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# Neat Pad Controller Guide

zoom | neat.





# Neat Pad Controller Guide

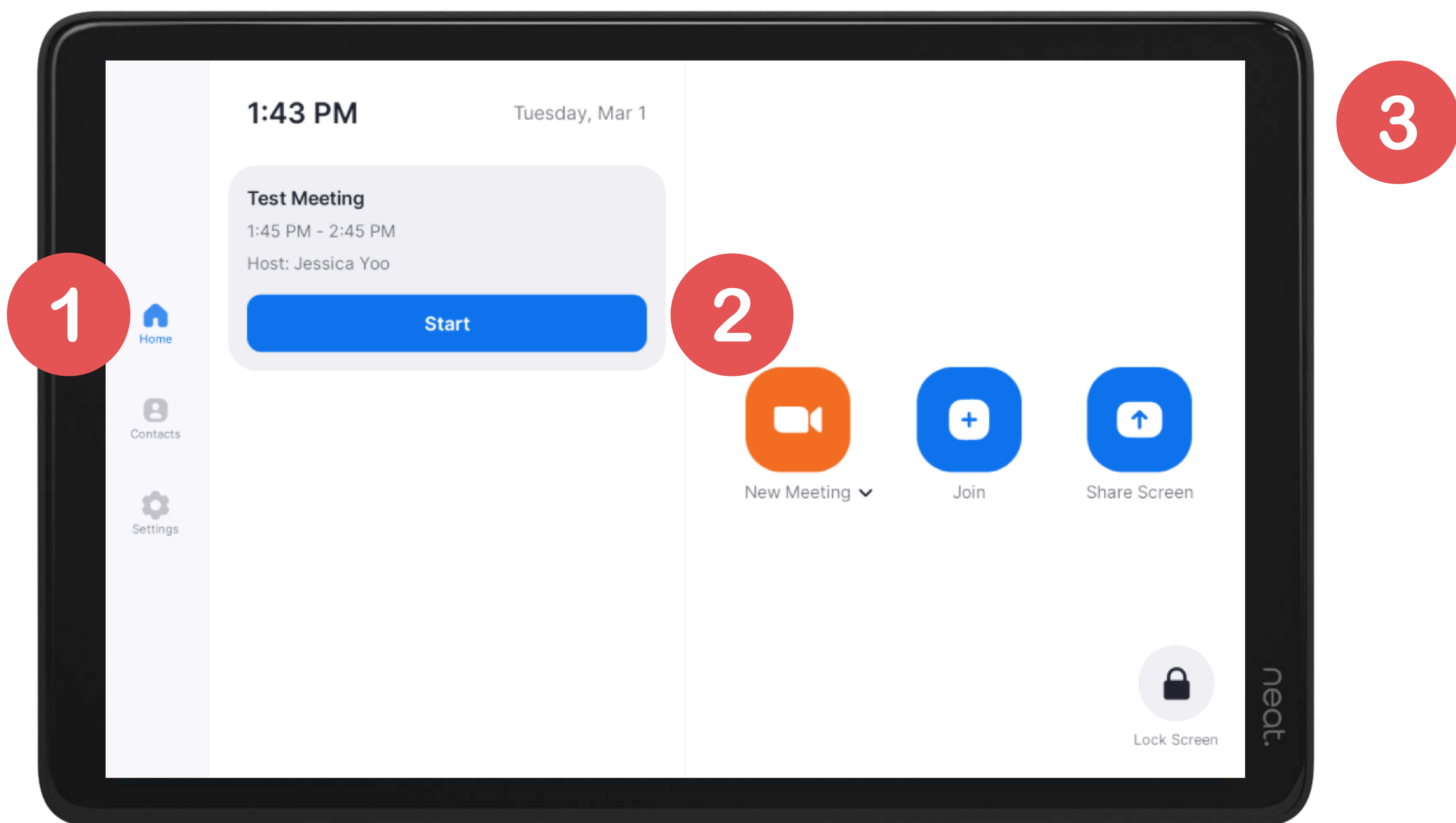
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# How to Start a Meeting

## How to Start an Instant Meeting

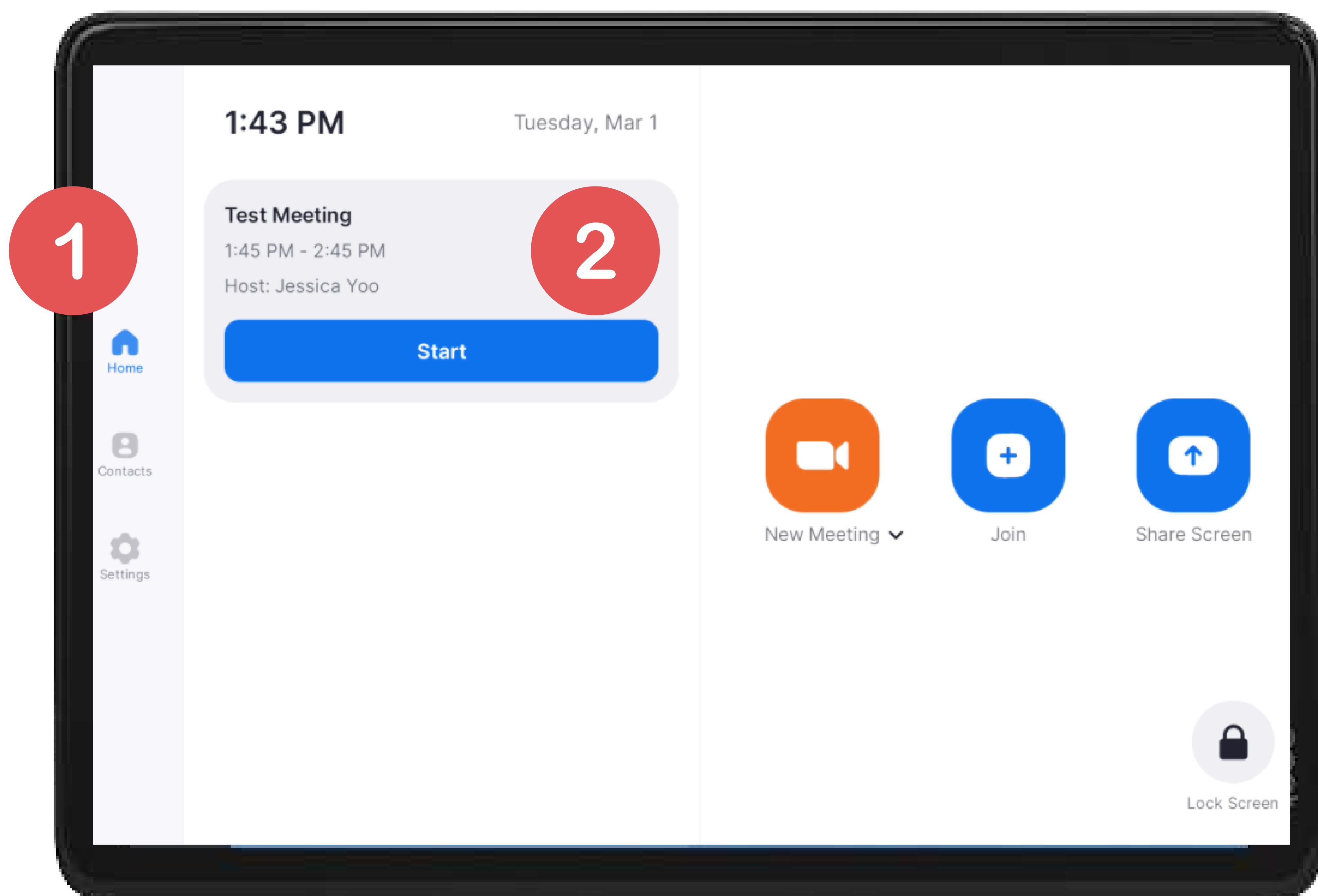
1. Select **Home** from the left side of Neat Pad.
2. Select **New Meeting**.
3. Select **Manage Participants** to invite others by contacts, email or SIP.



