

IPEVO

Step-by-step guide

to setting up IPEVO document cameras with GoToMeeting



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 GoToMeeting

✓ List of materials needed

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

- An IPEVO document camera
- A computer
- GoToMeeting

✓ Step-by-step guide

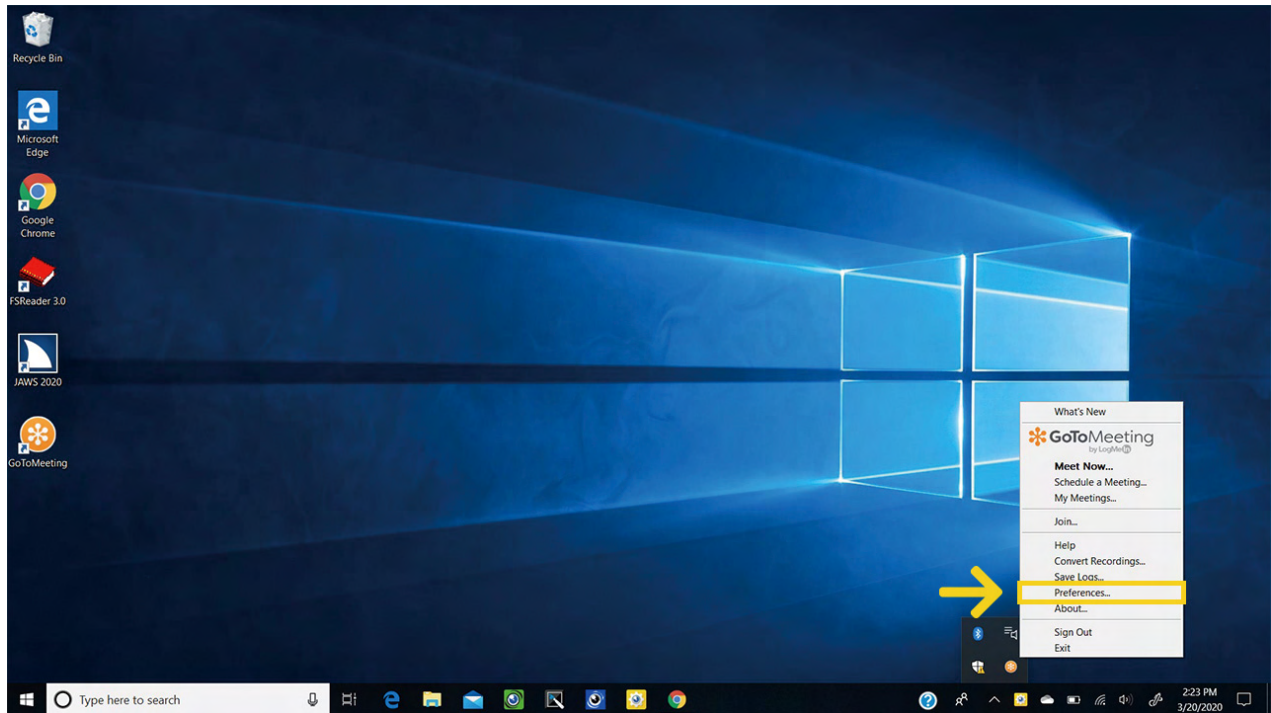
Here are the steps to setting up your IPEVO document camera with GoToMeeting.

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.

