



Step-by-step guide

to setting up IPEVO document cameras with Webex

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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 Webex for online meeting

✓ List of materials needed

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

- An IPEVO document camera
- A computer
- Webex

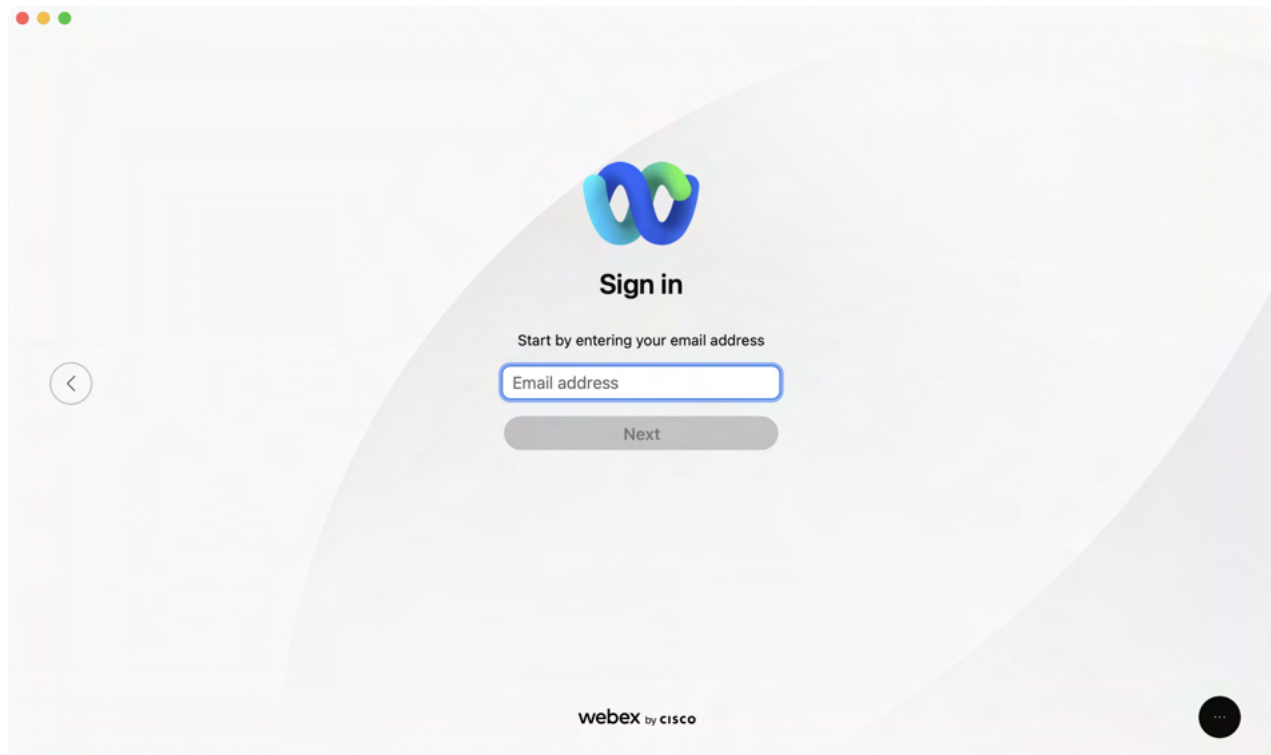
✓ Step-by-step guide

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

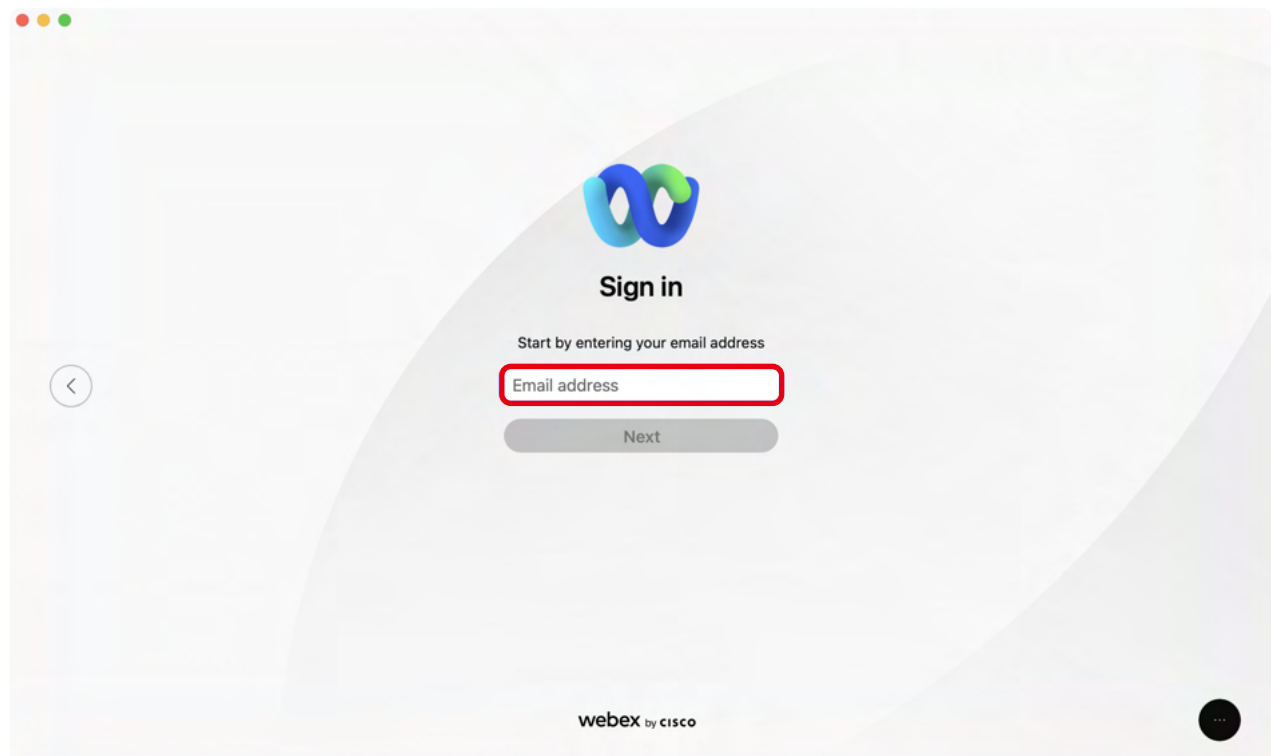
1. Plug in an IPEVO document camera to your computer via USB. Remember to turn it on if you're using a VZ-R or VZ-X.



