

## Neat Pad Controller User Guide

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# neat

zoom neat.

### Neat Pad Controller Guide

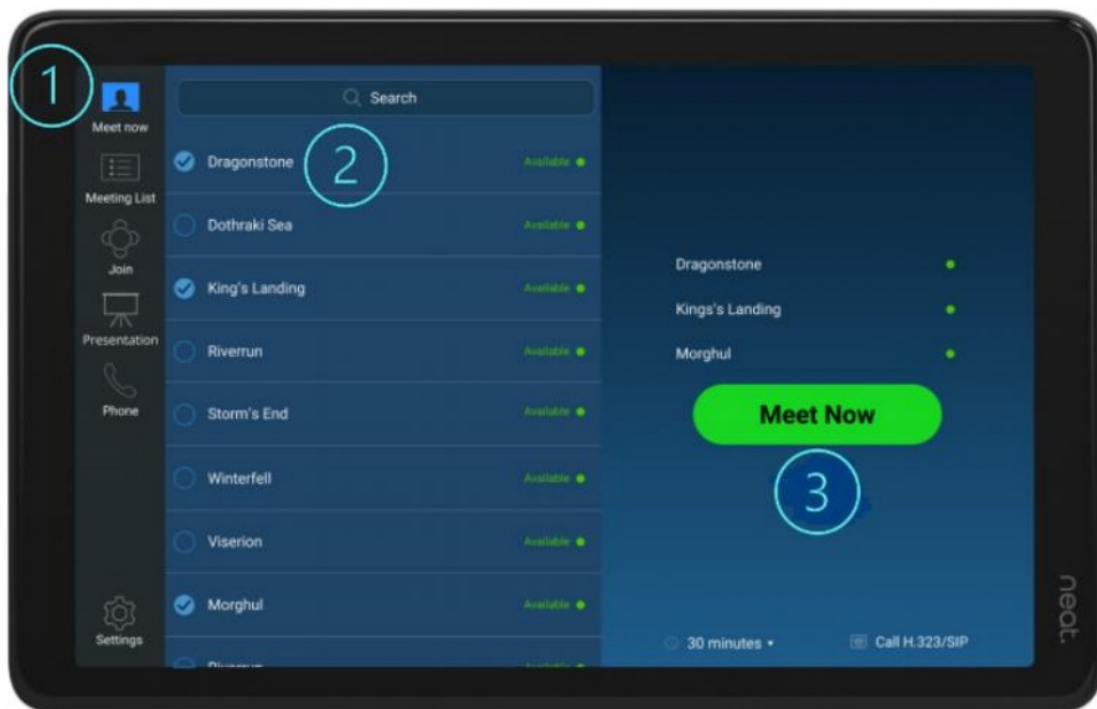


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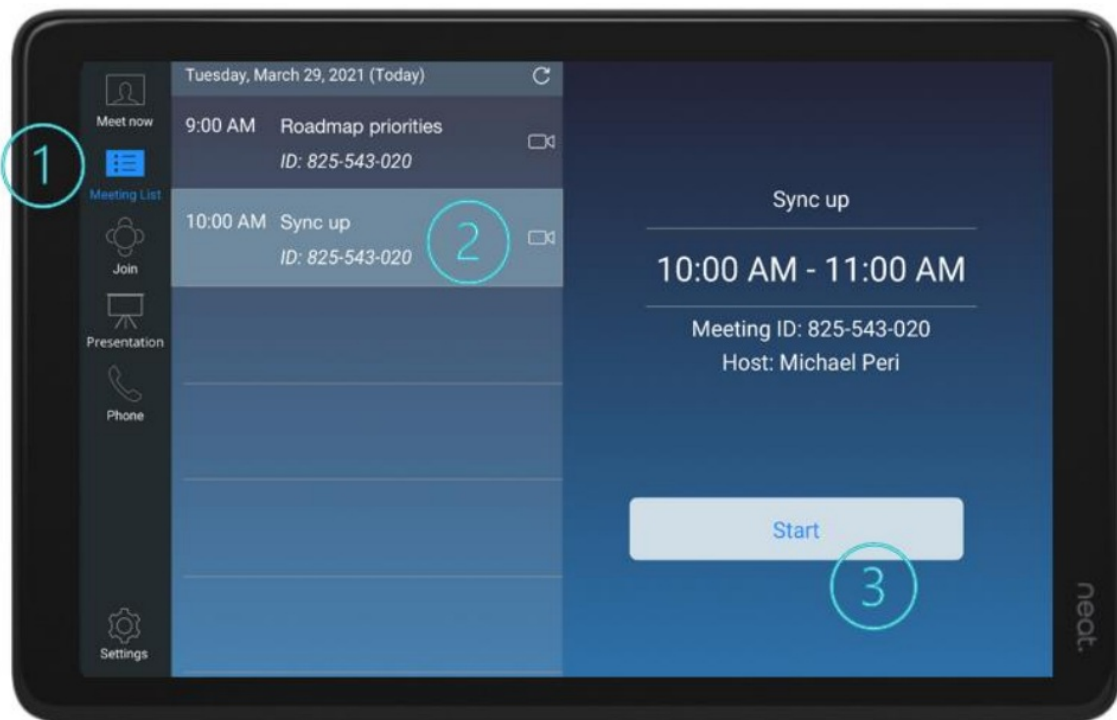
## How to start an instant meeting?

