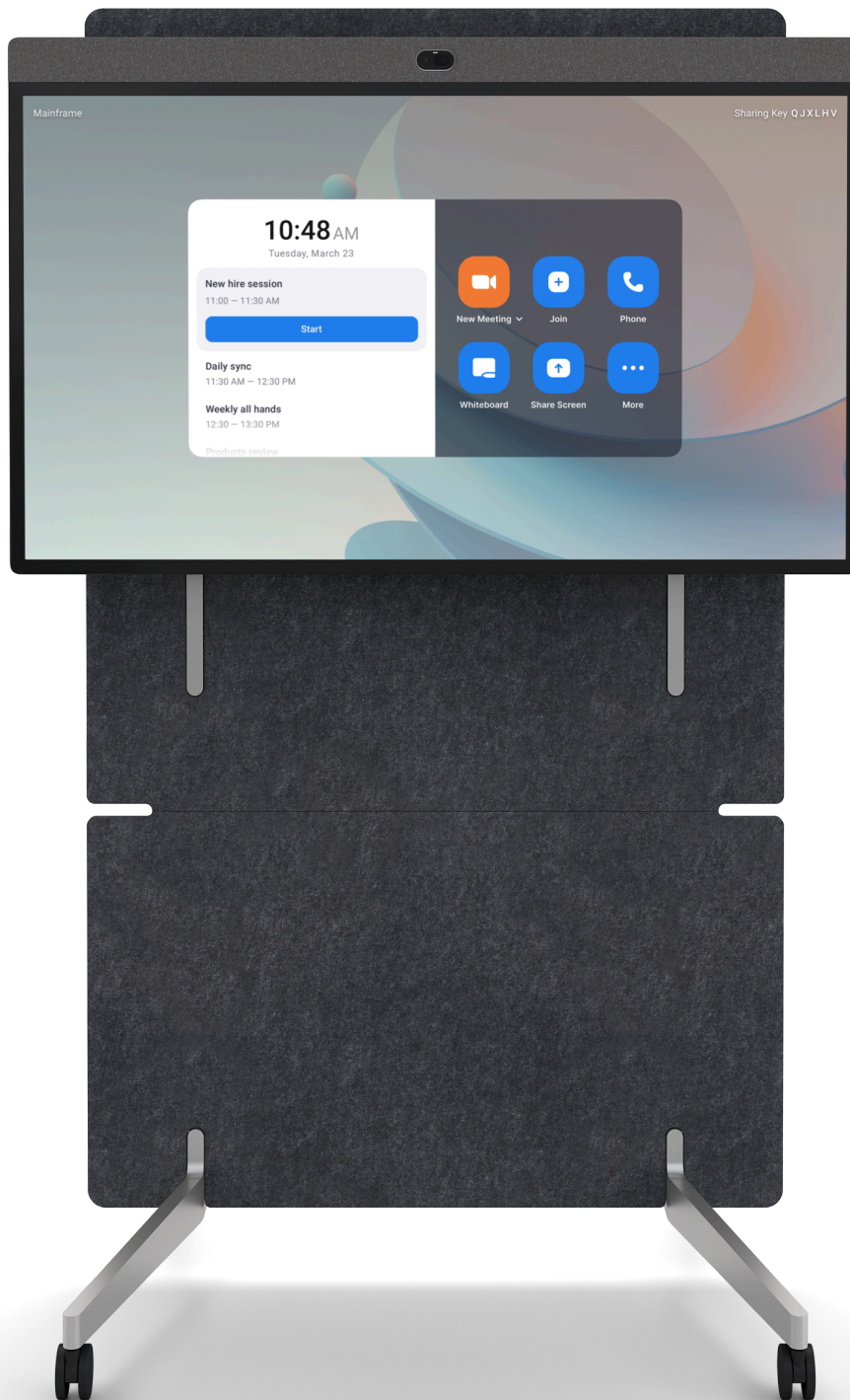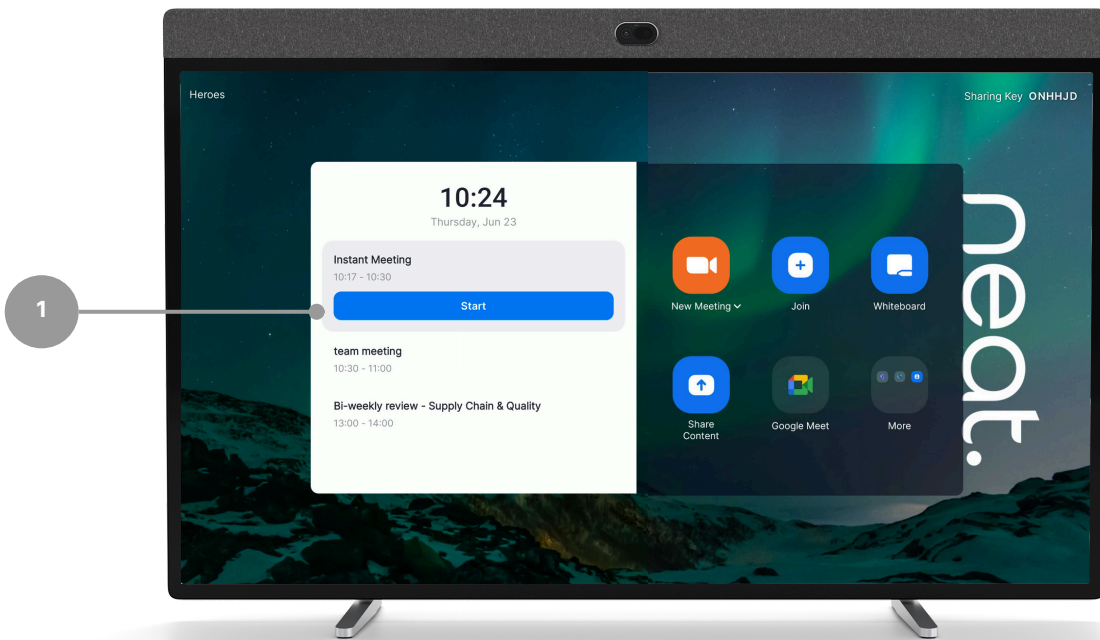# Neat Board 50