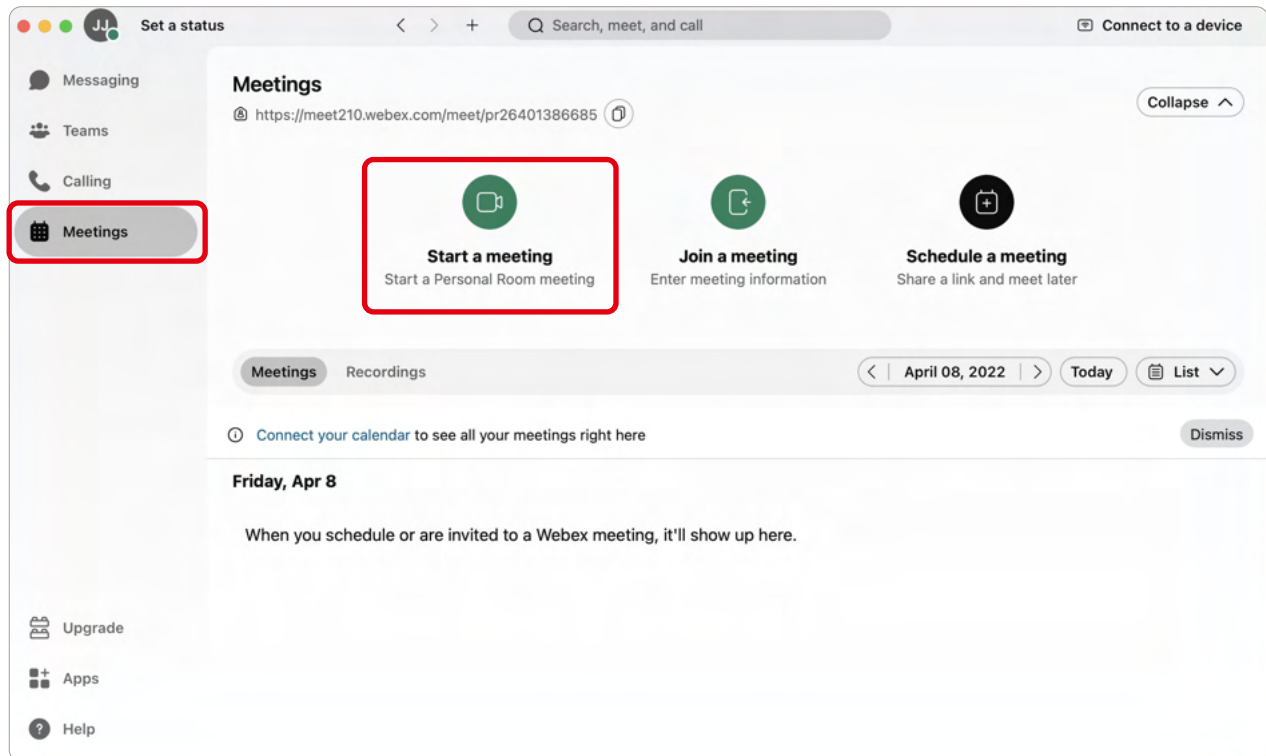
2. Download and launch the **Webex Meetings desktop app** on your computer. You can download the app [here](#).