1. Select Meet now from the left side of Neat Pad.
2. Select/Invite other rooms or people if needed.
3. Press Meet Now on the screen.



## How to start a scheduled meeting?

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



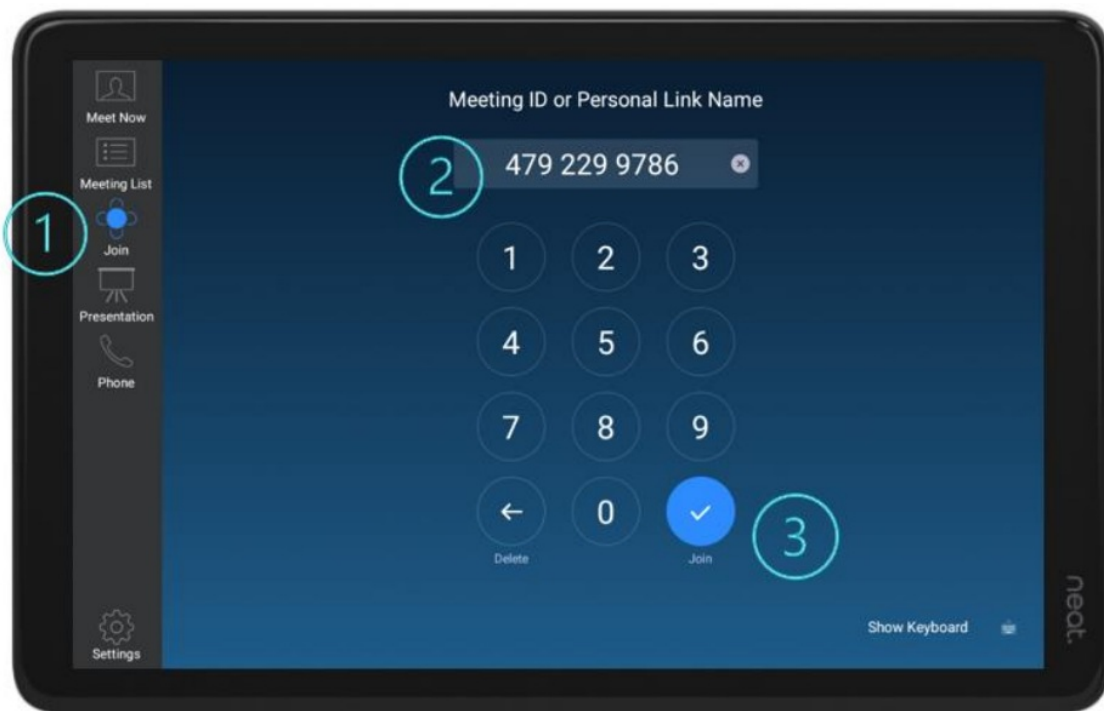
### Upcoming meeting alert for a scheduled meeting.

