Manuals+ — User Manuals Simplified.

neat Board Series Multi Touch Screen User Guide

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Neat Board, Board 50 and Board Pro

User guide for Microsoft Teams

Updated October 2024

Contents

Join and start a meeting

1. To join a scheduled meeting: select Join from the list of scheduled meetings.
2. To start an instant meeting: select Meet now. A meeting will launch and a pop up will appear to invite participants from within your organisation into your meeting.
3. Join meeting via QR code: scan the QR code with your mobile phone and follow the step-by-step instructions to
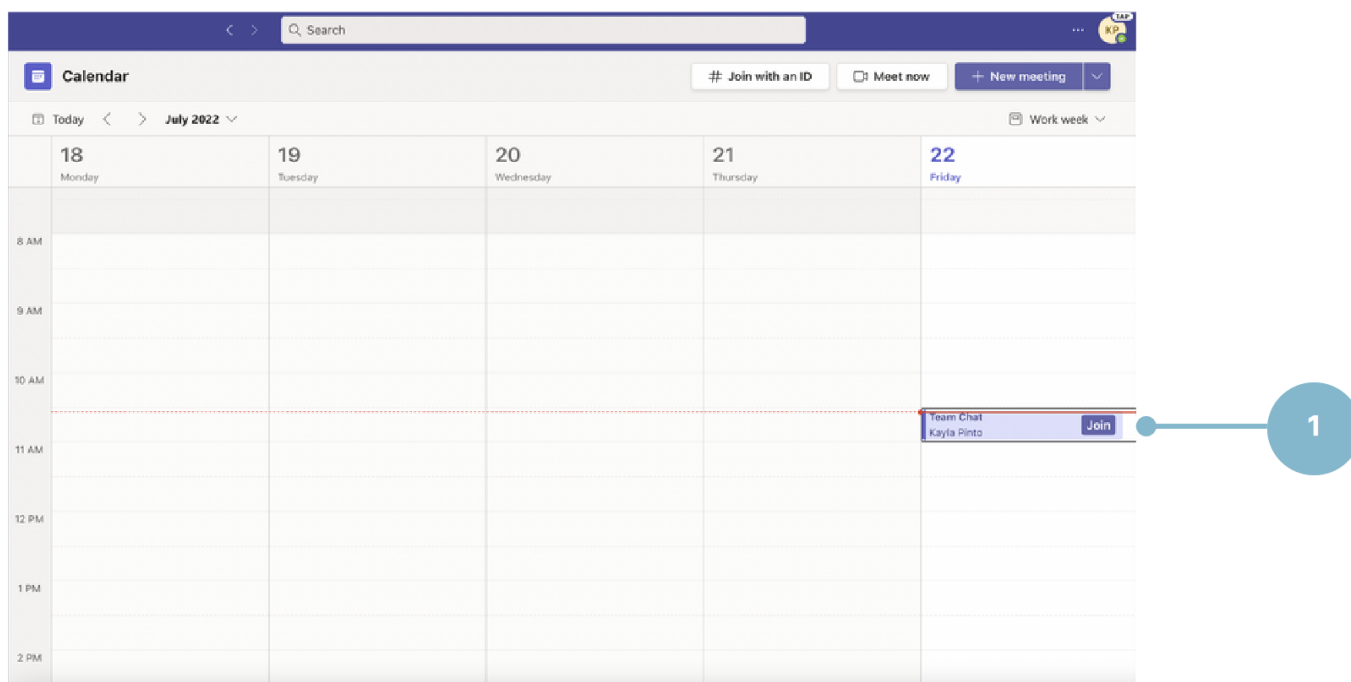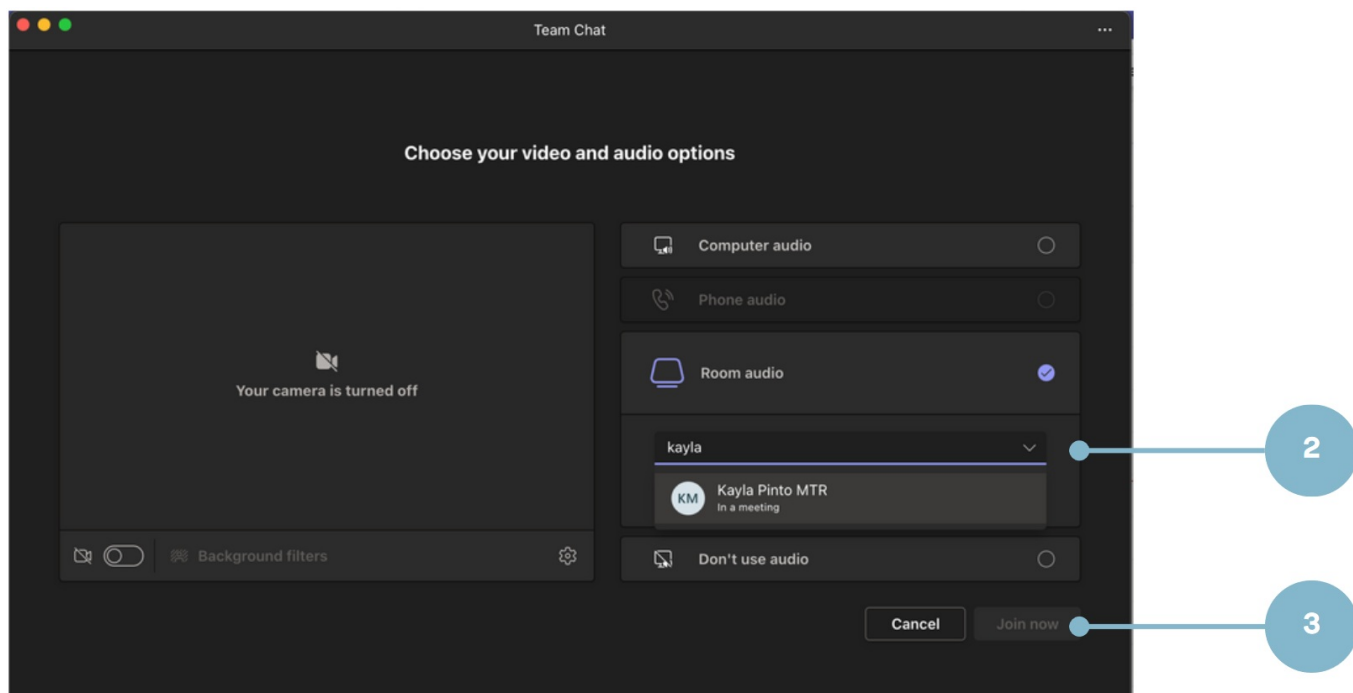
join the meeting from your Outlook calendar.