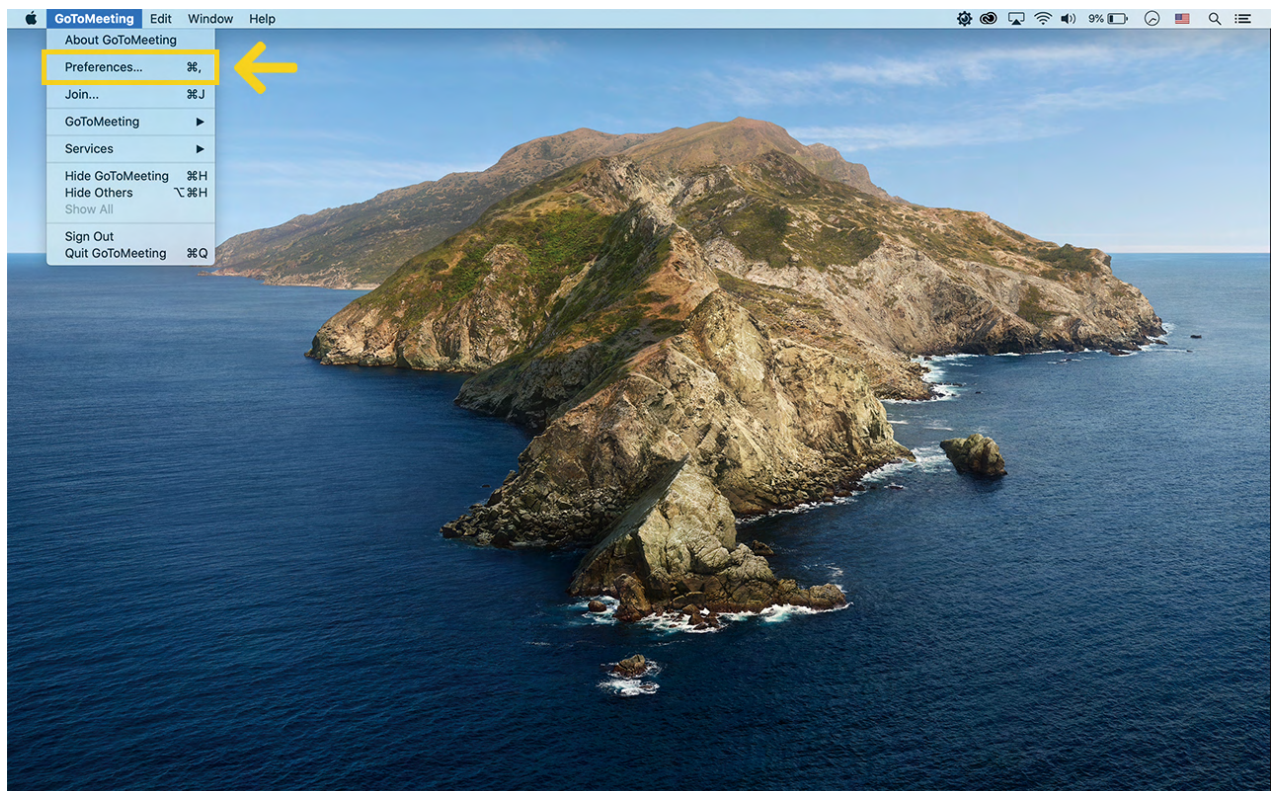


2. Launch the GoToMeeting app to change your video and audio settings. If you do not have a GoToMeeting account, please purchase a GoToMeeting plan or sign up for a free trial [here](#).

