



# Step-by-step guides

**to setting up IPEVO doc cams with 3rd party video conferencing software**

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Step-by-step guide to setting up IPEVO document cameras with Zoom	2
Setting up screen sharing with IPEVO document cameras in Zoom	6
Step-by-step guide to setting up IPEVO document cameras with GoToMeeting	10
Step-by-step guide to setting up IPEVO document cameras with Microsoft Teams	16

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Welcome to the IPEVO step-by-step guides to setting up your IPEVO document cameras with 3rd party video conferencing software. In the following guides, you'll find the help needed to set up your document cameras with some of the most commonly used video conferencing software on the market.

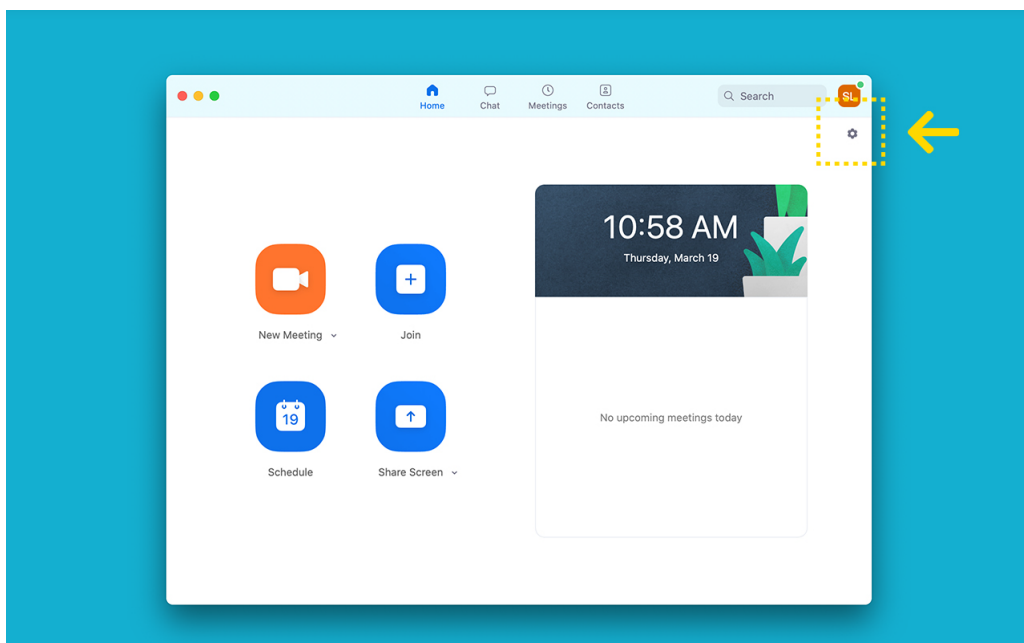
# Step-by-step guide to setting up IPEVO document cameras with Zoom

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.

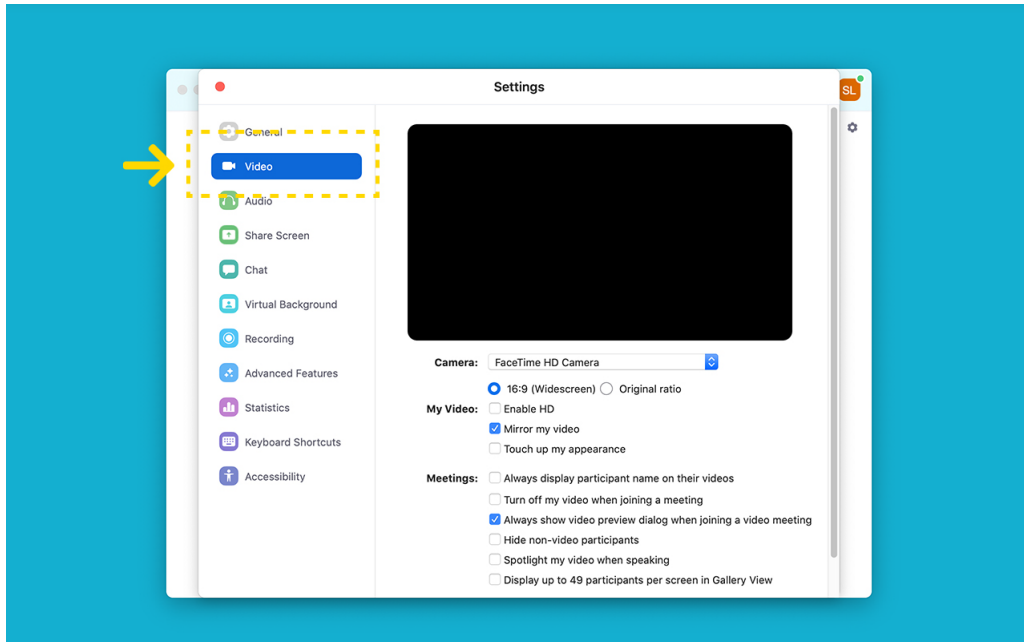


2. Log in to Zoom client on your desktop or laptop.

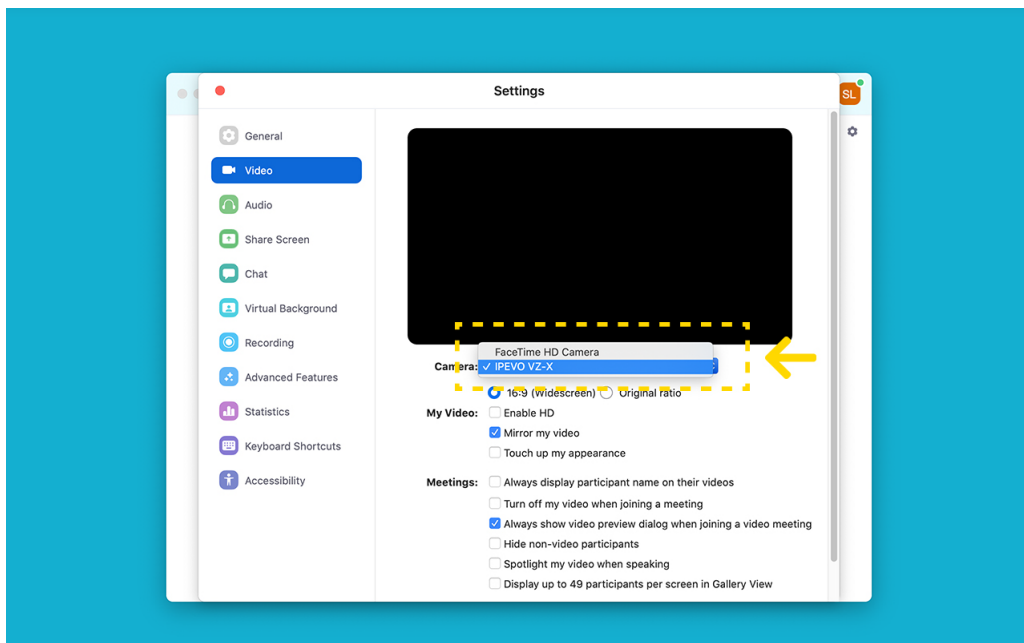
3. Click **Settings** located at the top right under your profile picture.