4. Join with Meeting ID: select Join with Meeting ID and enter meeting ID and passcode (if provided).
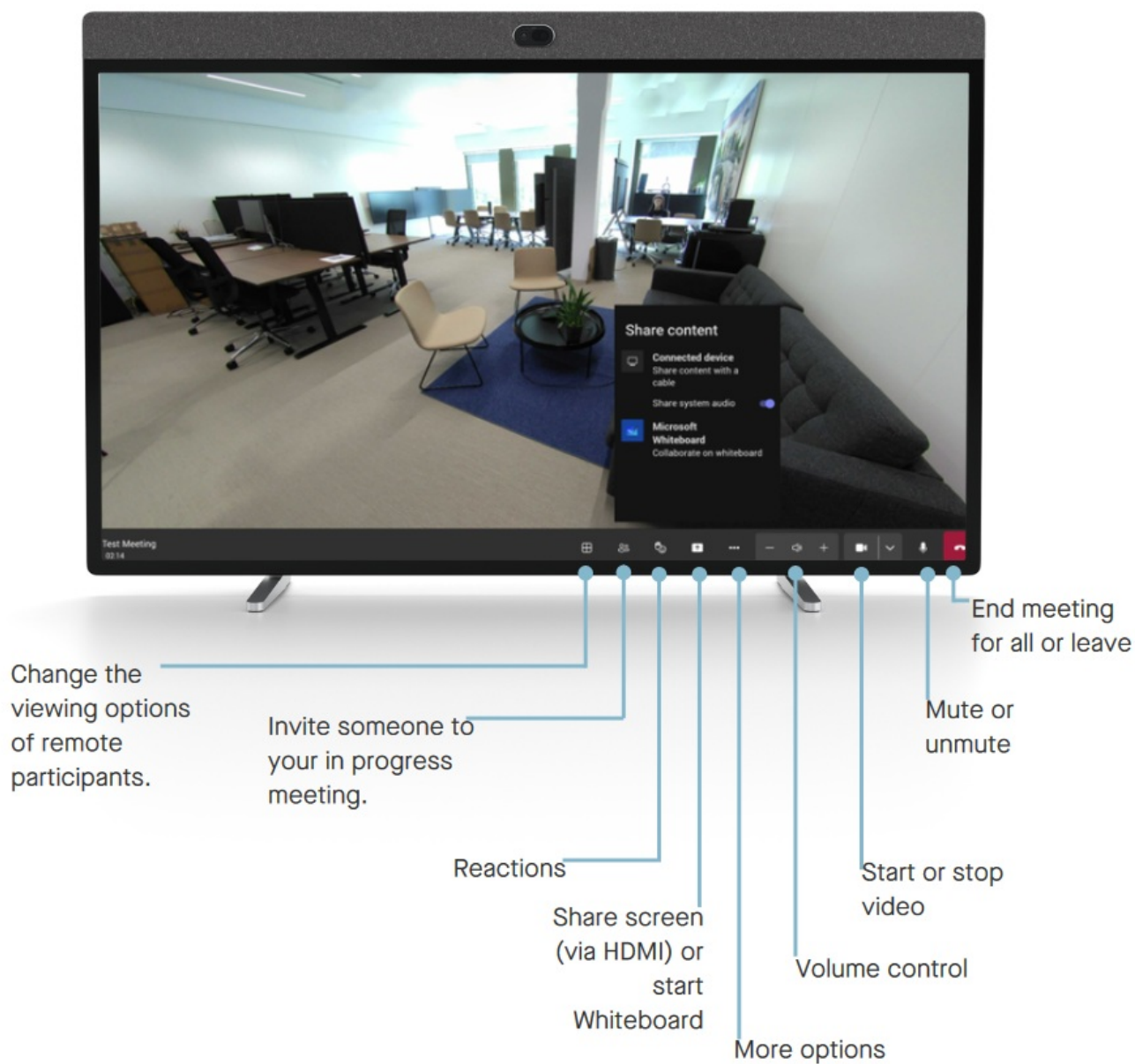

Join with Proximity Join

- Select Join from your Teams calendar on your laptop.
- Search for the Teams Room under room audio.
- Select Join now.

