



NEATPAD-SE Pad Room Controller or Scheduling Display User Guide

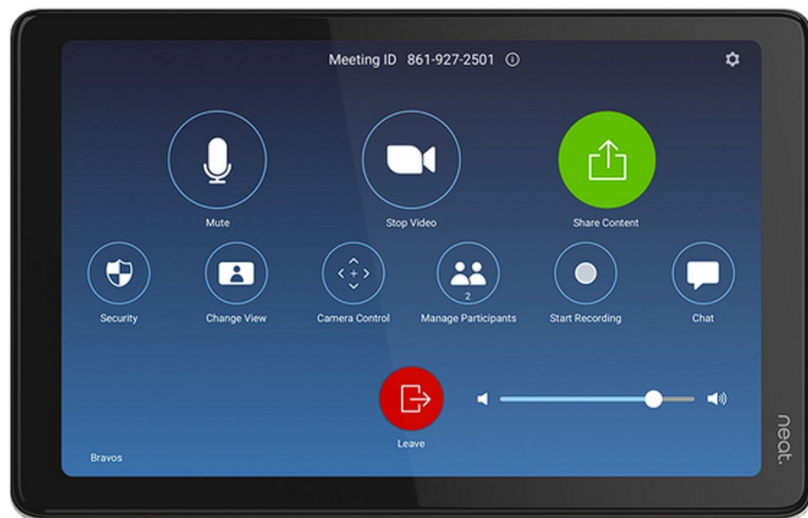
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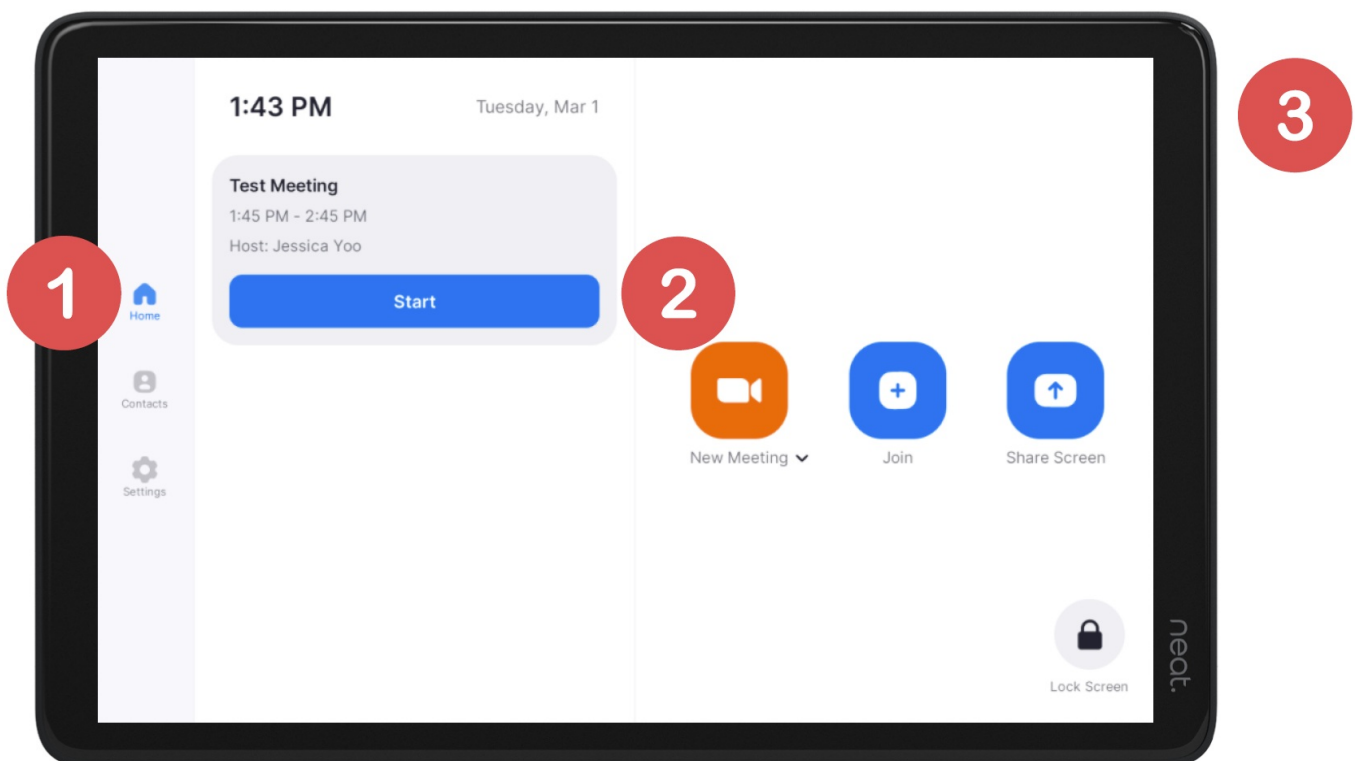
NEATPAD-SE Pad Room Controller or Scheduling Display