# How to Start a Meeting

## How to Start a Scheduled Meeting

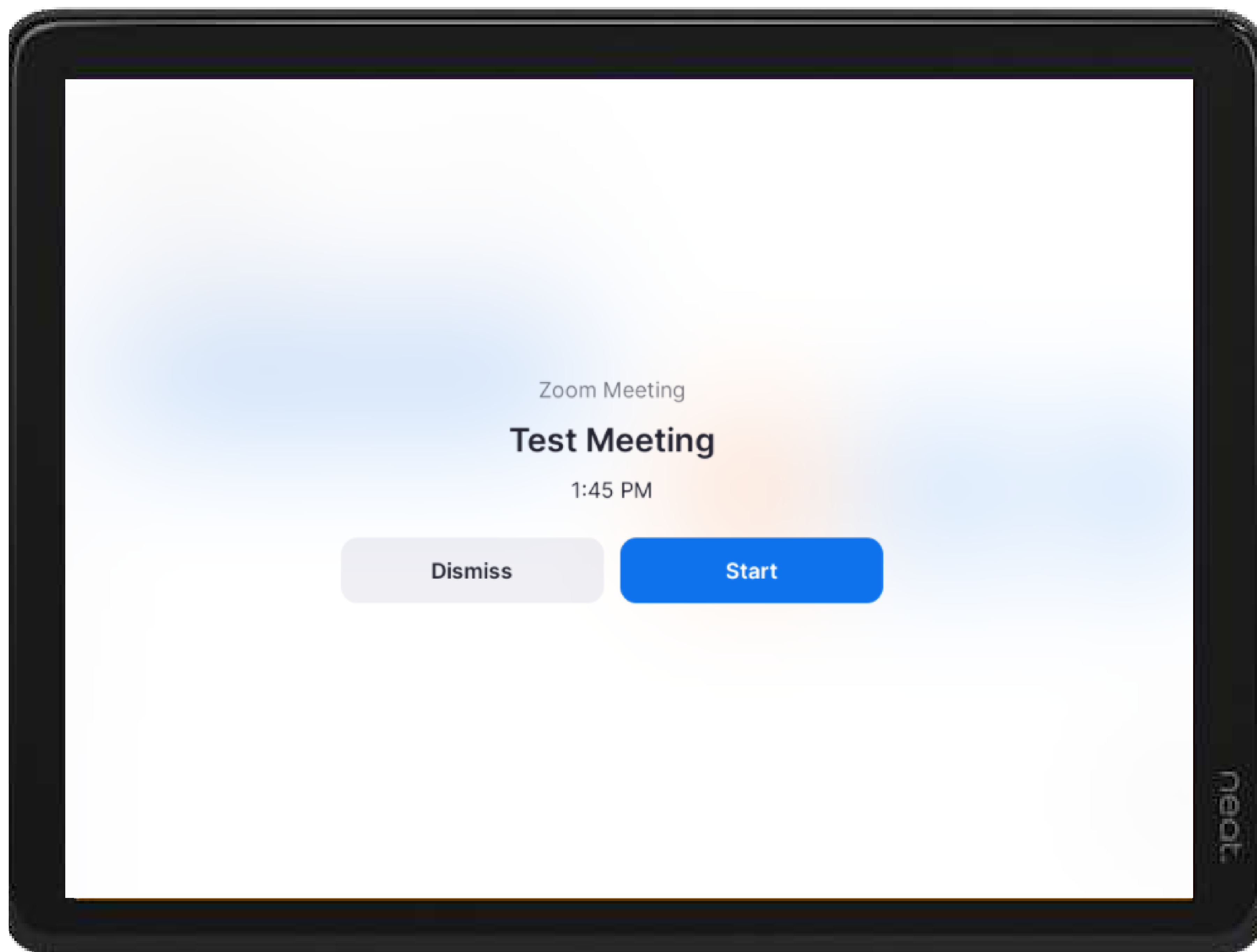
1. Select **Home** from the left side of Neat Pad.
2. Press the meeting which you would like to start.
3. Press **Start** on the screen.