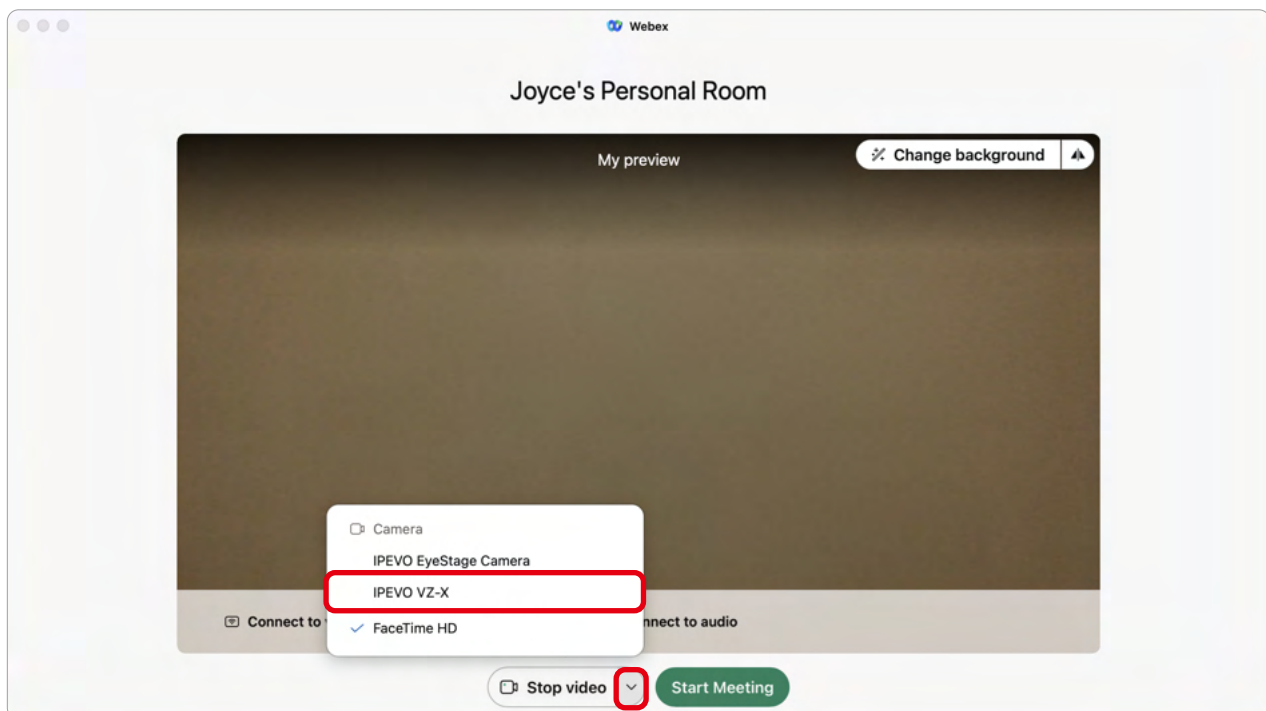
3. Sign in to your Webex account using the desktop app. If you do not have a Webex account, please follow the steps outlined [here](#) to sign up for one.



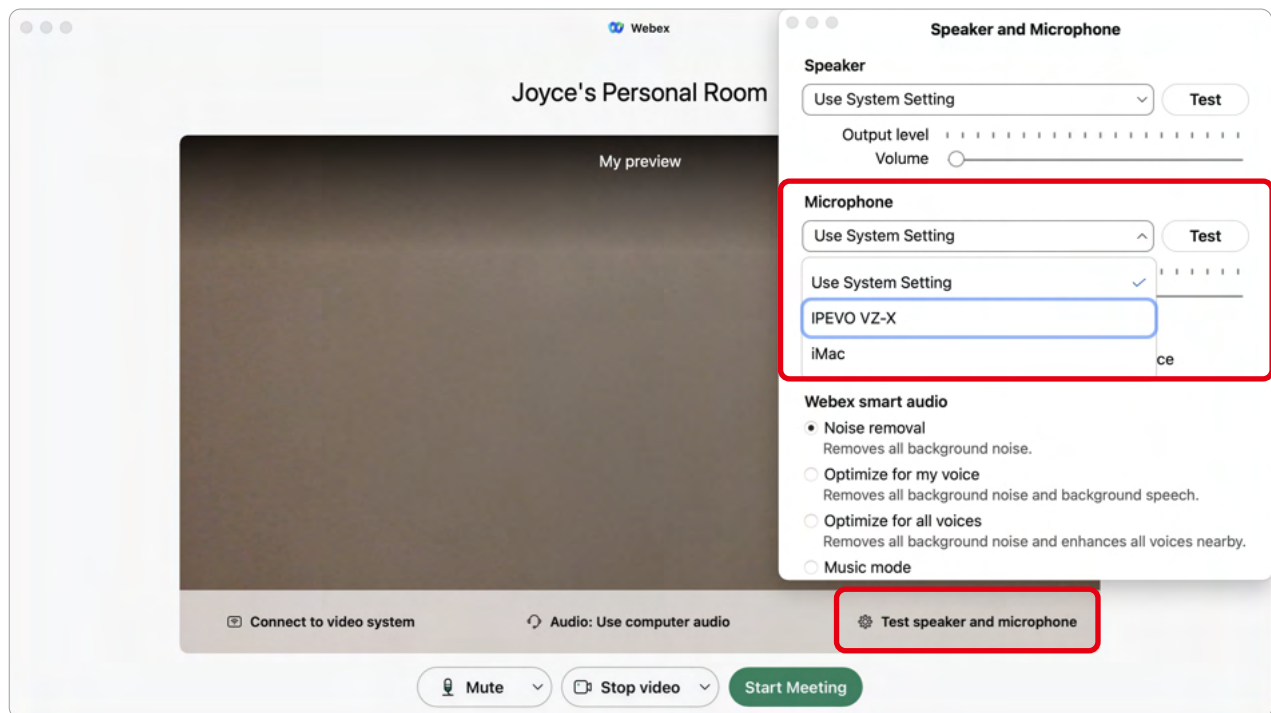
4. In the window that appears, click **Start a Meeting**.



