



Step-by-step guide

to setting up IPEVO document cameras with Google Hangouts

Setting up IPEVO document cameras with Google Hangouts for online meeting	1
Setting up screen sharing with IPEVO document cameras in Google Hangouts	7

Tip:

Some 3rd party software may default to a mirror image on your end while showing the correct orientation on the other end when you're using a document camera with it. This is a default setting of the 3rd party software. To get the image showing up in the correct orientation on your end, either use the native Mirror feature of the software or stream your live feed through the IPEVO Visualizer software and then share it via the screen sharing feature of the 3rd party software.

Setting up IPEVO document cameras with Google Hangouts for online meeting

List of materials needed

Before you start, make sure you have the following on hand:

- * An IPEVO document camera
- * A computer with Google Chrome browser installed
- * A Google account
- * Google Hangouts

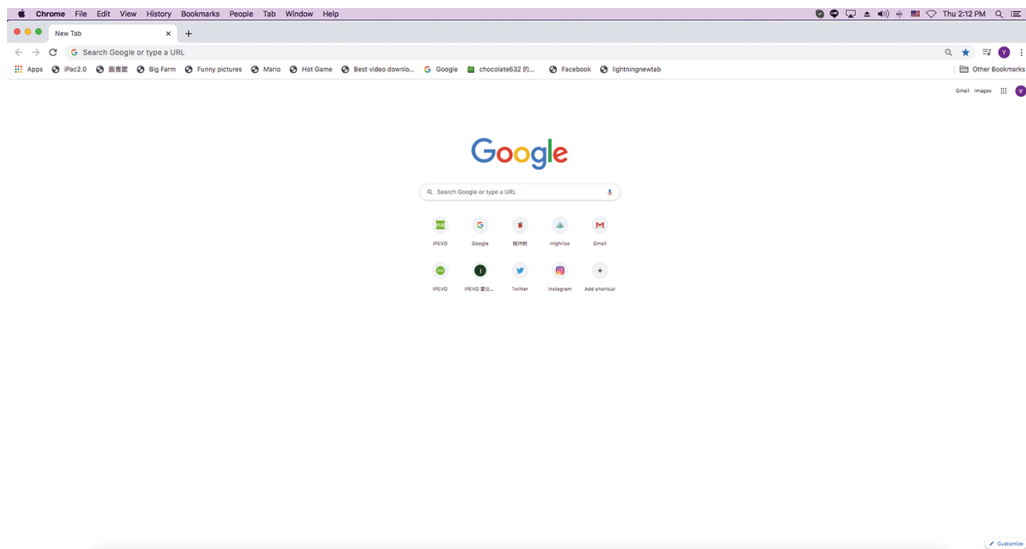
Step-by-step guide

Here are the steps to setting up your IPEVO document camera with Google Hangouts.

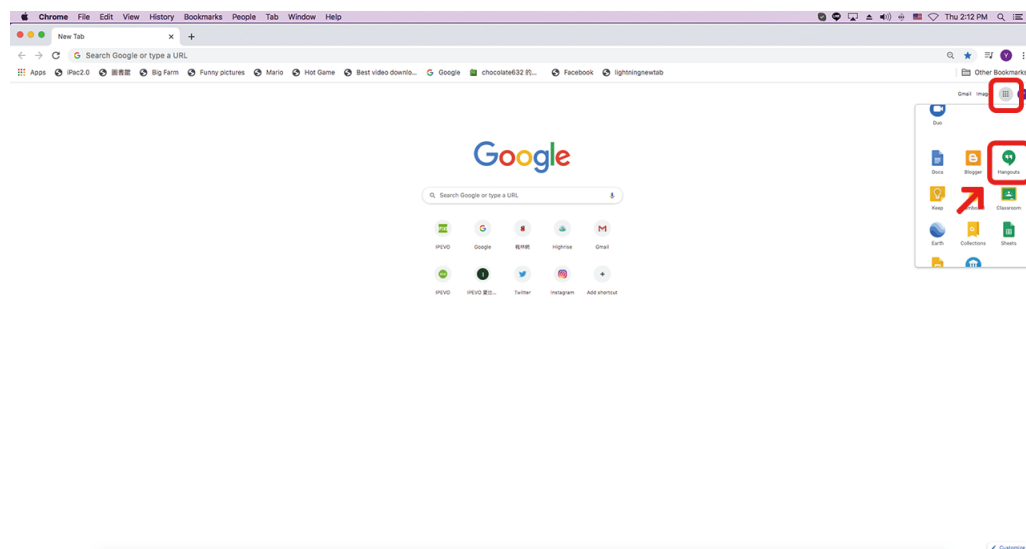
1 . Plug in an IPEVO document camera to your computer via USB. Remember to turn it on if you're using a VZ-R or VZ-X.