In-meeting controls

Change the viewing options of remote participants.

Invite someone to your in progress meeting.

Reactions

Share screen (via HDMI) or start Whiteboard

More options

Volume control

Start or stop video

Mute or unmute

End meeting for all or leave

On Microsoft Teams you can adjust camera settings and utilise Neat Symmetry while in a meeting.

1. Swipe with one finger from the right side of the Board 50 towards the left.
2. A slide out will appear with the auto-framing options.
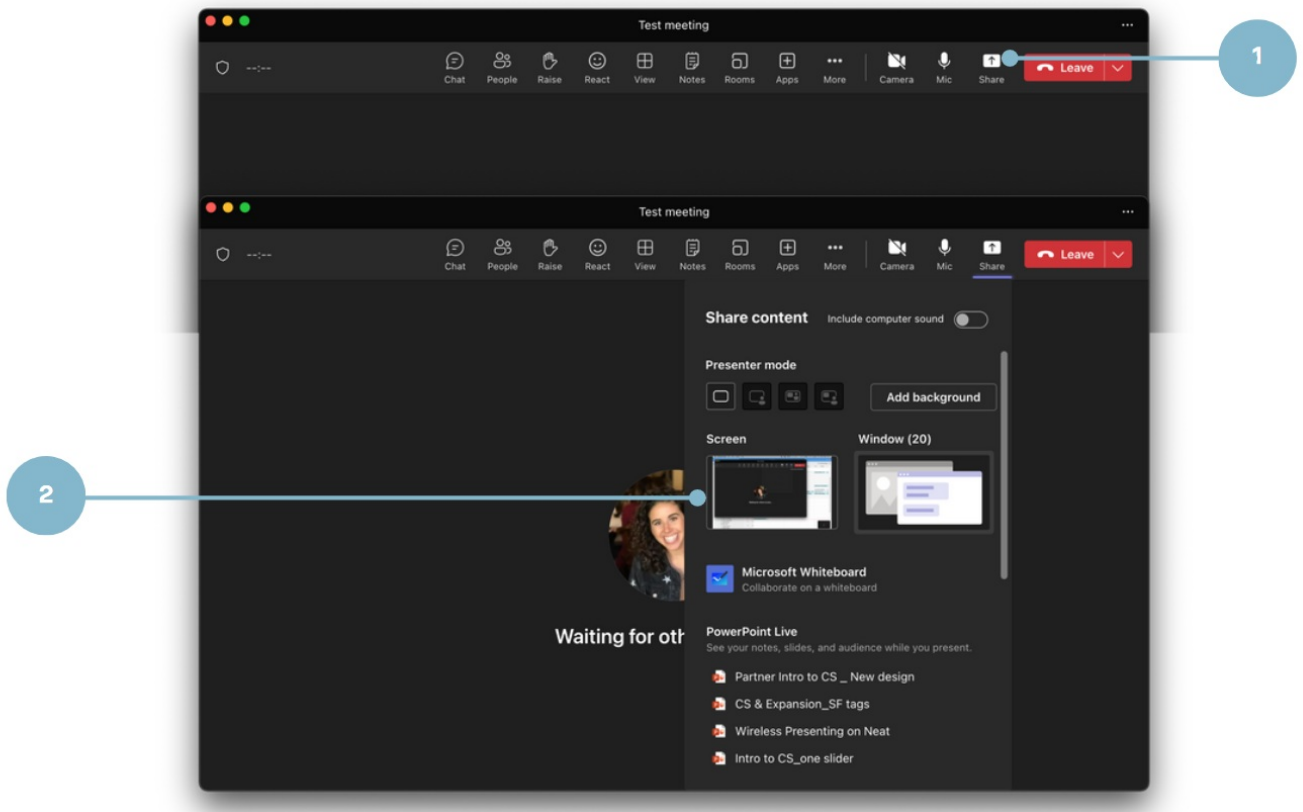3. Choose between Individuals, Group, Off.