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



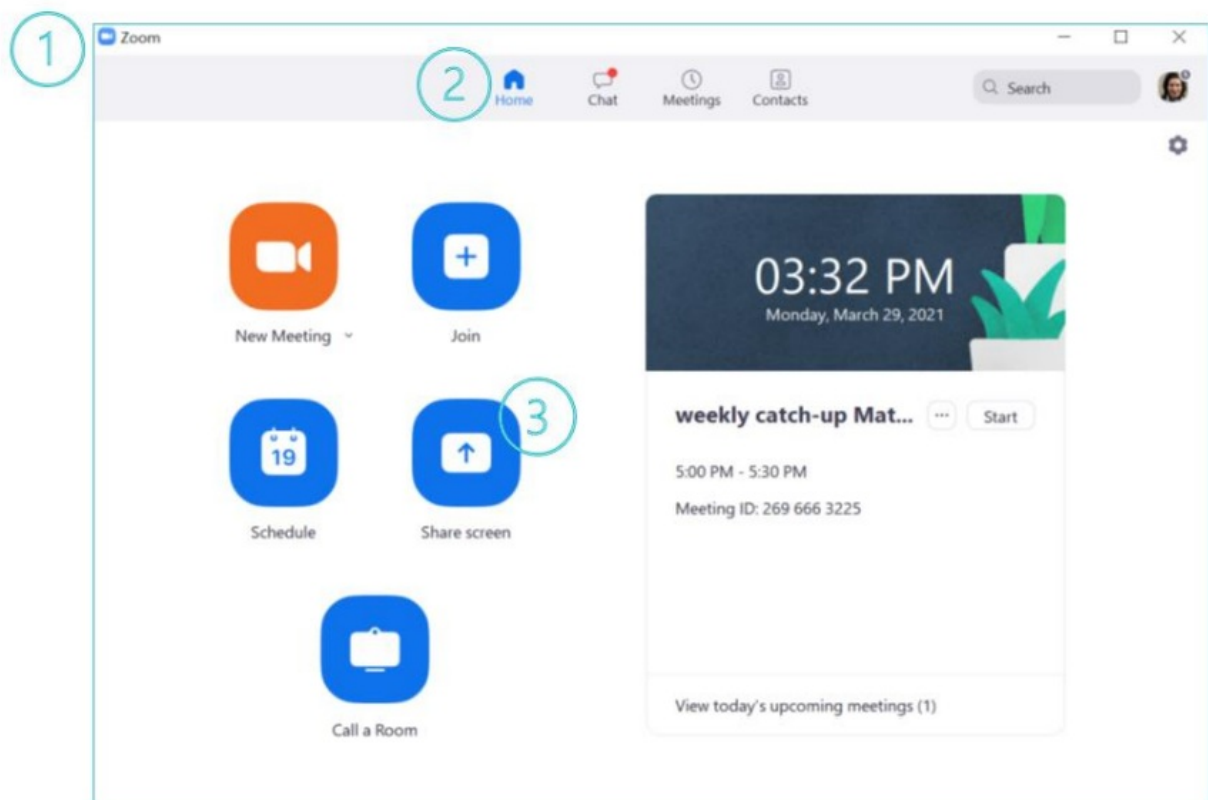
### How to join a meeting?

1. Select Join from the left side of Neat Pad.
2. Enter your Zoom meeting ID (which you will find in your meeting invite).
3. Press Join on the screen. (If the meeting has a meeting passcode, an additional pop-up window will appear. Enter the meeting passcode from your meeting invite & press OK.)



### How to use one-click direct share within and outside of a Zoom meeting?

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 your desktop on your in-room screen.



In case you experience difficulties with one-click direct share, follow those steps: Sharing outside of a Zoom meeting:

1. Select Presentation from the left side of Neat Pad.
2. Press Desktop on your screen & a pop-up with the sharing key will appear.
3. Tap the Share screen on the Zoom app, and a Share Screen pop-up will appear.