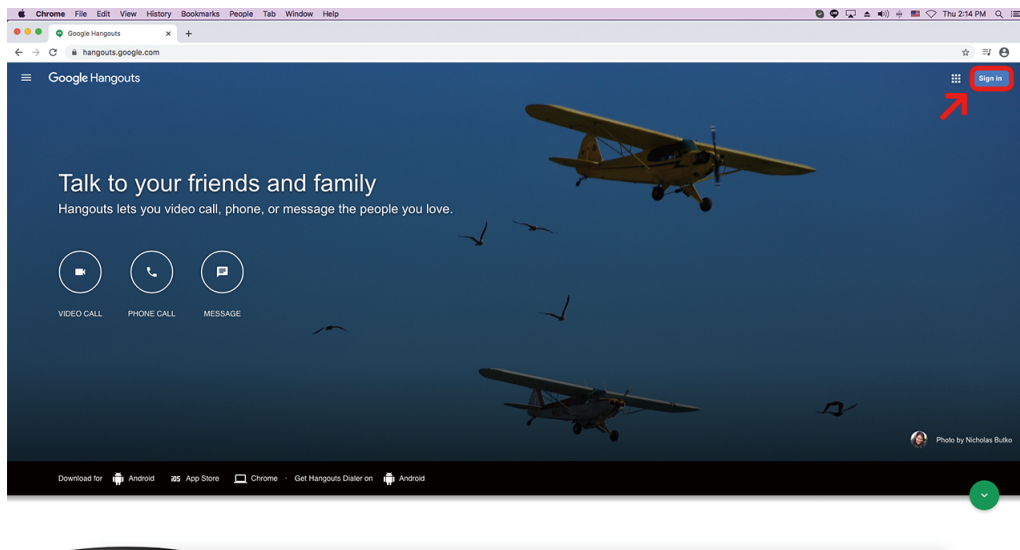
2. Open **Google Chrome** on your computer. If Google Chrome has not been installed on your computer, please follow the steps outlined [here](#) to install it.



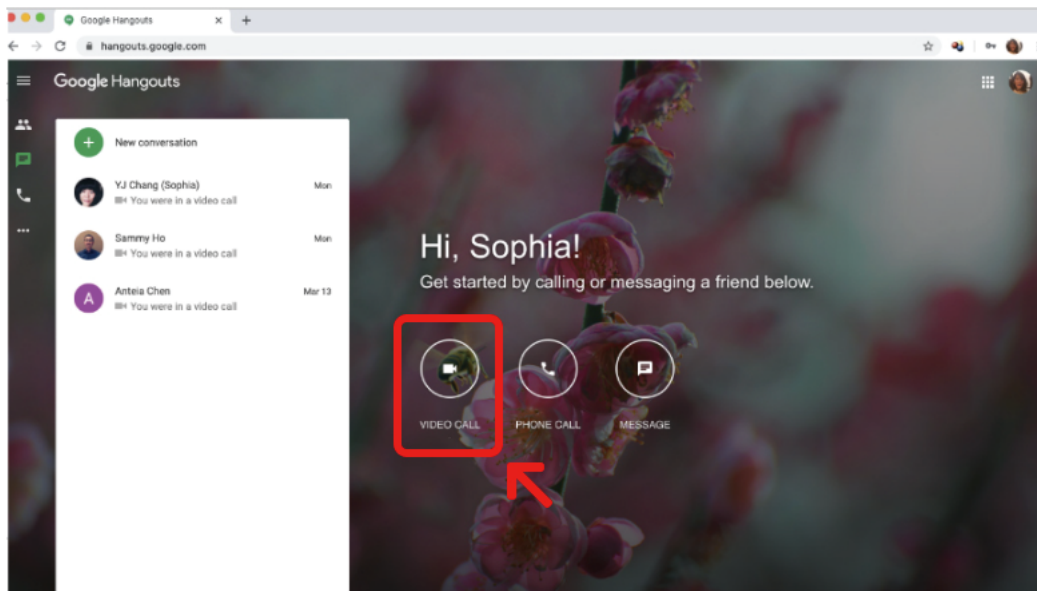
3. To open Google Hangouts, type **hangouts.google.com** into the address bar. Alternatively, you can go to **Google apps** located at the top right of the browser page and select the **Hangouts** app in the list of apps that appear.