User guide
For Zoom
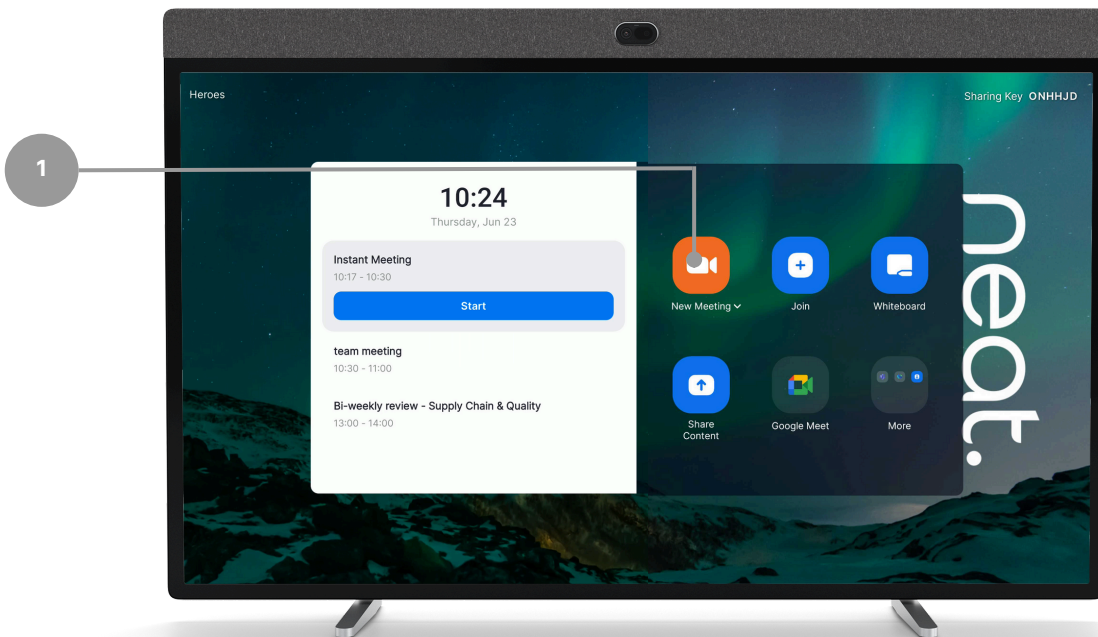
How to start a scheduled meeting