4. Enter the sharing key & press Share.

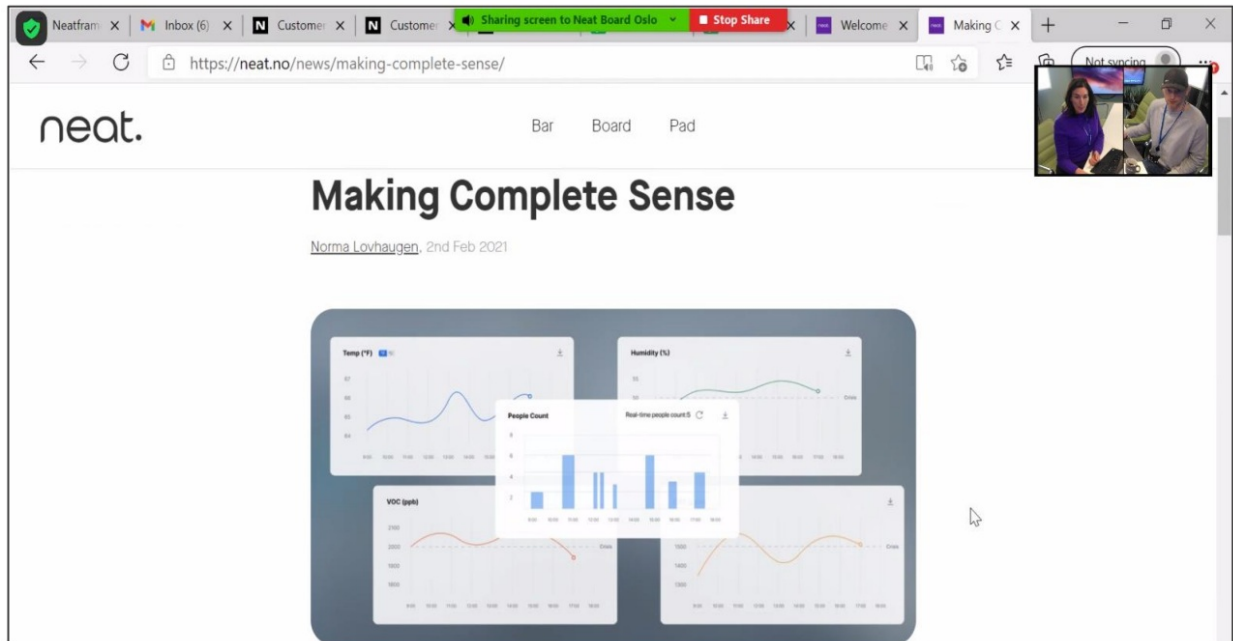


#### Sharing within a Zoom meeting:

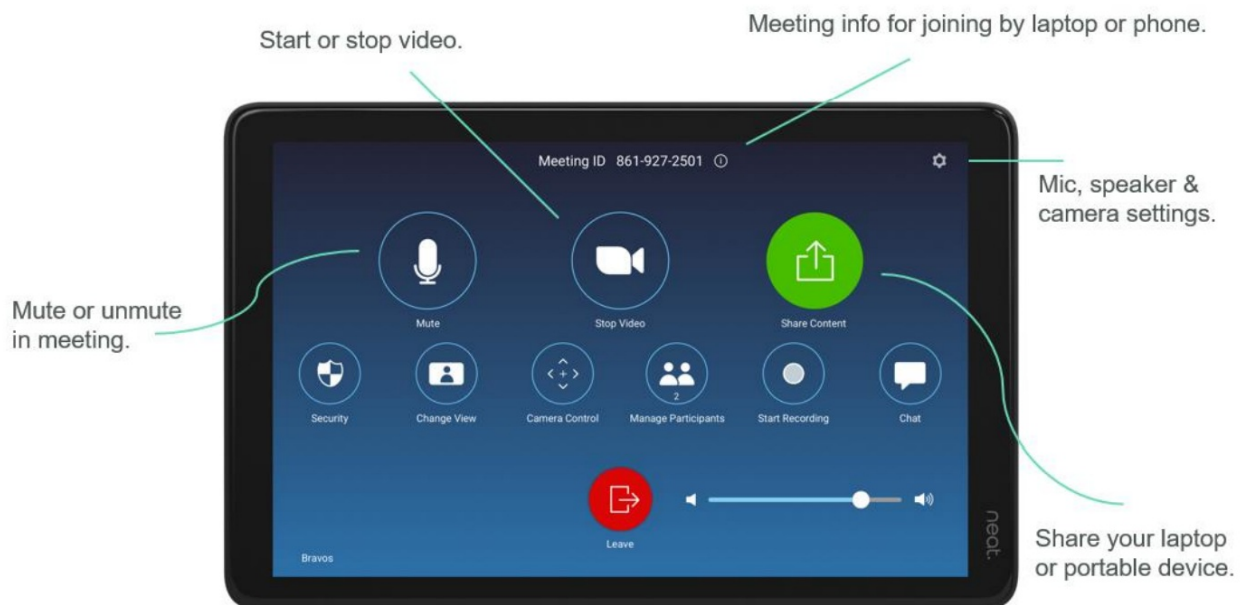
1. Press Share Screen in your in-meeting menu & a pop-up with the sharing key will appear.
2. Tap the Share screen on the Zoom app, and a Share Screen pop-up will appear.
3. Enter the sharing key & press Share.



