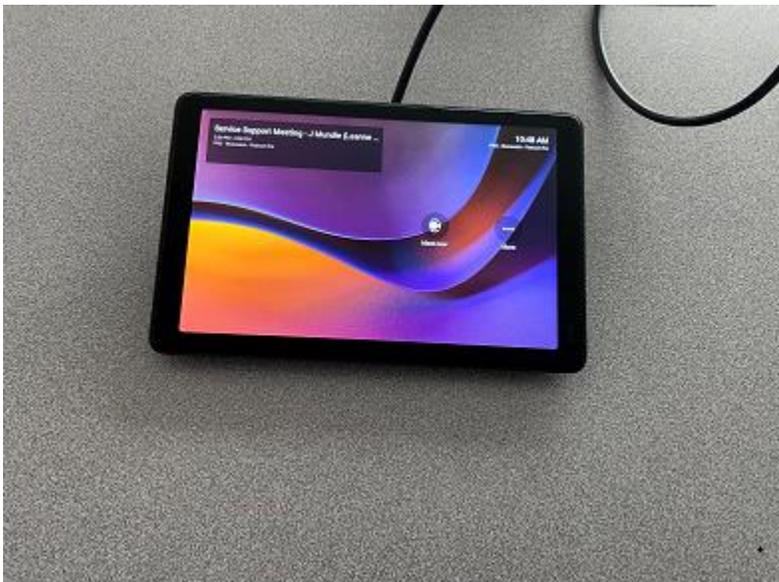




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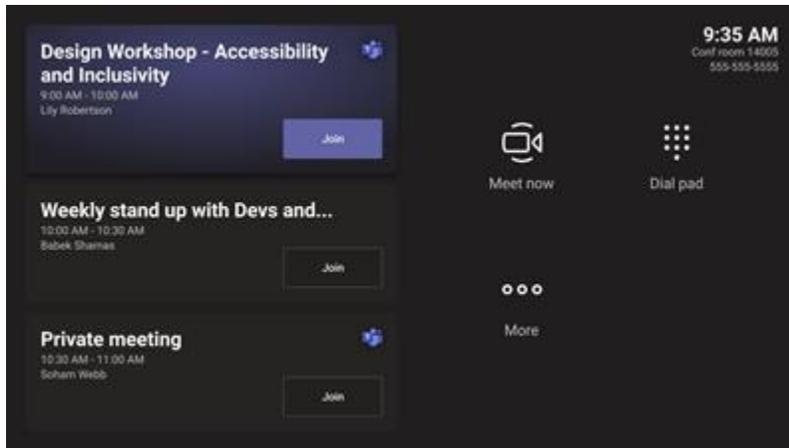
## How To: Use Conference control Pad

Locate the device in the room, on the table or at the front where the screens are.



### Main Screen

Here is an example screen-print of a NEAT touch pad. Yours may look a little different.



Upcoming booked meetings are shown on the left. Join a meeting by pressing the “Join” button.



You can start a meeting by clicking “Meet now” and inviting people from a list (they will receive a call in Teams).



The top right-hand corner shows the time, but also includes the room name. Make sure to include this room name if you require assistance.



Click here for additional options. You may see options for “Meet now,” “Share,” “Feedback,” and “Settings.”

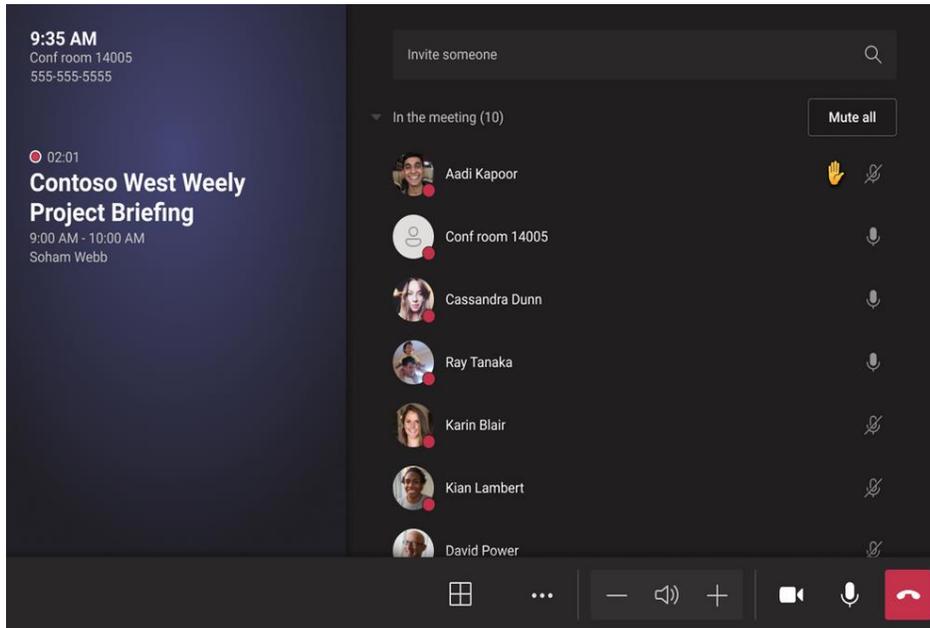


Click on this to share your screen. Note that you need to have the HDMI cable plugged into your laptop and be sure to check current presentation mode (Windows key + P).

Note: Not pictured in image above.

## In a Meeting

Please note your Teams Room pad may look slightly different.



Press the red phone icon to leave the meeting on the Teams Room.



Press the “-” and “+” icons to reduce and increase volume, respectively.



Click on the camera to turn off the Teams Room’s camera (and again to turn it on). Likewise, click the microphone to mute the Teams Room (and again to unmute it).



(Not pictured in image above) Click on this to share your screen. Note that you need to have the HDMI cable plugged into your laptop and be sure to check current presentation mode (Windows key + P).



Click here to select a different gallery option. Please note there may be no other options.



These symbols indicate muted/not muted status for each participant.



Type in a name or email address here to invite someone to the Teams meeting.

If assistance is required, please contact Telehealth at (250) 645-3450, or [telehealth@northernhealth.ca](mailto:telehealth@northernhealth.ca).