

Neat Pad

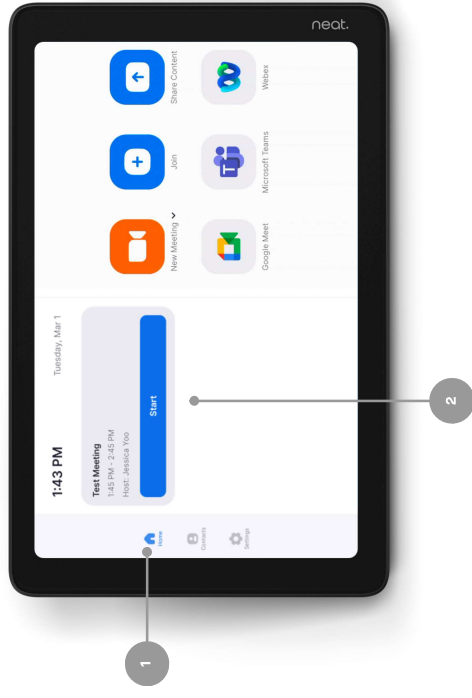
Controller user guide For Zoom

How to start a meeting

neat.

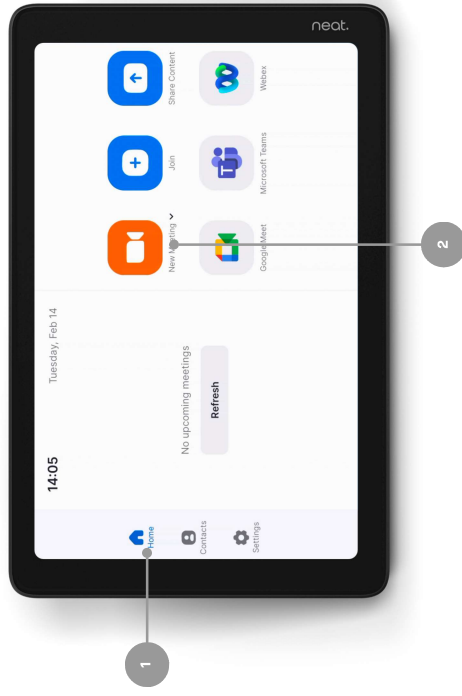
How to start a scheduled meeting

1. Select Home from the left side of Neat Pad.
2. Press the meeting which you would like to start.
3. Press Start on the screen.



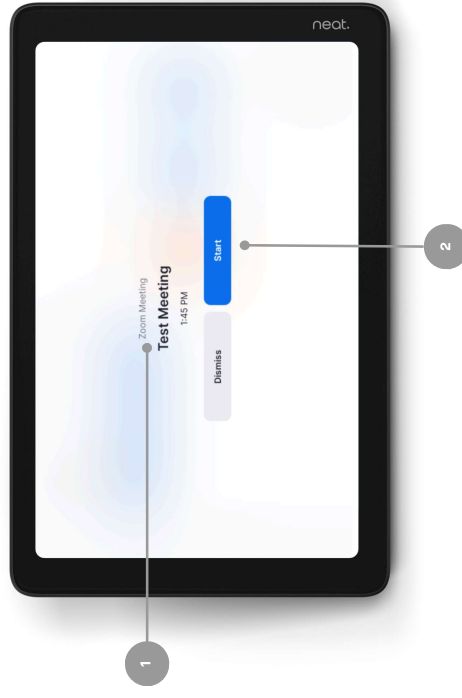
How to start an instant meeting

1. Select Home from the left side of Neat Pad.
2. Select New Meeting.



Joining from the upcoming meeting alert

1. You will receive an automatic meeting alert a few minutes ahead of your meeting start time.
2. Click Start when you are ready to begin your meeting.