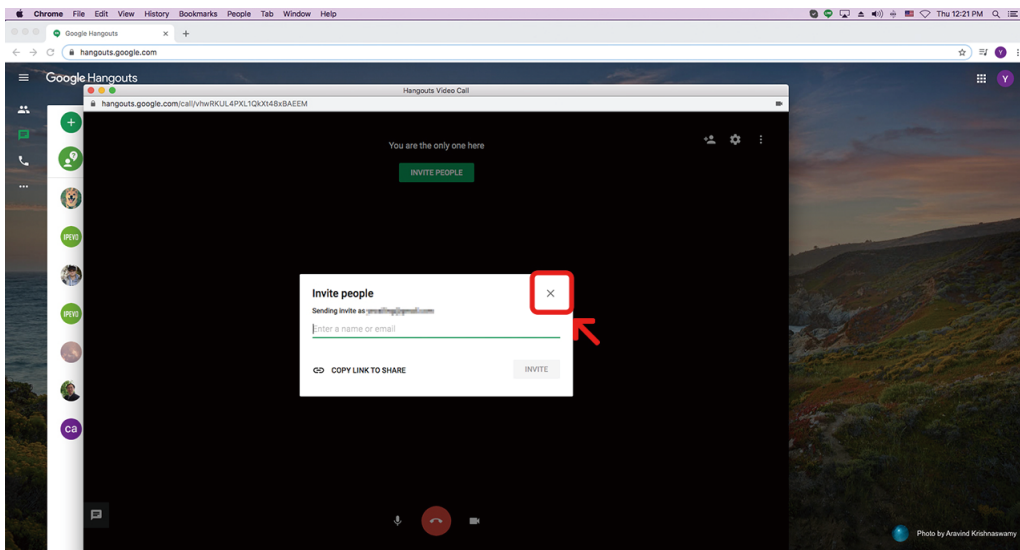
4. Sign in to your **Google account**. If you do not have a Google account, please follow the steps outlined [here](#) to sign up for one.



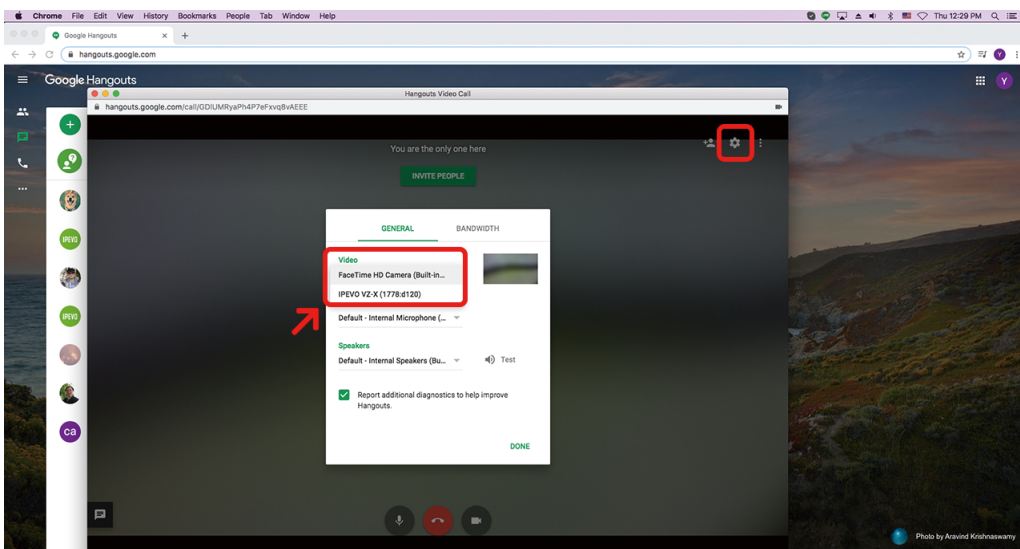
5. Choose **Video Call**.



