

Neat Bar Pro & Neat Pad Guide

Overview of Equipment

The Neat Bar Pro and Neat Pad are meeting devices used in conjunction with Zoom. The Neat Pad controls the Zoom functions like a computer. The Neat Bar is an external camera, speaker and microphone.

Using the Samsung Monitors

1. Remove the “Syantek” remote from the holder on the wall and turn on 1, 2 & 3.

Using the Neat Pad

1. Using the ethernet cable provided, plug the Neat Pad tablet into the data port on the wall under the mini-split HVAC unit labeled “Neat Pad.”
2. If another account is already signed in, select “Settings” → “General” → “Sign out.”
3. Sign into the Zoom account where the meeting is scheduled using “Email”.
4. On the left-hand column, you can choose from the list of scheduled Zoom Meetings. Select “Start” to begin.
5. To **enter a meeting**, select “Join” → “Enter passcode.”
6. To **obtain the meeting** ID for others after you have joined a meeting, select “Invite” → Email
 - a. Read the meeting ID number in the invite or enter an email address field and choose “Send.”
7. To **admit participants**, select “Participants,” and choose the blue “Admit” option. If you want to edit any of the participants’ privileges, tap on their name and the selection menu will pop up.
 - a. You may unmute/mute participants in this window as well.
8. When finished with your meeting, please sign out. Select “Settings” → “General” → “Sign out.”

Note: To adjust the camera, select “Camera Control.” Select “Auto-Framing” and turn on “Multifocus Framing” so the Neat device can individually frame each participant and place them side-by-side. This may assist remote participants with identifying and hearing speakers from the group present in person.

Powering Off All Devices

Turn off 1, 2 & 3 on the “Syantek” remote and return the holder on the wall. Unplug the Neat pad and return to storage.

For further information on using the Neat Pad, please visit: <https://storage.googleapis.com/cdn-stories.neat.no/1/2022/08/Neat-ZR-Controller-Guide-5.10.pdf>



(Neat Pad guide)