4. Click the **Video** tab.

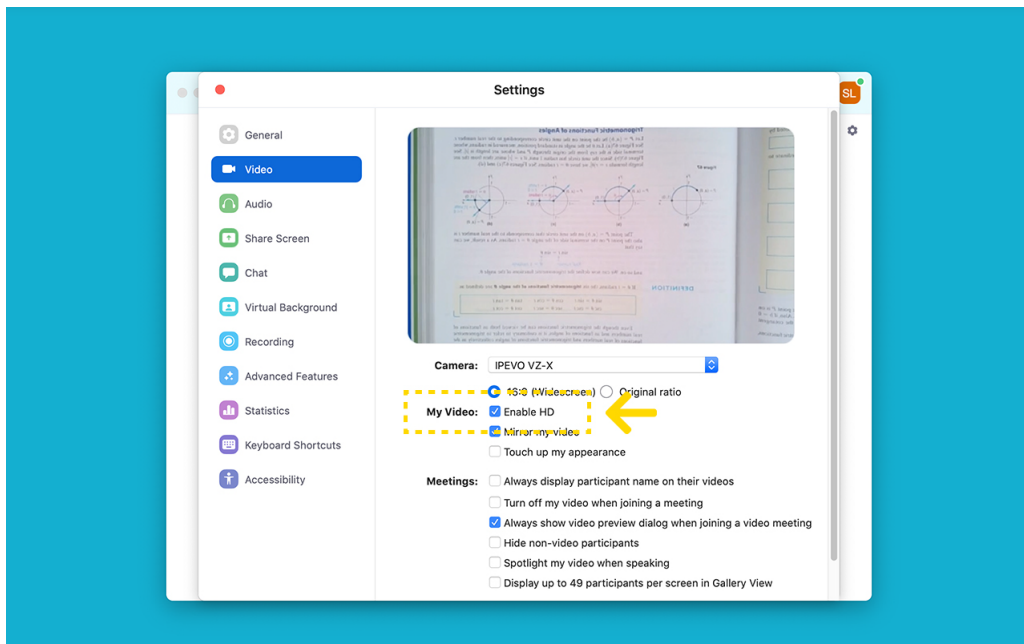


5. Select your document camera as the camera source in **Camera**.

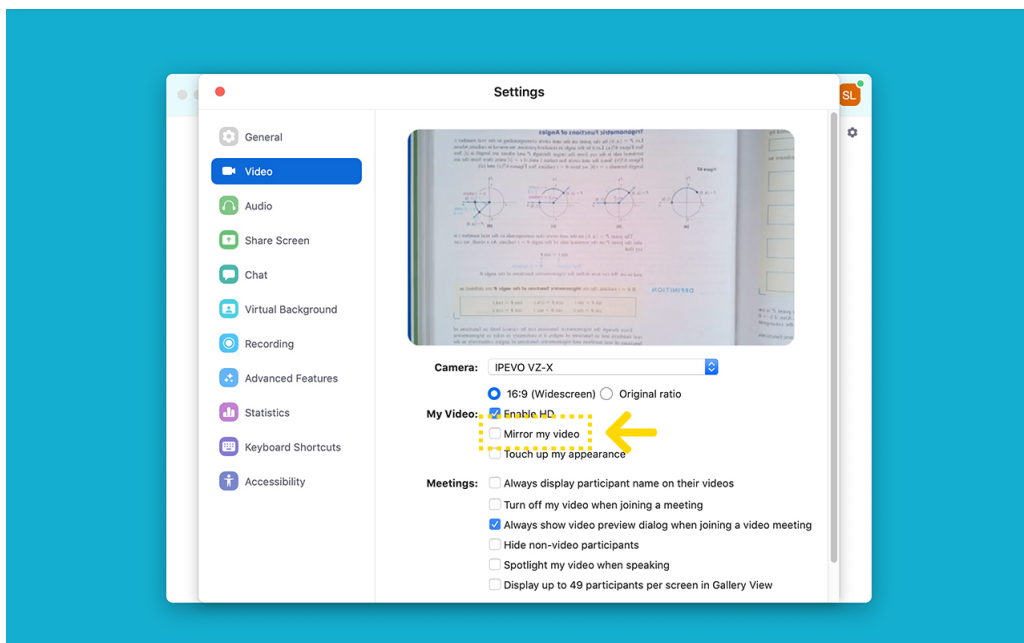




6. Check **Enable HD** in **My Video**. This enables you to use HD video for your meetings.

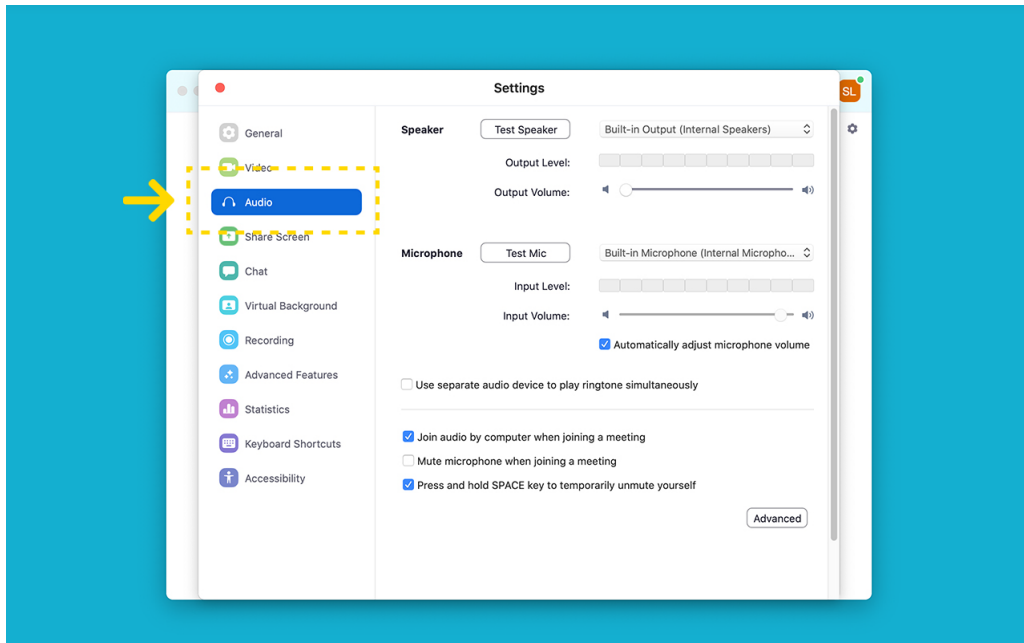


7. If you're seeing a mirrored image in preview, uncheck **Mirror my video** in **My Video**.

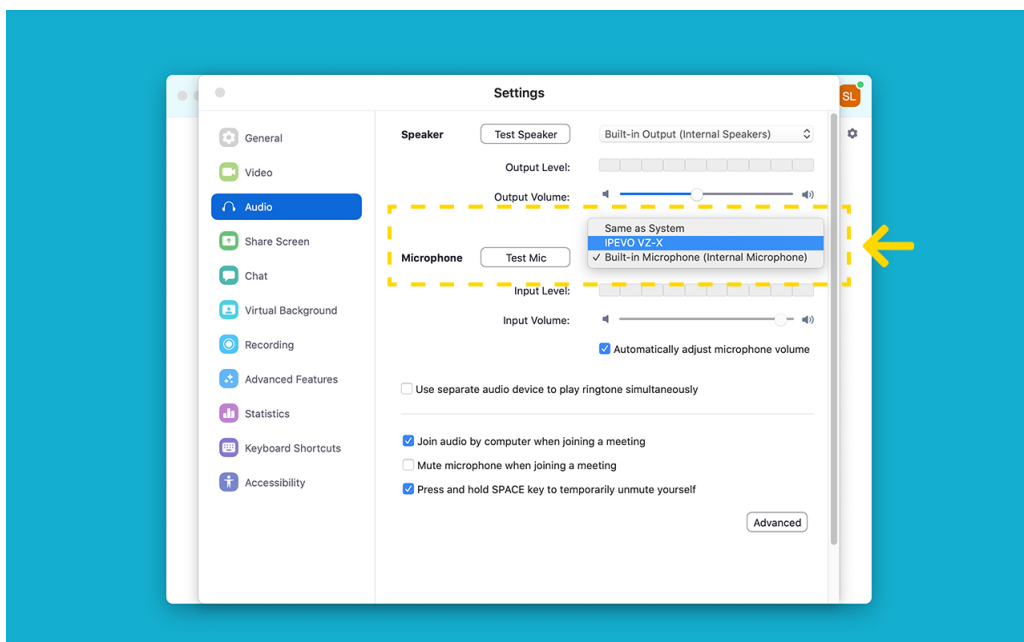


8. If you need to rotate the image, simply rotate the camera head of your document camera. Or, for VZ-R and VZ-X, you can also press the Rotate button on them.