Share content as a participant

Join the meeting from your Teams Desktop app or Outlook calendar.
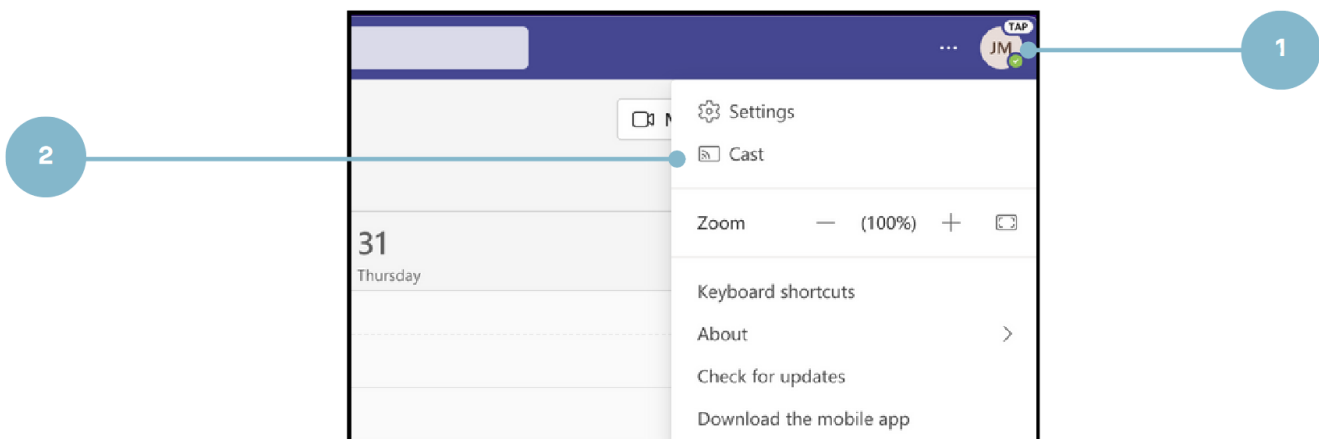
1. Click share content.
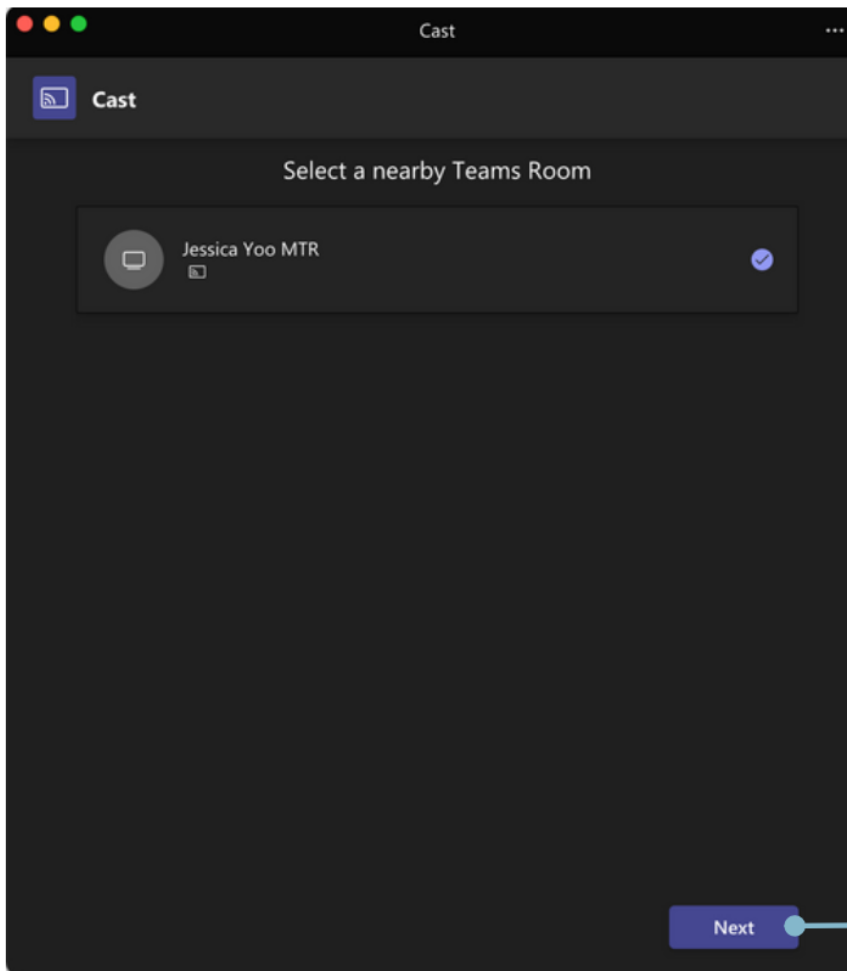2. Choose between Screen (share entire screen) or window (share a specific window).