# How to Join a 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.

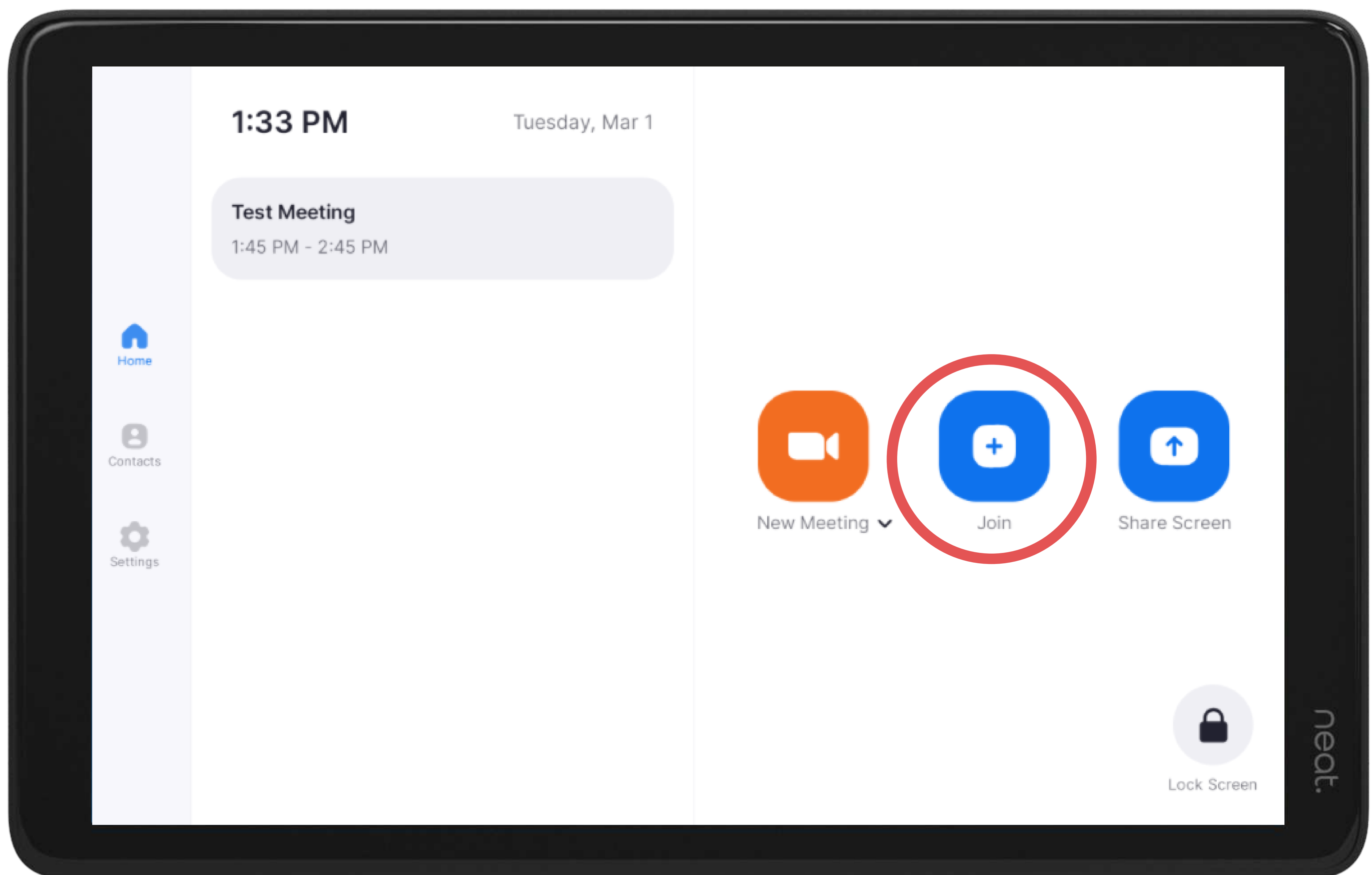




# How to Join a Meeting

## Joining from Neat Pad

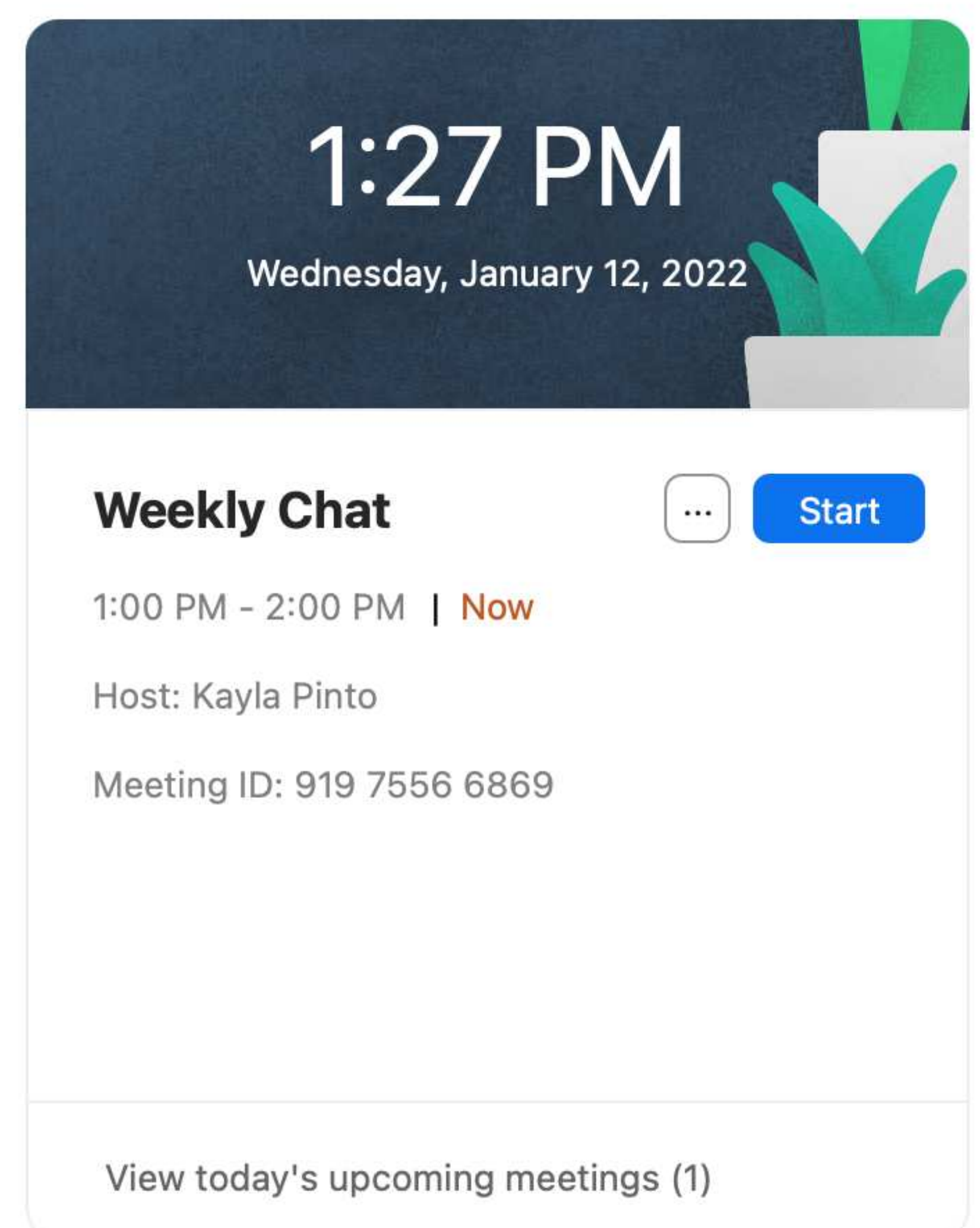
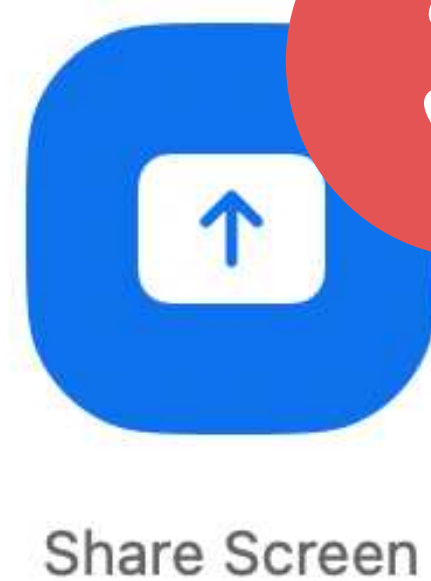
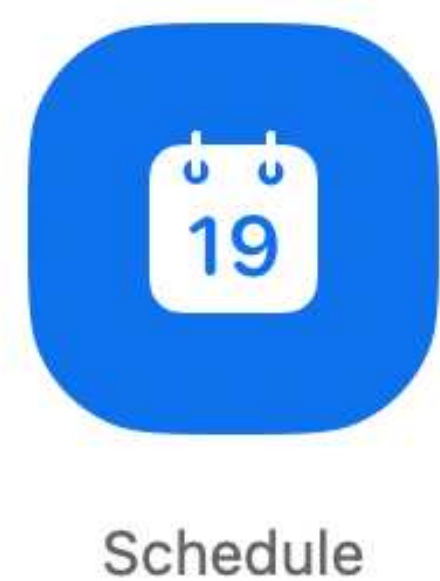
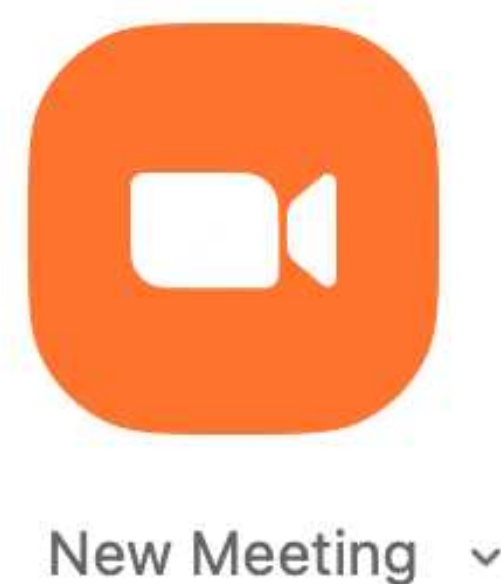
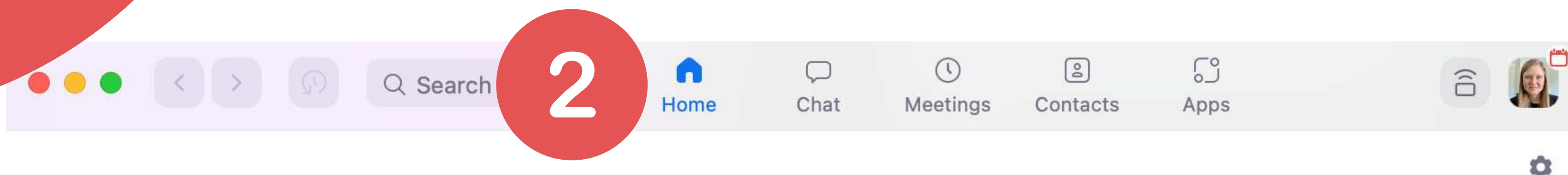
1. Select **Join** on the menu.
2. Enter your **Zoom Meeting ID** (which you will find in your meeting invite).
3. Press **Join** on the screen.
  - a. If the meeting has a **Meeting Passcode**, a pop-up window will appear. Enter the **Meeting Passcode** and press **OK**.



# How to Screen Share

## 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.

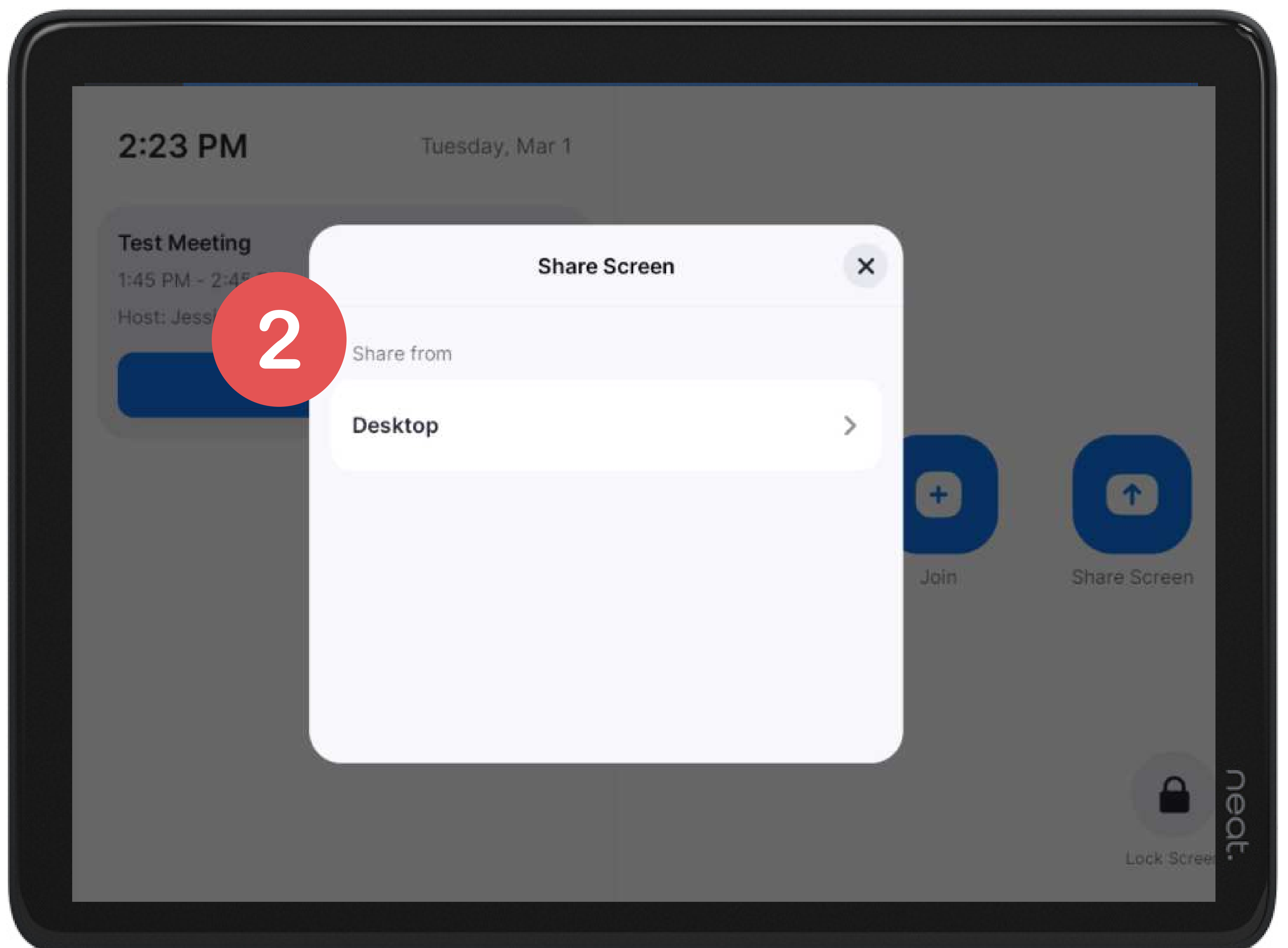
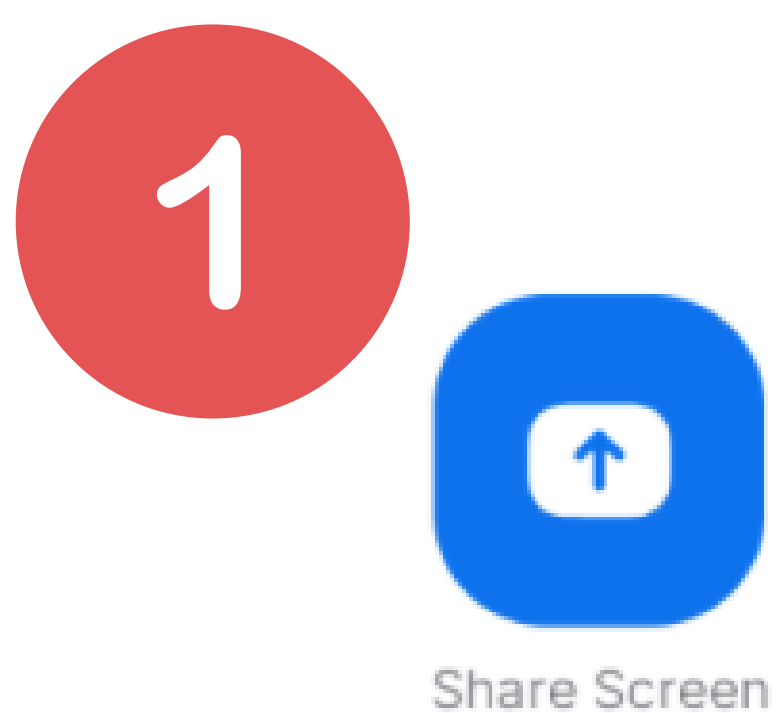