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



10. Next, select your document camera as the audio source in **Microphone**.



And you're all ready to host or join a meeting!

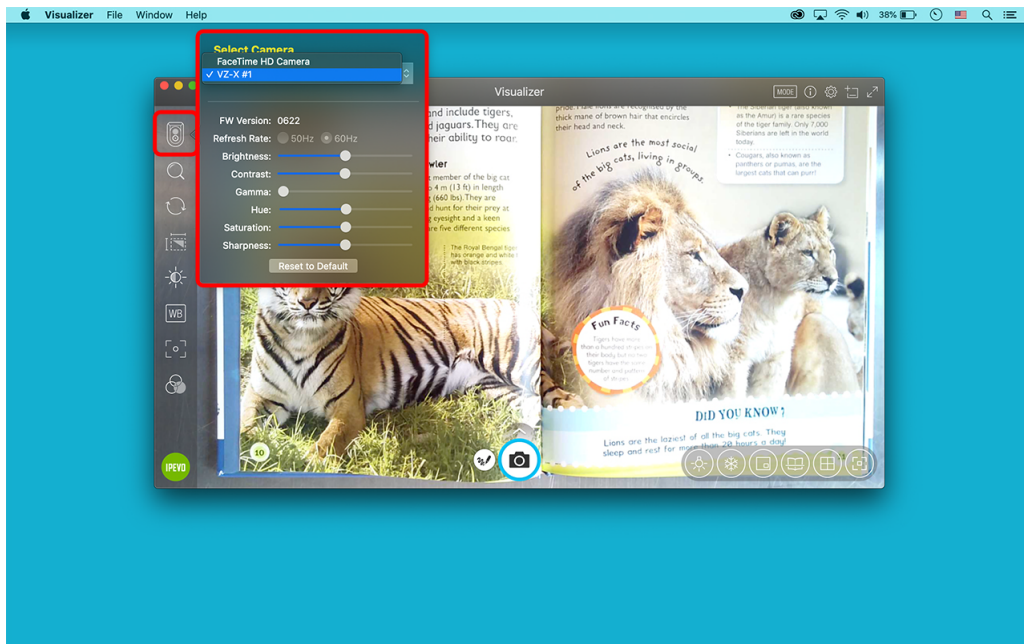
## Setting up screen sharing with IPEVO document cameras in Zoom

In the previous guide on Zoom, we've detailed the steps for setting up your IPEVO document camera with Zoom for video meetings. Now, we're going to show you the process of setting up screen sharing with an IPEVO document camera and IPEVO Visualizer in Zoom.

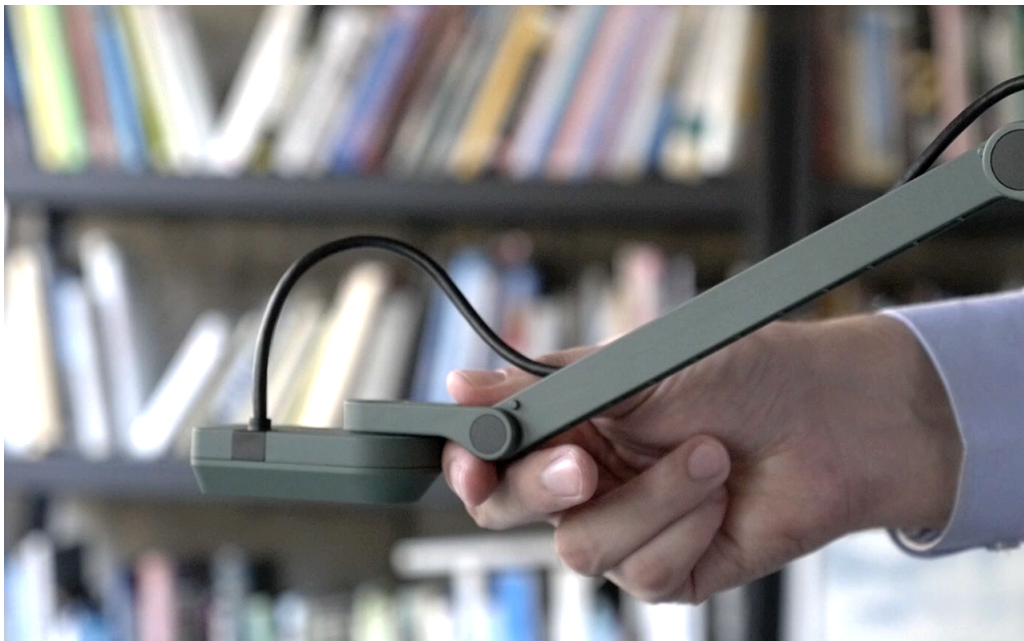
1. Plug in an IPEVO document camera to your computer via USB. Remember to turn it on if you're using a VZ-R or VZ-X.



2. Launch **Visualizer software** on your desktop or laptop. Select your document camera as the camera source in Visualizer

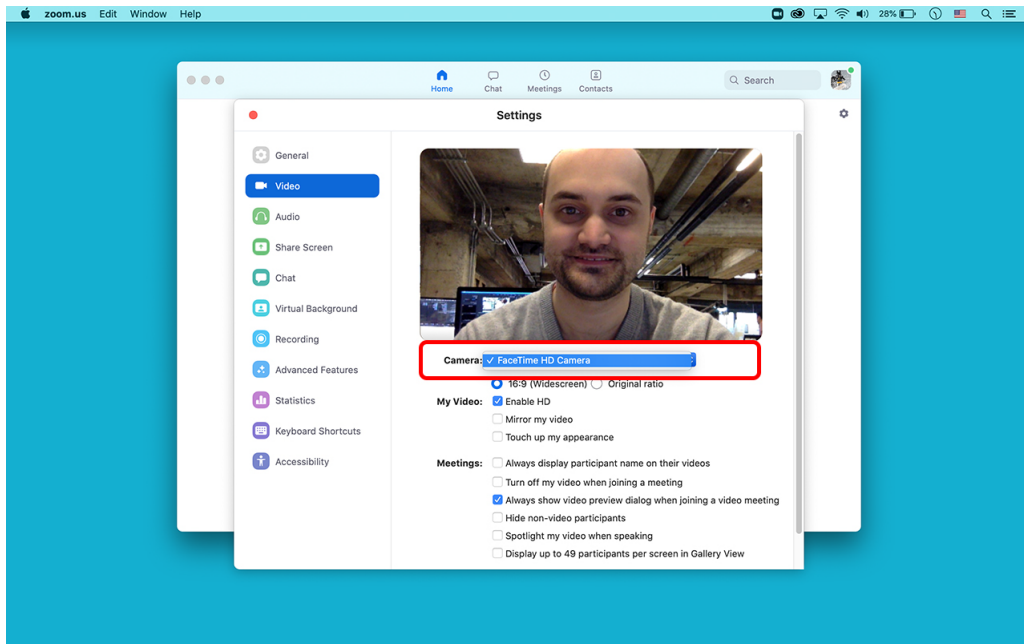


3. Place your material under the document camera and check its live image in Visualizer. Adjust the multi-jointed stand and camera head of the document camera to get a view that best suits your needs.