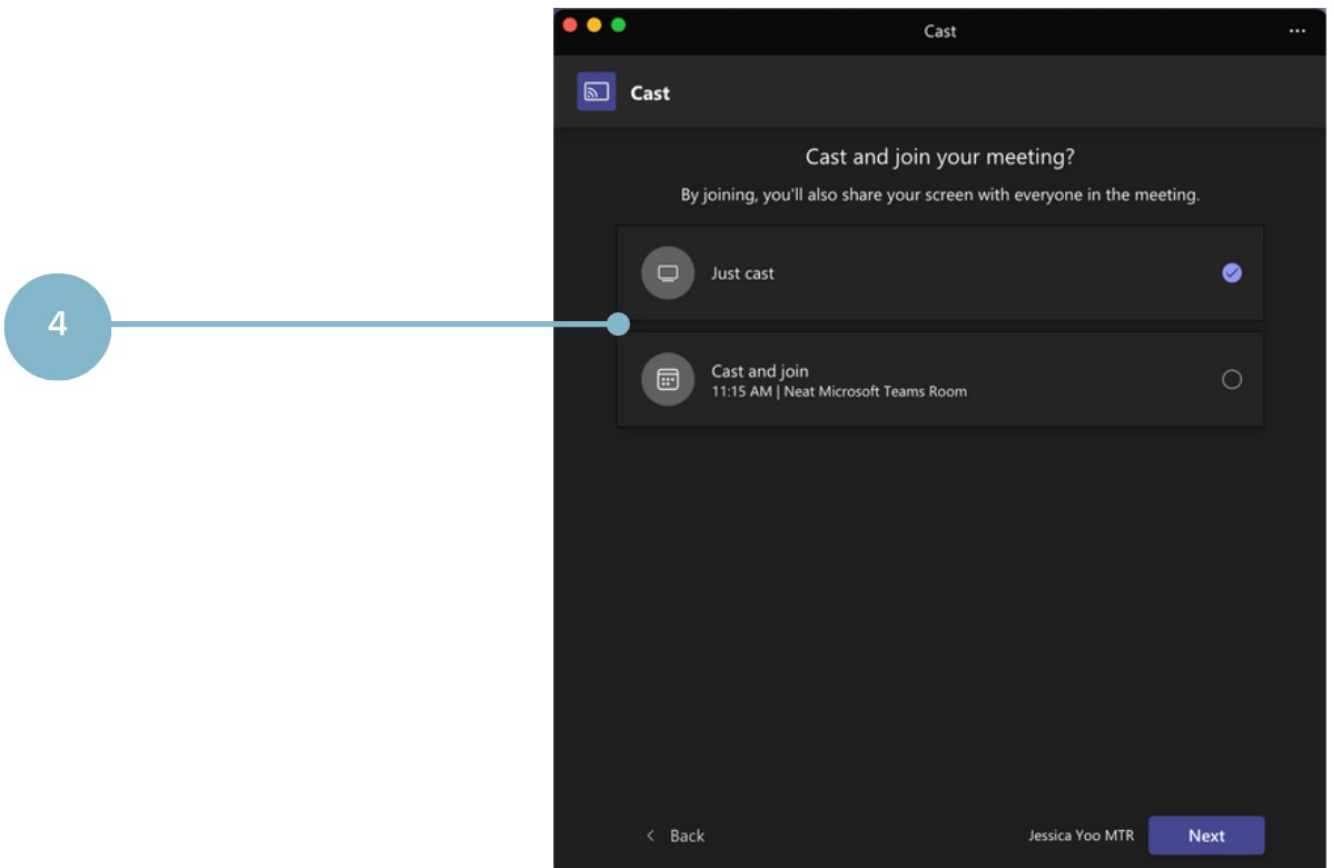To stop sharing, click 'Stop Share' from the control bar.

Share content via Cast

1. In the Teams desktop app, click on the three dots.
2. When the dropdown menu appears, click on Cast.
3. When a nearby Teams Room has been detected, click Next.3.
   - Bluetooth must be enabled on Neat device to use Cast.
   - If using a MacBook, enable Location Services for Microsoft Teams in the Security & Privacy settings.
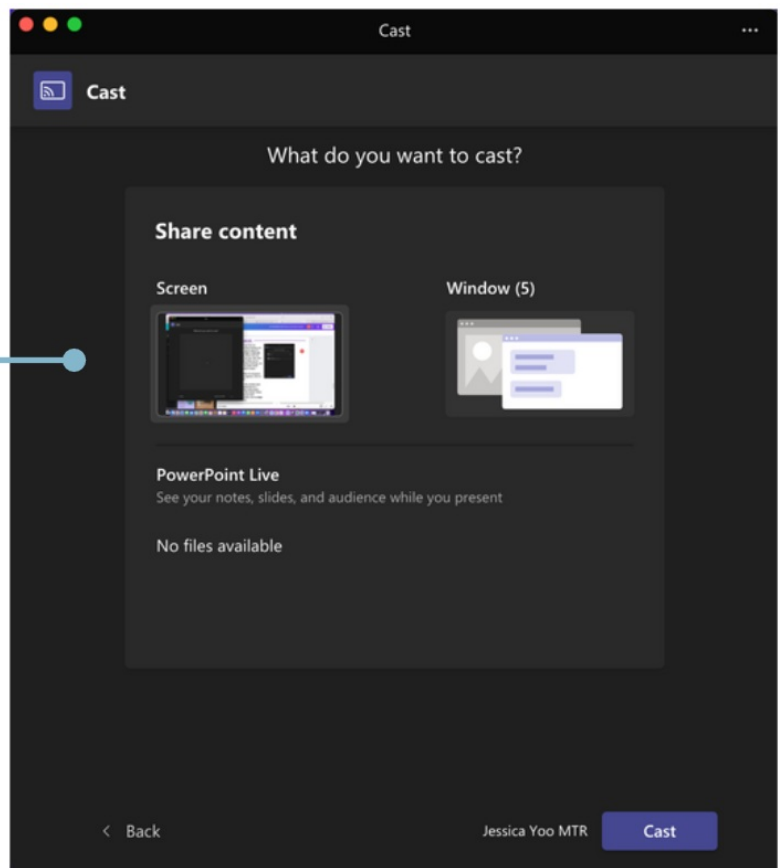
4. If there is an upcoming meeting, select Just cast or Cast and join to join from your laptop. If there is not an upcoming meeting, select Just cast. Then, click Next.