1. Your scheduled meeting will automatically appear on the home screen - tap Start to start your meeting.

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How to start an instant meeting

1. Select New Meeting on Neat Board 50 home screen.
2. Select/invite other rooms or people if needed.
3. Press Meet Now.

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Joining from Neat Board 50 with a meeting ID

1. Select Join.
2. Enter your Zoom meeting ID (found in the meeting invite).
3. Press Join on the screen.
4. If the meeting has a meeting passcode, a pop-up window will appear. Enter the meeting passcode and press OK.
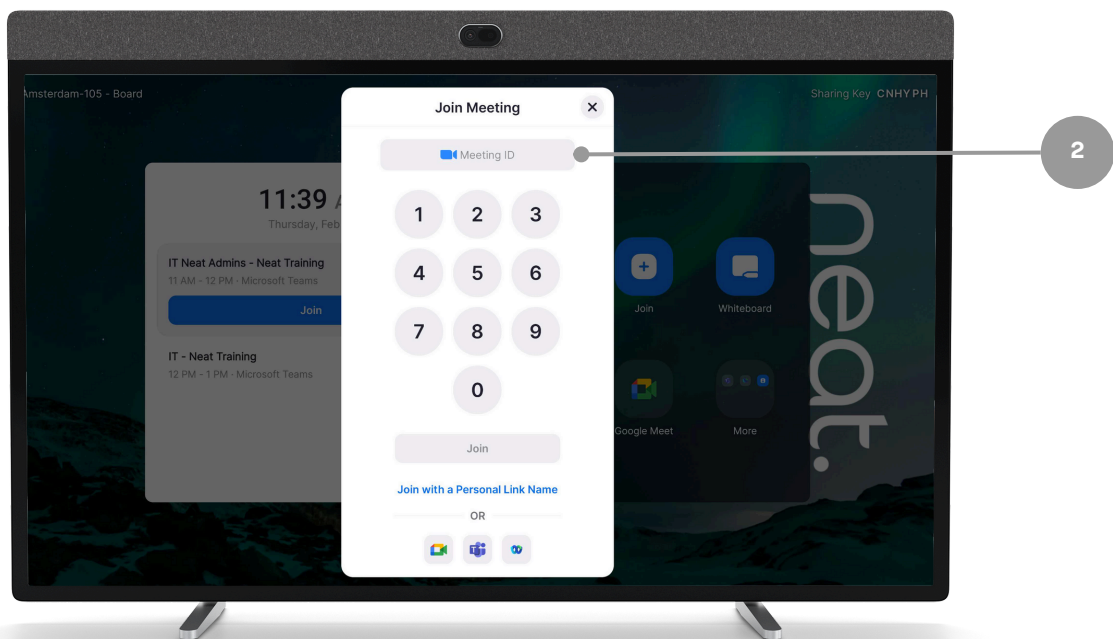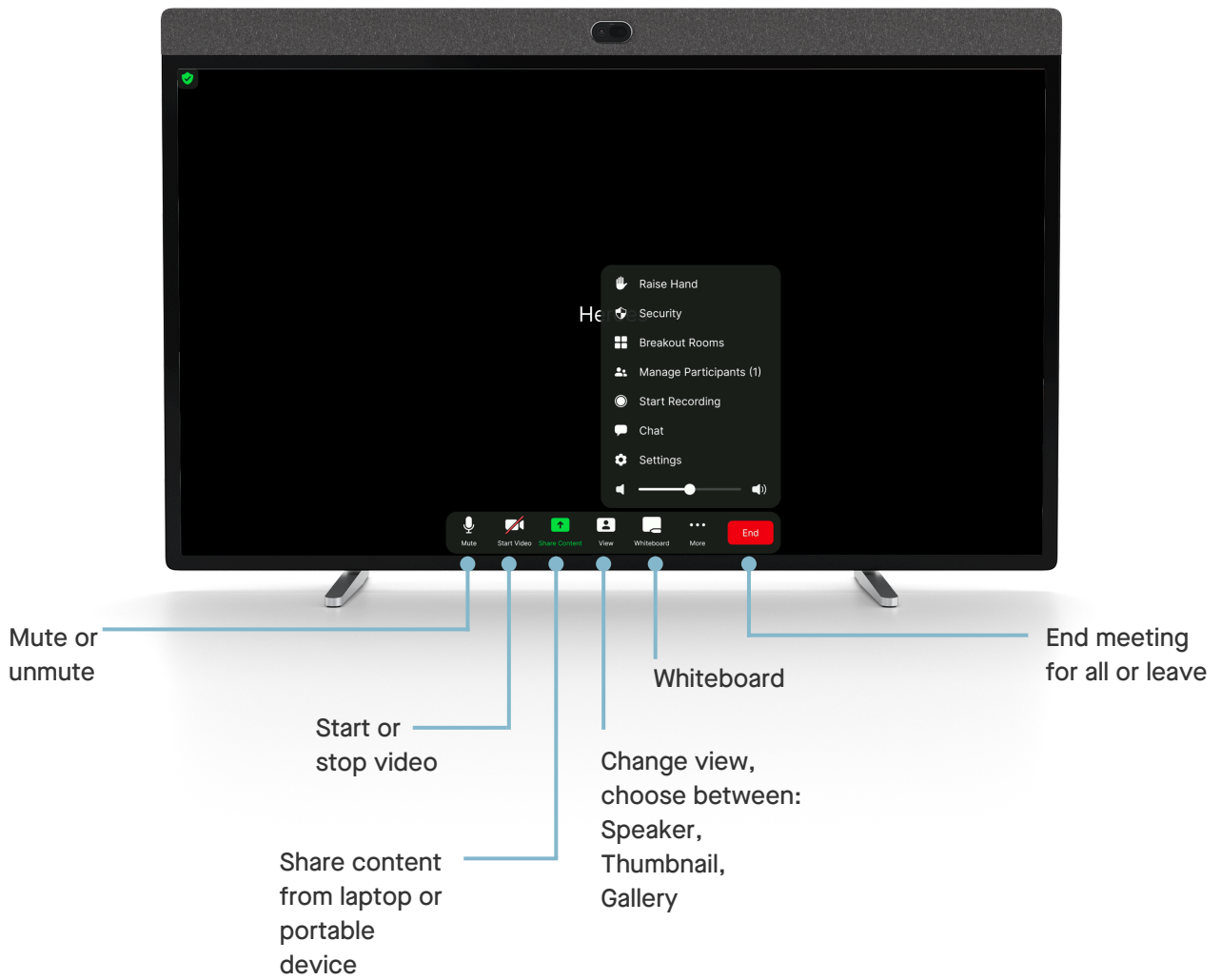