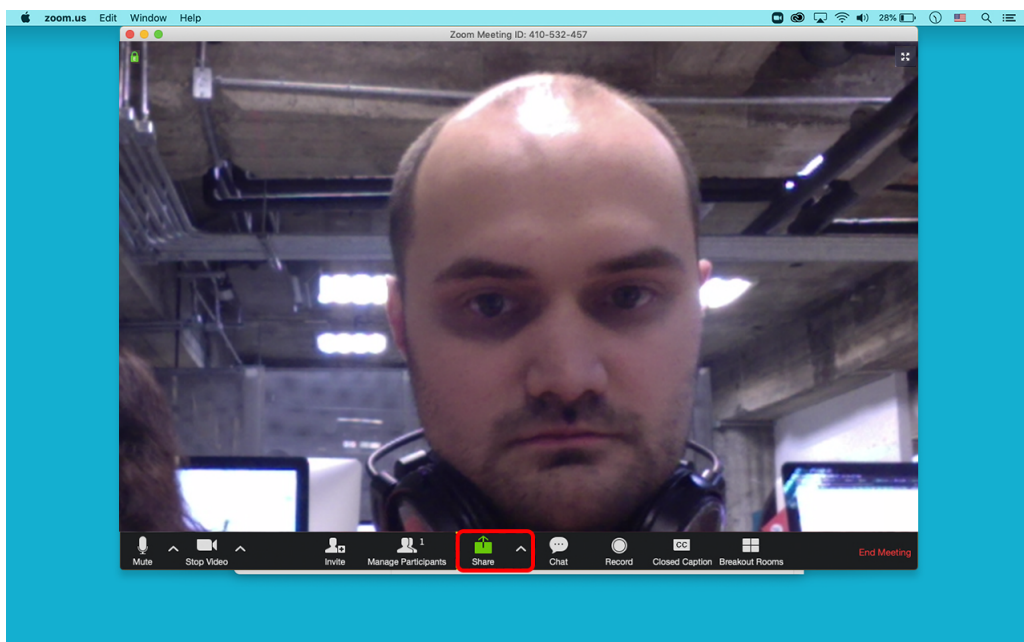




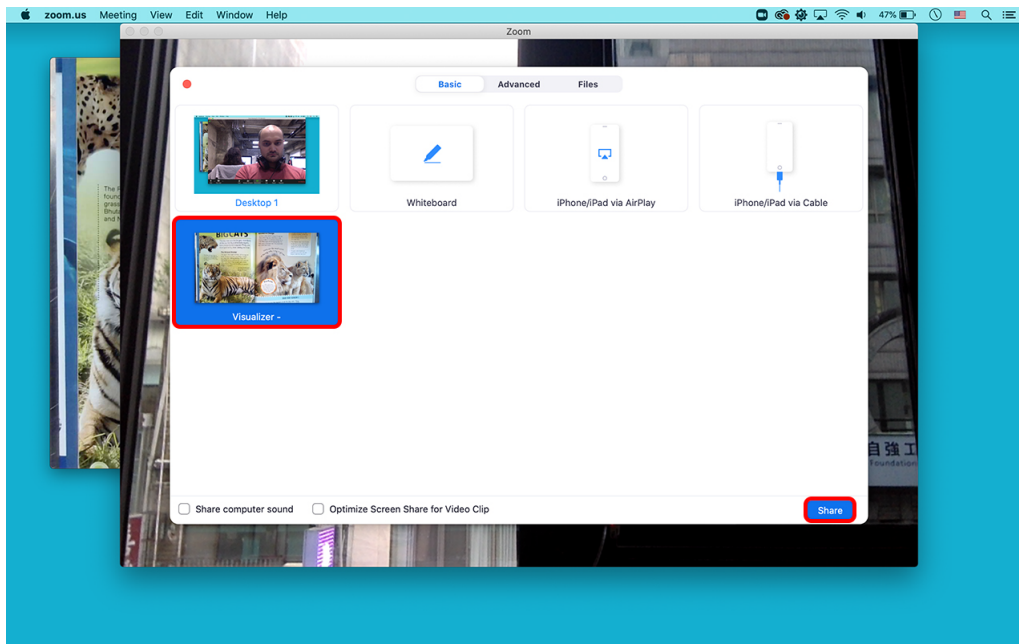
4. When you're ready, launch Zoom to start or join a meeting. **Do not** use your document camera as the camera source for your Zoom meeting. Instead, use the computer's built-in webcam.



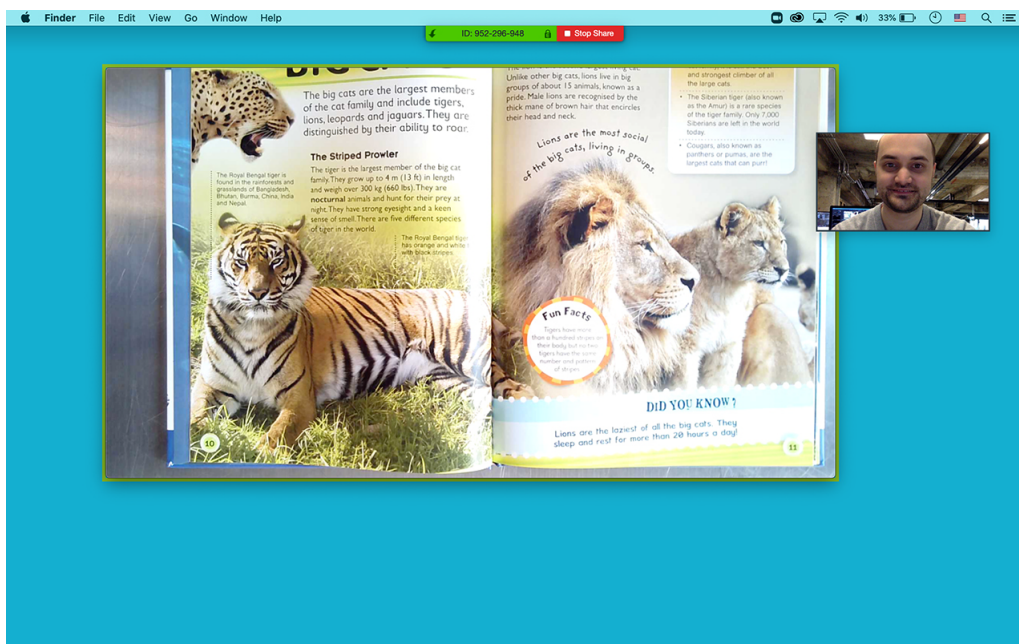
5. Select **Share Screen** located at the bottom of your meeting window.



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



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

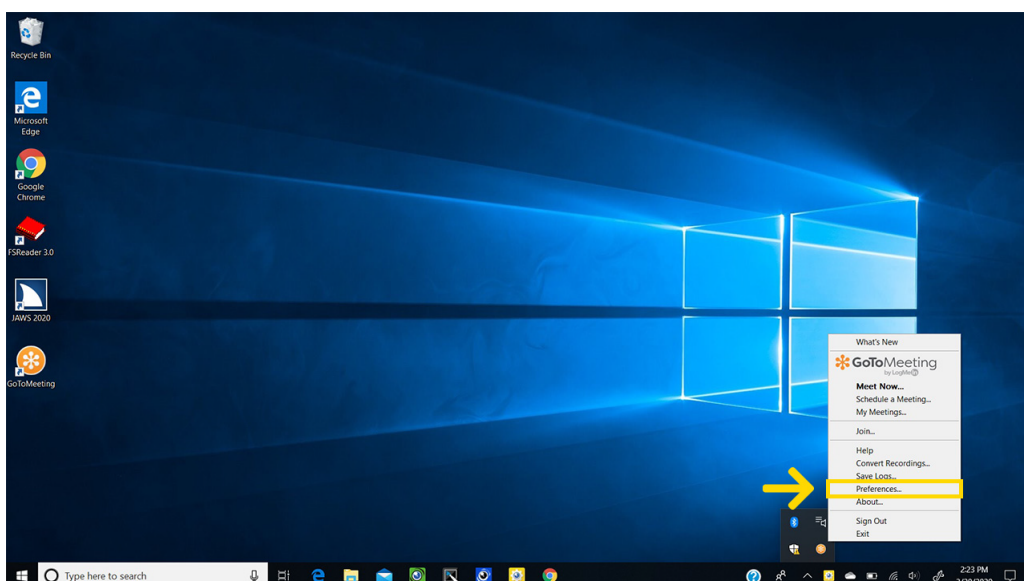


# Step-by-step guide to setting up IPEVO document cameras with GoToMeeting

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.

