Neat Board Guide

Overview of Equipment

The Neat Board is an all-in-one meeting device used in conjunction with Zoom. It is a touch screen display that incorporates a camera, microphone and speakers. A touch stylus is also stored at the base of the board.

Setting up the Neat Board

1. Plug the power cord into the wall outlet. The board will power up in seconds.
2. If an account is already signed in, Choose "More" → Settings → General → Sign-out → Sign-In
3. Login with your email address.
4. Join/Start Meeting.
5. **Scheduled meetings** will appear on the left column. Select the meeting and choose "Start."
6. **Unscheduled meetings** can be entered by selecting, "Join." → Enter Zoom ID → Join → (if applicable: Enter Meeting Passcode)
7. To share your screen during the meeting, open the Zoom app on your computer/phone.
8. Choose the Home widget → Select "Share Screen" icon
9. When the Zoom meeting is over, log out of your Zoom account ("More" → Settings → General → Sign-out).
10. Unplug the Neat Board to turn it off.

Tips for using the Neat Board

- The **speaker volume** is adjustable. Turning it down may assist with minimizing echo feedback. To change the speaker volume during the Zoom session, choose the "More" option (...) at the bottom of the screen.
- Turn on "Auto-Framing" for **meeting quality**. To choose this option, choose the "More" option (...) at the bottom of the screen→ Camera Control→ Auto-Framing →Toggle on "Multi-focus Framing" features.

For further assistance on **setting up Zoom** with the Neat Board, please visit:

https://storage.googleapis.com/cdn-stories.neat.no/1/2022/08/Neat-ZR-Board-Guide.pdf

For further assistance on **additional features** of the Neat Board (ie Neat Pad & Whiteboard), please visit:

https://support.neat.no/wp-content/uploads/2021/02/Neat-Board-Guide.pdf

(Zoom Set-Up)

(Additional Features)