6. A pop-up window will appear, allowing you to invite people to your meeting. At this stage, just click the **Cross** icon to close the window. You can invite people to your meeting after you've set your video and audio source.

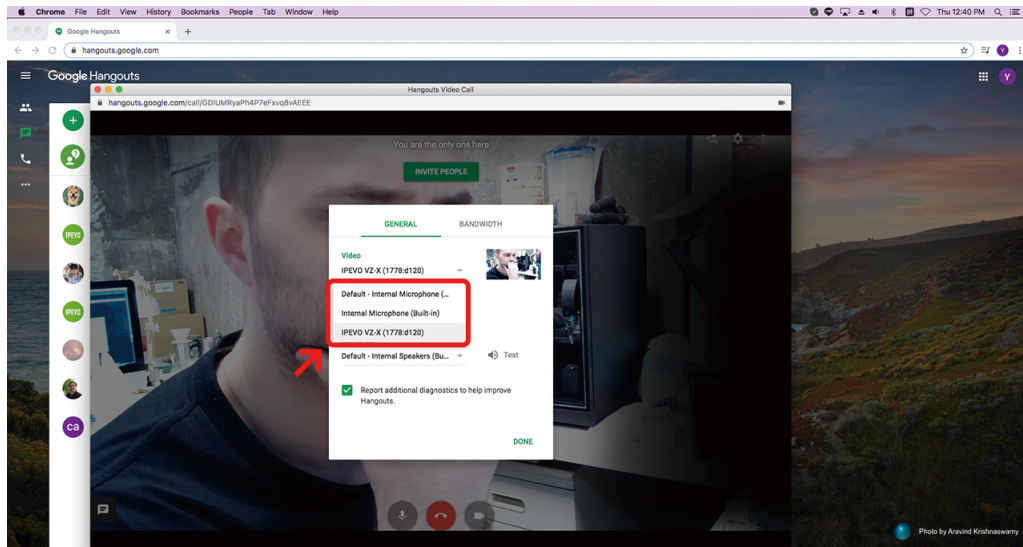


7. Click **Settings** located at the top right, and select your document camera as the camera source in **Video**.

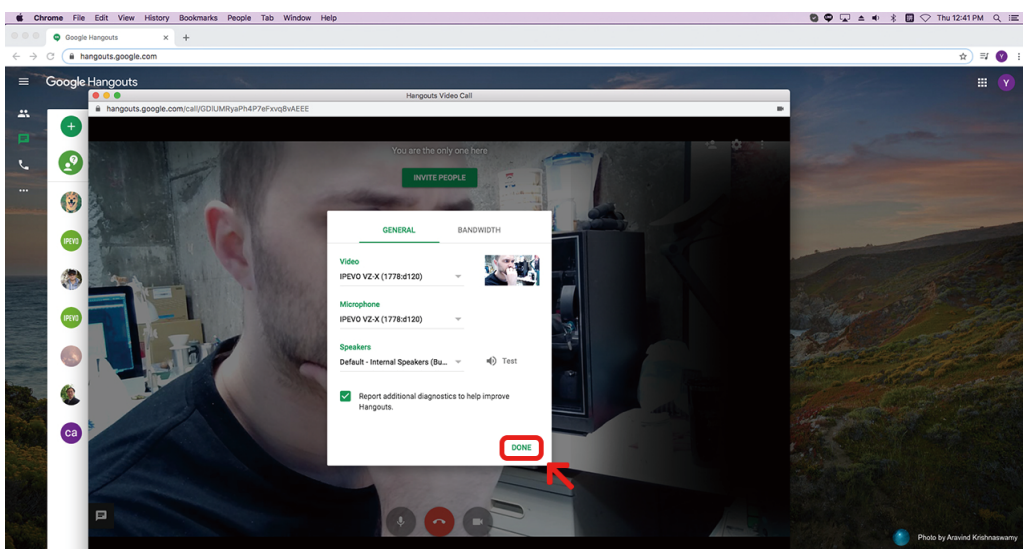


8. If you need to rotate your preview image, simply rotate the camera head of your document camera. Or, for VZ-R and VZ-X, you can also press the Rotate button on them.

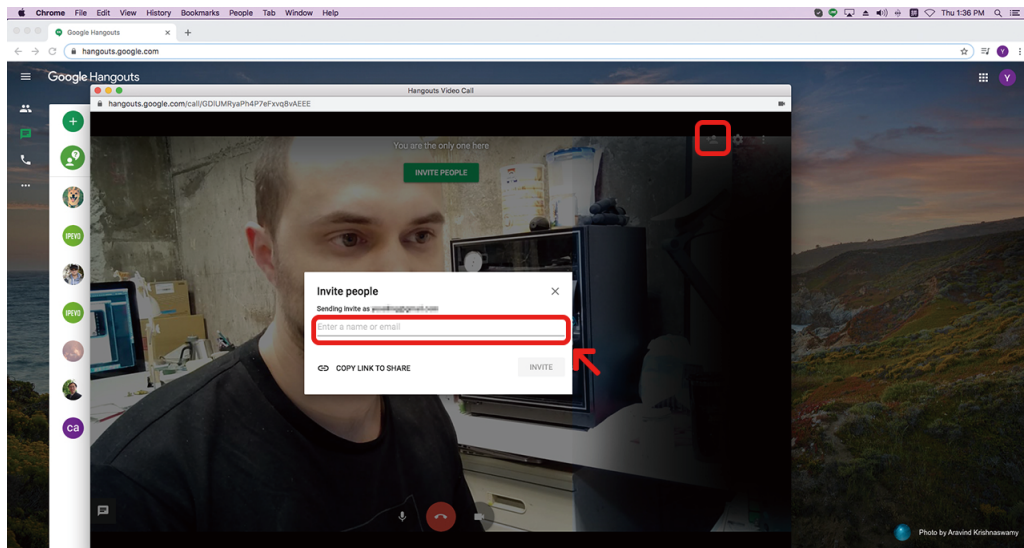
9. If your document camera comes with a built-in microphone, you can use that as the audio source for your online meetings. To do so, select your document camera as the audio source in **Microphone**.



10. Click **Done** located at the bottom right of the settings page.



11. Click the **Invite People** icon located at the top right. You can then invite people to your meeting by either entering their names/emails or sharing the meeting link with them.



Now you're ready for your online meetings!

Setting up screen sharing with IPEVO document cameras in Google Hangouts

List of materials needed

Before you start, make sure you have the following on hand:

- * An IPEVO document camera
- * A computer with Google Chrome browser installed
- * A Google account
- * Google Hangouts
- * IPEVO Visualizer software

