Manuals+ — User Manuals Simplified.

neat DAFG2QRMHk8 MTR Scheduling Panel For Microsoft Teams User Guide

Contents

neat.

neat DAFG2QRMHk8 MTR Scheduling Panel For Microsoft Teams

Neat Pad Panel Guide

Product Information

The Neat Pad is a device designed for teams to manage and reserve meeting rooms using the Microsoft Teams app. It allows users to pair the scheduler with their device, reserve rooms, and configure room release settings.

Product Usage Instructions

Pair Scheduler with Device

1. Click on the settings icon.
2. Navigate to Device Settings > Admin Settings.
3. Ensure Bluetooth is toggled on.
4. Select the device you would like to pair.
5. A code will appear on the device, enter it on the Pad.
6. Select "Pair".

Reserve the Room

To reserve a room from the Microsoft Teams App:

1. Schedule a meeting in the Microsoft Teams app, Outlook, or whichever booking platform used by your organization, and invite the associated room.
2. The meeting will appear on Neat Pad and the room will be reserved.
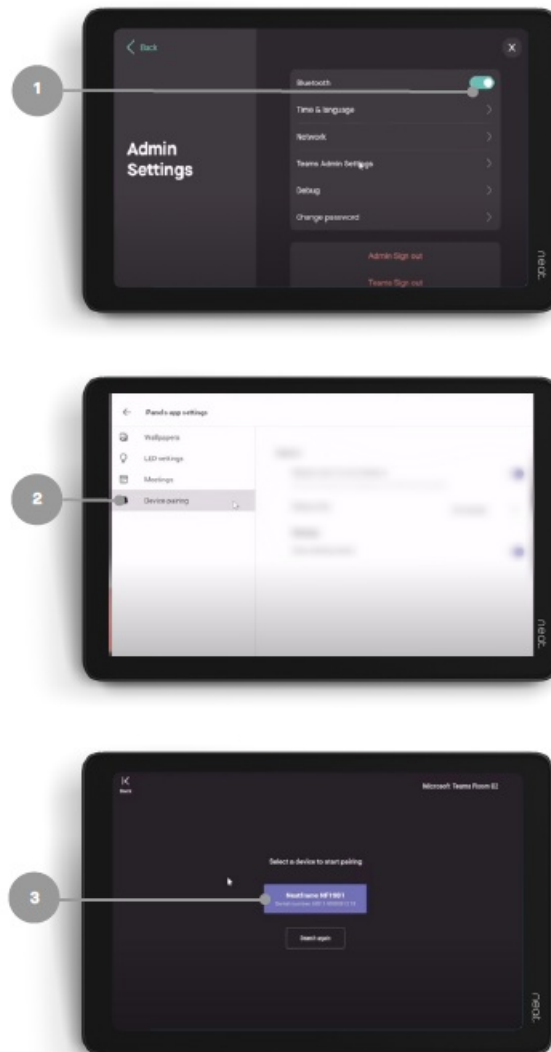
Reserve an Ad Hoc Meeting

1. Tap the "Reserve" button.
2. Select the desired time.
3. Tap the "Reserve" button again.
4. The room will now be reserved for the ad hoc meeting.

Room Release Settings

In Settings, navigate to Device Settings > Admin Settings > Teams Admin Settings > Meetings.

1. Toggle on "Release room if no one checks in".
2. Choose the duration after which the room will be released.

Pair scheduler with device


Click on the settings icon.

- Navigate to Device Settings > Admin Settings
    1. Ensure Bluetooth is toggled on.
    2. Navigate to Teams Admin
    3. Settings > Device Pairing. 3.Select the device you would like to pair.
        - A code will appear on the device, enter it on the Pad.
        - Select Pair.