5. Select the content to be shared. Then, click Cast.

Share content via cable

1. Plug in the cable to your devices and screen sharing will begin.

Neat Board 50 and Neat Board Pro – USBC cable Neat Board – HDMI cable

If you tap Stop Sharing and leave the HDMI cable connected, you can start sharing again by tapping the Share button.
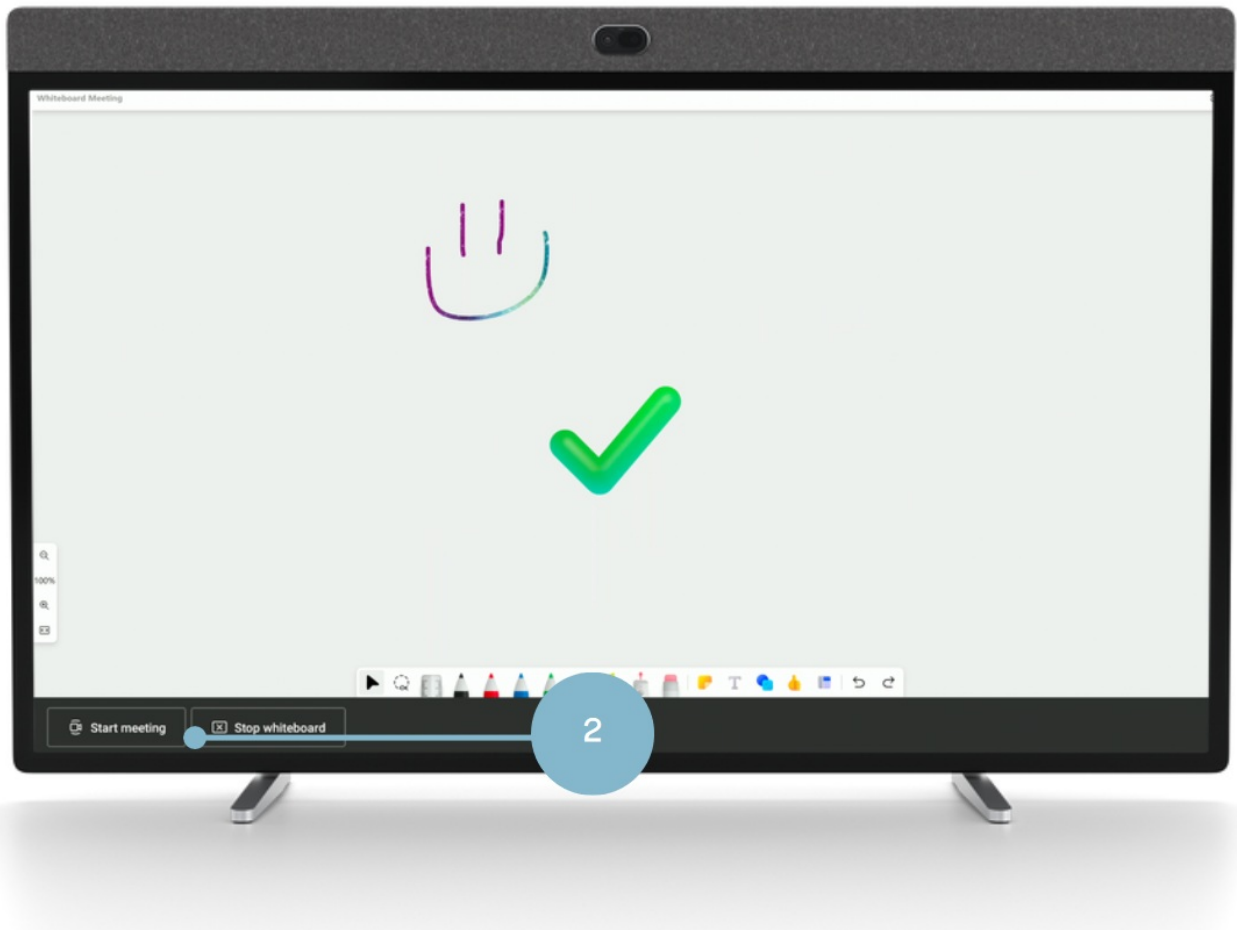
Walk up and whiteboard

