# Neat Pad
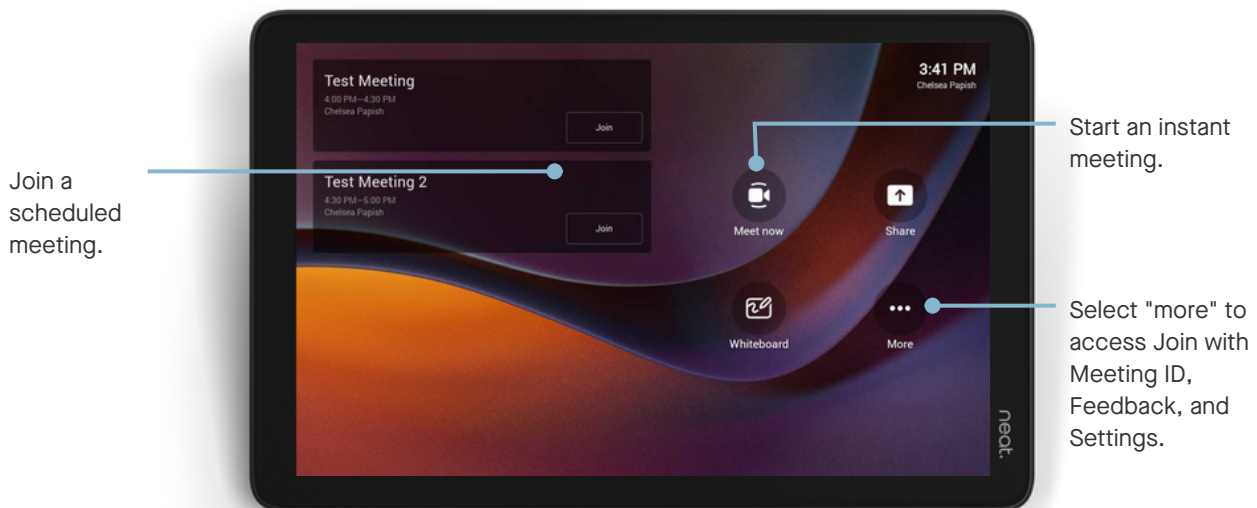
## Console quick start guide for Microsoft Teams

### Homepage controls



Join a scheduled meeting.

Start an instant meeting.

Select "more" to access Join with Meeting ID, Feedback, and Settings.

### Meeting controls



Invite someone to your in progress meeting.

To adjust camera settings while in a meeting, swipe from the right side of the pad to the left. A slide out will appear with the auto-framing options: Individuals, Group, Off.

Change the viewing options of remote participants and content.

More settings: lock the meeting, live captions, incoming video control, dial pad, remote control.

Screen Share via HDMI.

Volume control

Turn camera on/off.

End the meeting.

Mute/Unmute.