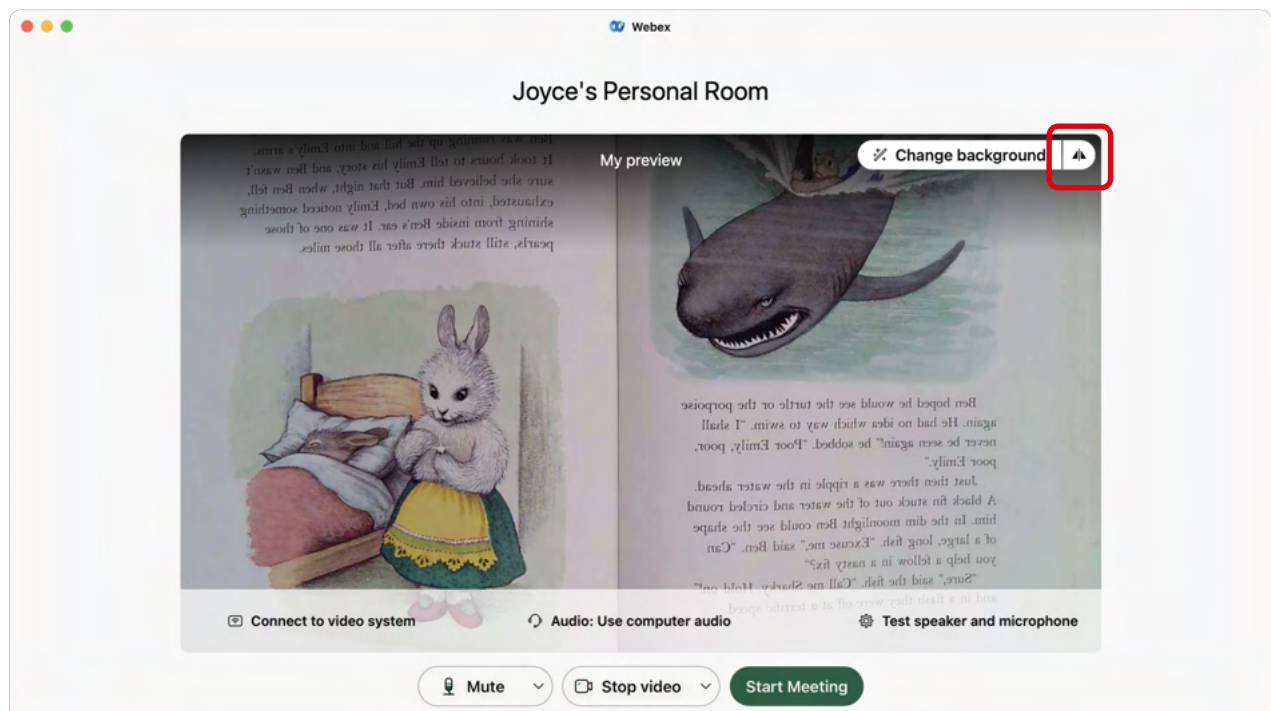
5. Select your document camera as the camera source.