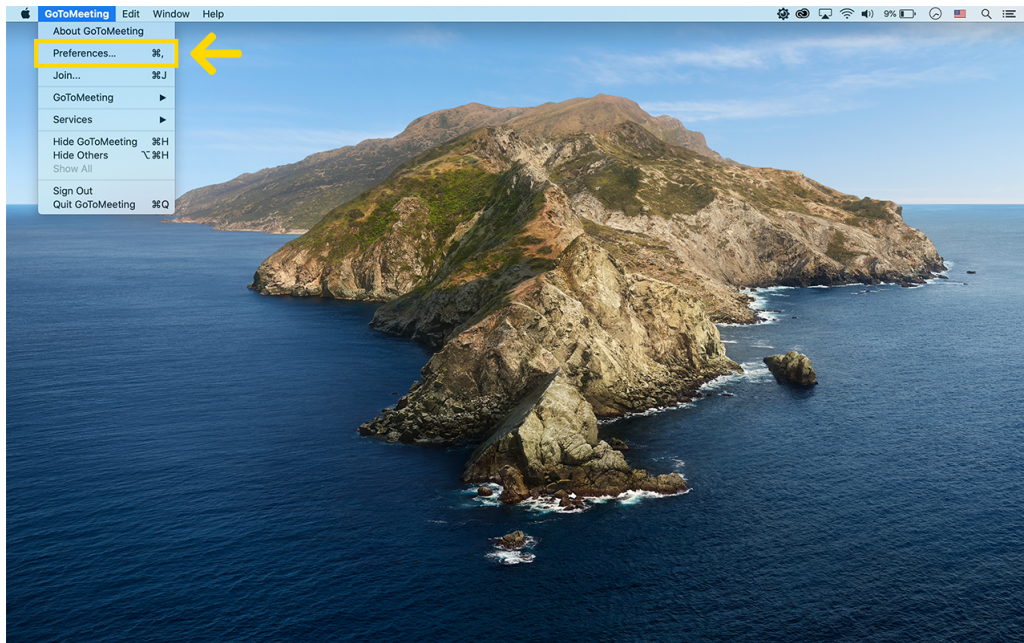


2. For Windows, click the **GoToMeeting** icon in your system tray and select **Preferences**.

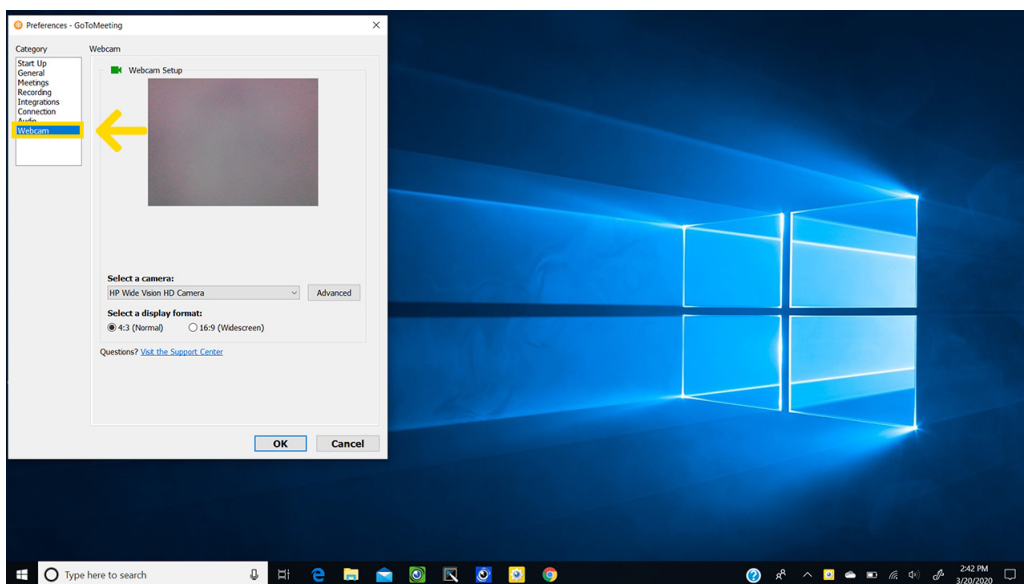




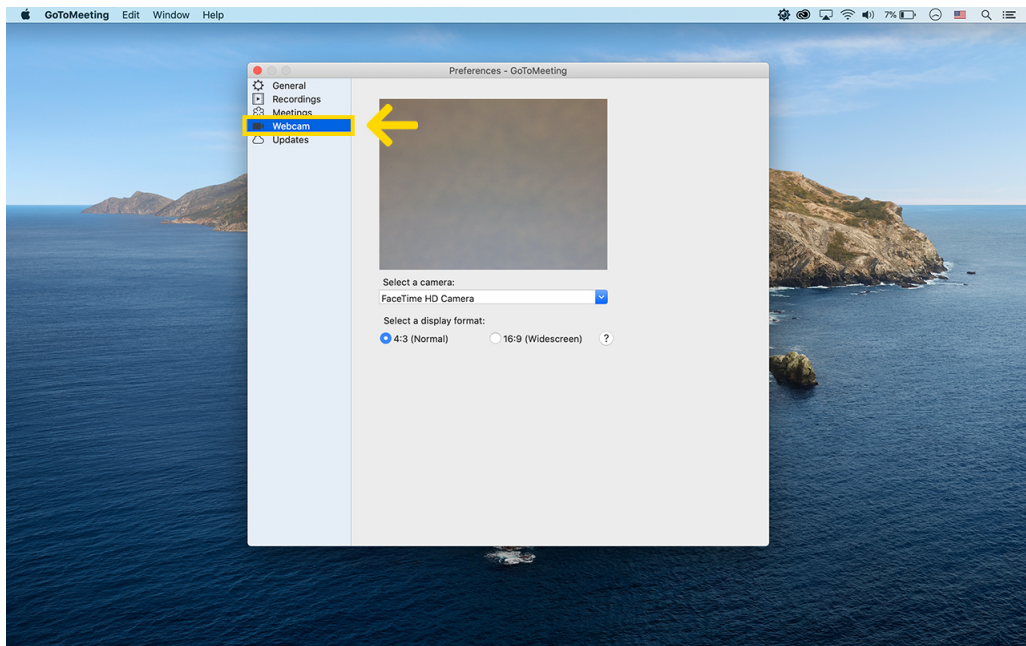
For Mac, launch the GoToMeeting app, click **GoToMeeting** located at the top left of the menu bar, and choose **Preferences** in the drop-down list.



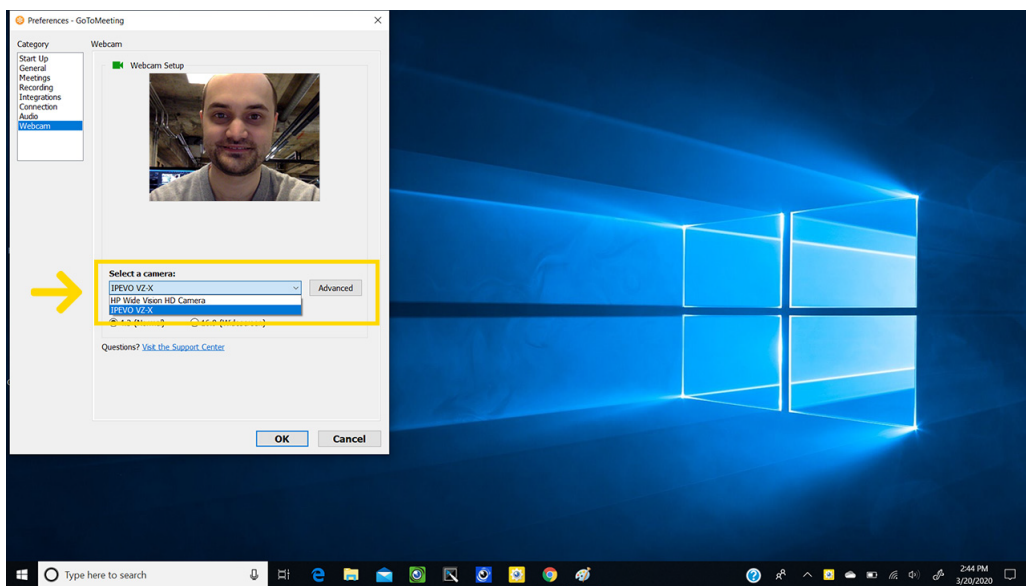
3. Click the **Webcam** tab.