How to Start a Meeting

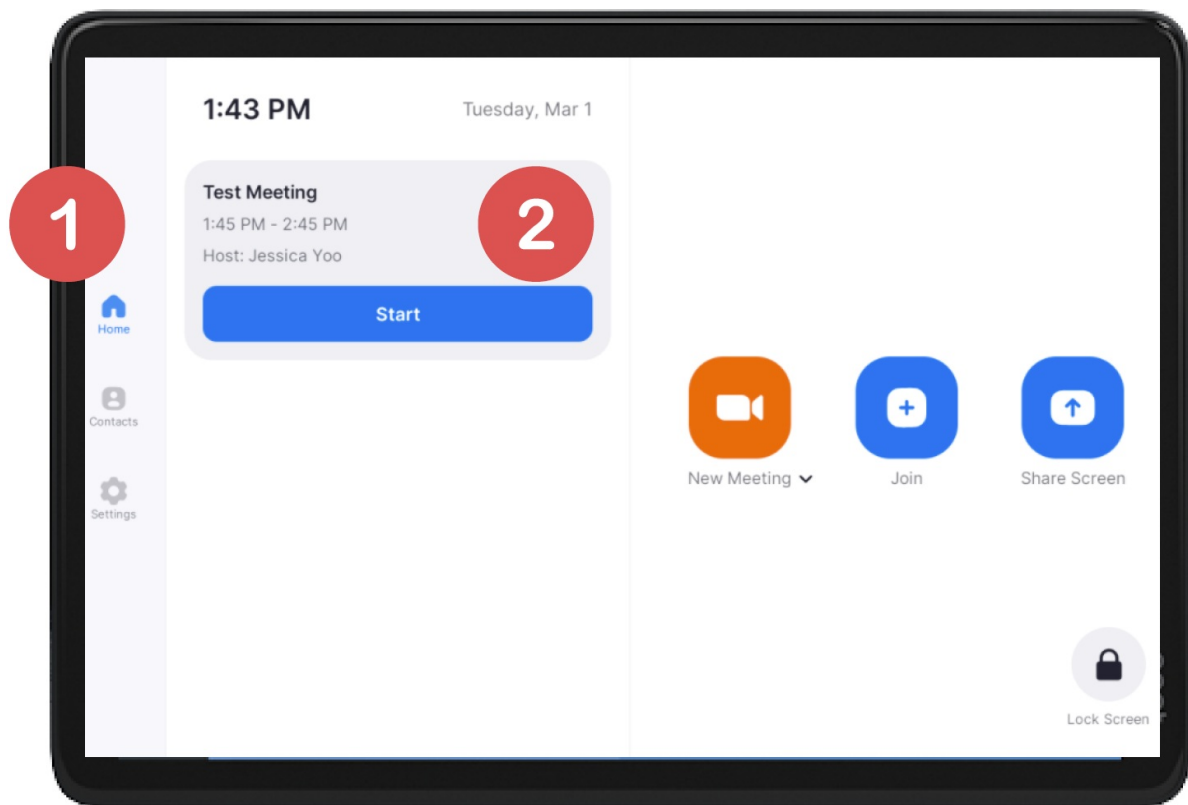
How to Start an Instant Meeting

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 Scheduled Meeting

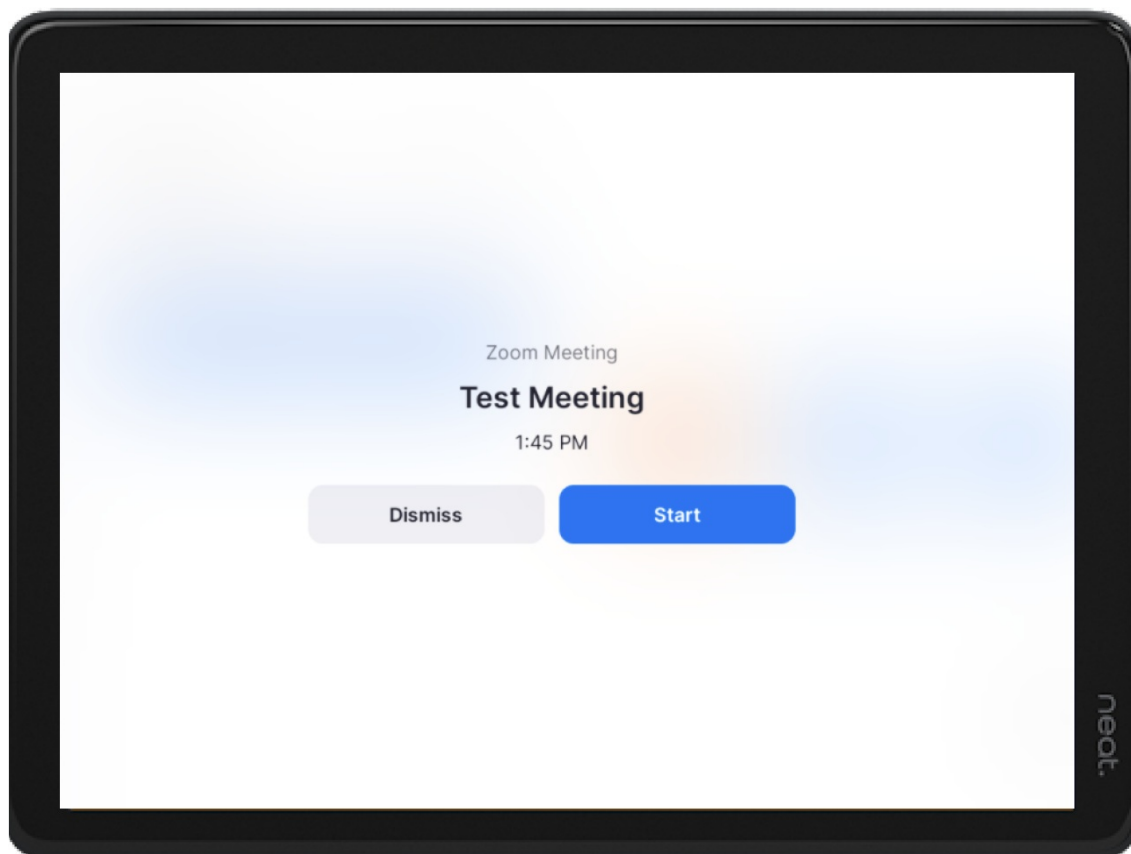
1. Select Home from the left side of Neat Pad.
2. Press the meeting which you would like to start.
3. Press Start on the screen.