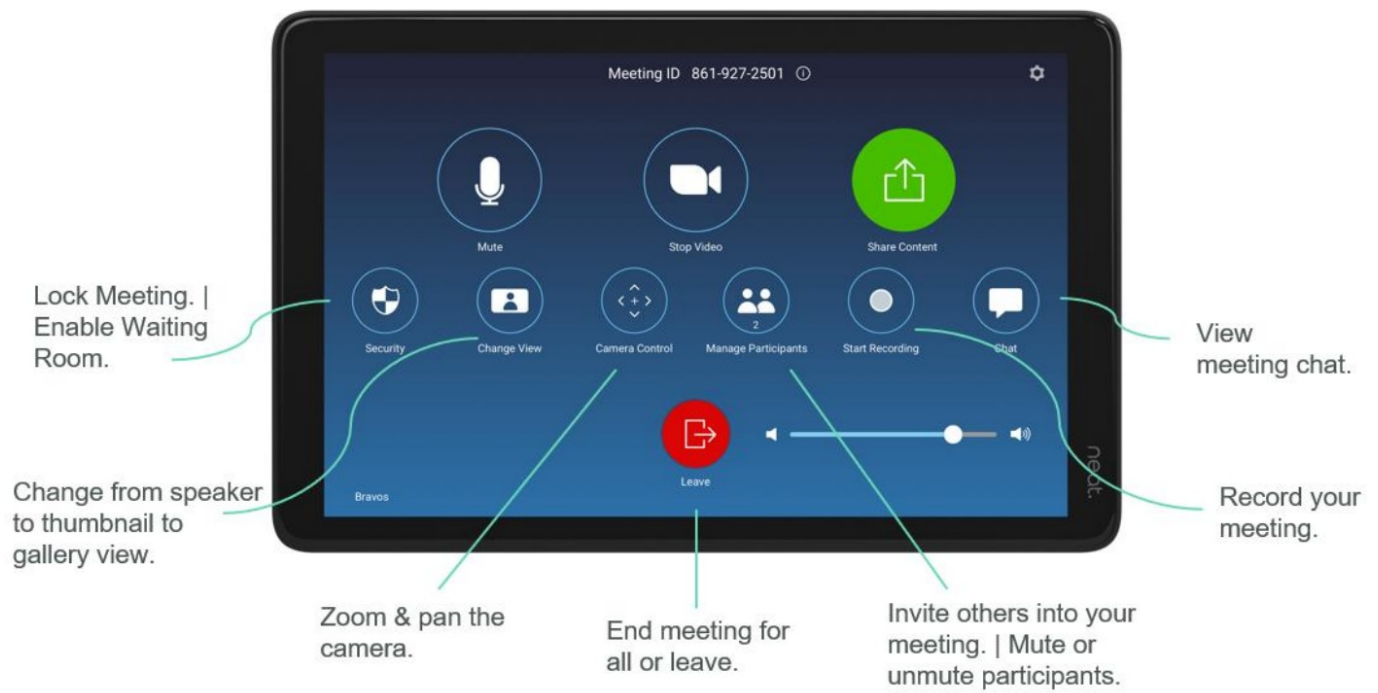
## Desktop Sharing in a Zoom meeting:



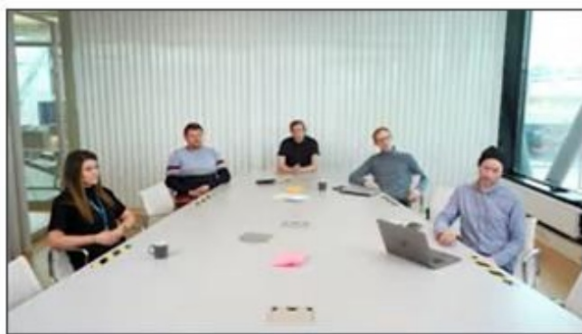
## Neat Pad in-meeting controls







## How to enable Neat Symmetry?



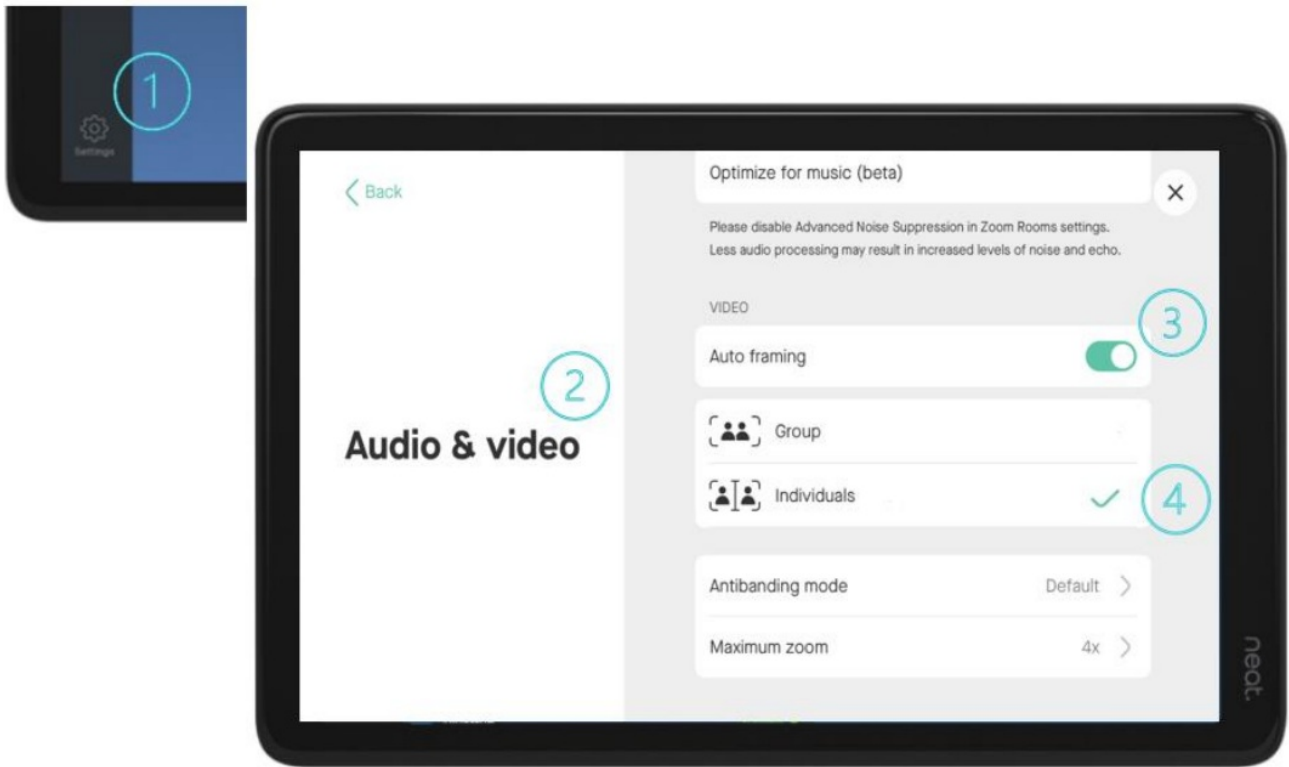
*from invisibility...*



*...to symmetry.*

Neat Symmetry, also named 'individual framing' can be enabled (& disabled) as follows:

1. Tap the Settings icon in the lower-left corner of Neat Pad and select System Settings.
2. Select Audio & video settings.
3. Toggle the Auto framing button.
4. Select Individuals.