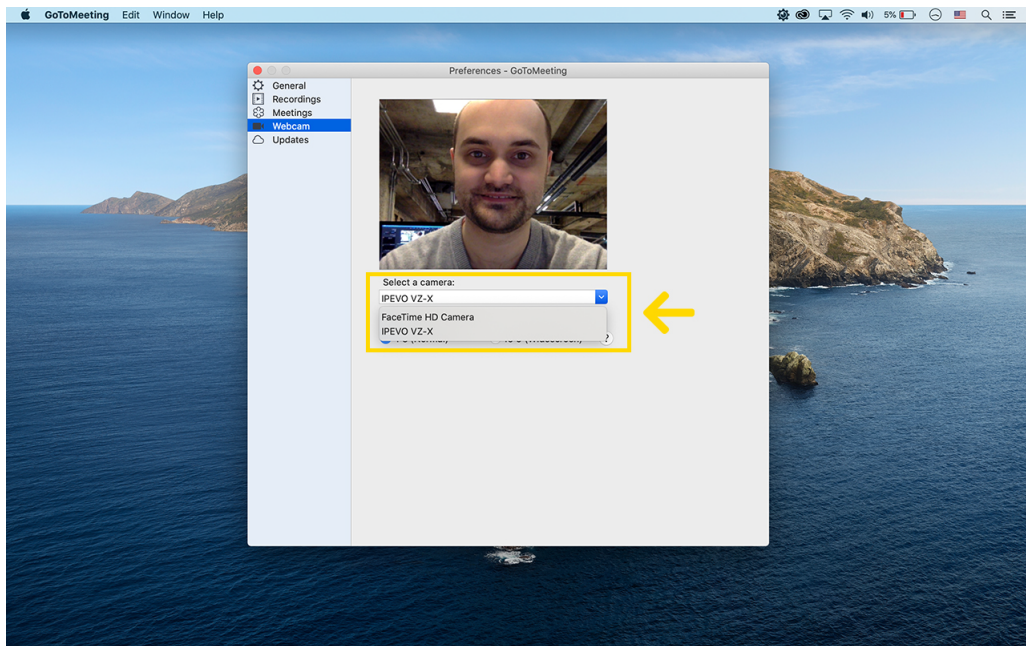




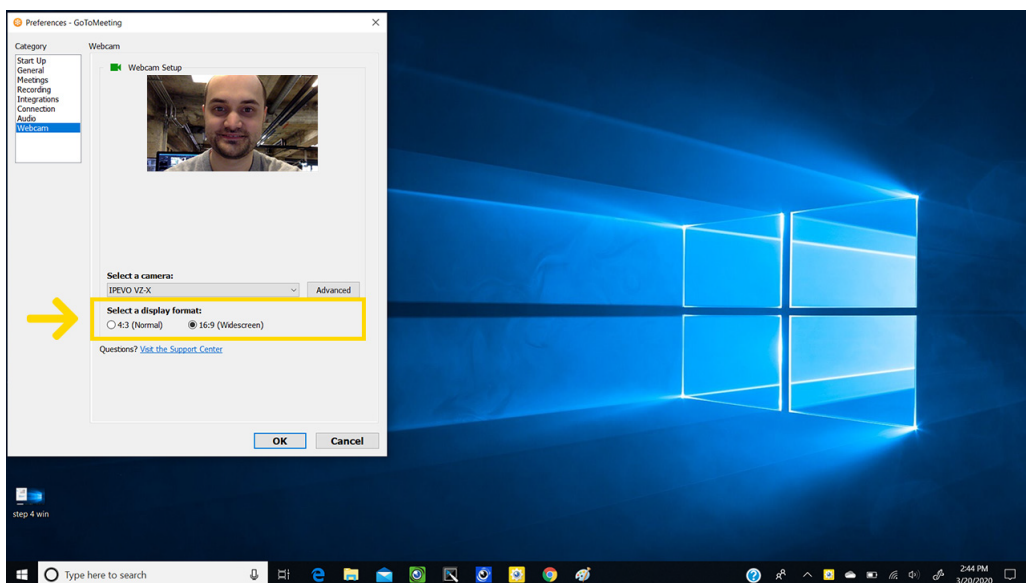


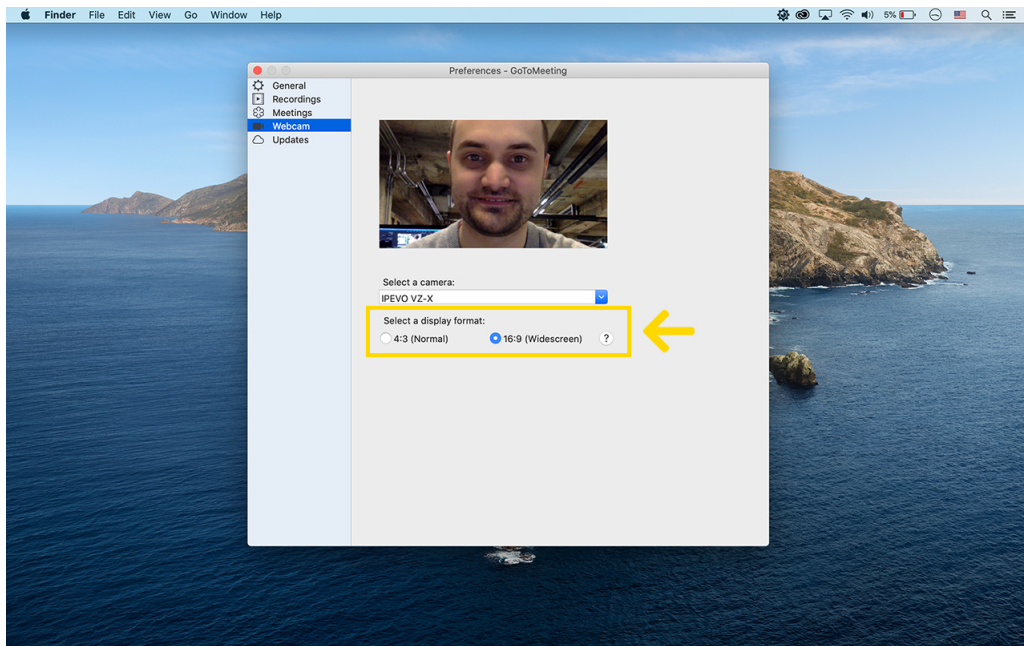
4. Select your document camera as the camera source in **Select a camera**.