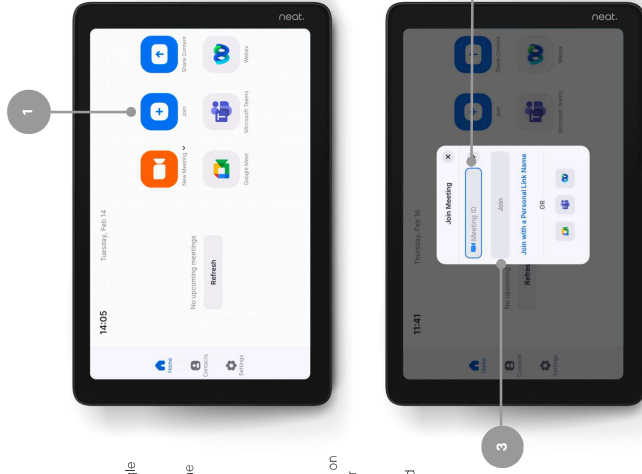


Joining from Neat Pad with a meeting ID

1. Select Join on the menu.
2. Enter your Zoom Meeting ID (which you will find in your meeting invite).
3. Press Join on the screen.
 - a. if the meeting has a Meeting Passcode, a pop-up window will appear. Enter the Meeting Passcode and press OK.

Direct guest join (DGJ) allows Zoom Rooms to join Google Meet, Microsoft Teams, and Webex meetings without the need for additional infrastructure or licensing.

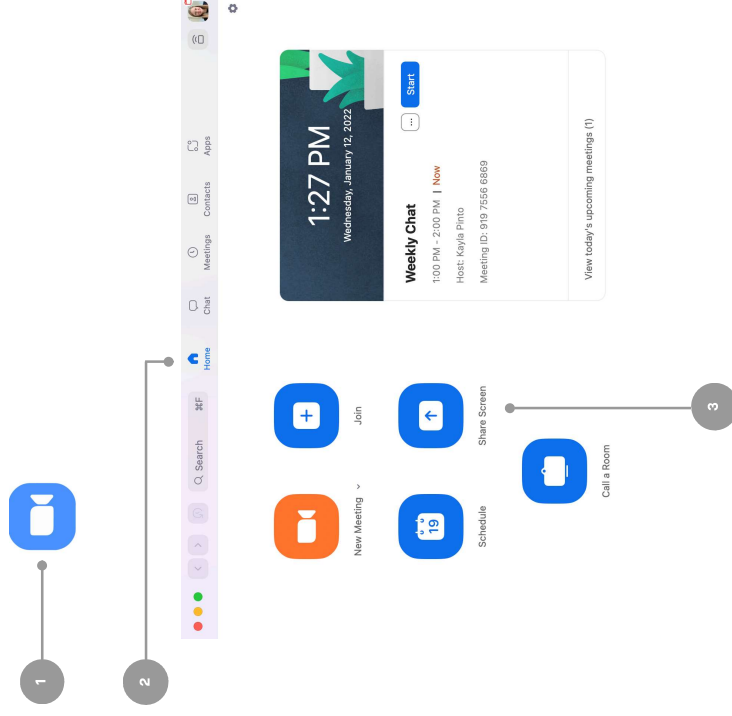
Utilize the DGJ application buttons on the home screen or the icons from the "Join" screen by entering the aligned meeting ID.



DGJ application buttons on the home screen must be enabled within the Zoom admin settings.

One-click direct share

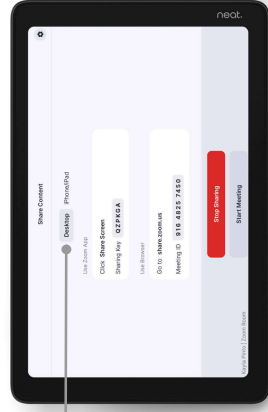
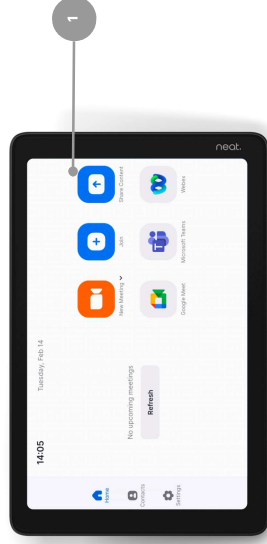
1. Open your Zoom desktop app
2. Click on the Home button on the top left.
3. Press the Share Screen button & you will directly share with your desktop on your in room screen.