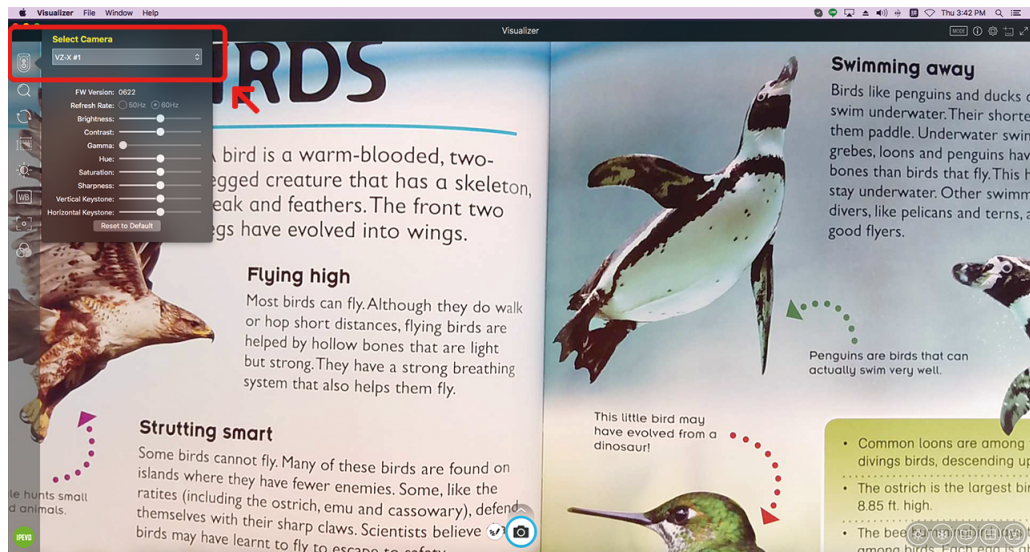
Step-by-step guide

Here are the steps to setting up your IPEVO document camera for screen sharing in Google Hangouts.

1. Plug in an IPEVO document camera to your computer via USB. Remember to turn it on if you're using a VZ-R or VZ-X.



2. Download **IPEVO Visualizer** software onto your computer. You can download it [here](#). Then, launch it on your computer. Next, select your document camera as the camera source in it.

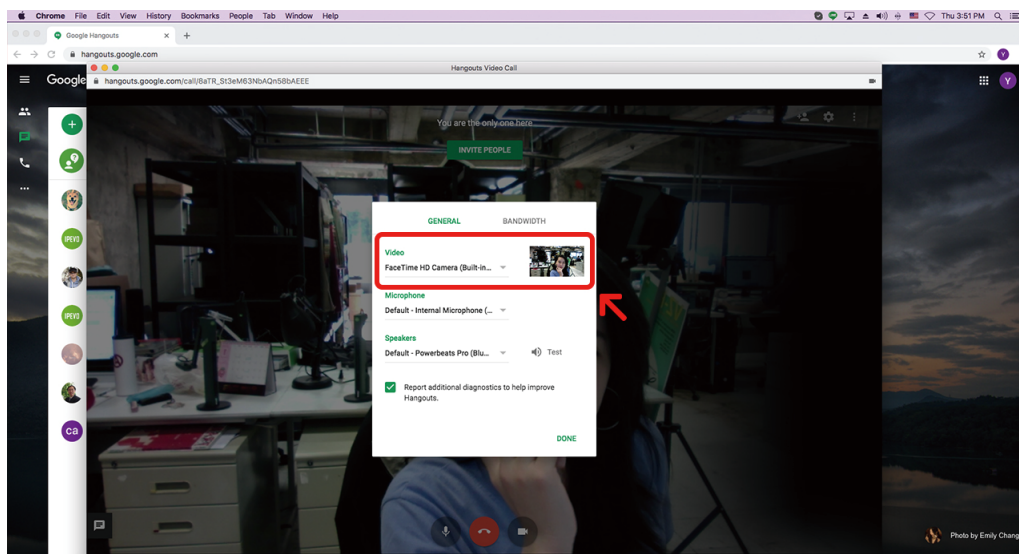


3. Place your material under the document camera and check its live image in Visualizer. Adjust the multi-jointed stand and camera head of the document camera to get a view that best suits your needs.