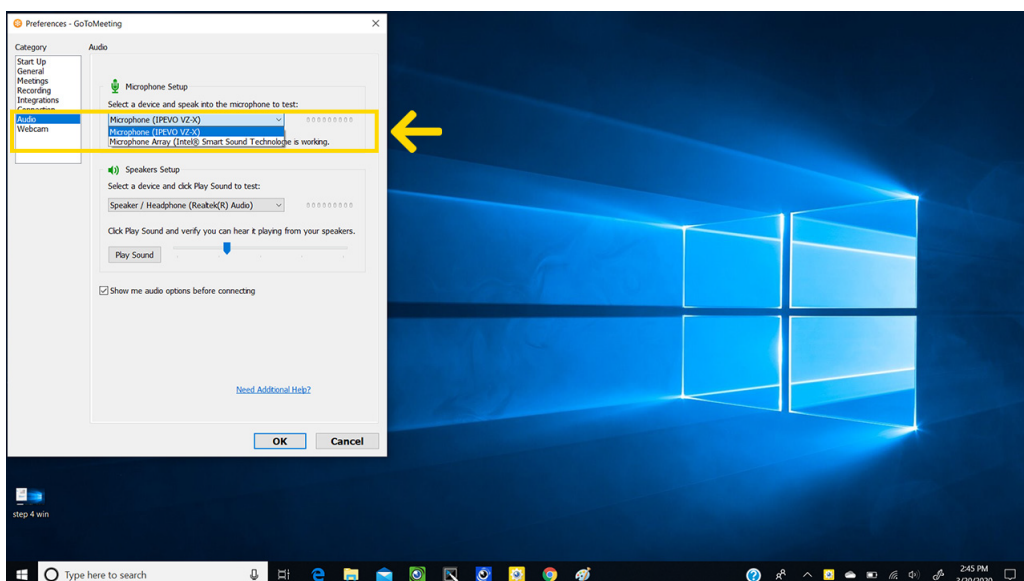
5. Choose a display format that best fits your screen resolution in **Select a display format**.





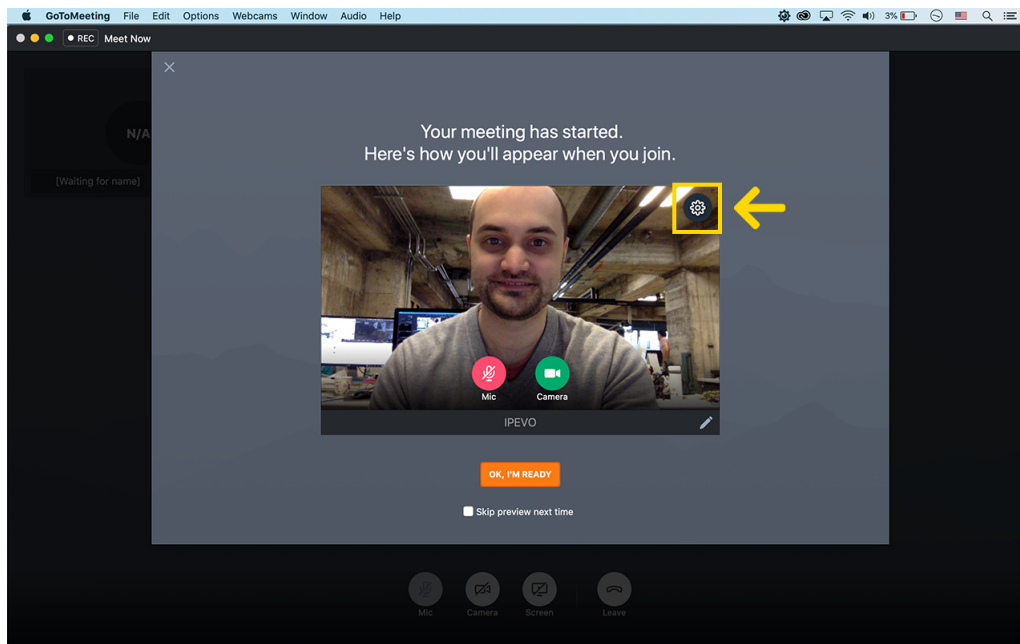
6. If you need to rotate the image, simply rotate the camera head of your document camera. Or, for VZ-R and VZ-X, you can also press the Rotate button on them.

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**.

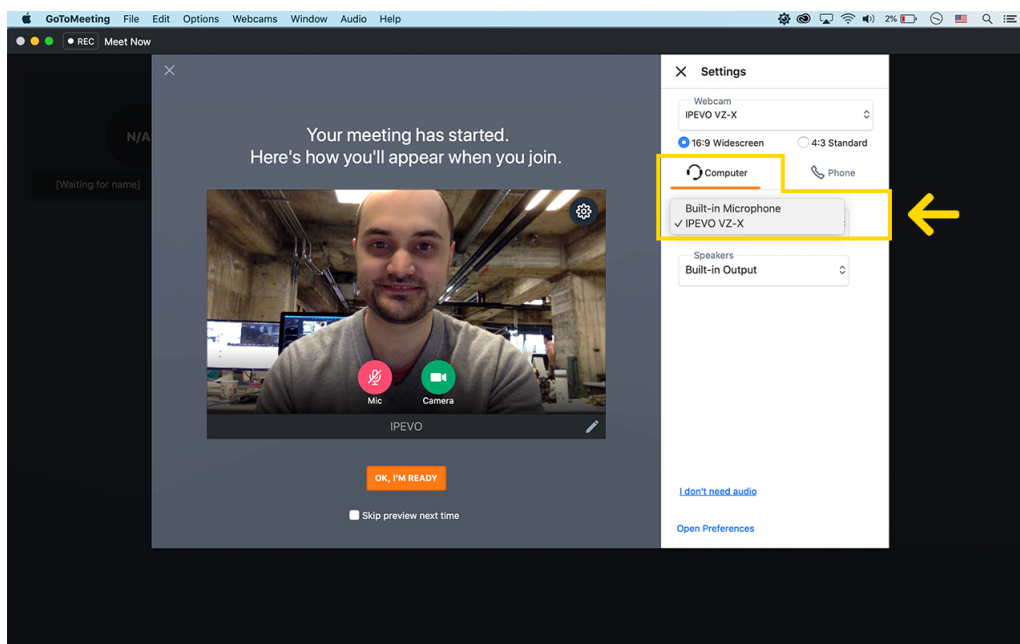




For Mac, you can set your document camera as the audio source in the preview page when you start or join a meeting. Click **Settings** located at the top right of the preview page.



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



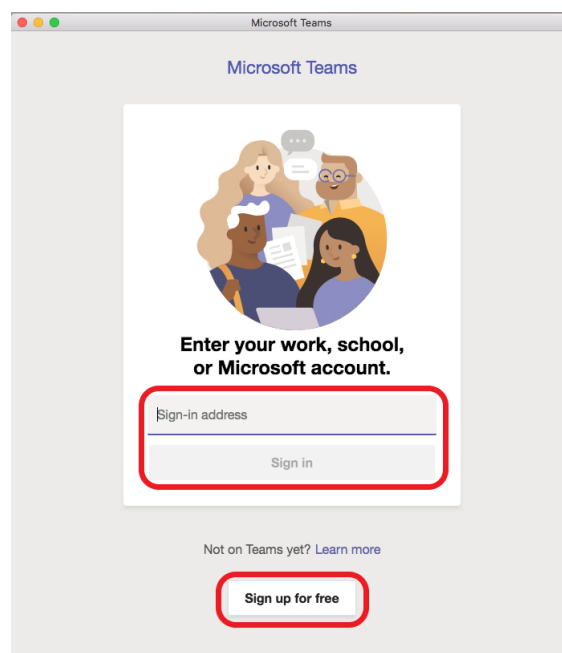
And there you go! You're all ready for your online meetings.

# Step-by-step guide to setting up IPEVO document cameras with Microsoft Teams

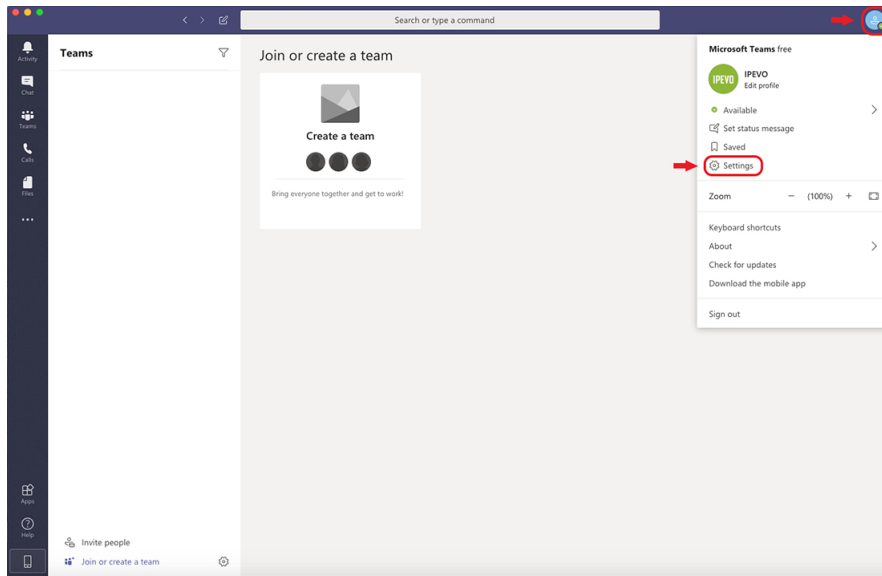
1. Plug in an IPEVO document camera to your computer via USB. Remember to turn it on if you're using a VZ-R or VZ-X.