### How to enable camera presets & auto framing?

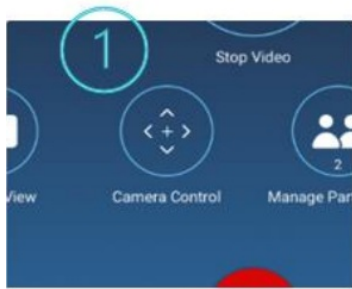
Preset allows you to adjust the camera to the desired position:

1. Press Camera Control in your in-meeting menu.
2. 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).
3. Adjust the camera & select Save Position.
4. Hold the Preset 1 button again, select rename, and give your preset a name you will remember.

**Auto-framing** (5) allows for everybody in the meeting space to be framed at any given time. The camera seamlessly adjusts automatically to keep you in the view.

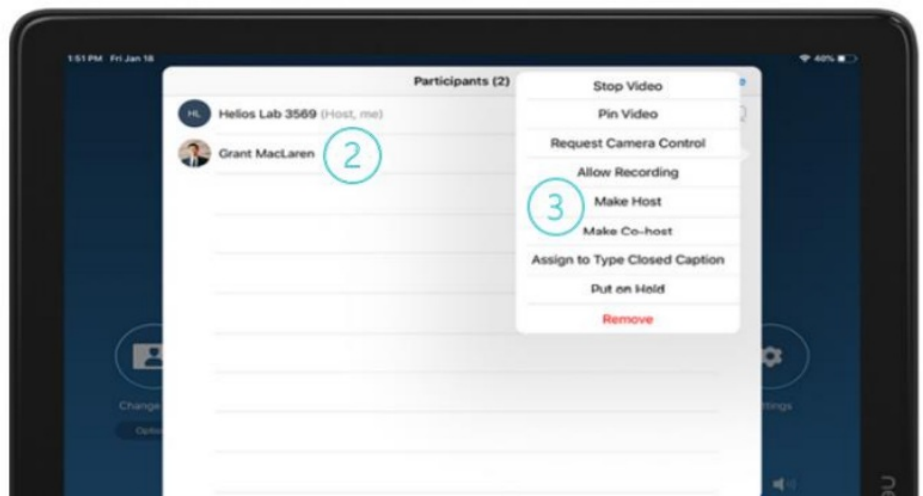
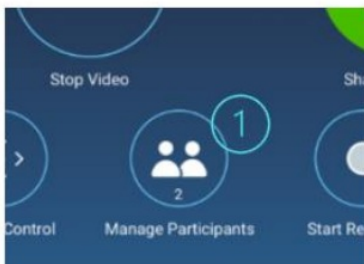
Please note that tapping a preset or manually adjusting the camera will disable auto-framing and you will need to toggle the switch to enable this capability again.





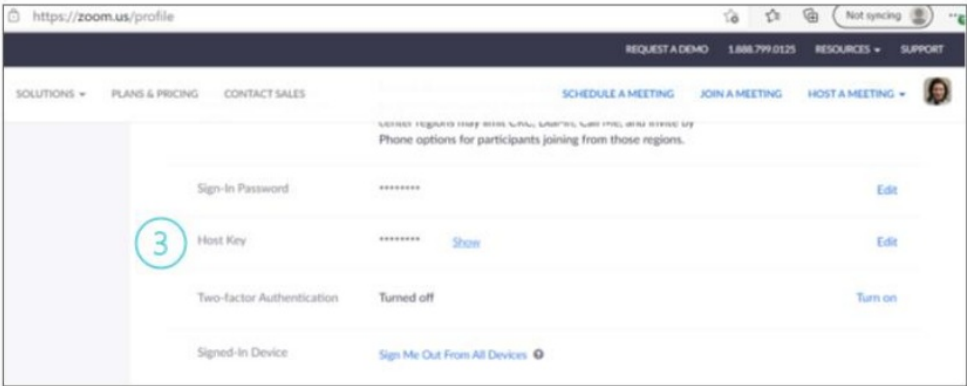
## How to manage participants | change host?

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.




## How to reclaim the host role?

1. Press Manage Participants in your in-meeting menu.
2. You will automatically see the Claim Host option in the lower section of the participant window. Hit Claim Host.
3. You will be asked to enter your host key. Your host key is found on your profile page within your Zoom account on zoom.us.



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Documents / Resources

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References

- [Z One platform to connect | Zoom](#)