# How to Screen Share

## Sharing with a Key

Sharing outside of a Zoom meeting:

1. Select **Share Screen** 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**.



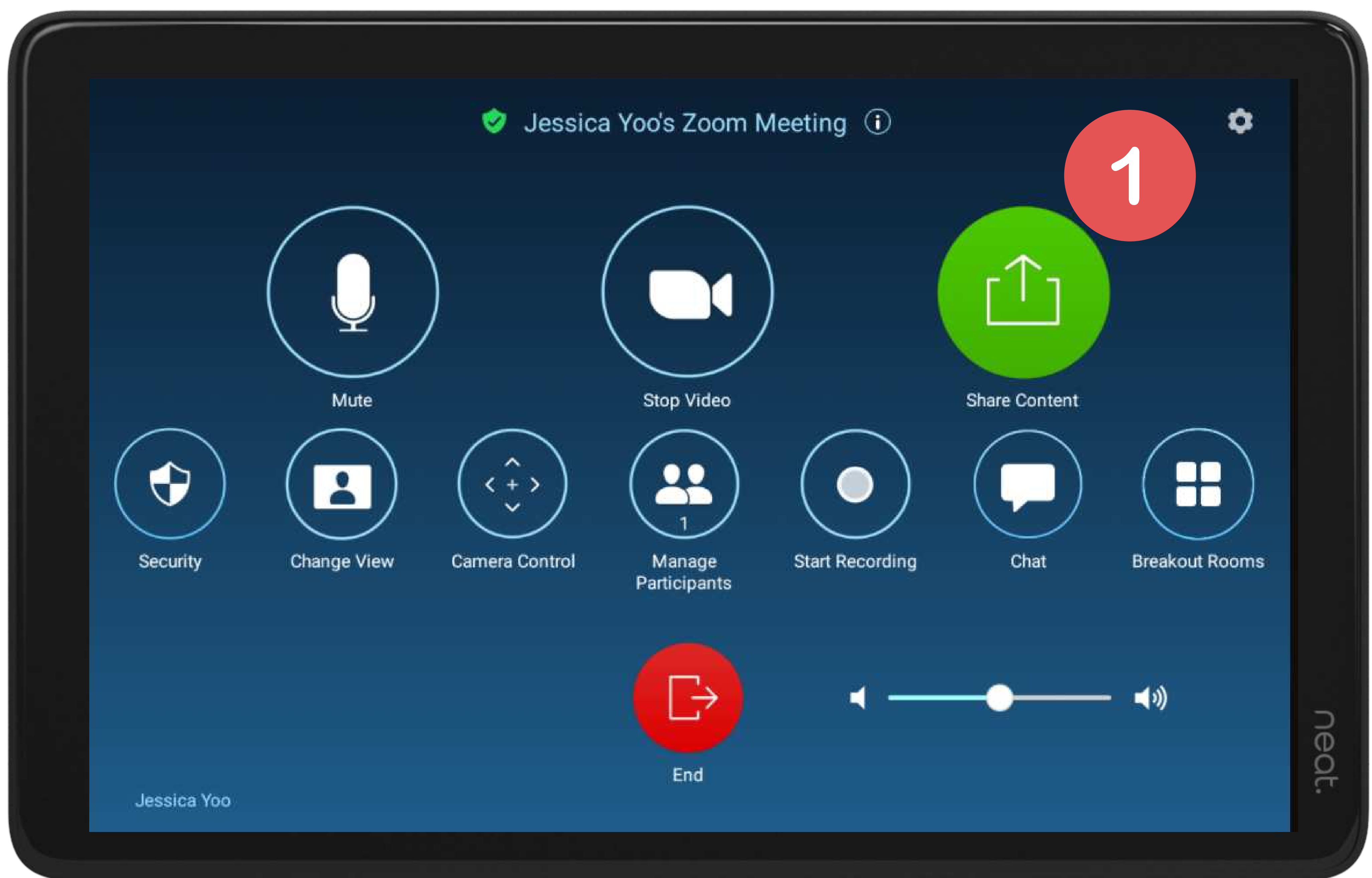


# How to Screen Share

## Sharing with a Key

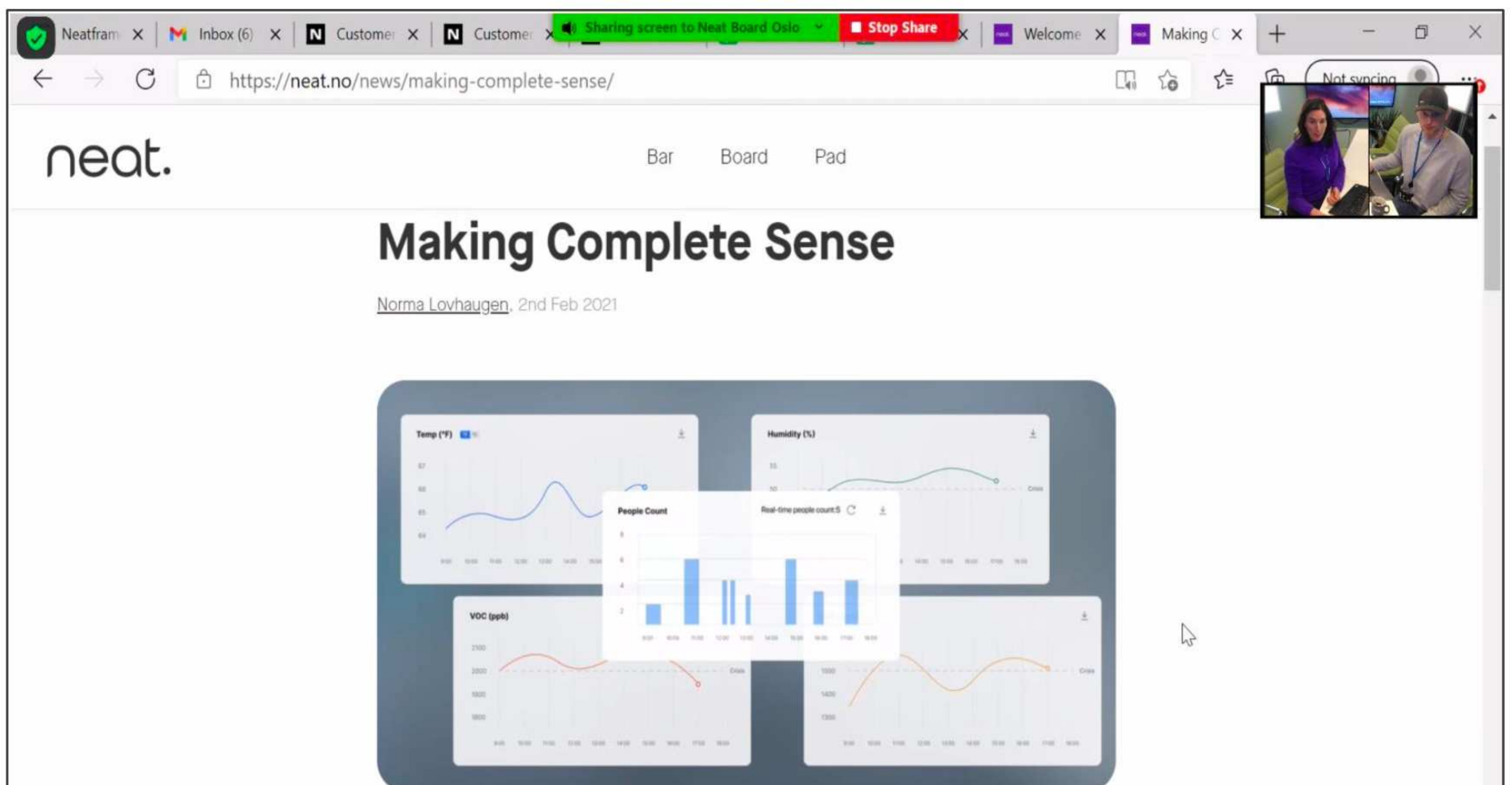
Sharing within a Zoom meeting:

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**.



