Neat Board can either be controlled via Neat Pad (1) on your meeting room table or via the touch screen on Neat Board (2).
(1) Neat Pad Controls

Start or stop video.

Meeting info for joining by laptop or phone.

Mute or unmute in meeting.

Mic, speaker & camera settings.

Share your laptop or portable device.

Lock Meeting. | Enable Waiting Room.

View meeting chat.

Change from speaker to thumbnail to gallery view.

Record your meeting.

Zoom & pan the camera.

End meeting for all or leave.

Invite others into your meeting. | Mute or unmute participants.
(2) Neat Board Controls

Home Screen

12:18
Fri, Feb 05

Start a Zoom meeting.
Join a Zoom meeting.
Make a phone call.
Meet with other people or conference rooms.

Open a whiteboard & annotate.
Share outside of a Zoom meeting.

In-meeting Controls

Adjust camera or toggle auto-framing.
Invite others | mute/unmute others | transfer host rights.
Record meeting.
Chat with other meeting participants.
Adjust volume.
Mute/unmute microphone.
Stop/resume sending video.
Share from laptop.
Select thumbnail, speaker or gallery view.
Open a whiteboard.
End meeting for all or leave.
One-click direct share within and outside of a Zoom meeting

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 your desktop on Neat Board.

In case you experience difficulties with one-click direct share, follow those steps:

1. Select Share Screen from your in-meeting menu or Share Content from Neat Board home screen & a pop-up with the sharing key will appear.
2. Tap Share screen on Zoom app, a Share Screen pop-up will appear.
3. Enter the sharing key & press Share.
Desktop sharing in a Zoom meeting

Desktop sharing outside of a Zoom meeting
Annotation tools will automatically appear when tabbing on the left side of Neat Board screen.

Annotate on Whiteboard.

- **Draw.**
- **Erase.**
- **Change colour.**
- **Go a step back.**
- **Delete whiteboard.**
- **Change to a black background.**
- **Add another whiteboard.**
- **Switch to another whiteboard if you have created more than one.**
- **Share whiteboard.**

Select smart recognition & line thickness.
Send Whiteboard via Zoom chat or email.