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

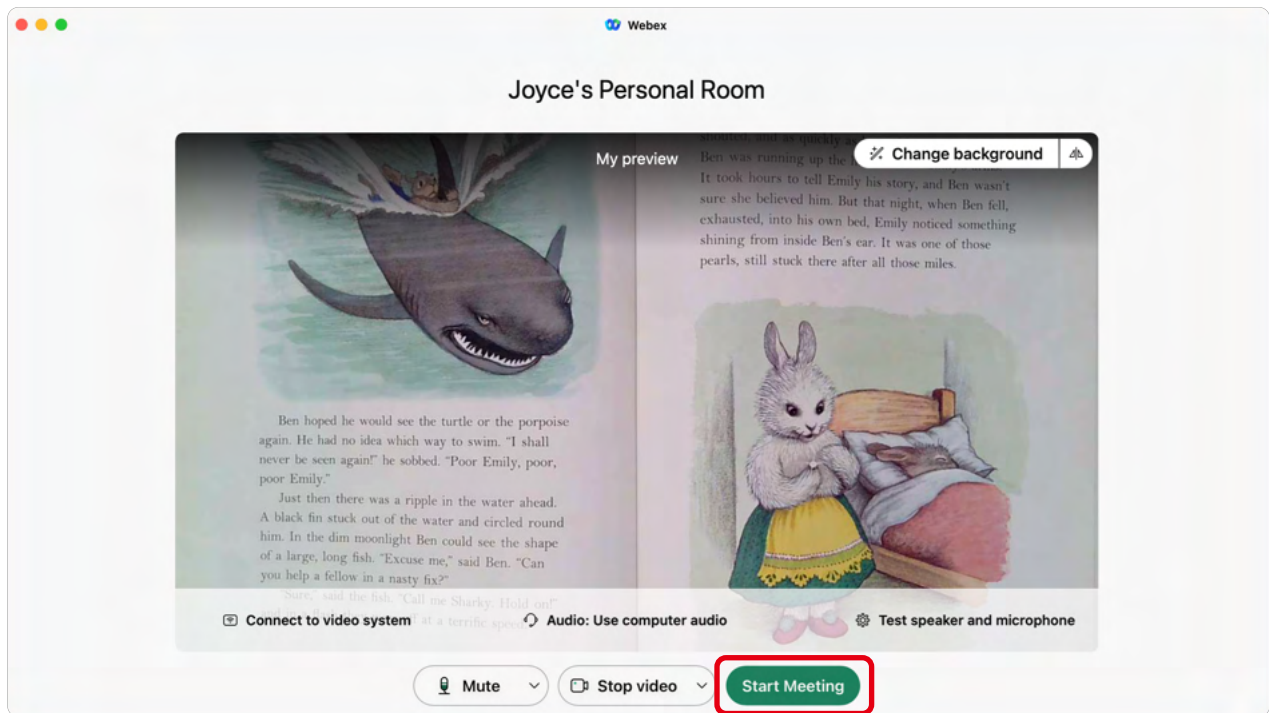


7. By default, you'll see a mirror image. Click the **Mirror** icon located at the top right of the Meeting window to change its orientation.



8. 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.

9. When you're done, click the green **Start Meeting** icon to start a meeting.



And you're all ready to enjoy your online meetings with IPEVO!

Setting up screen sharing with IPEVO document cameras in Webex

✓ List of materials needed

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

- An IPEVO document camera
- A computer
- Webex
- IPEVO Visualizer software

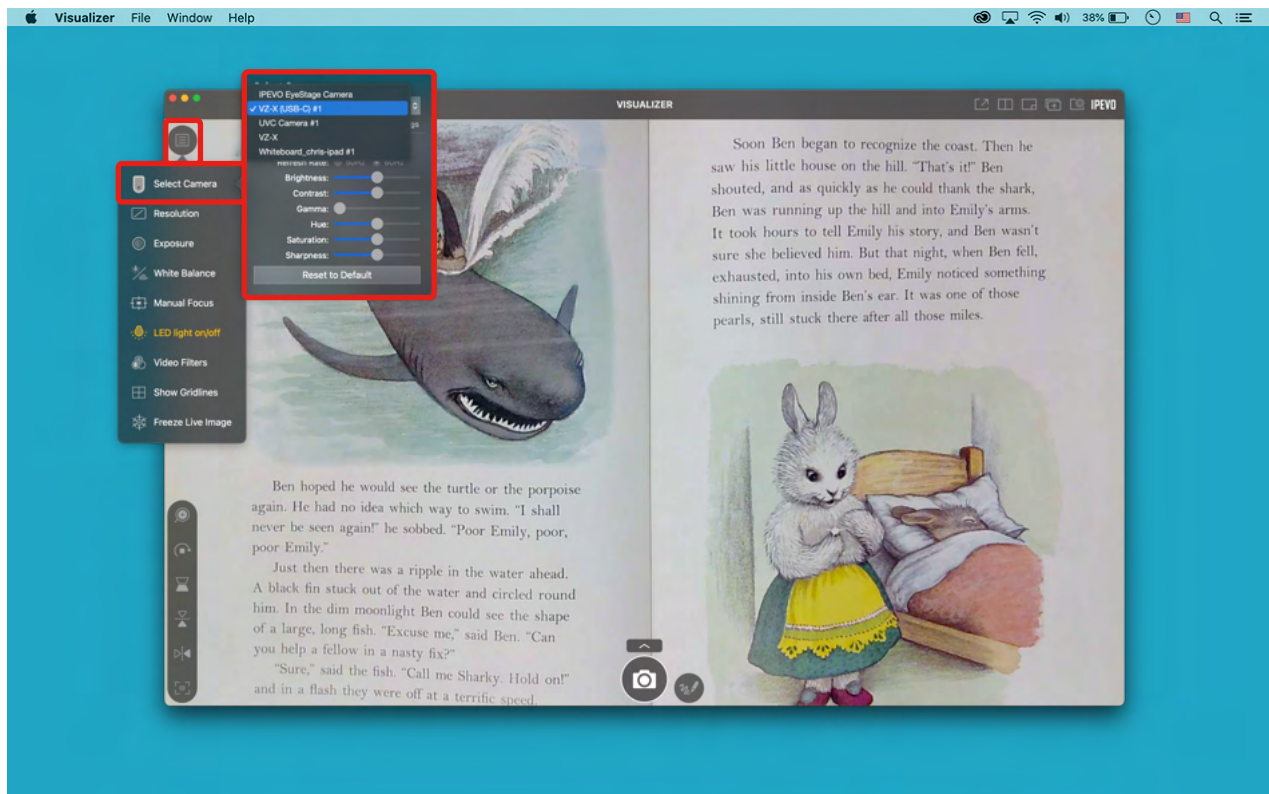
✓ Step-by-step guide

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

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.