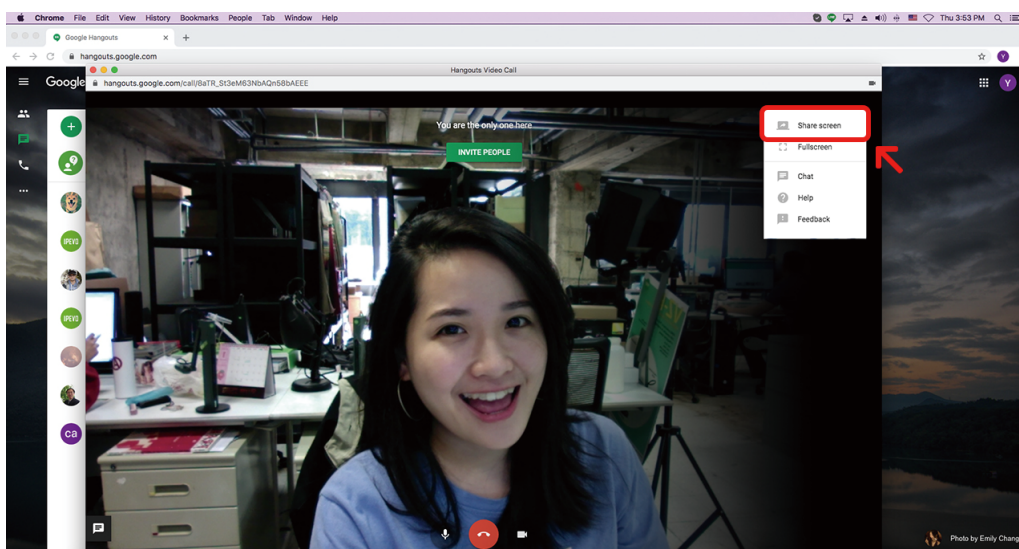


4. When you're ready, launch Google Hangouts to start a meeting. To open Google Hangouts, type **hangouts.google.com** into the address bar of your Chrome browser. Alternatively, you can go to **Google apps** located at the top right of the Chrome browser page and select the **Hangouts** app in the list of apps that appear.

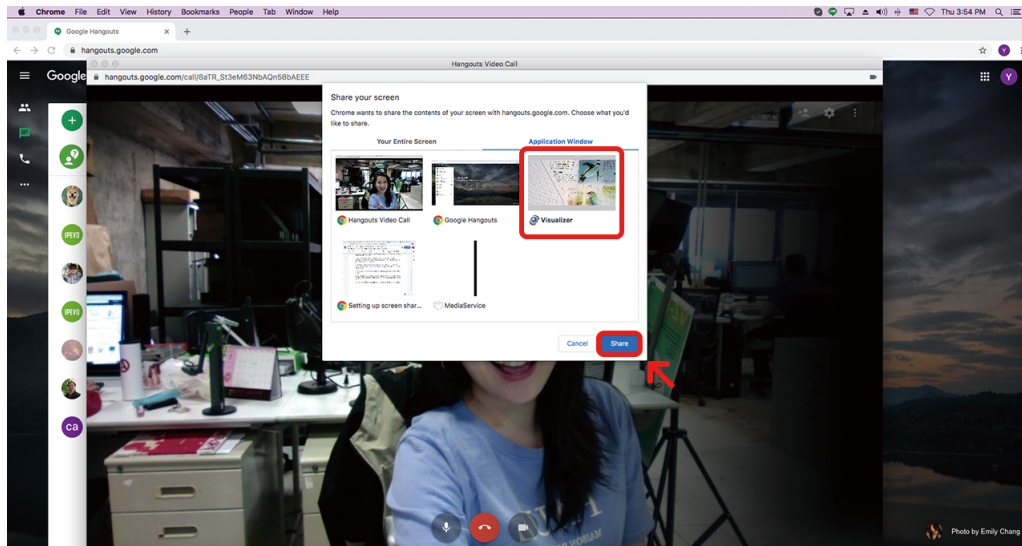
*Note: **Do not** use your document camera as the camera source for your meeting in this step. Instead, use the computer's built-in webcam.*



5. Click the **More** icon located at the top right of the meeting window and select **Share screen**.



6. You'll be given various options for sharing in the pop-up window that appears. Select **Visualizer** under the **Application Window** tab and click the blue **Share** icon located at the bottom.



And there you go. Now you can easily share your materials while in an online meeting!