How to Join a Meeting

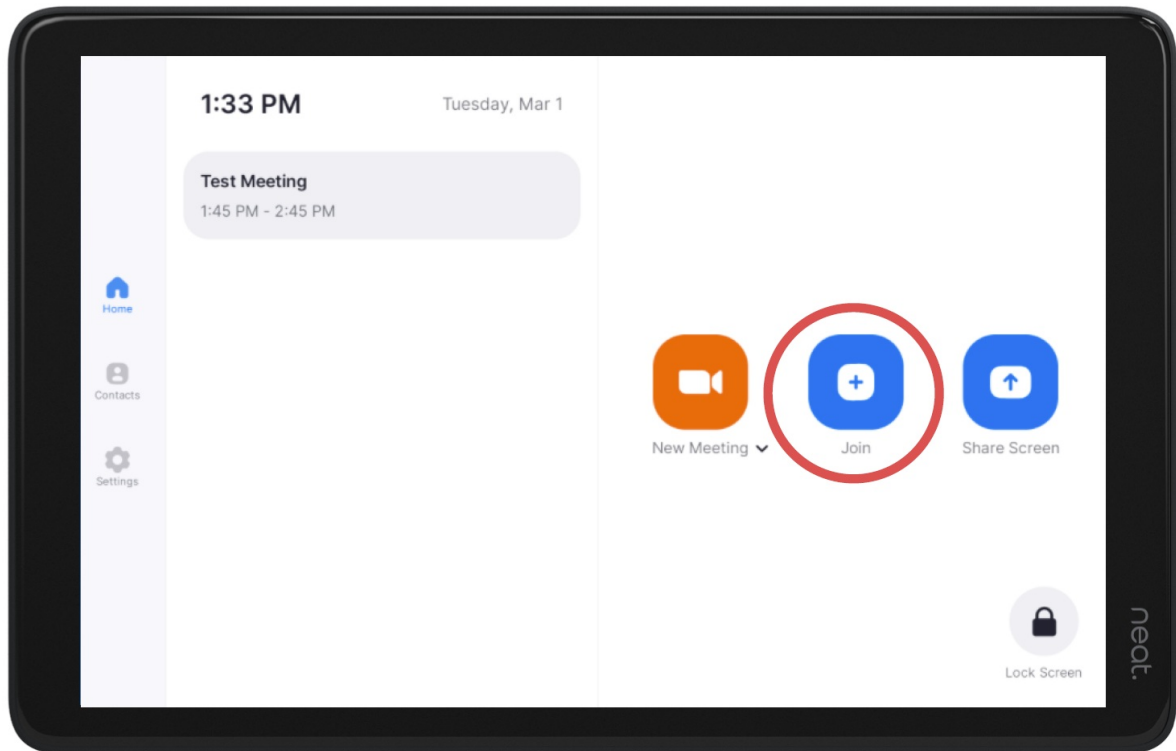
Upcoming Alert for a Scheduled Meeting

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

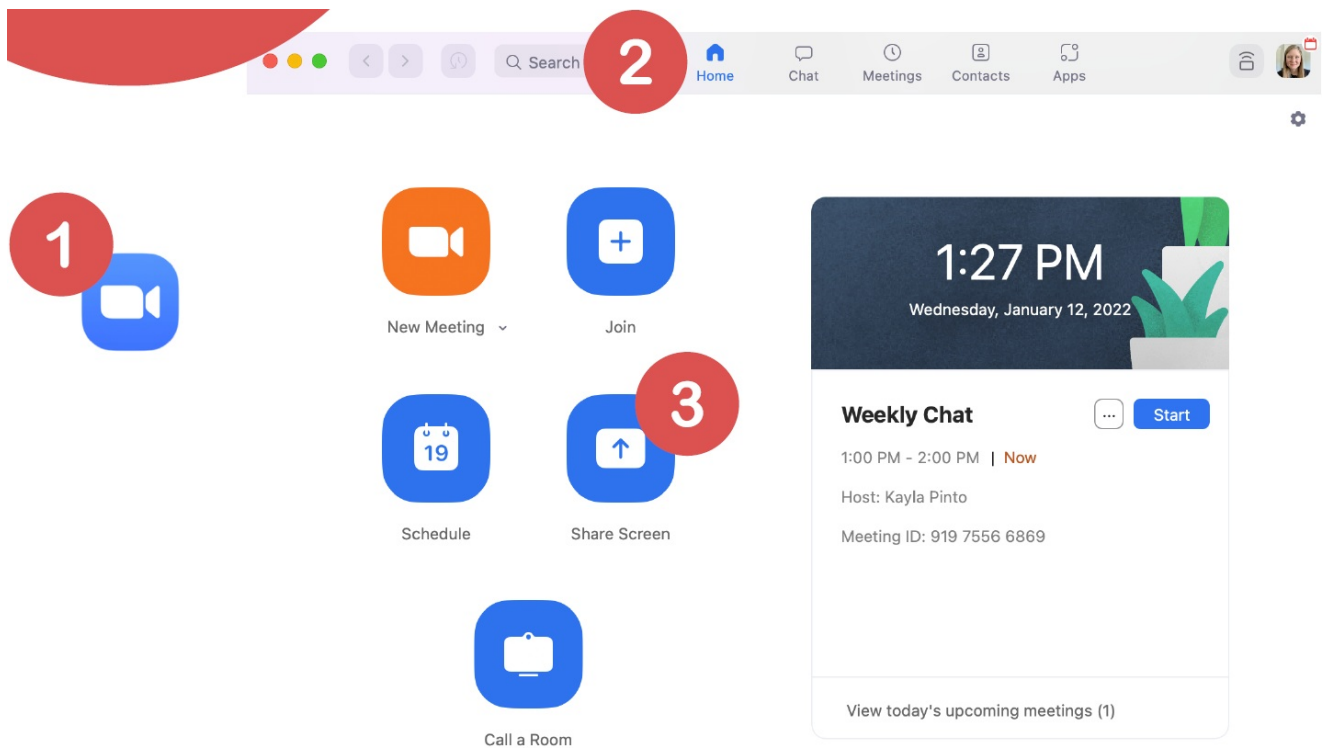
1. Select Join on the menu.
2. Enter your Zoom Meeting ID (which you will find in your meeting invite).
3. Press Join on the screen.
 1. If the meeting has a Meeting Passcode, a pop-up window will appear. Enter the Meeting Passcode and press OK.