# Desktop Sharing

## Desktop Sharing in a Zoom Meeting





# In-Meeting Controls

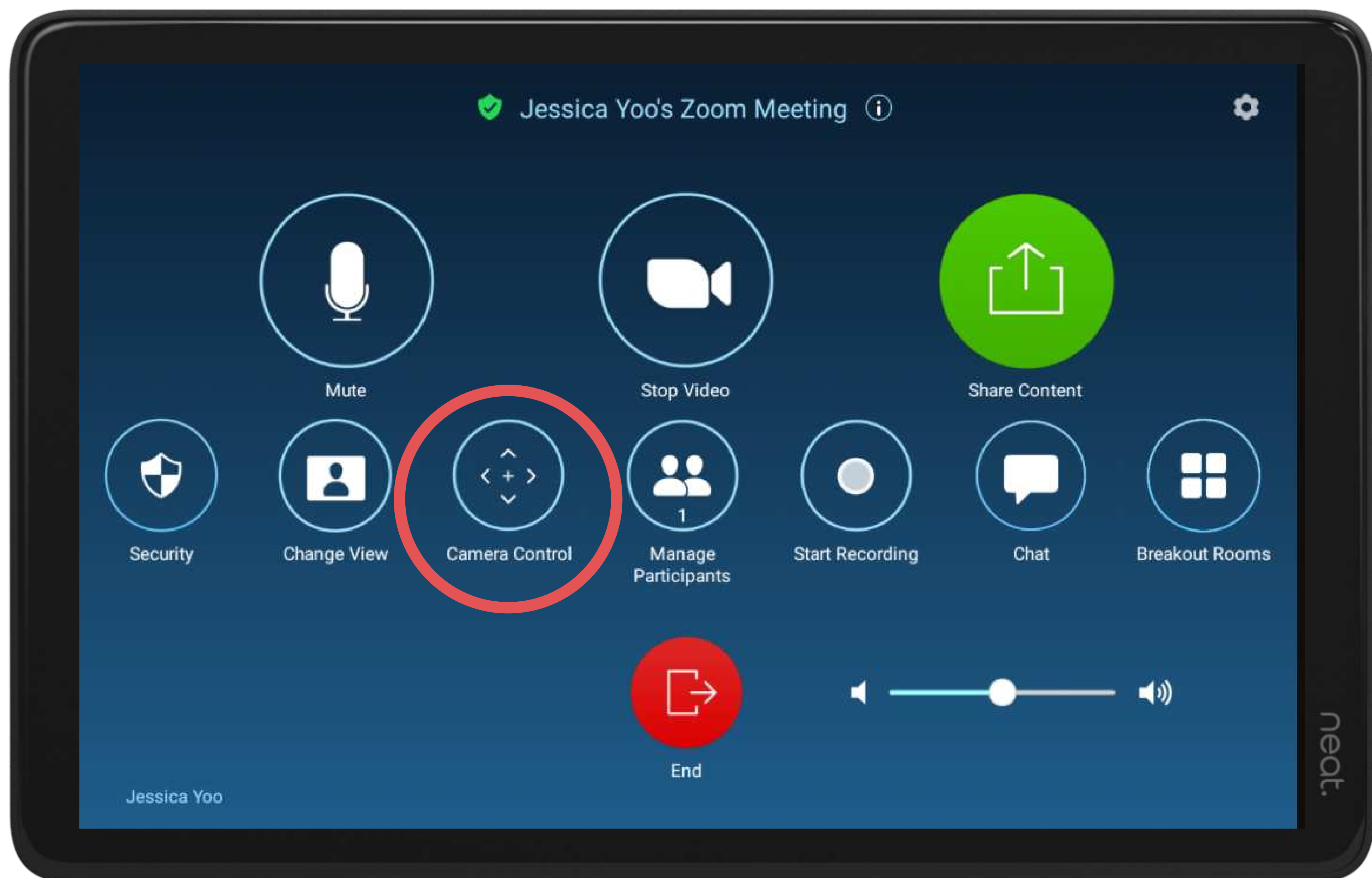




# Camera Controls

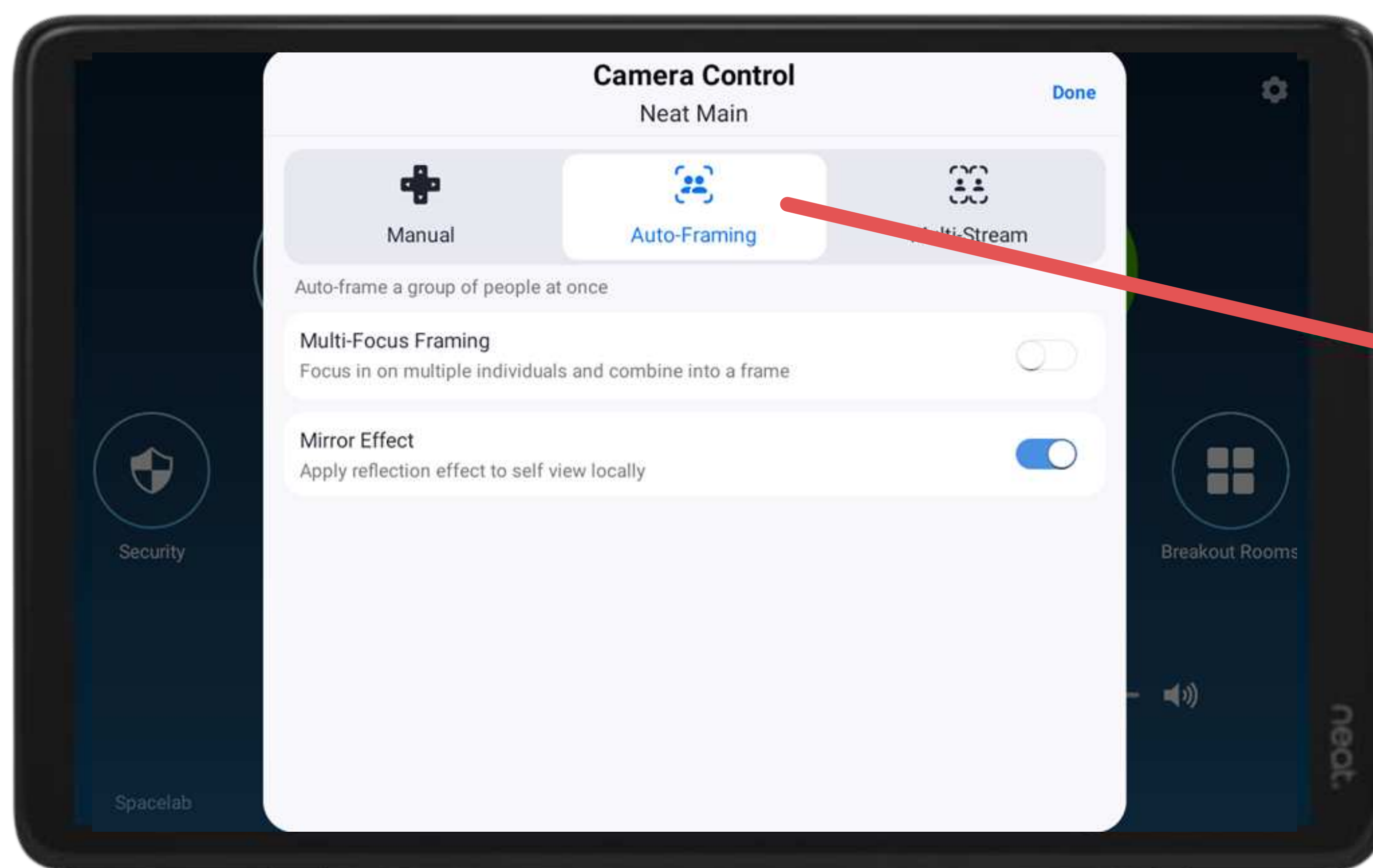
## How to Maneuver Between the Various Camera Control Options

1. During your meeting you can bring up the local camera control menu and choose from four camera options.
2. To do so, simply press **Camera Control** in your in-meeting menu.



## Option 1: Auto-Framing

**Auto-Framing** allows everyone in the meeting to be framed at any given time. The camera seamlessly adjusts automatically to keep you in the view.