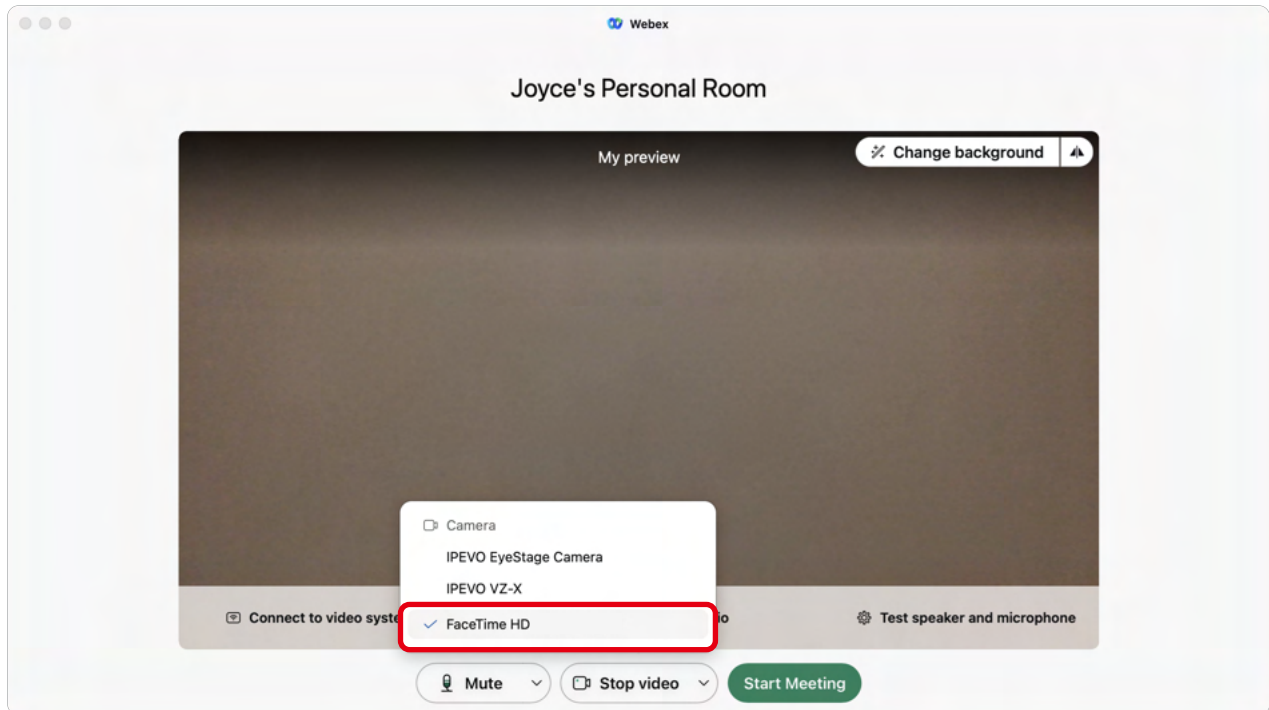


3. Place your material under the document camera and check its live image in Visualizer. Adjust the multi-jointed stand and camera head of the document camera to get a view that best suits your needs.