Screen Sharing

One-Click Direct Share

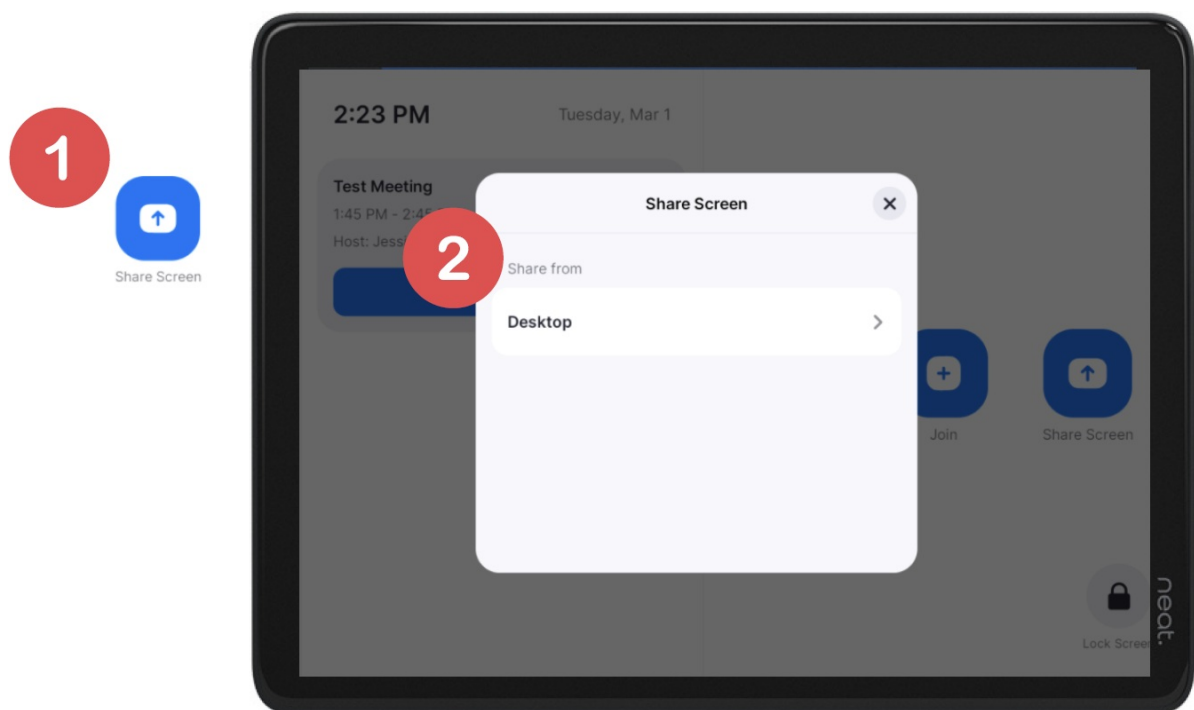
1. Open your Zoom desktop app
2. Click on the Home button on the top left.
3. Press the Share Screen button & you will directly share with your desktop on your in room screen.



Share 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.



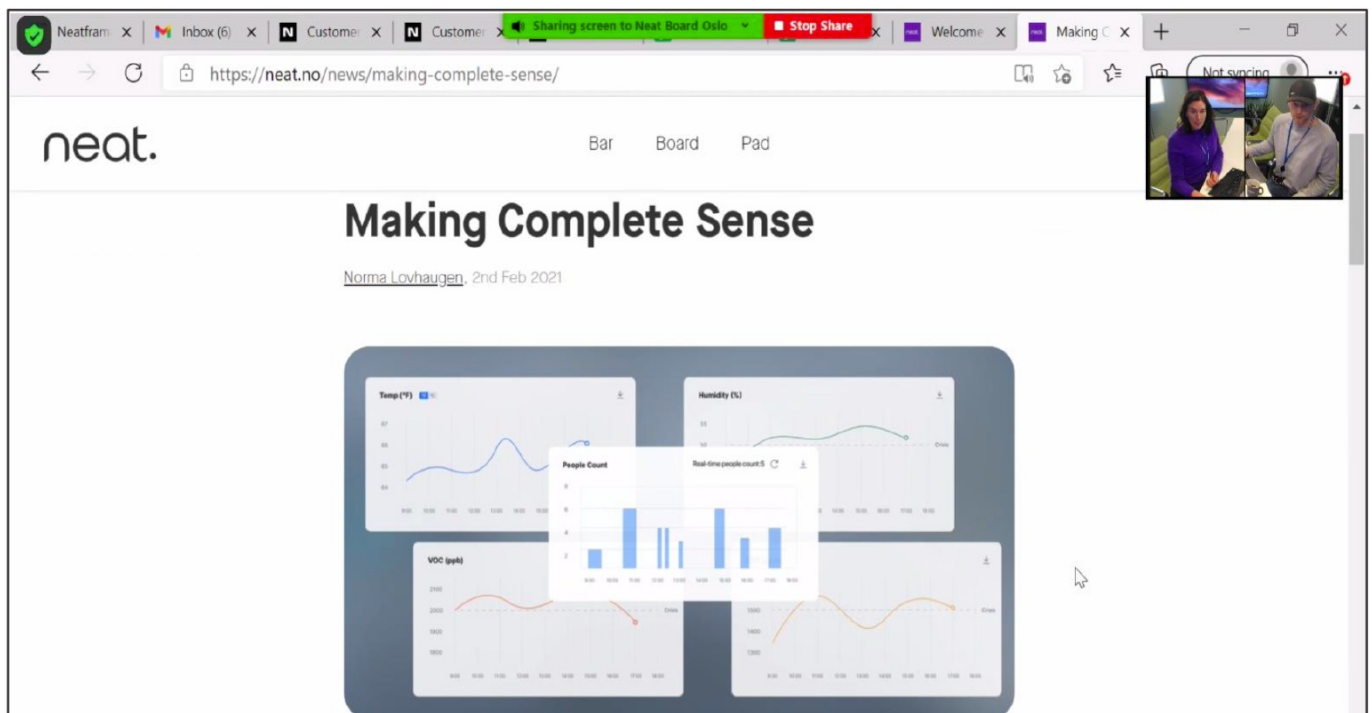
Sharing within a Zoom meeting:

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 in a Zoom Meeting



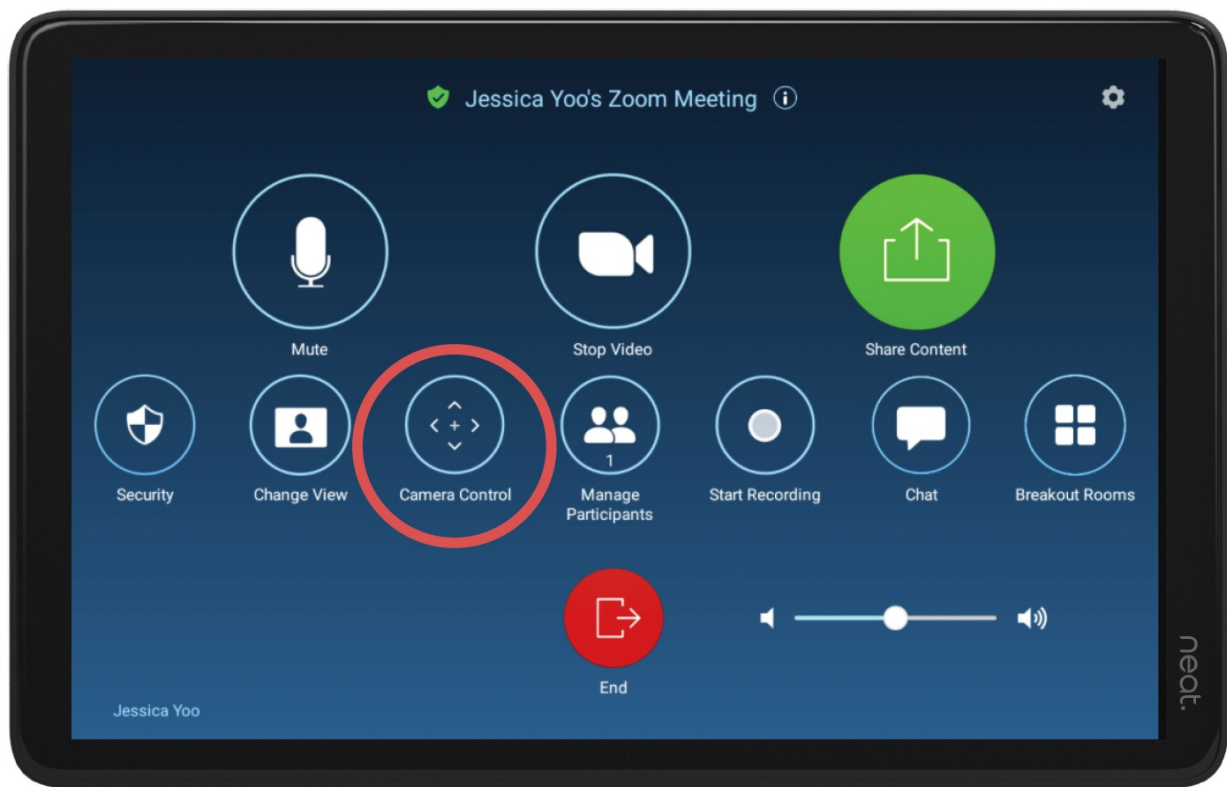
Neat Pad In-Meeting Controls



Camera Controls

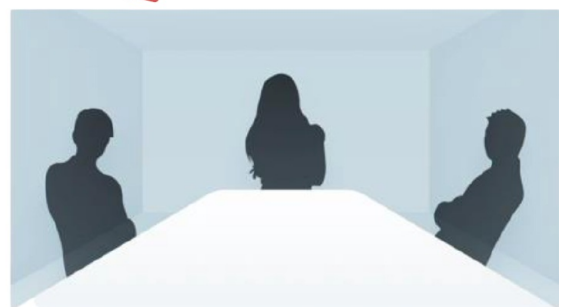
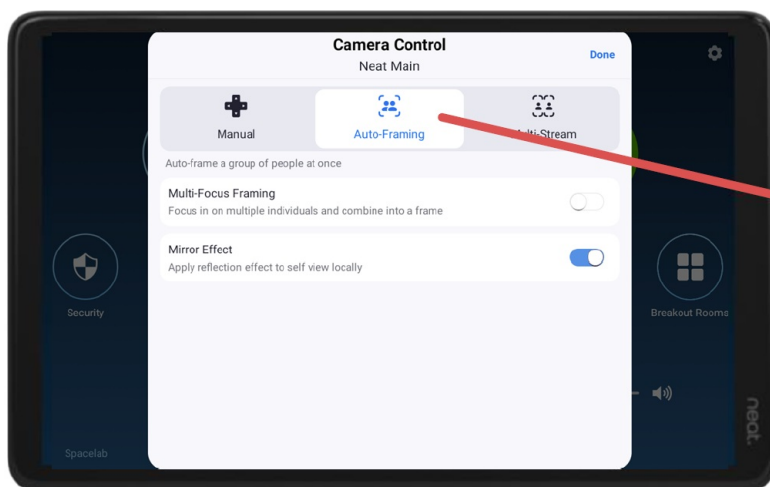
How to Maneuver Between the Various Camera Control Options

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)