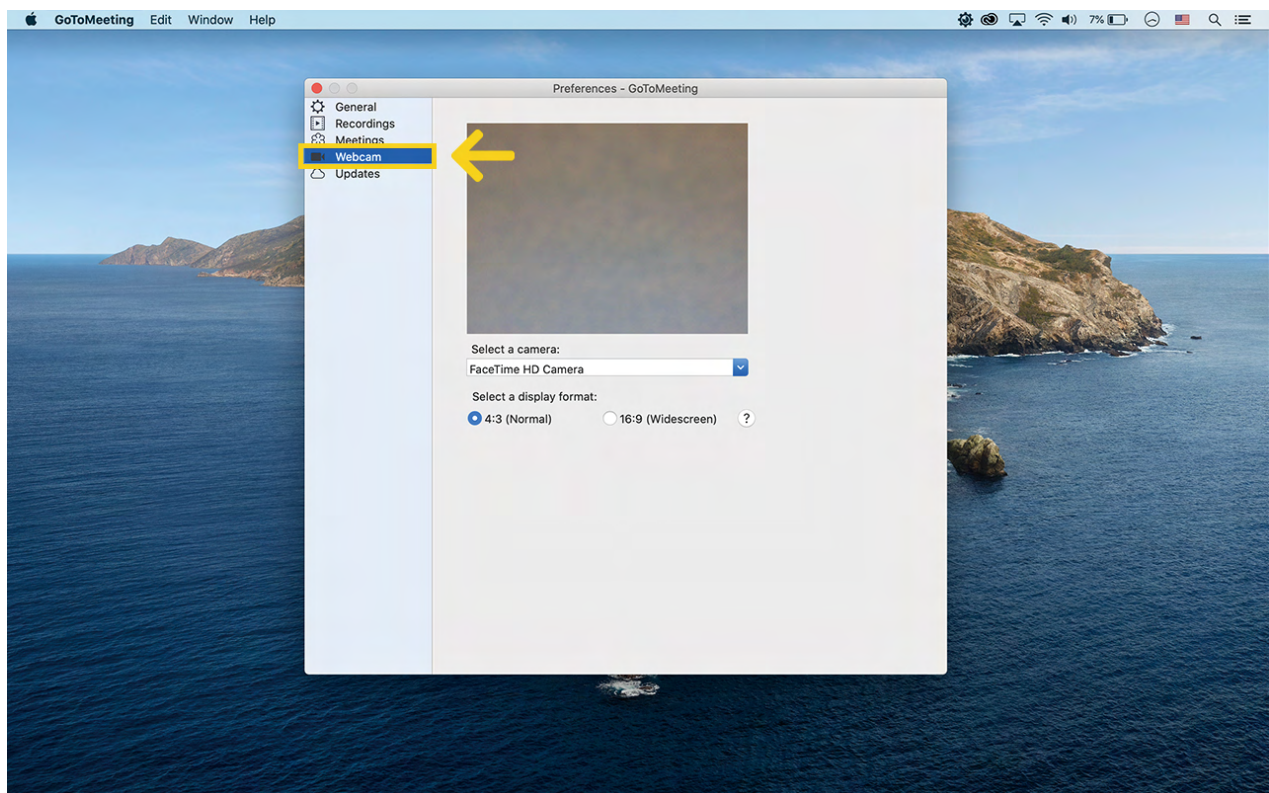
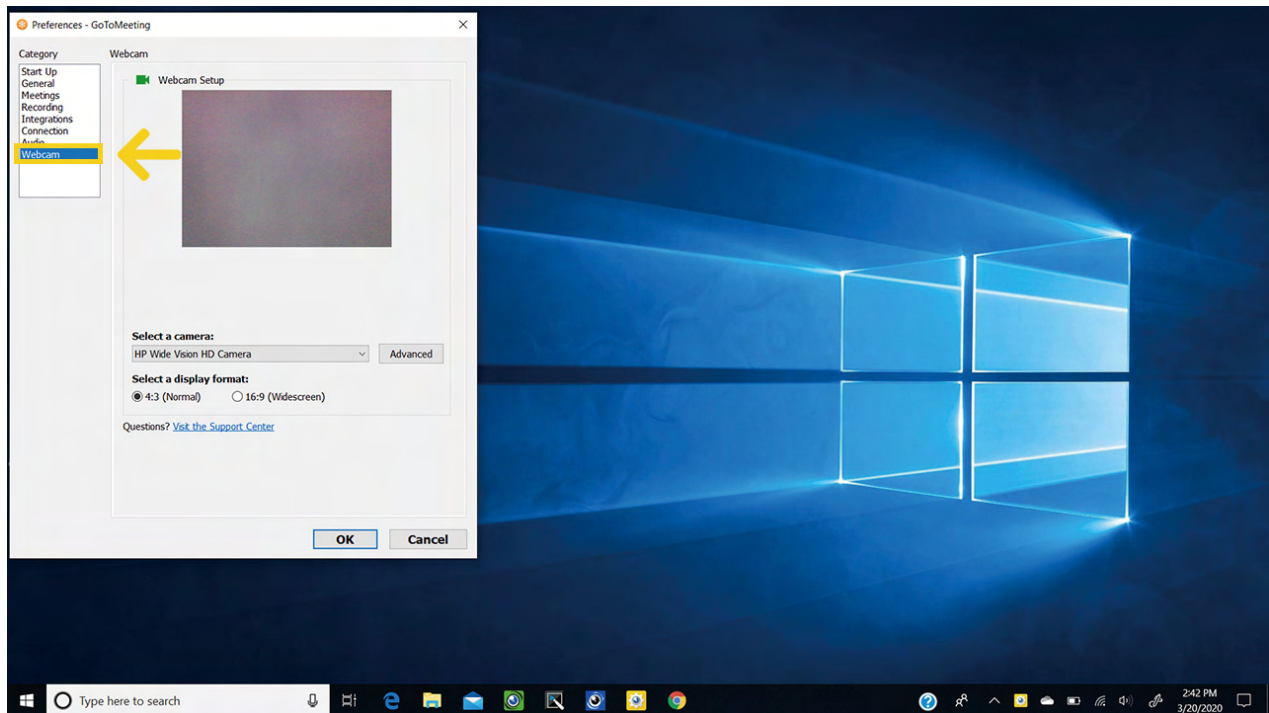
For Windows, click the **GoToMeeting** icon in your system tray and select **Preferences**.