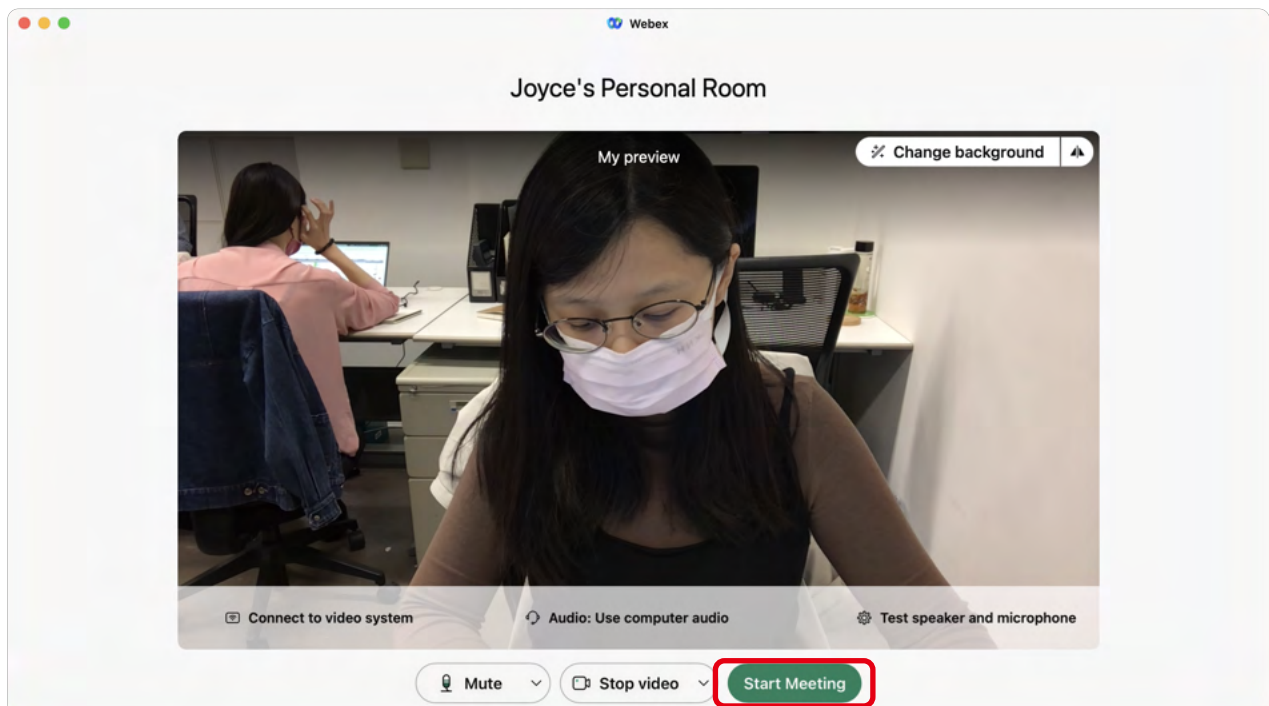


4. When you're ready, launch the **Webex Meetings desktop app** on your computer to start or join a meeting. If you do not have a Webex account, please follow the steps outlined [here](#) to sign up for one.

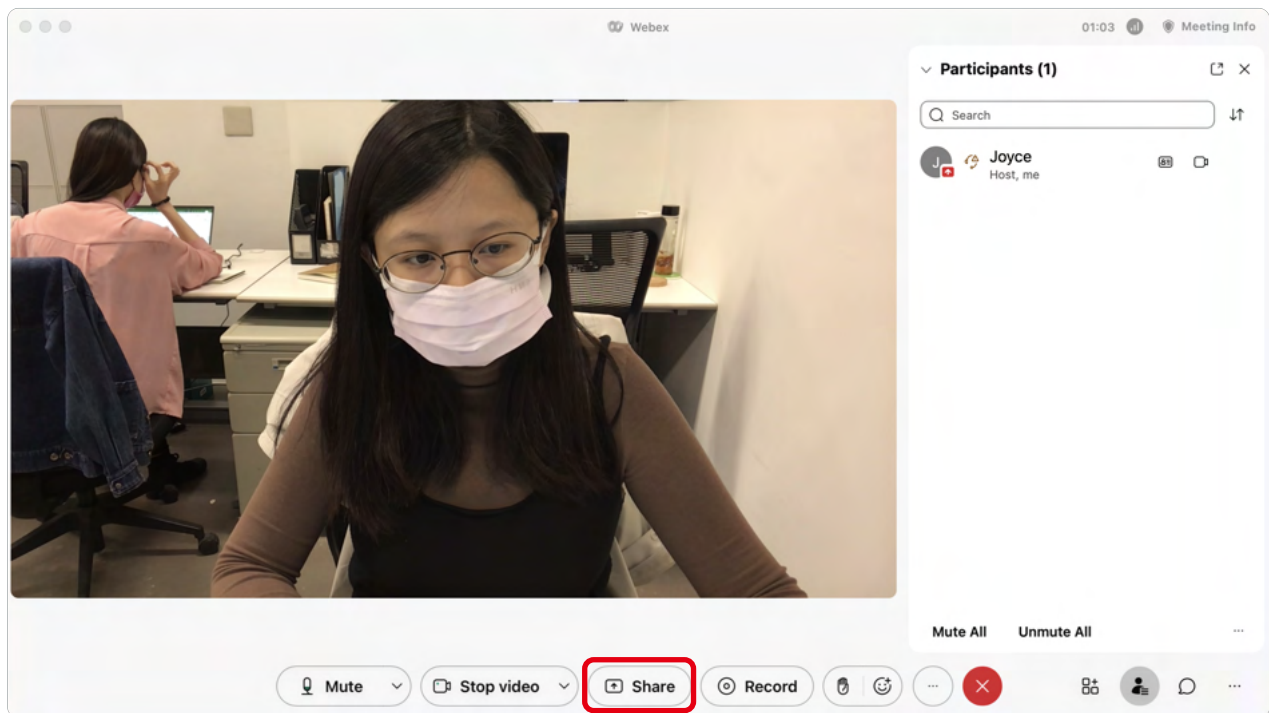
*Note: **Do not** use your document camera as the camera source for your online meeting in this step. Instead, use the computer's built-in webcam.*