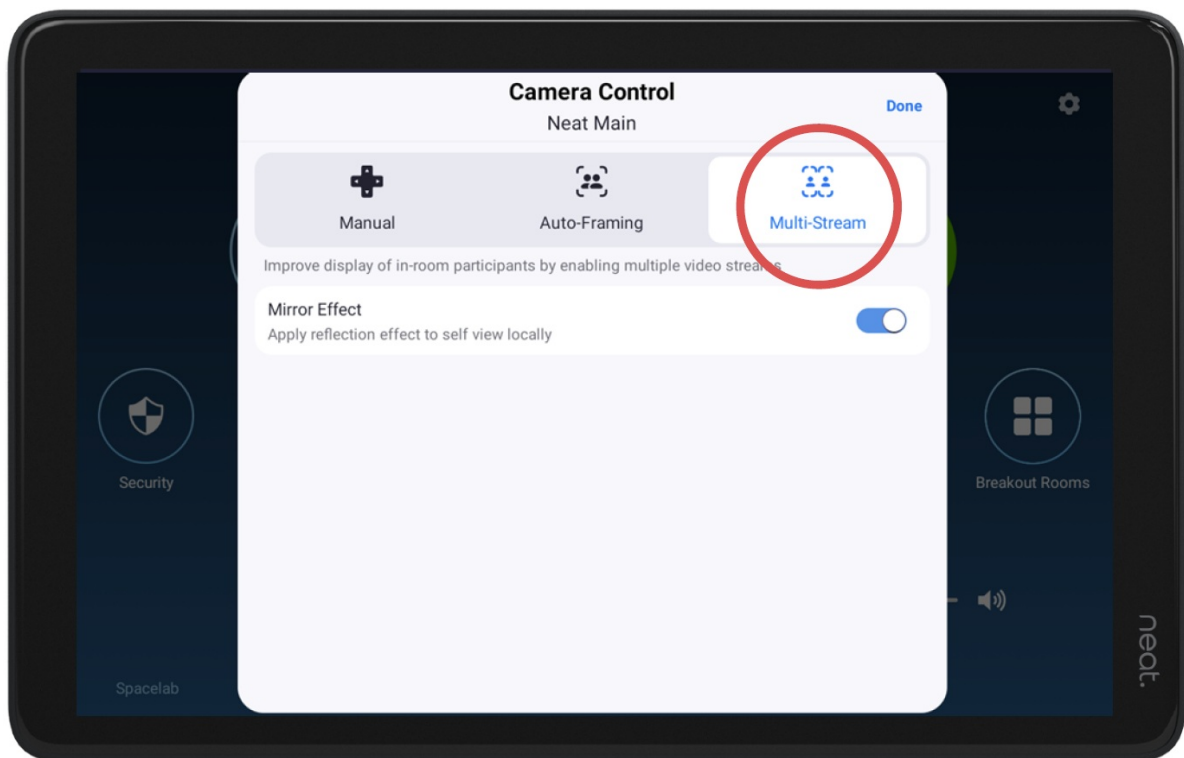
Neat Symmetry takes Auto-Framing to the next level. When there are meeting participants in a room, Neat Symmetry zooms in on people at the back and shows them in equal proportion to participants at the front. Furthermore, Neat Symmetry allows the camera to automatically follow each framed-participant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



Multi-Focus Framing in Gallery View.

Option 3: Multi-Stream

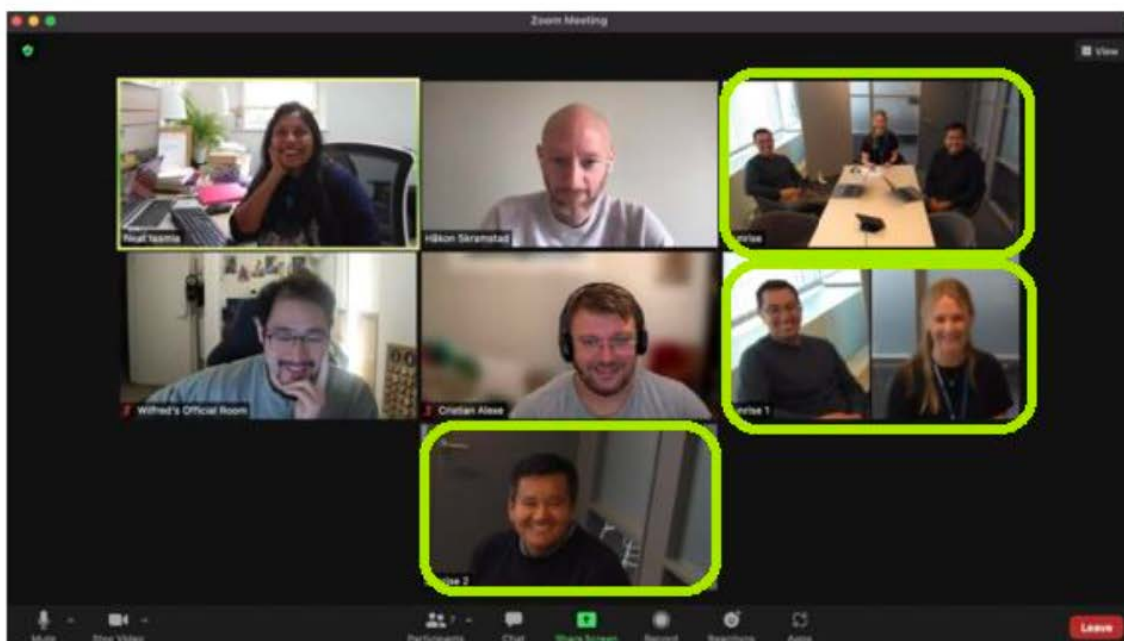
If there are two or more participants in the meeting room, the Multi-Stream feature provides a new experience for the remote participants in the meeting room.



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).