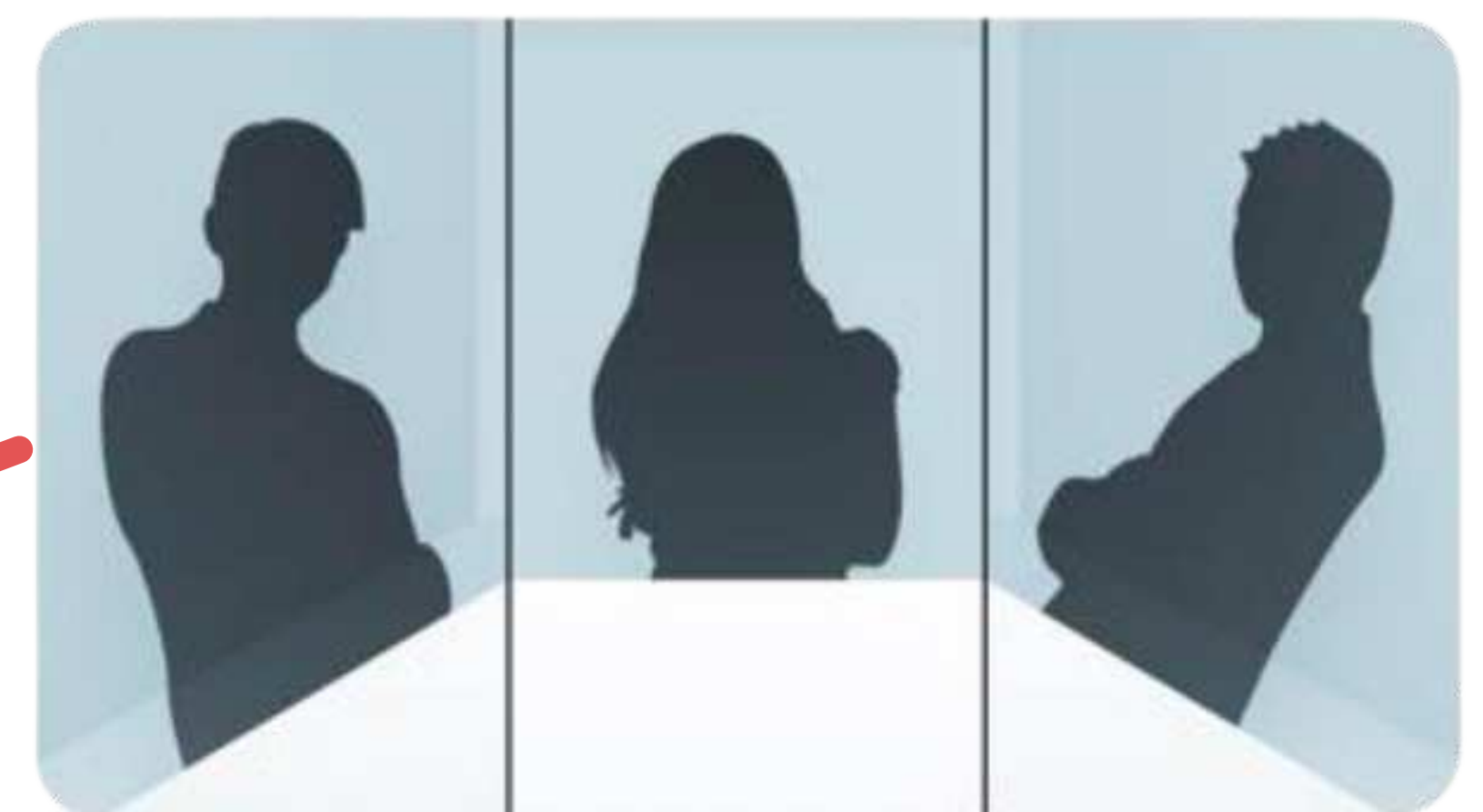
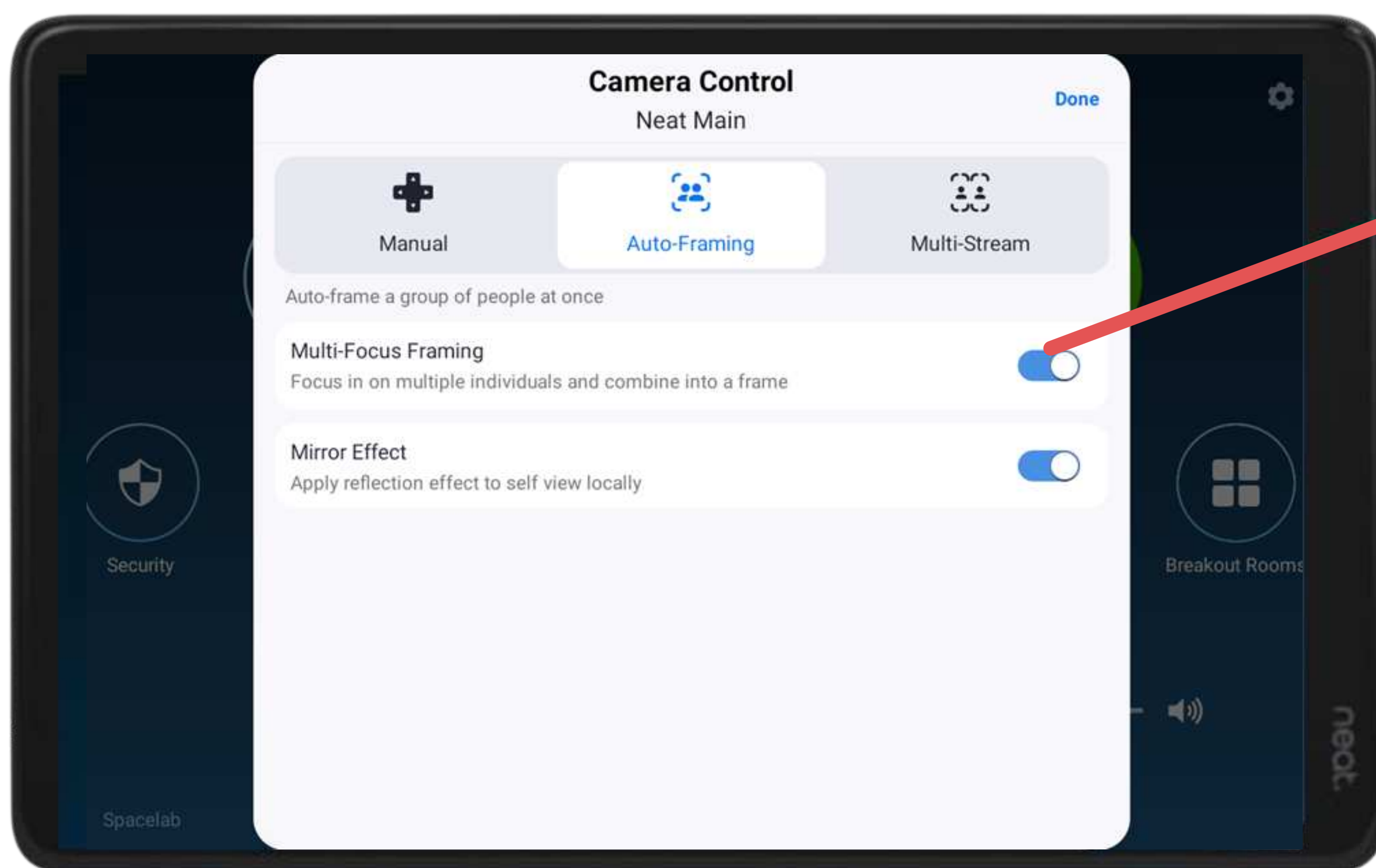
*Three participants framed together in group Auto-Framing.*



## Option 2: Auto-Framing with Multi-Focus Framing (Neat Symmetry)

***Neat Symmetry** takes Auto-Framing to the next level.*

*When there are meeting participants in a room, **Neat Symmetry** zooms in on people at the back and shows them in equal proportion to participants at the front. Furthermore, **Neat Symmetry** allows the camera to automatically follow each framed-participant as they move around.*

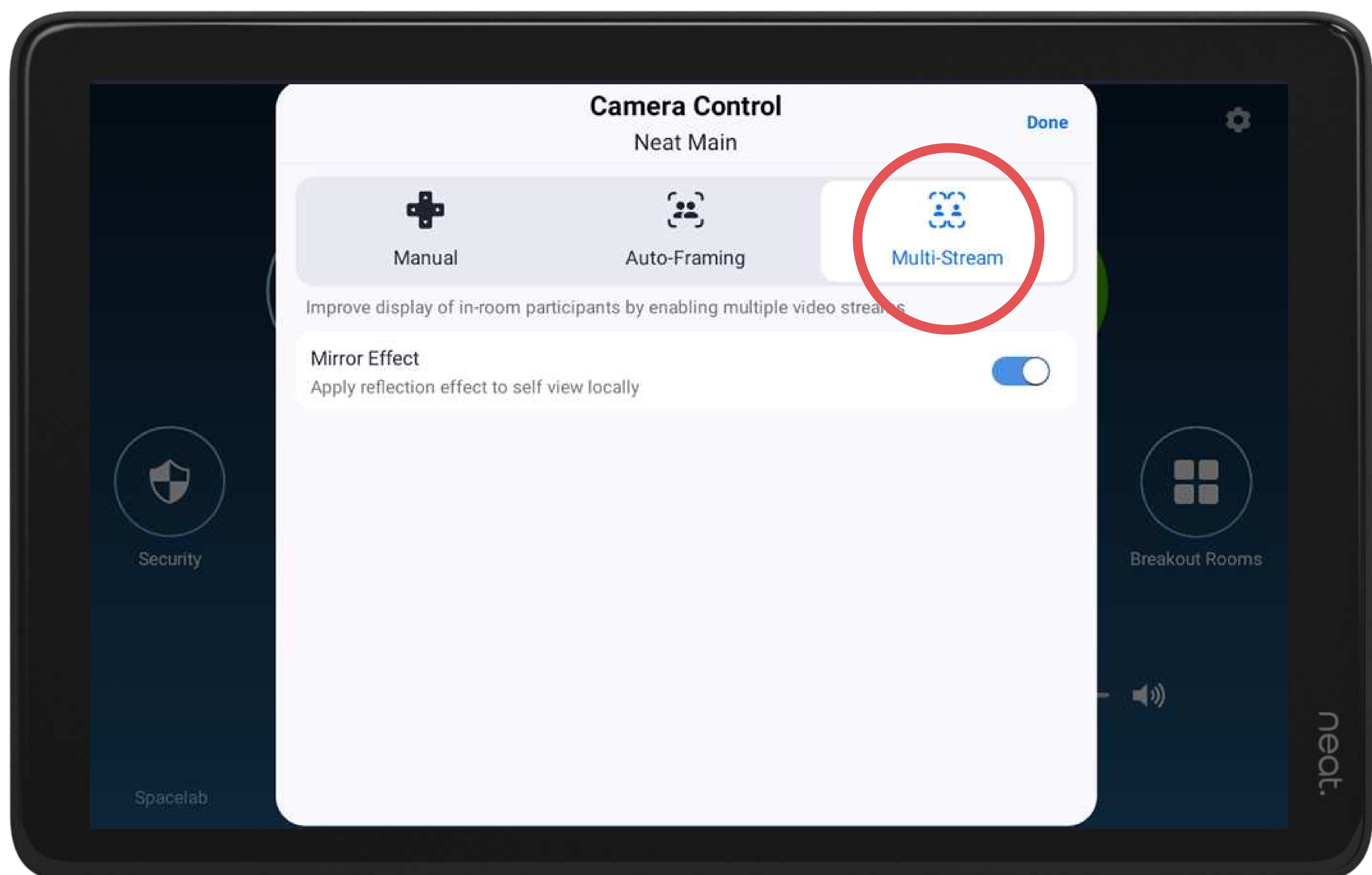


*Multi-Focus Framing in Gallery View.*



## Option 3: Multi-Stream

*If there are two or more participants in the meeting room, the **Multi-Stream** feature provides a new experience for the remote participants in the meeting room.*