Direct Guest Join (DGJ) allows Zoom Rooms to join Google Meet, Microsoft Teams, and Webex meetings without the need for additional infrastructure or licensing.

Utilize the DGJ application buttons on the home screen or the icons from the "Join" screen by entering the aligned meeting ID.

DGJ application buttons on the home screen must be enabled within the Zoom admin settings.

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Neat Board 50 controls

Raise Hand
Security
Breakout Rooms
Manage Participants (1)
Start Recording
Chat
Settings

Mute Start Video Share Content View Whiteboard More End

Mute or
unmute

Start or
stop video

Share content
from laptop or
portable
device

Change view,
choose between:
Speaker,
Thumbnail,
Gallery

Whiteboard

End meeting
for all or leave
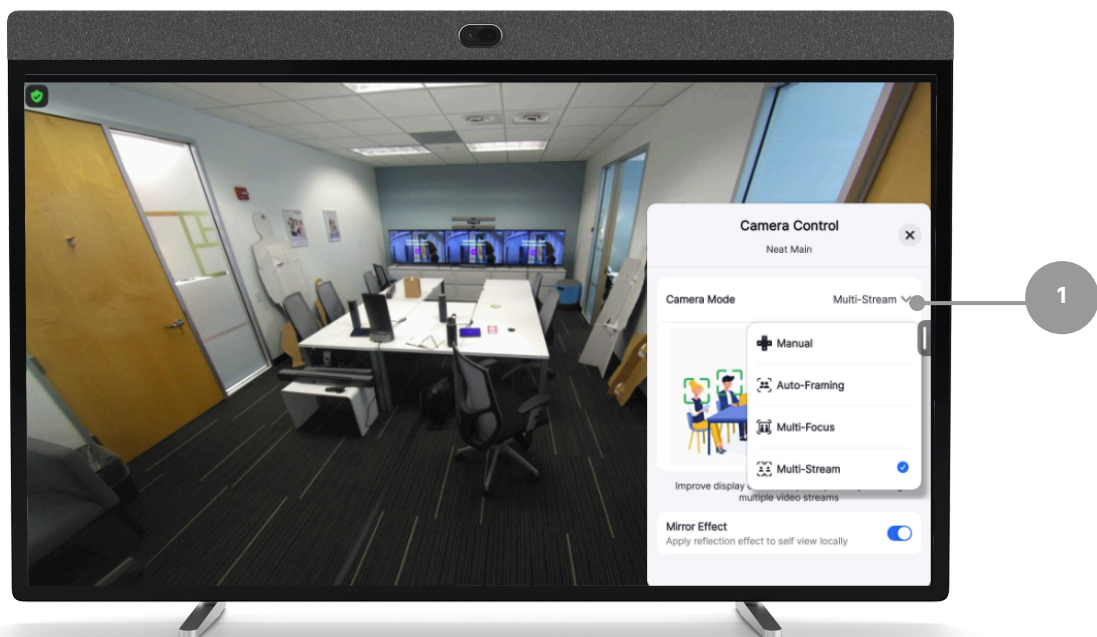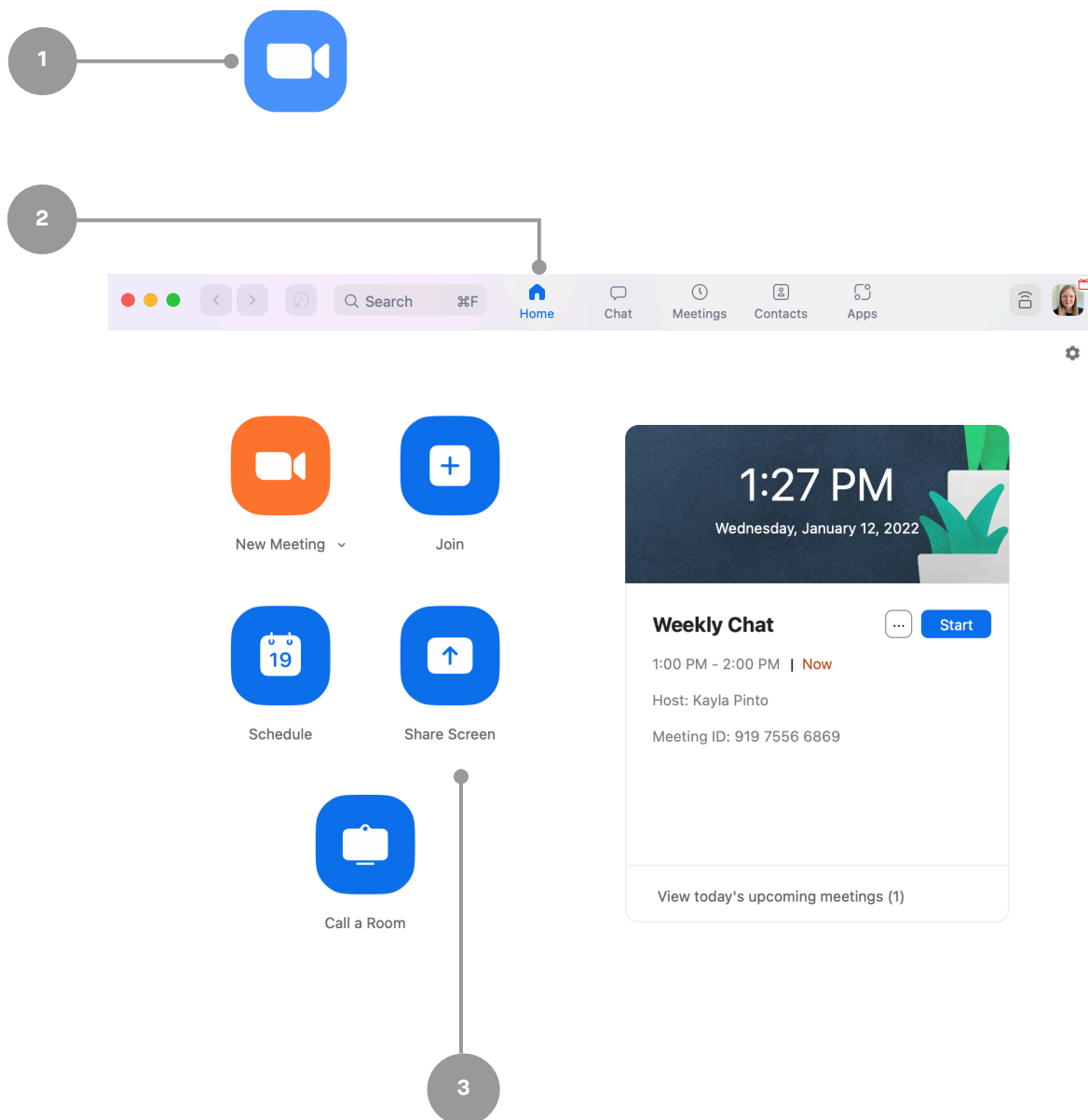
Camera controls