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

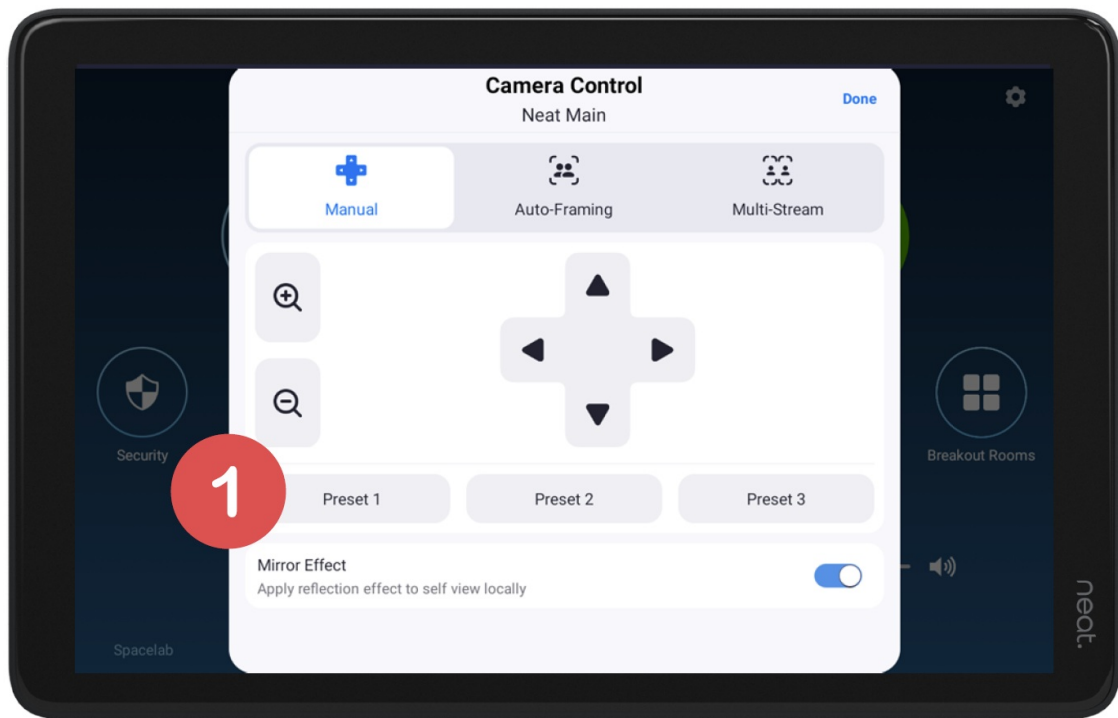


Multi-Stream with three participants in the meeting room, viewed over three frames in Gallery View.

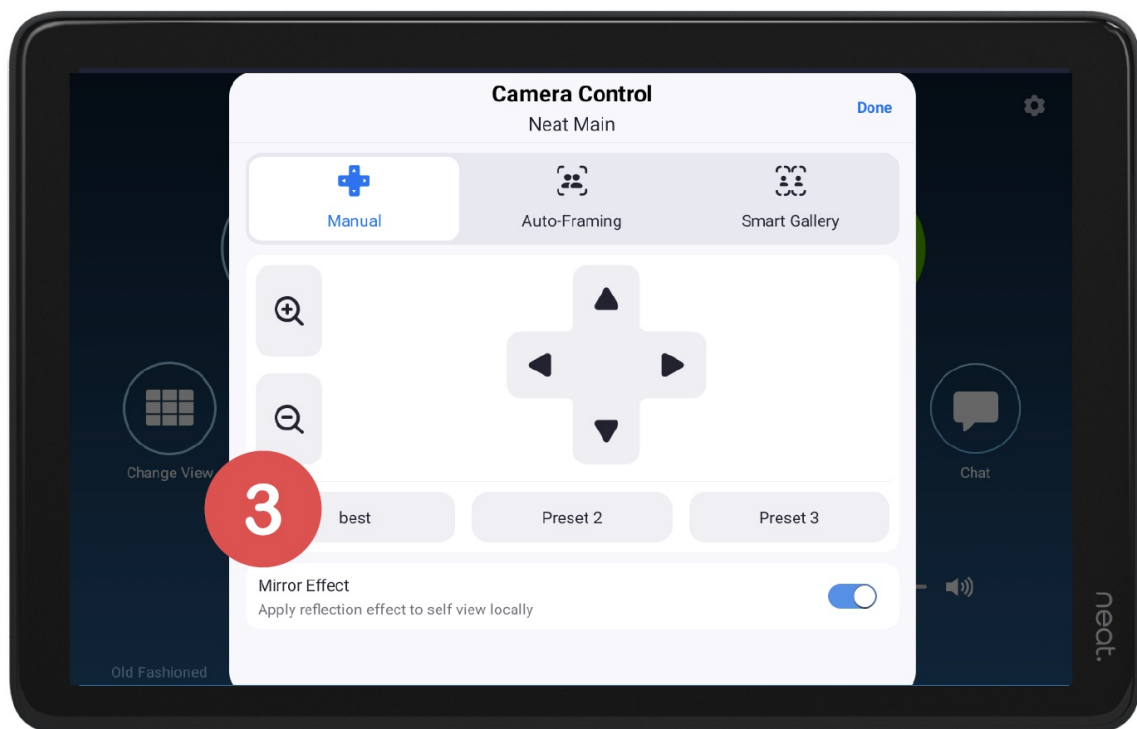
Option 4: Manual

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.



