Neat Pad

Scheduler user guide
For Zoom

Room status indicators

When a meeting is booked via a calendar app or booking platform, the scheduled meeting will be listed on the home screen of Neat Pad.

1. Room is booked when the status bar and light are red.
2. Room is available when the status bar and light are green.

Reserve and cancel the room from Neat Pad

1. Select Reserve from the bottom right corner of the scheduler.
   a. Choose the time.
   b. Select the meeting name.
   c. Add participants.
2. Click Reserve.
3. To cancel a reservation tap the meeting name and click delete.