Camera control options can be used to help remote participants to have a better view of in meeting participants

1. Select Camera Mode menu
2. Toggle through the menu to select preferred camera option

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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.

1

2

| ● ● ● ‹ › ↺ | Q Search ⌘F | 🏠 Home | 💬 Chat | 🕐 Meetings | 👤 Contacts | Apps | |

⚙

New Meeting ⌄

Join

Schedule

Share Screen

Call a Room

3

1:27 PM
Wednesday, January 12, 2022

Weekly Chat   ⋯   Start
1:00 PM - 2:00 PM | Now
Host: Kayla Pinto
Meeting ID: 919 7556 6869

View today's upcoming meetings (1)

Sharing with a key

Sharing <u>outside</u> of a Zoom meeting:

1. Press Share Content and a pop-up with the sharing key will appear.
2. Tap Share Screen on personal device Zoom app, a Share Screen pop-up will appear.
3. Enter the sharing key & press Share.

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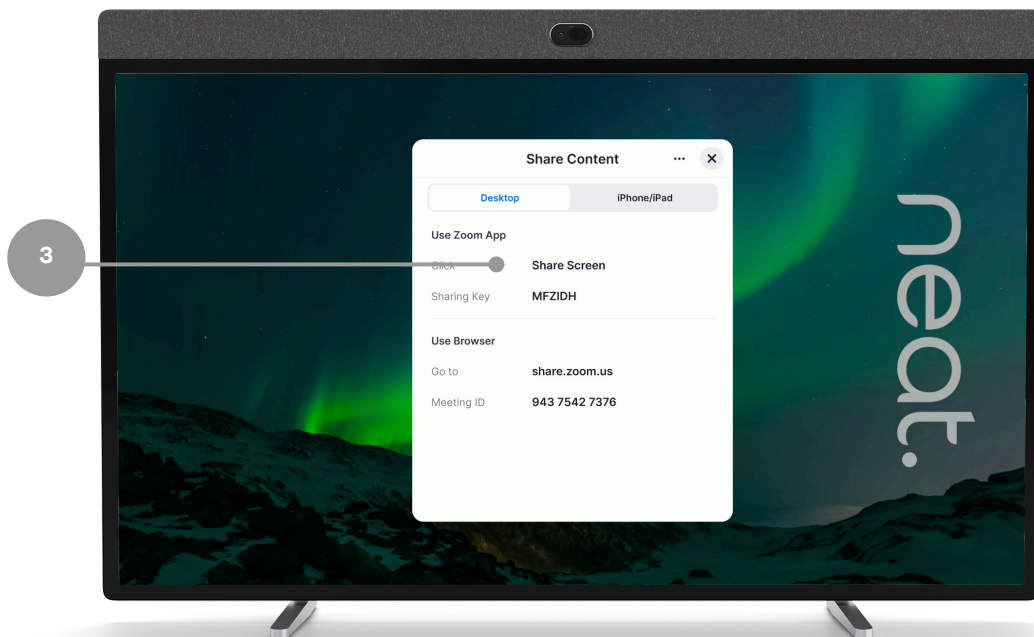
Sharing with a key
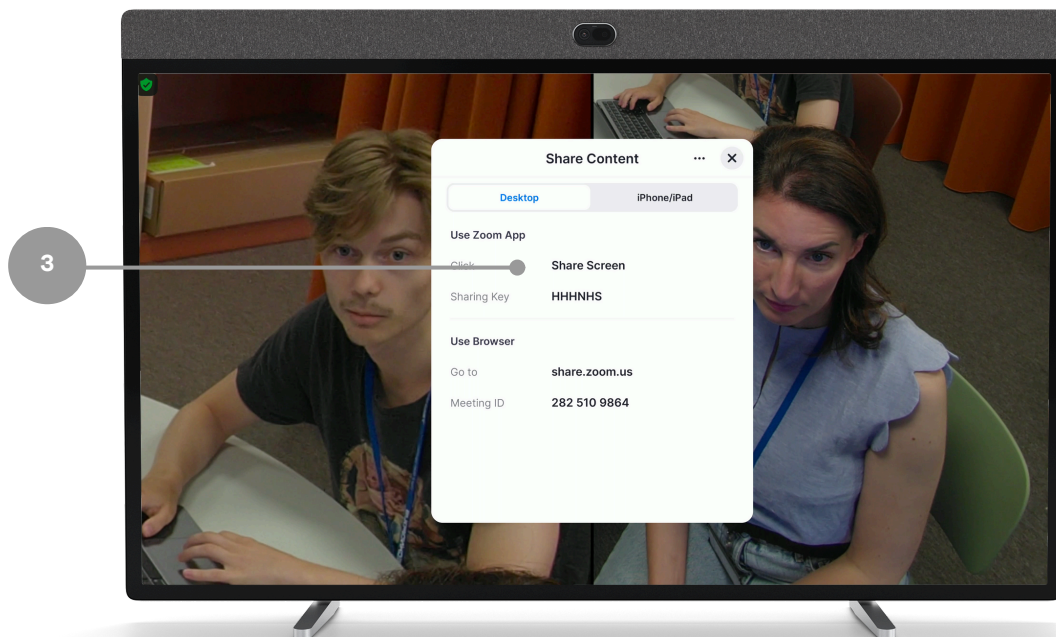
Sharing <u>within</u> a Zoom meeting:

1. Press Share Content and a pop-up with the sharing key will appear.
2. Tap Share Screen on personal device Zoom app, a share screen pop-up will appear.
3. Enter the sharing key & press Share.

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Whiteboarding

Templates

Insert shapes

Select tool

Select line thickness

Export to save or
share to contact,
email, or channel.

Insert lines or arrows

Insert text

Untitled

Version History

View

Export

Report

Lock Board

StickyNote

Neat

Go back a step

Go forward a step

Who can see what you share here

100%

New whiteboard page

Erase   Move toolbar

Insert table, chart, mind
map, kanban or card