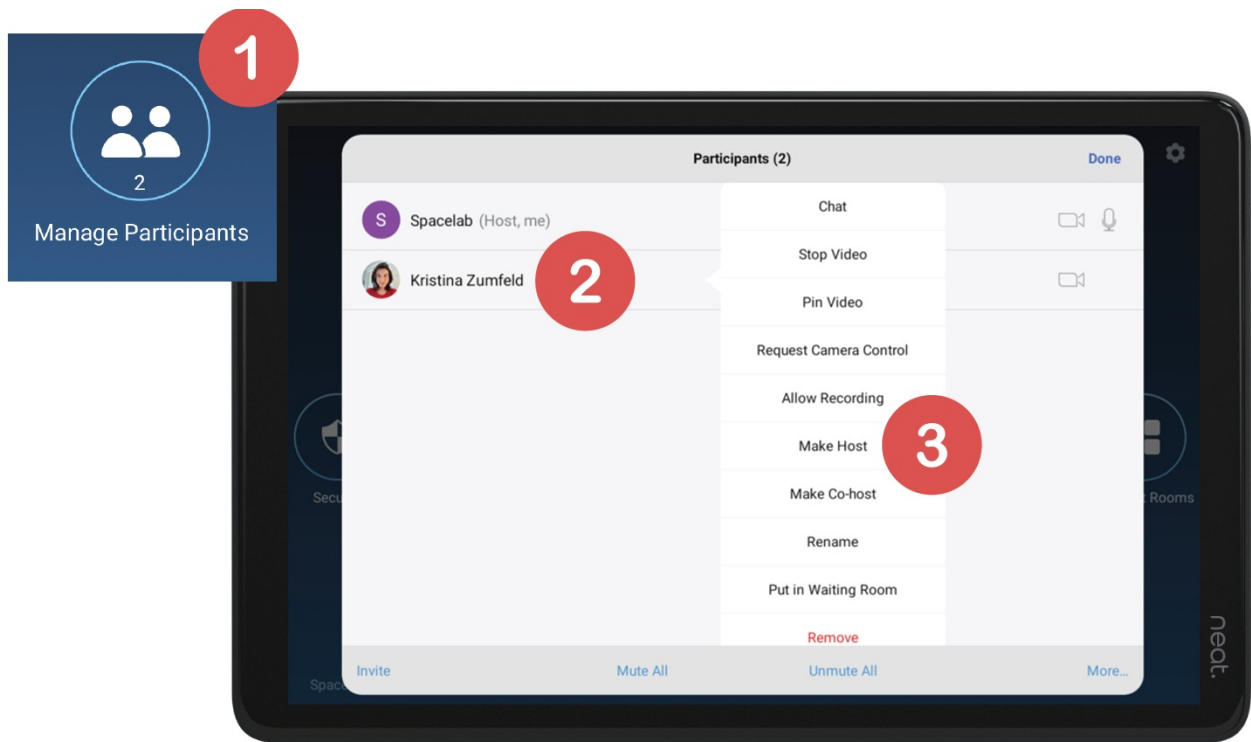
3. Hold the Preset 1 button again, select Rename and give your preset a name. Here, we chose the preset name: best.
4. You can take the same action for Preset 2 & Preset 3.



Managing the Meeting

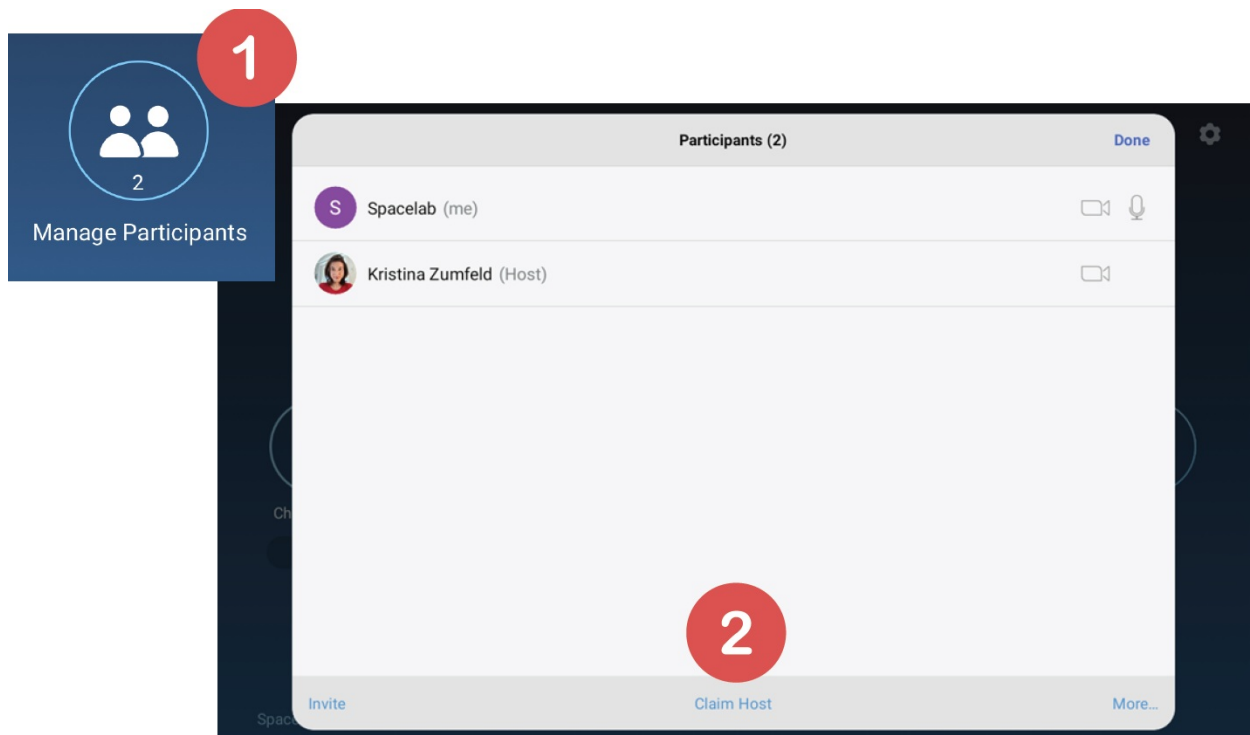
How to Manage Participants and Change Hosts

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.



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.



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](https://zoom.us).

