

Neat Bar and Neat Pad User Guide with Zoom Room

Overview of department Meeting Rooms

The majority of [Chemistry and Biochemistry meeting spaces](#) are equipped with technology and can be reserved via the [Booking System resource scheduler](#).



Booking and equipment check-in policies are listed in the notes section of each meeting space on the resource scheduler. Please read and familiarize yourself with these policies and other meeting space reservation guidelines. Your booking is incomplete until you receive an email confirmation from the system. If you have a very urgent request, such as a late booking (less than 24 hours' advance notice), please send an email to chem-booking@umd.edu.

Portable projectors, laptops, and Meeting OWL video conferencing devices can be checked out from the admin office in room 1526.

All meeting rooms are kept locked. Wing 1 rooms use BlueDiamond technology for entry, while all other rooms, including CHEM-1150 (Sandra C. Greer Seminar Room), are accessed with keys. Access to these rooms can be arranged through the admin office.

A list of current meeting spaces can be found [on this page](#). In Wing 1, CHEM-1101, CHEM-1106, CHEM-1150, CHEM-2106, and CHEM-3108 are equipped with Neat Bars and Neat Pads.

Core Zoom Room Functions and Tasks

Each Neat Bar is activated with its own Zoom Room Meeting ID and acts as the de facto "host" for Zoom sessions initiated on the device. The device Meeting ID can be viewed by tapping "Settings" on the tabletop Neat Pad. You can begin a meeting on the Neat Pad with anyone who has a UMD Zoom account by searching Contacts and then starting the meeting.

- [Start or join a meeting from a Zoom Room](#)
- [Join a Zoom Room Meeting Using the Desktop Client](#)
- [Join a Zoom Room meeting using an iOS device](#)
- [Invite Others to Join a Zoom Meeting from a Zoom Room](#)

Using Neat Bar Smart Features

The Neat Bar activates when someone enters the room and automatically turns on the meeting room monitor. You can then announce, "Hello Zoom, start a meeting," followed by the Meeting ID after the prompt to connect to a remote Zoom session.

How to Share Your Screen and Host Zoom Meetings Using the Neat Bar

Wireless Screen Sharing without on device Zoom Meeting

1. Open the Zoom app on your device (laptop or tablet).
2. Select the "Share Screen" option to wirelessly share your display with the room monitor.
Note: This method is for **screen sharing only** and does not allow you to start a Zoom meeting from your device.

Wired Screen Sharing with or without on device Zoom Meeting

If you prefer to use cables, follow these steps:

1. Do not connect **your own cables** directly to the TV. Use the provided HDMI and USB-A inputs instead. A USB-C to USB-A dongle adapter might be needed.
2. To start a Zoom meeting from your laptop:
 - Ensure the TV monitor is displaying the Zoom Workplace screen.
 - First, connect the USB-A cable to your laptop to activate the Neat Bar camera display controls.
3. Then, connect the HDMI cable to your laptop. The Neat Bar will automatically function as the default camera and microphone for your Zoom meeting. For supplemental information, see "[Ways to Screen Share in a Zoom Room.](#)"

Co-Hosting a Meeting with Zoom Room

This method also allows you to use the in-room camera and microphone. Use the remote control icon on the Zoom app to pair with the Neat Bar, then start the meeting from the Zoom application on your computer. The application will ask you if you would like to use the Zoom Room.

- Open the zoom application from your computer.
- In the upper right corner of the zoom window, you'll see an icon that looks like the image to the right. Click on that icon and the computer will now act like a remote control.
- Start the meeting from the Zoom application on the computer. The application will ask you if you would like to use the neat room. Choose this option



Releasing the Room

The Neat Bar automatically releases the room and ends the session when you leave.