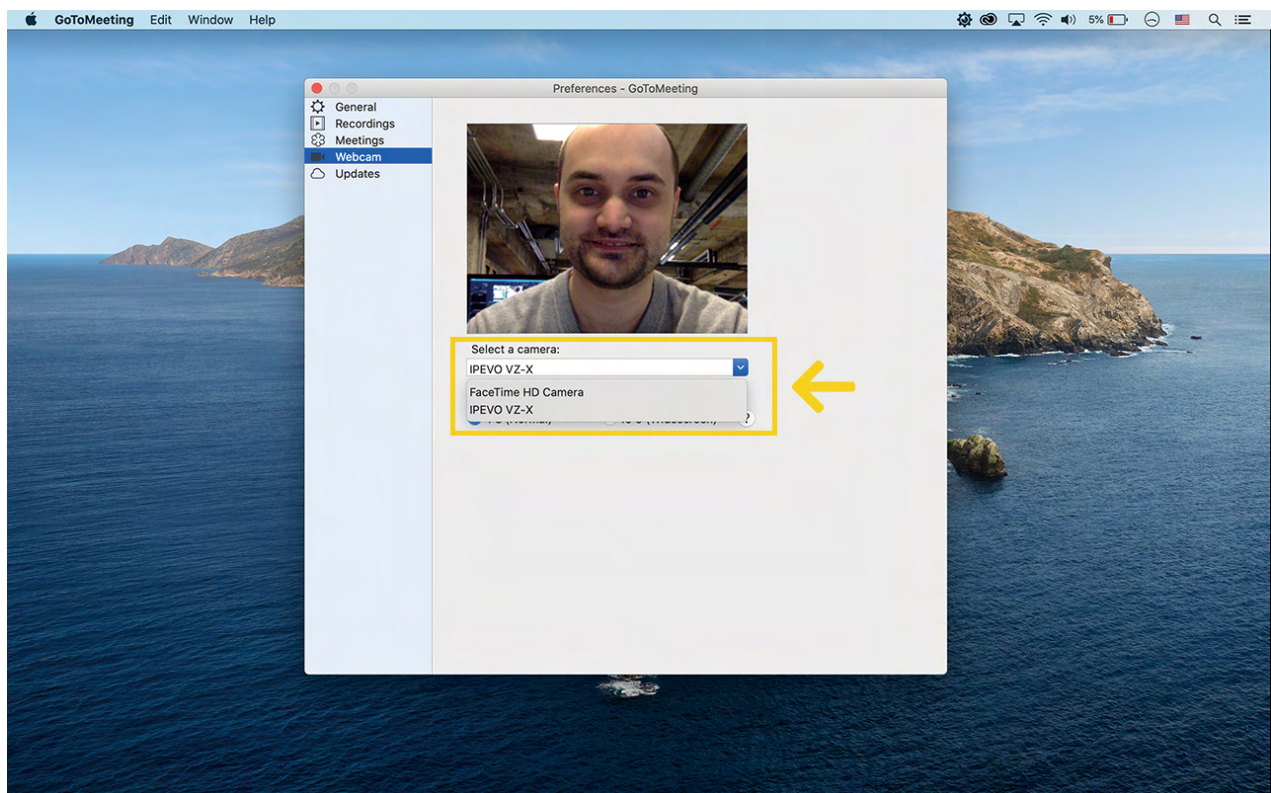
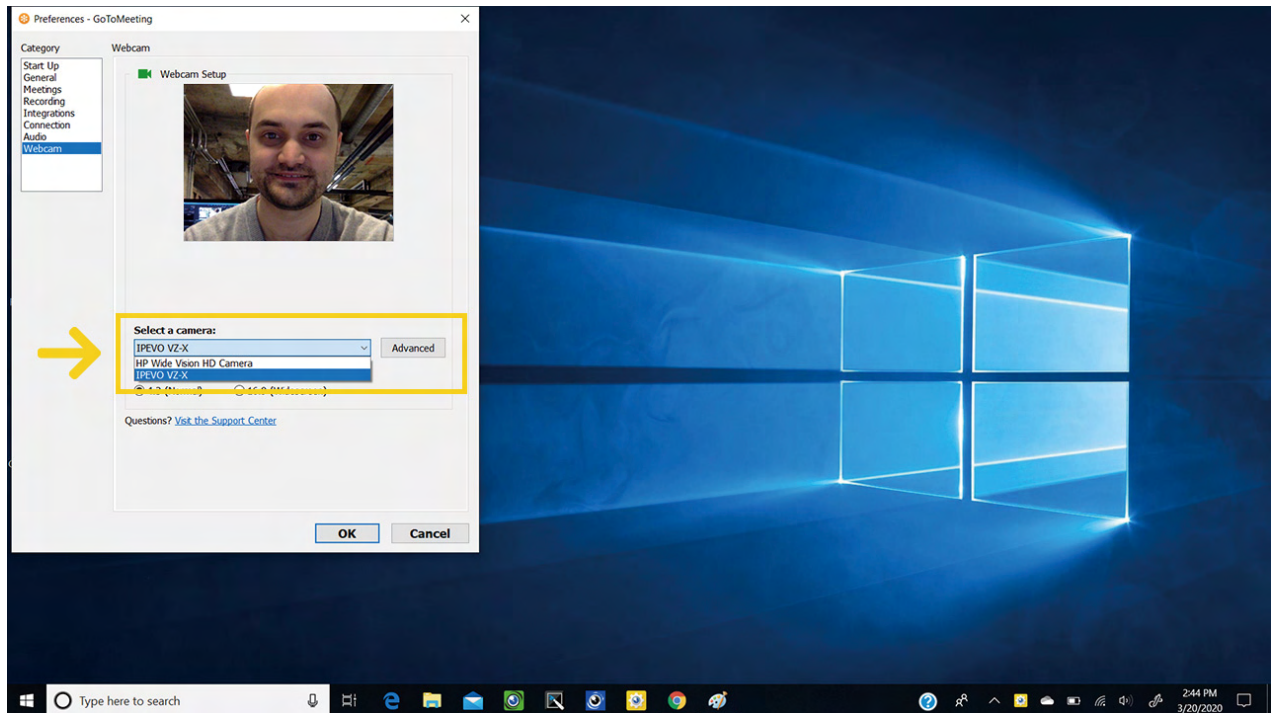
For Mac, launch the GoToMeeting app, click **GoToMeeting** located at the top left of the menu bar, and choose **Preferences** in the drop-down list.