Sharing with a key

Sharing outside of a Zoom meeting:

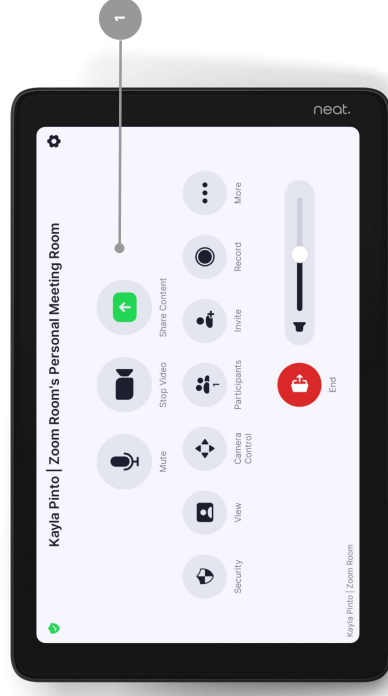
1. Select Share Content from the menu.
2. Press Desktop on your screen & a pop-up with the sharing key will appear.
3. Tap Share Screen on Zoom app, a share screen pop-up will appear.
4. Enter the sharing key & press Share.



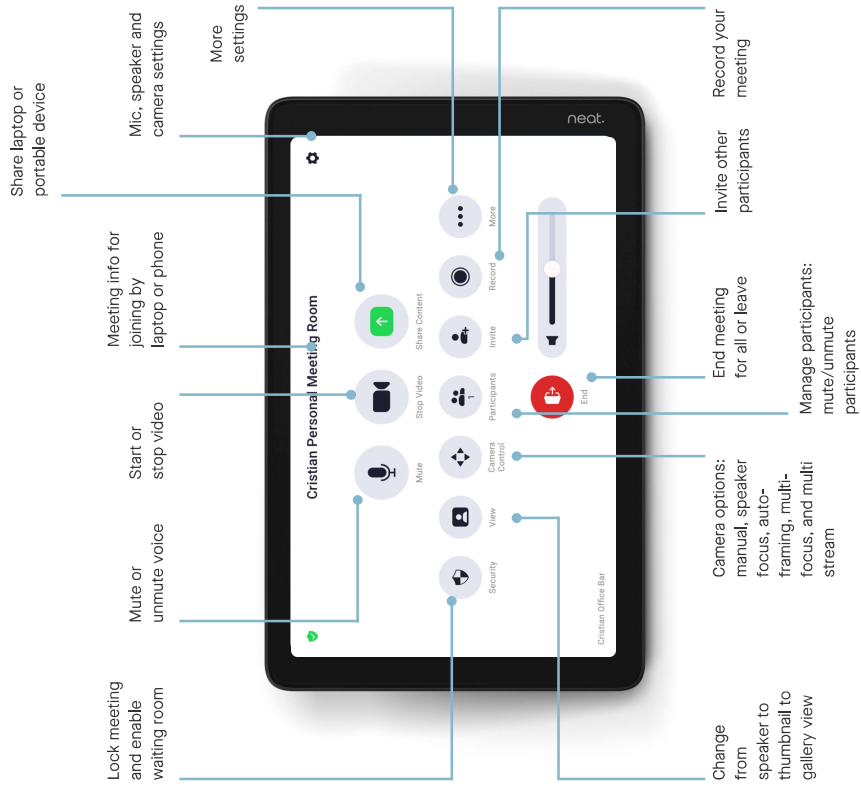
Sharing with a key

Sharing within a Zoom meeting:

1. Press Share Content in your in-meeting menu & a pop-up with the sharing key will appear.
2. Tap Share Screen on Zoom app, a share screen pop-up will appear.
3. Enter the sharing key & press Share.



In-meeting controls



Camera controls

Camera control options can be used to help remote participants to have a better view of in meeting participants

1. Select Camera Control
2. Select Camera Mode menu
3. Toggle through the menu to select preferred camera option