### Option 3: Multi-Stream (Continued)

*The meeting room is split over three separate frames: the first frame provides full view of the meeting room; the second and third frames show individually framed views of the participants in the meeting room (e.g. with four people, two in each frame; with six people, three in each frame).*

## Camera Controls



*Multi-Stream with six participants, viewed over three frames in Gallery View.*

*Multi-Stream with three participants in the meeting room, viewed over three frames in Gallery View.*

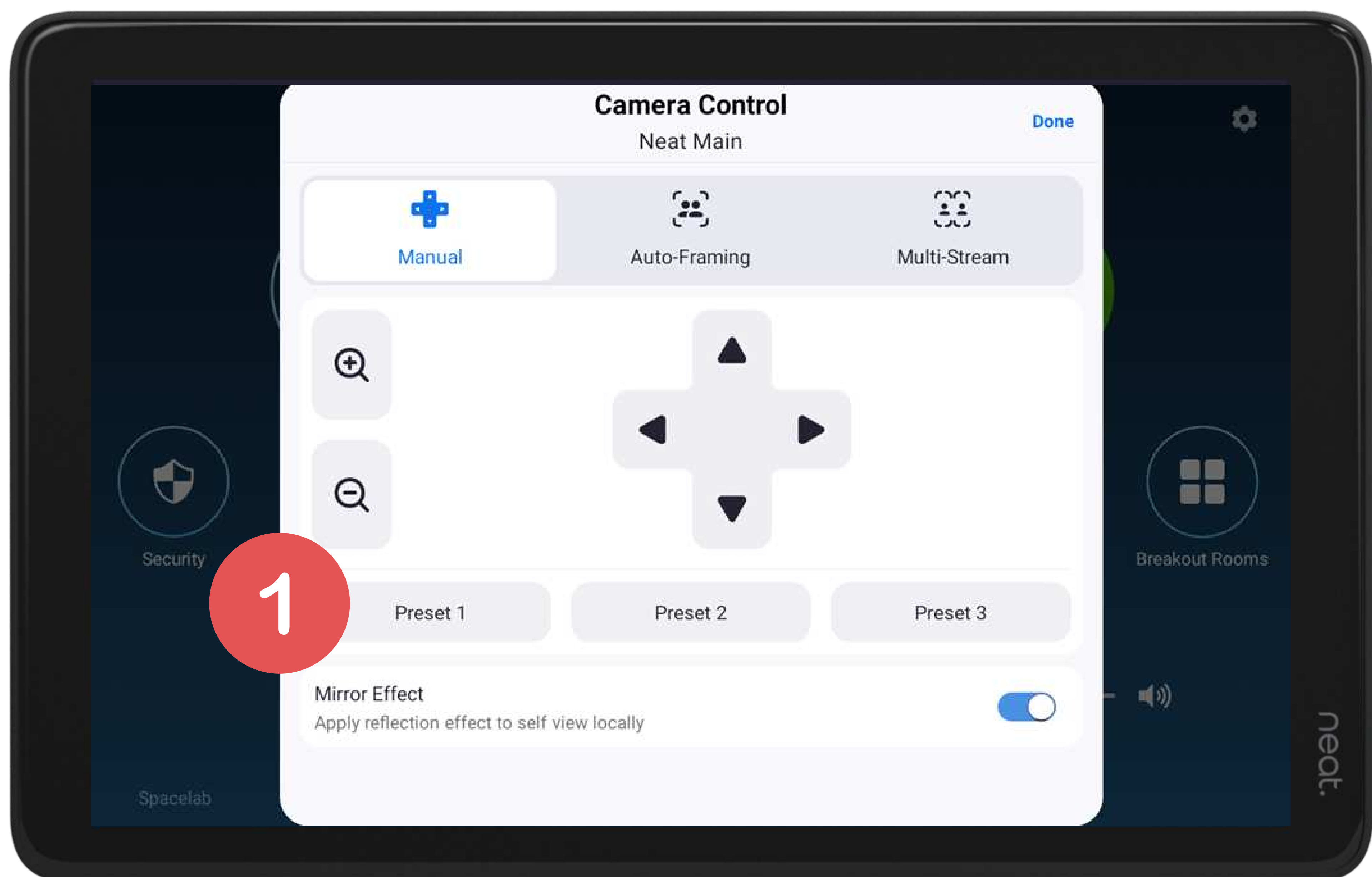




## Option 4: Manual

***Preset** allows you to adjust the camera to the desired position.*

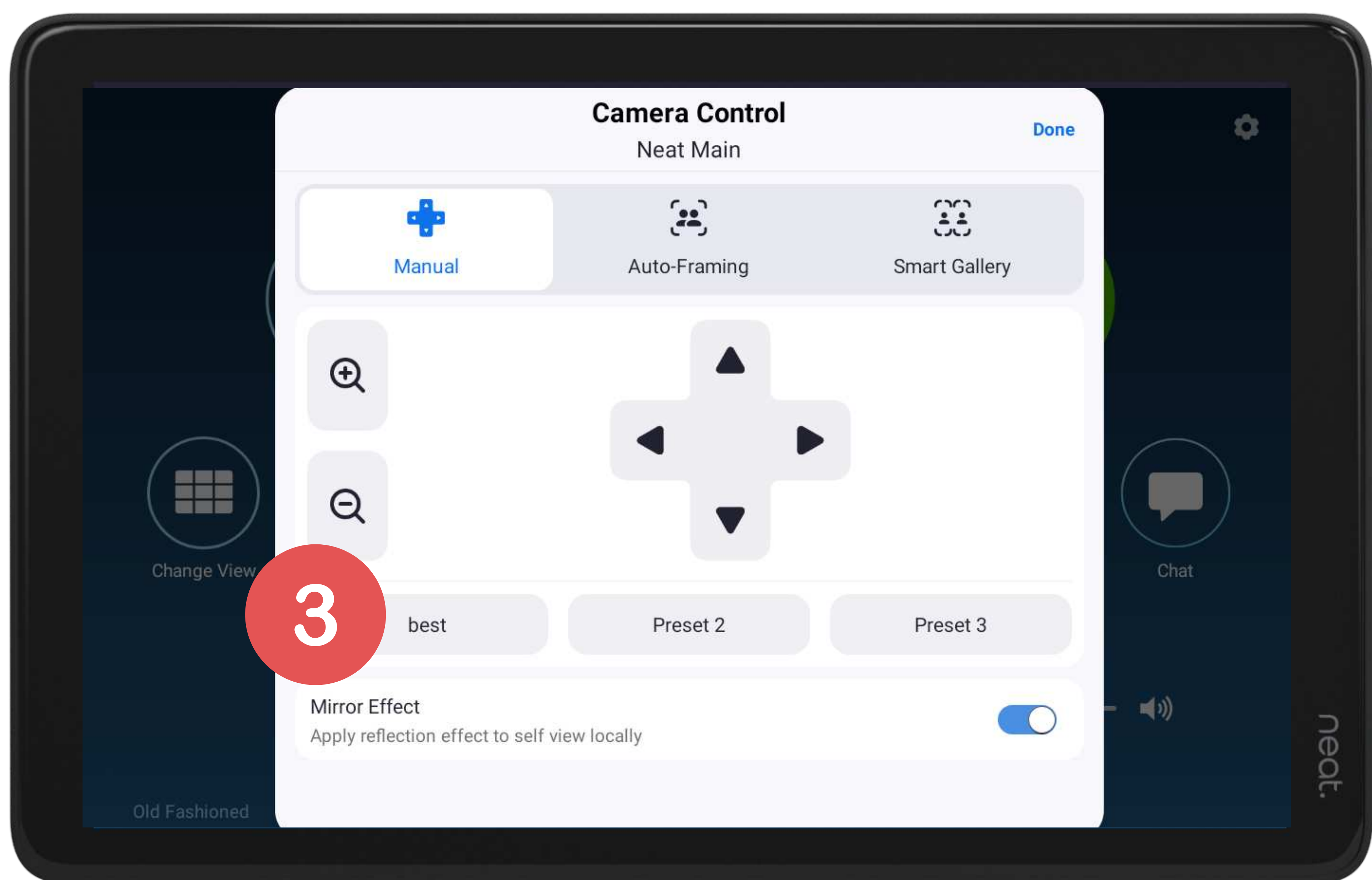
1. Hold the **Preset 1** button down until you see a pop-up.  
Enter system passcode (the system passcode is found under system settings on your Zoom admin portal).
2. **Adjust** camera & select **Save Position**.