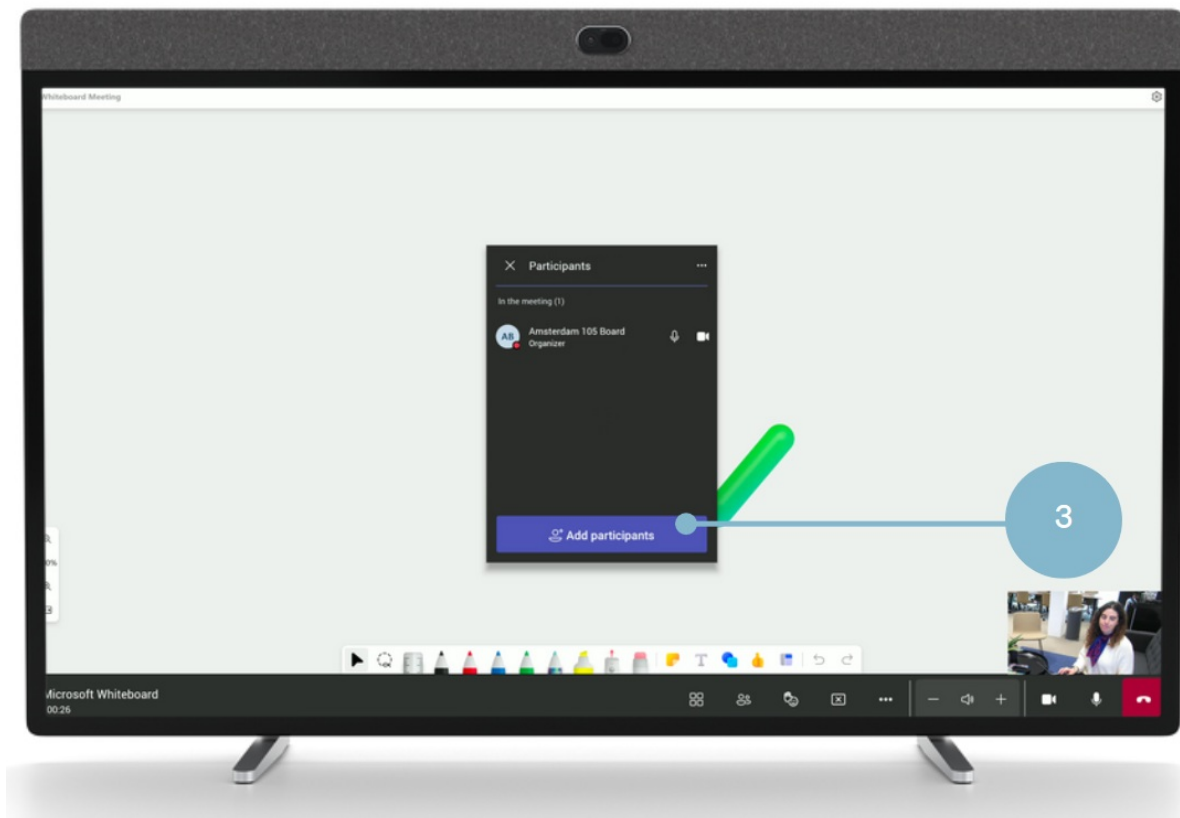1. On the screen of the Board 50, select Whiteboard.

A whiteboard will launch on the screen – annotate and work on the whiteboard as you need.
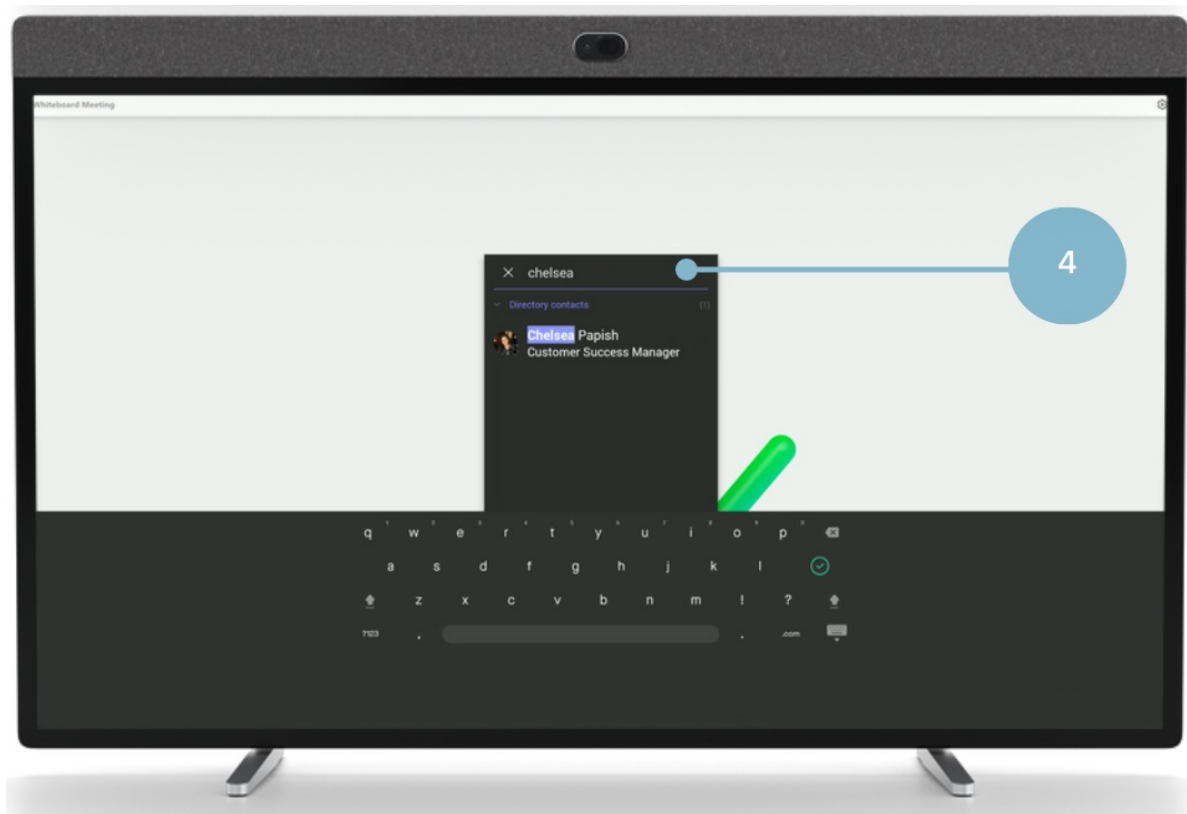
2. To save the whiteboard, and later continue editing and/or share, select Start Meeting.