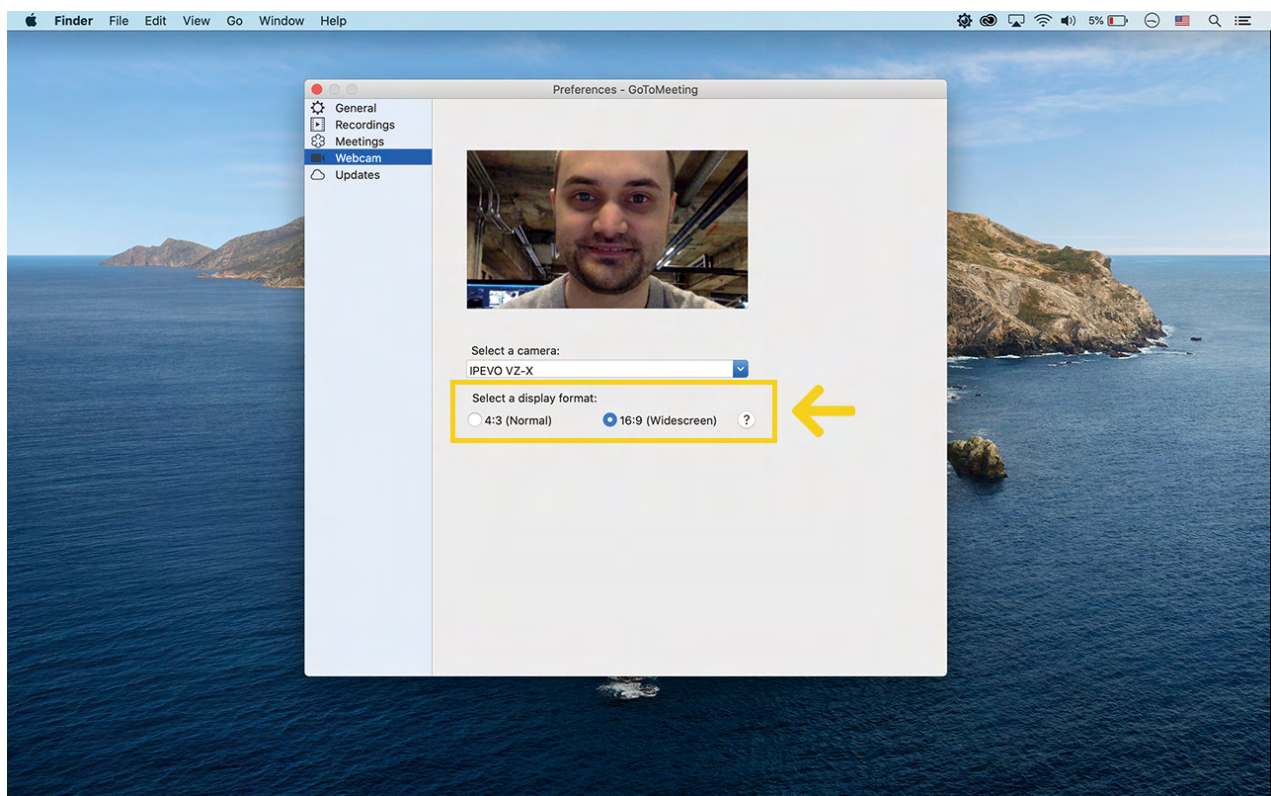
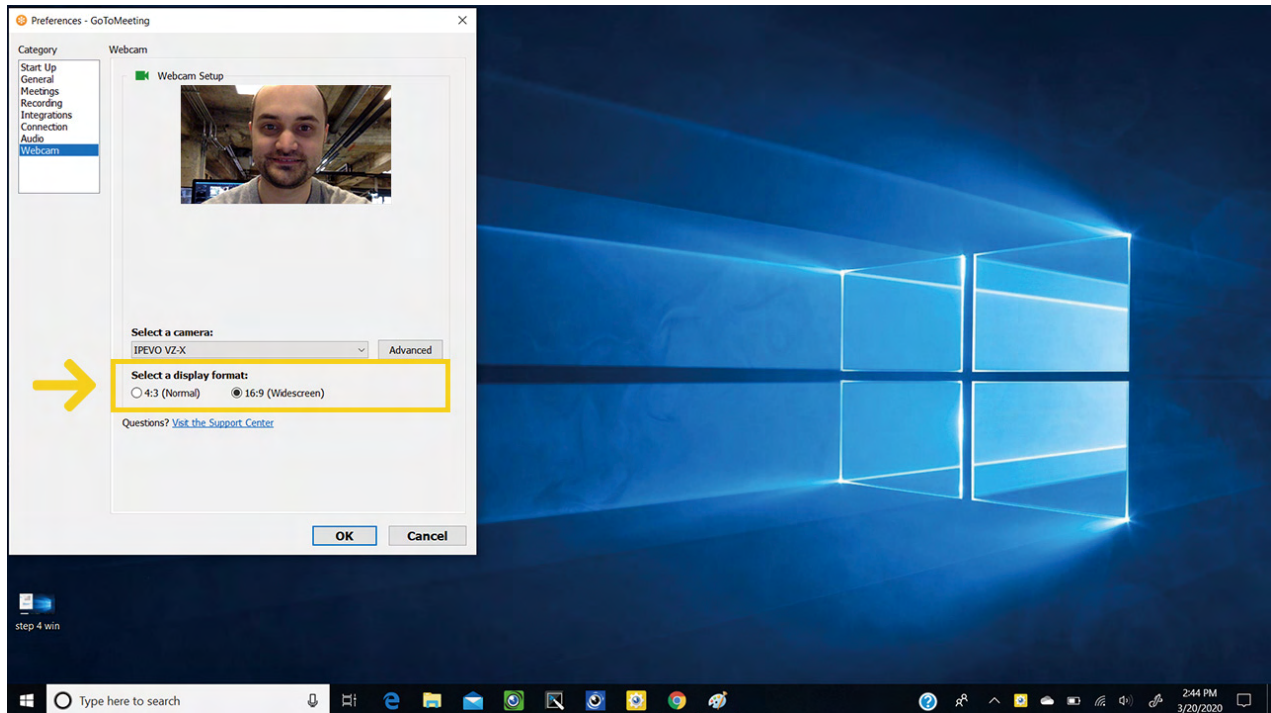
3. Click the **Webcam** tab.