## Option 4: Manual (Continued)

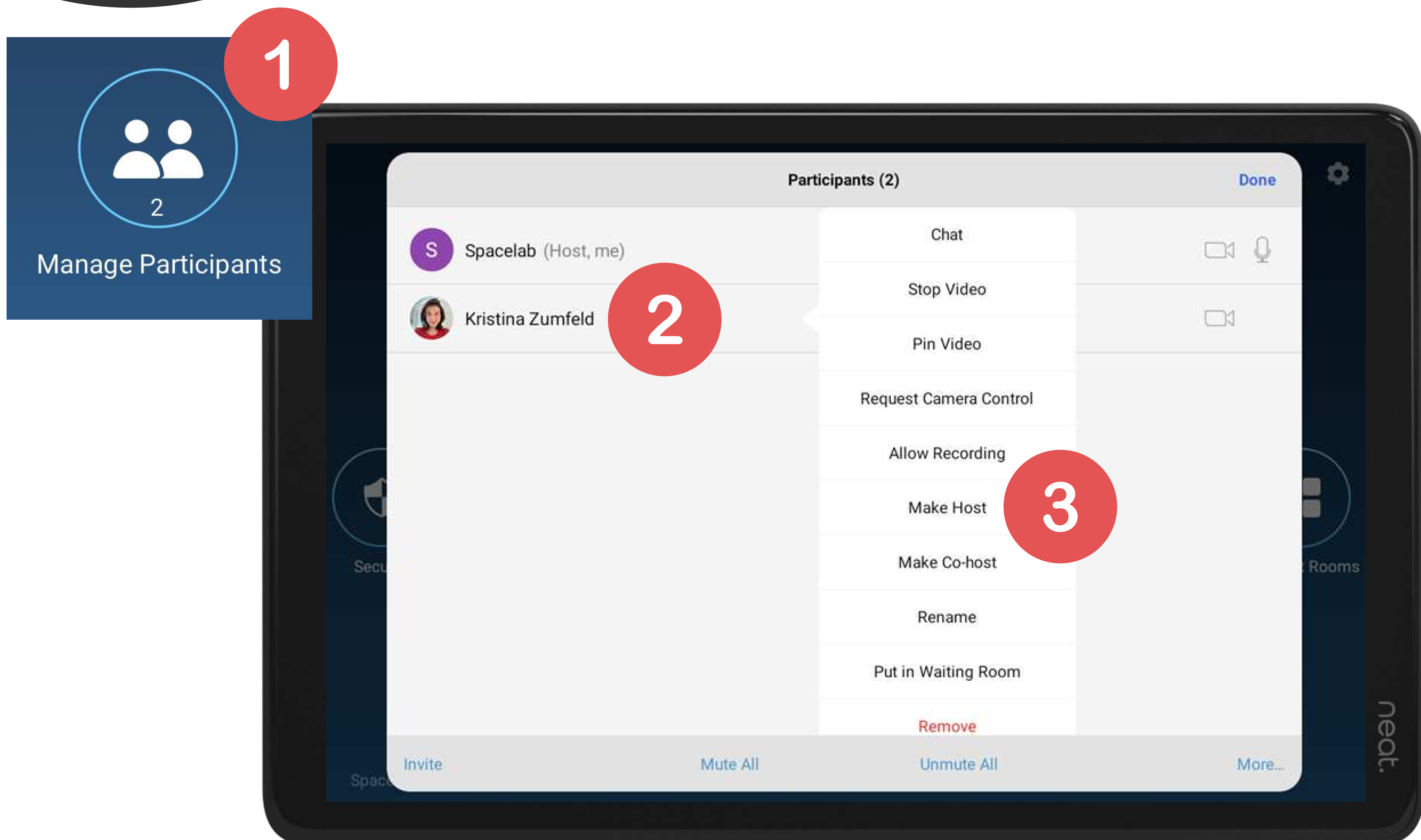
3. Hold the **Preset 1** button again, select **Rename** and give your preset a name. Here, we chose the preset name: **best**.
4. You can take the same action for **Preset 2** & **Preset 3**.



# Managing the Meeting

## How to Manage Participants and Change Hosts

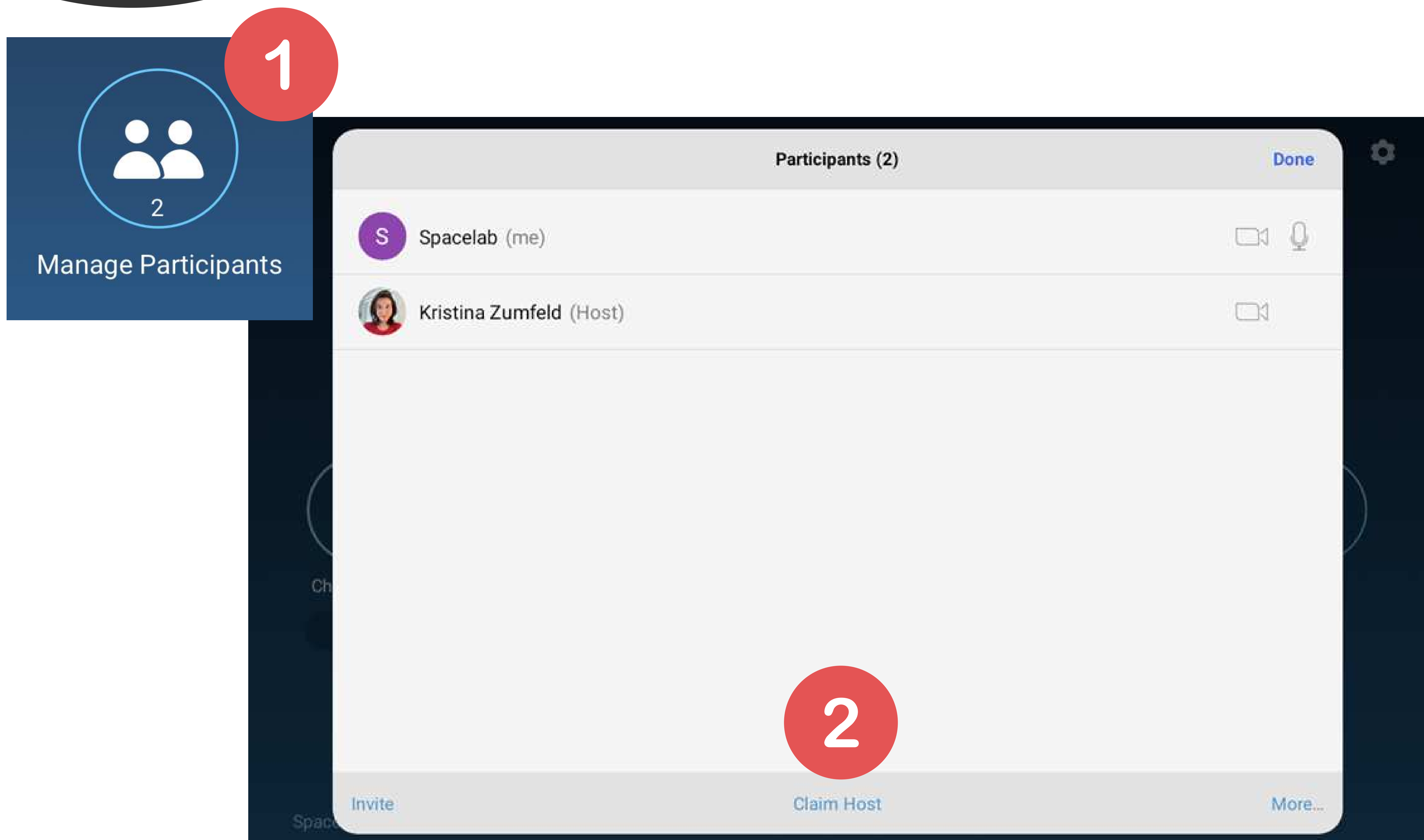
1. Press **Manage Participants** in your in-meeting menu.
2. Find the participant you want to assign the host rights to (or make other changes to) & tap on their name.
3. Select **Make Host** from the drop down list.



# Managing the Meeting

## How to Reclaim the Host Role

1. Press **Manage Participants** in your in-meeting menu.
2. You will see the **Claim Host** option in the lower section of the participant window. Hit **Claim Host**.





# Managing the Meeting

## How to Reclaim the Host Role (Continued)

3. You will be asked to enter your **Host Key**.  
Your host key is found on your *Profile page* under the Meeting section within your Zoom account on **Zoom.us**.

Time Format

PLANS & PRICINGCONTACT SALES

Use 12-hour time (Example: 02:00 PM)

SCHEDULE A MEETINGJOIN A MEETINGHOST A MEETING

Edit

Meeting

Personal Meeting ID

https://neatframe.zoom.us/j/

× Use this ID for instant meetings

Personal Link ?

https://neatframe.zoom.us/my/\*\*\*\*\*

3

Host Key

\*\*\*\*\*

EditEditCustomize