for everyone, depending on permissions.



Camera controls

Adjust camera framing when available for the room configuration.

1. Open Camera controls, Camera mode, or More options from the meeting controls on the right side
2. Choose the preferred framing mode, such as group, individual, speaker focus, or manual framing
3. Adjust the view so remote participants can clearly see people in the room.
4. Close the panel when finished.

Note: Available camera options depend on the Neat device, Google Meet hardware settings, and admin configuration.

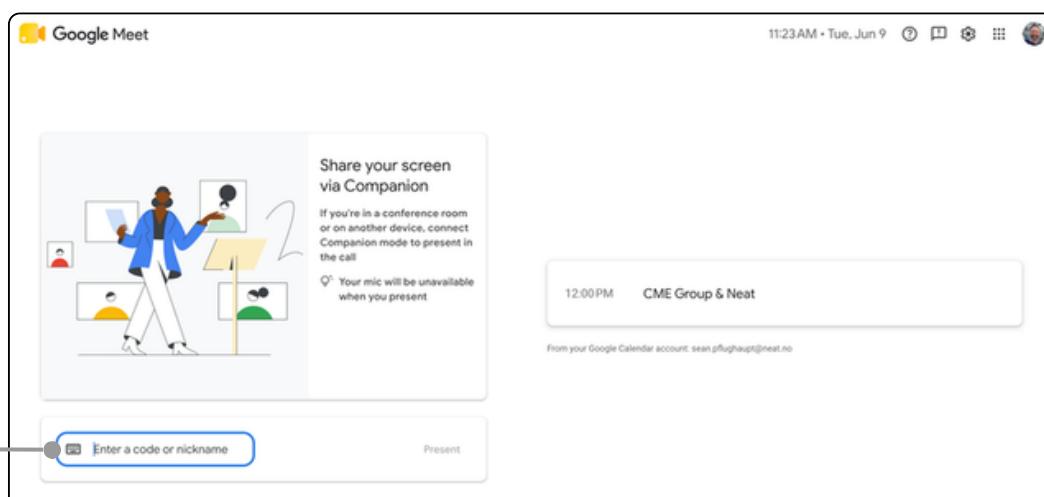


[Learn about Dynamic layouts.](#)
[Dynamic tiles & Face match - Google Meet Hardware - Google Meet Help](#)

Share content through Companion

Use Companion mode when you are in the same room as the Neat Board and want to present from your laptop. The Neat Board will continue to handle the room audio and video.

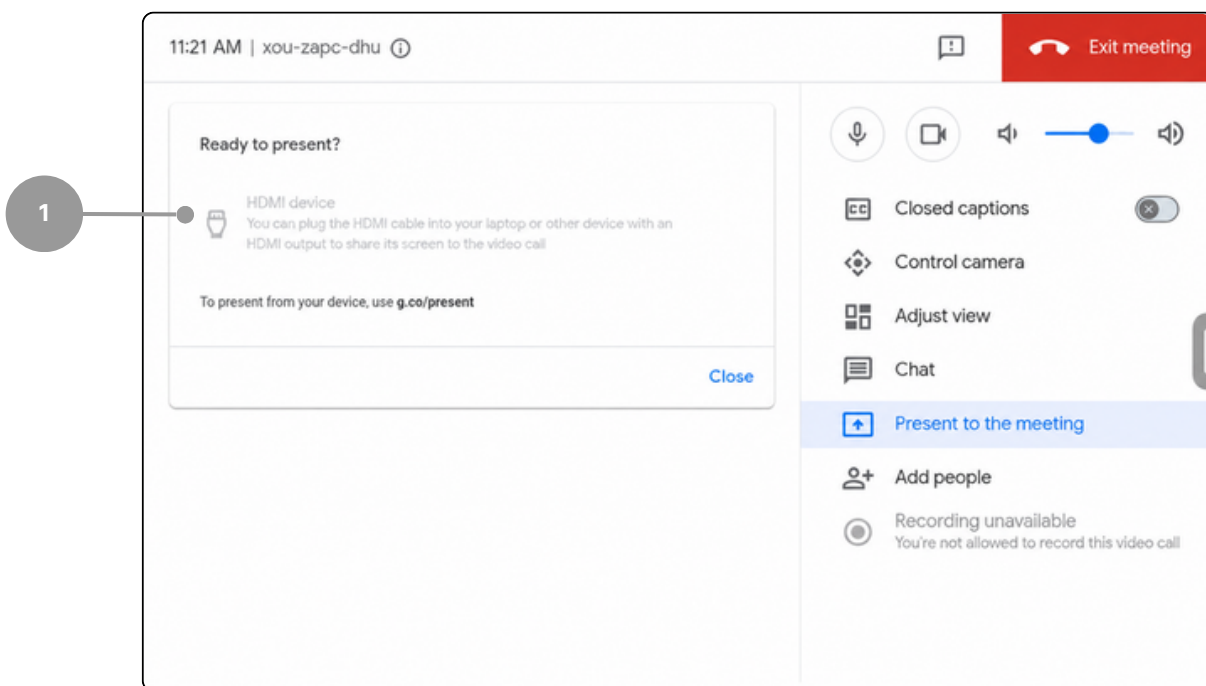
1. On your laptop, go to g.co/present.
2. Enter the meeting code or nickname shown in Google Meet.
3. Select Present.
4. Choose a tab, window, or entire screen.
5. Select Share.
6. To stop sharing, return to Google Meet and select Stop presenting.



Share content via HDMI cable

Use an HDMI cable to share your laptop screen directly to the meeting room display.

1. Connect the HDMI cable to your laptop.
2. On the Neat Pad, tap Present to the meeting.
3. The screen will show Ready to present?
4. Your laptop screen will begin sharing once the HDMI connection is detected.
5. To stop sharing, disconnect the HDMI cable or tap Stop presenting if available.



Opening a whiteboard directly

Use Meeting tools to open a whiteboard or collaboration app during the meeting.

1. Tap the Meeting tools icon on the Neat Board.
2. Select the Add-ons tab.
3. Choose the whiteboard app you want to use, such as Figma, Lucidspark, or Miro.
4. Follow the on-screen prompts to open the board.
5. Share access with meeting participants if prompted.
6. To close the whiteboard, tap X or return to the meeting controls.

Note: Available whiteboarding apps may vary based on your organization's Google Meet settings and enabled add-ons.



Additional Resources:
[Google Meet on Neat Boards](#)

Starting a whiteboard from the home screen

Use the Neat Board home screen to start a whiteboard before or outside of a Google Meet call.

1. From the Neat Board home screen, tap Start a whiteboard.
2. Choose the available whiteboarding option shown on screen.
3. Use the Neat Board touchscreen to write, draw, and collaborate.
4. Invite others or share the board if prompted.
5. If you want to bring the whiteboard into a Google Meet meeting, tap on the Google Meet icon in the upper right corner of the Neat Board device.
6. When finished, save or export the whiteboard using the available options.

Note: Available whiteboarding options depend on your organization's Google Meet settings and enabled apps.



Additional Resources:
[Google Meet on Neat Boards](#)

For updated information regarding Google Meet hardware instructions, visit this [link](#)