A pop up will appear showing the current participant in the room (Neat Board 50).
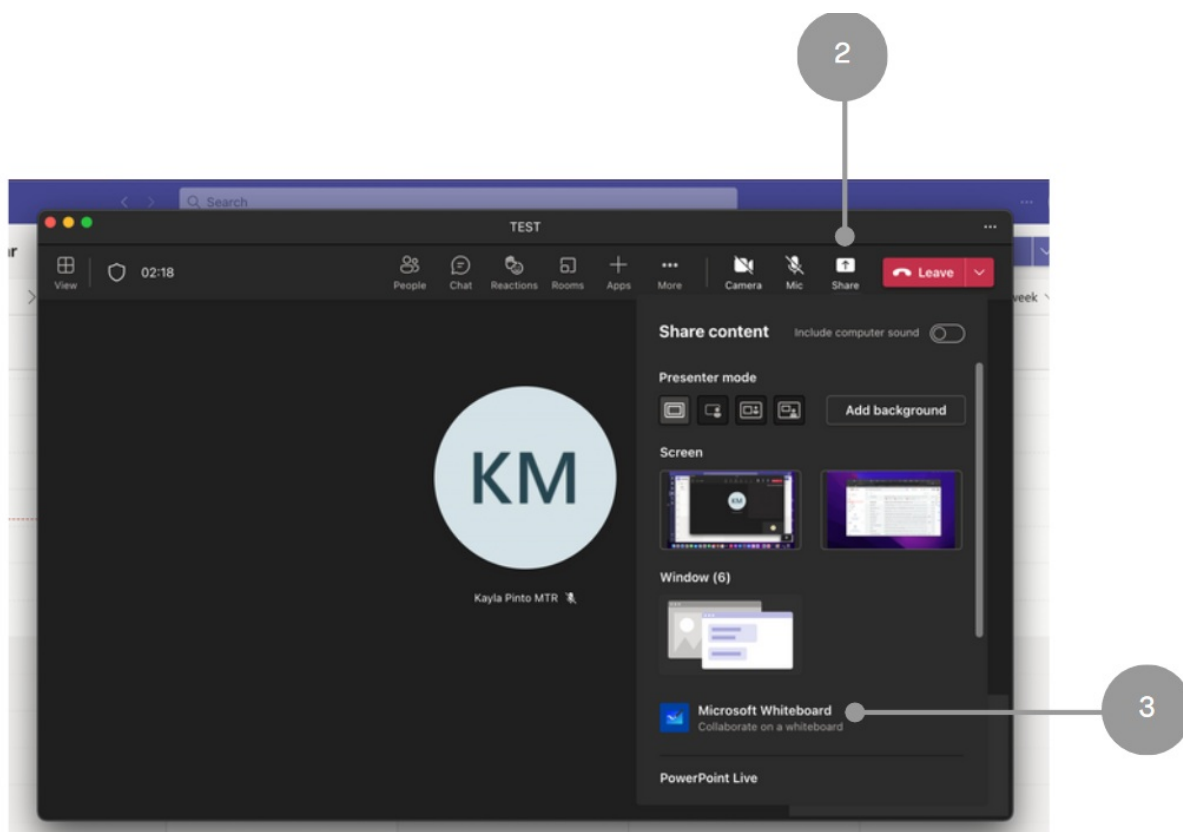
3. Click Add Participants.

4. Use the search bar to invite a user to a call so the whiteboard is passed to that user account.

Whiteboard from the Teams app

1. Join the meeting from your desktop Teams app.
2. Tap Share from the desktop client in meeting menu.
3. Select Microsoft Whiteboard

All Neat Boards – user guide for Microsoft Teams

Documents / Resources

neat Board Series Multi Touch Screen [pdf] User Guide
Neat MTR Board 50, Board Series Multi Touch Screen, Board Series, Multi Touch Screen, Touch Screen, Screen

References

- **Microsoft Whiteboard**
- **User Manual**