How to reserve the room from the Microsoft Teams App

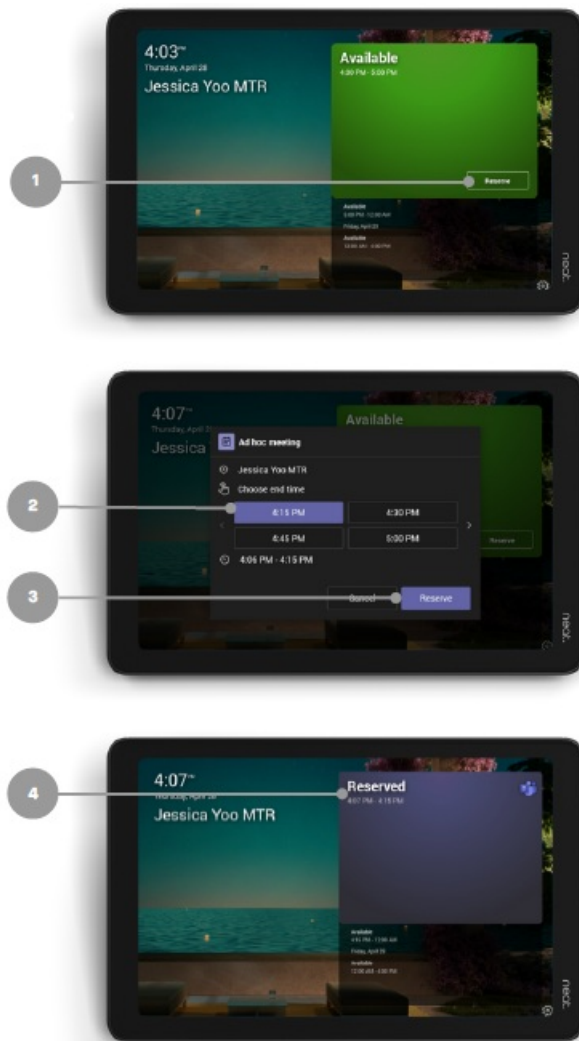1. Schedule a meeting in the Microsoft Teams app, Outlook, or whichever booking platform used by your

organisation, and invite the associated room.

2. The meeting appears on Neat Pad and the room is reserved.
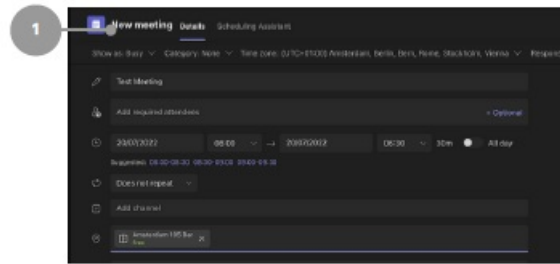
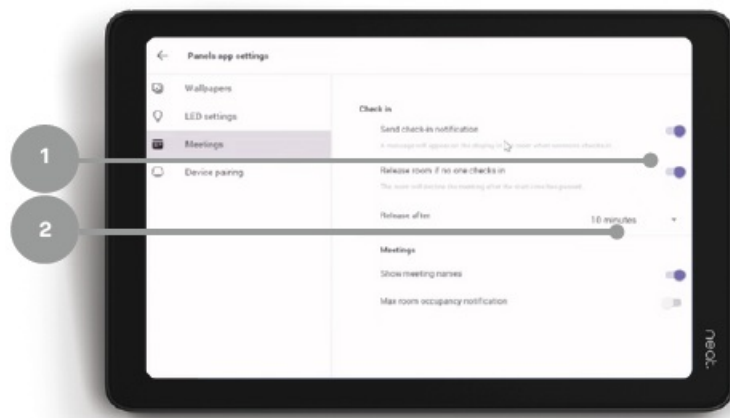

Reserve the room for an Ad Hoc Meeting

1. Tap the Reserve button.
2. Select the time.
3. Tap the Reserve button again.
4. The room is now reserved,

Room Release

In Settings, navigate to Device Settings > Admin Settings Teams Admin Settings > Meetings.

1. Release room if no one checks in – toggled on
2. Release after: choose duration

Neat Pad Panel Guide for Teams

Documents / Resources

neat DAFG2QRMHk8 MTR Scheduling Panel For Microsoft Teams [pdf] User Guide
DAFG2QRMHk8 MTR Scheduling Panel For Microsoft Teams, DAFG2QRMHk8, MTR Scheduling Panel For Microsoft Teams, Scheduling Panel For Microsoft Teams, Panel For Microsoft Teams, For Microsoft Teams, Microsoft Teams

Manuals+,