4. Select your document camera as the camera source in **Select a camera**.

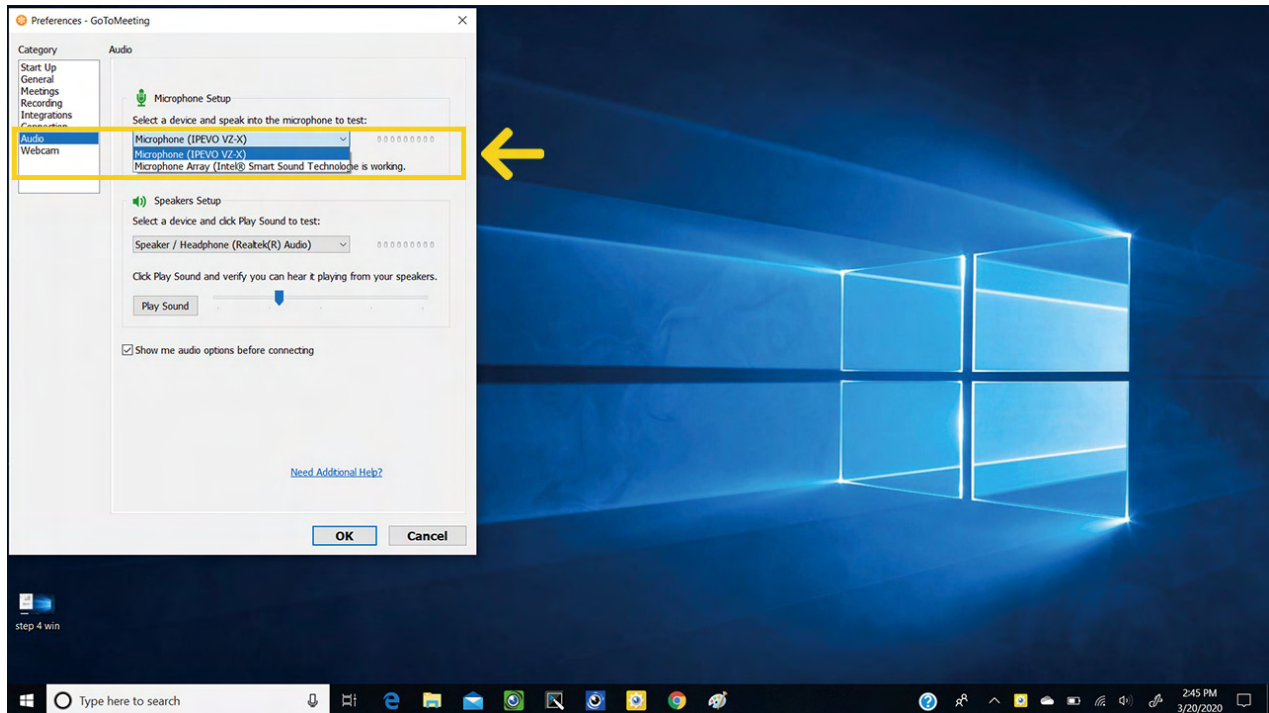


5. Choose a display format that best fits your screen resolution in **Select a display format**.

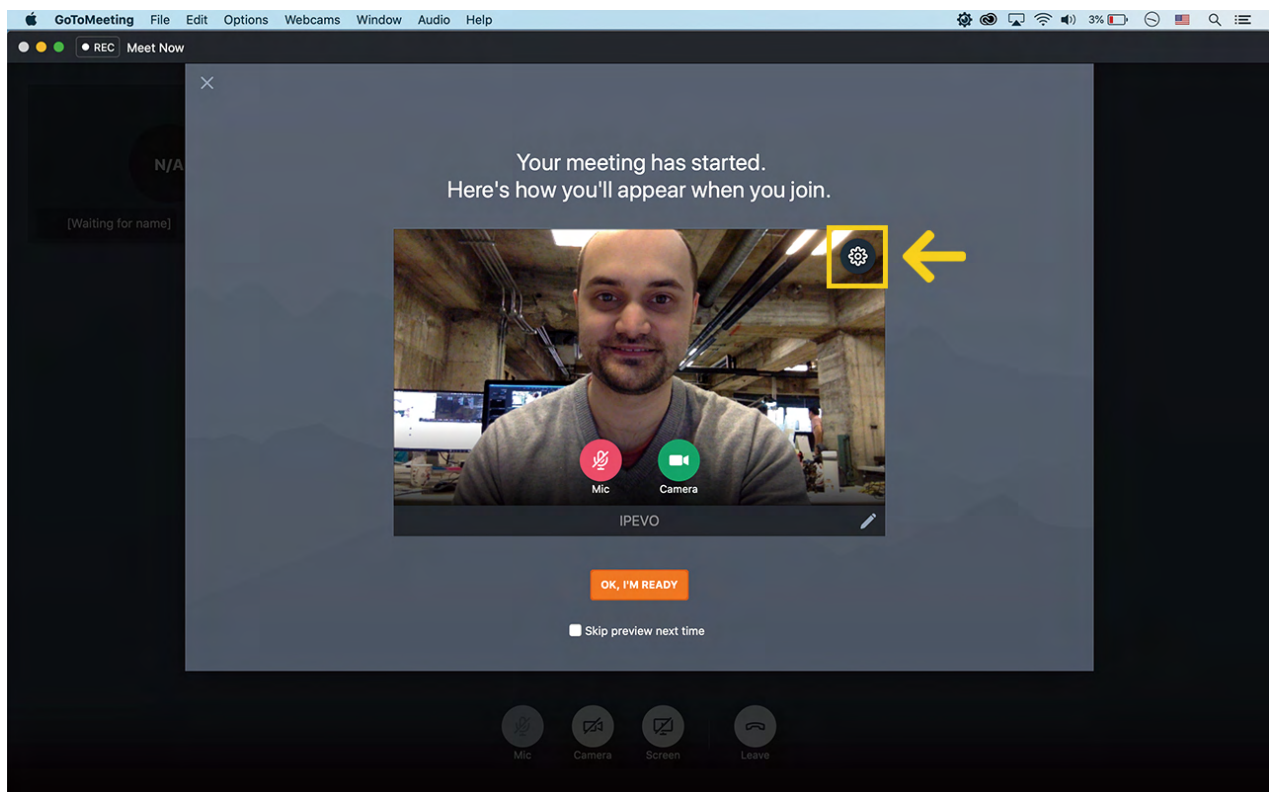


6. If you need to rotate the image, simply rotate the camera head of your document camera. Or, for VZ-R and VZ-X, you can also press the Rotate button on them.

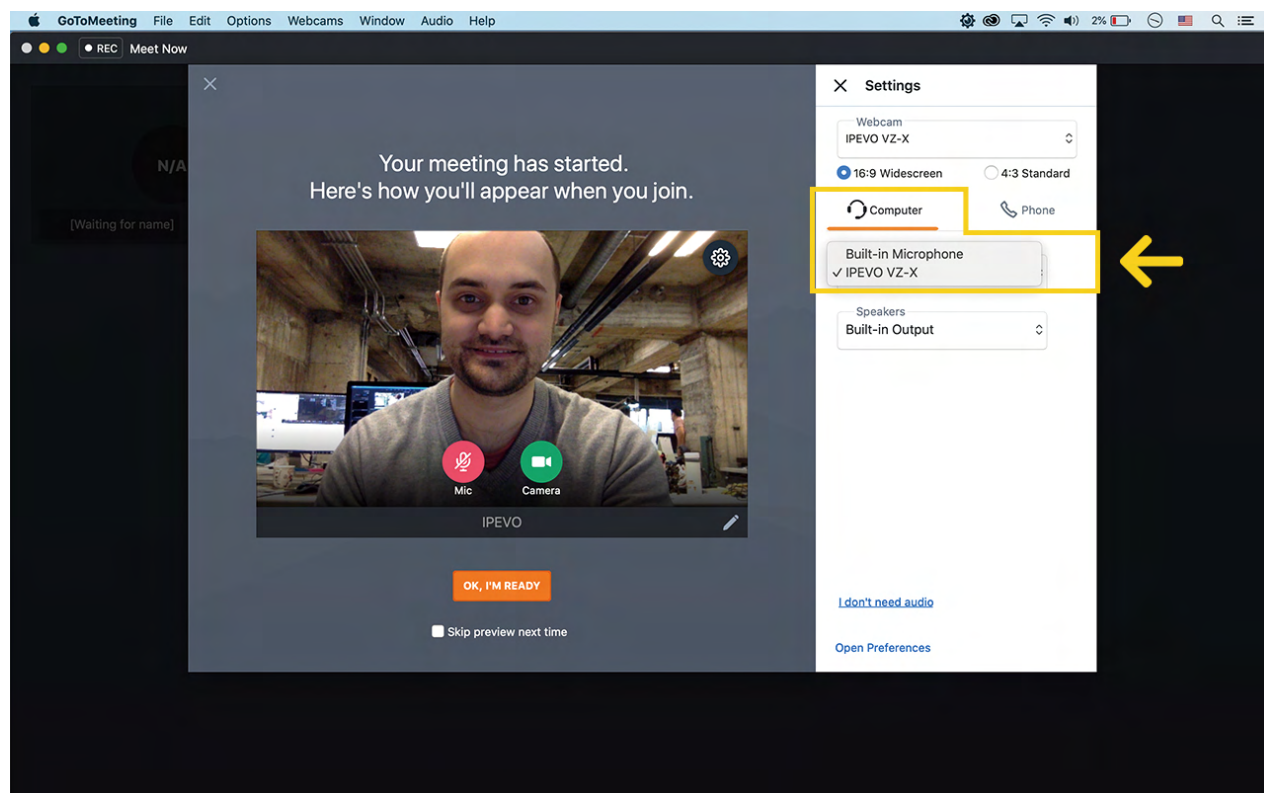
7. If your document camera comes with a built-in microphone, you can use that as the audio source for your online meetings. For Windows, click the **Audio** tab. Then, select your document camera as the audio source in **Microphone Setup**.



For Mac, you can set your document camera as the audio source in the preview page when you start or join a meeting. Click **Settings** located at the top right of the preview page.



Then select your document camera as the audio source in **Microphone** under the **Computer** option.



And there you go! You're all ready for your online meetings.