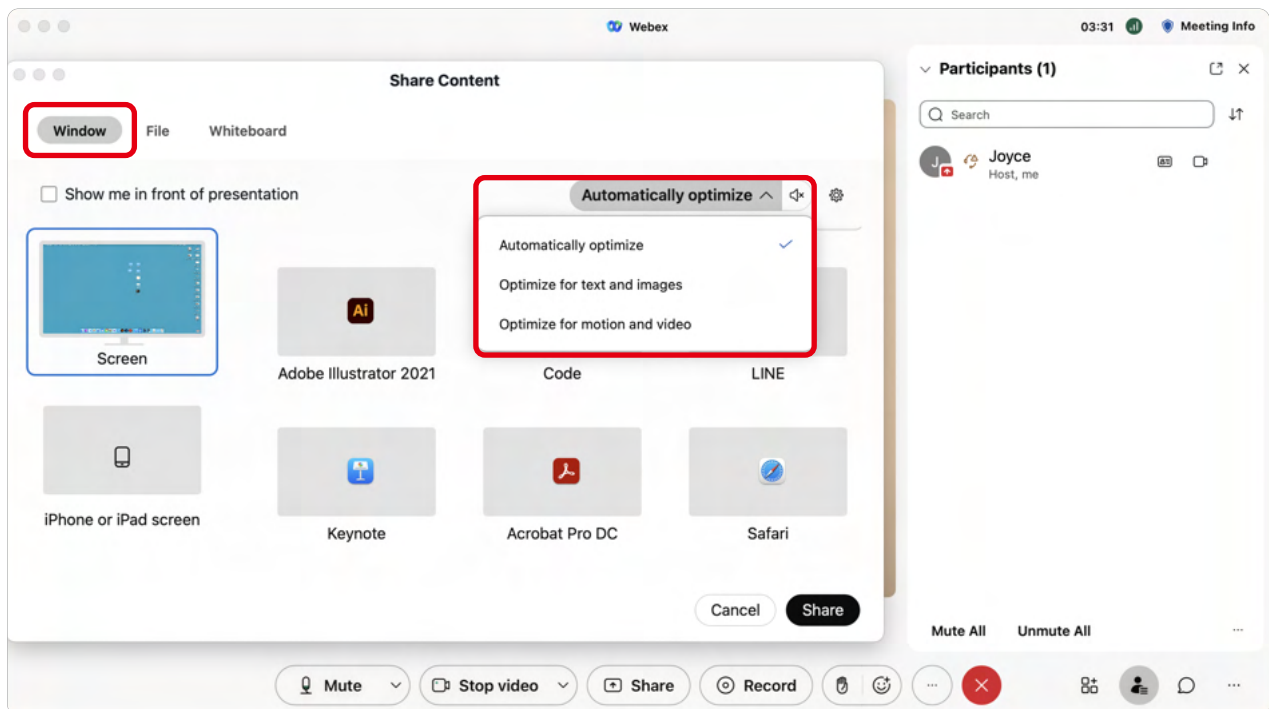
5. Click the green Start Meeting icon to start a meeting.



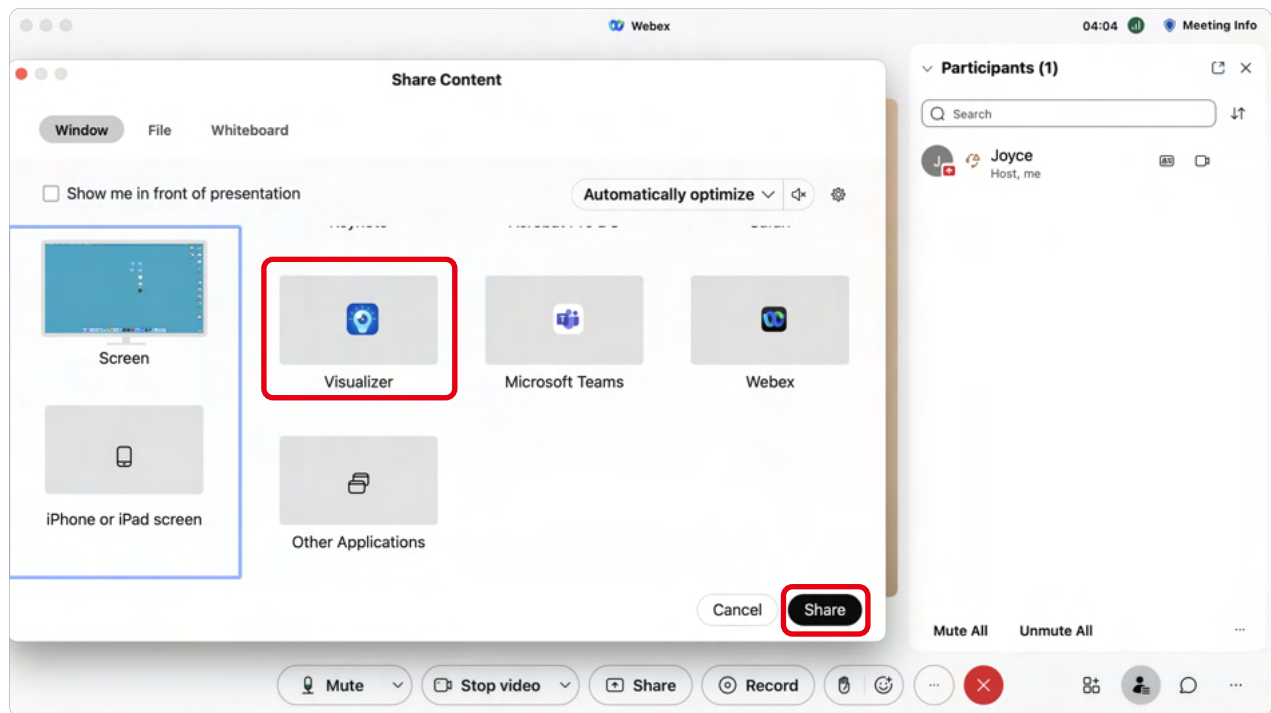
6. Select the **Share Content** icon.



7. You'll be given various options for sharing in the pop-up window that appears. Depending on the type of materials you'd like to share, you can choose between **Optimize for text and images** and **Optimize for motion and video** at the top left.



8. Next, select **Visualizer** from the list of windows that can be shared.



And there you go. Now you can easily share your materials while in a Webex meeting!