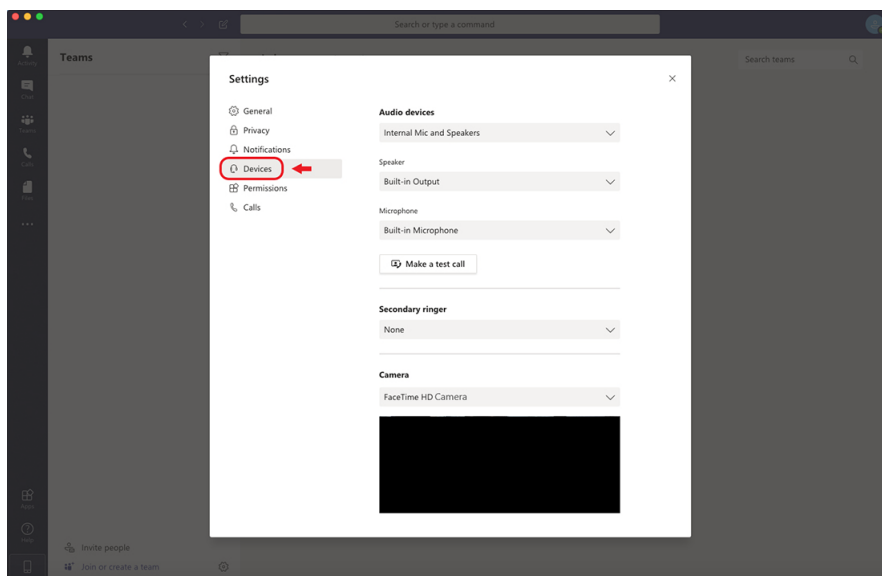
2. Open Microsoft Teams on your computer and sign in with your username and password. Create an account if you don't have one.



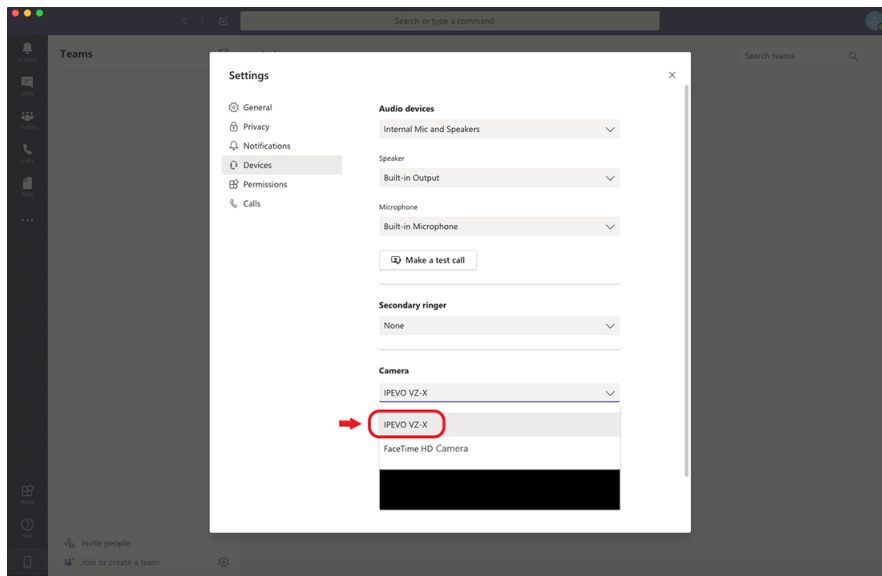
3. Click your profile picture, and click **Settings** in the drop-down list to open the settings page.



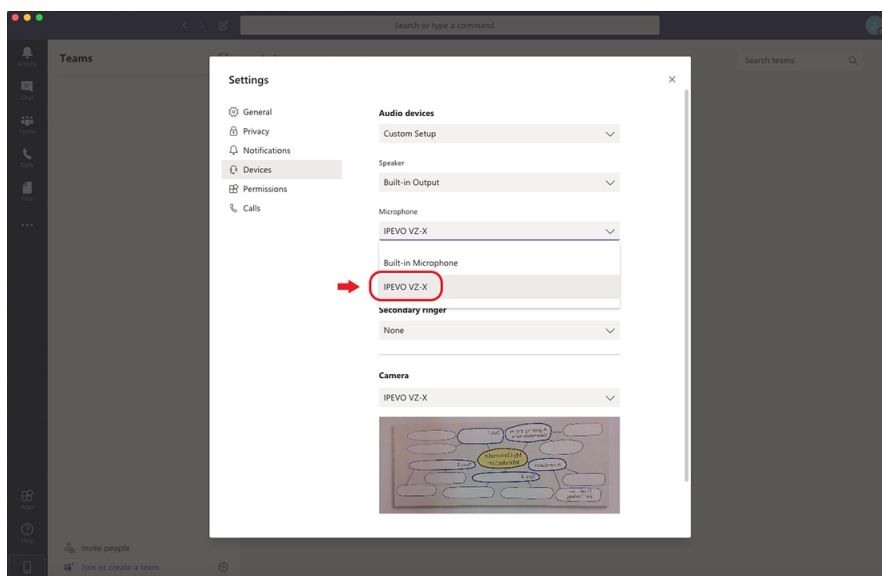
4. On the settings page, click the **Devices** tab.



5. Select your IPEVO document camera as the video source in **Camera**.

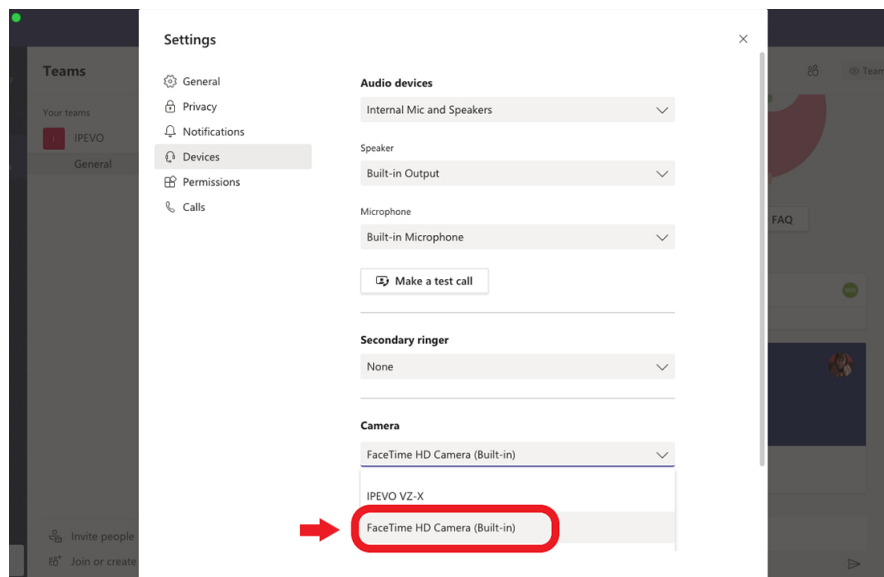


6. If you'd like to access the built-in microphone of your IPEVO document camera, change your audio source in **Microphone** as well.

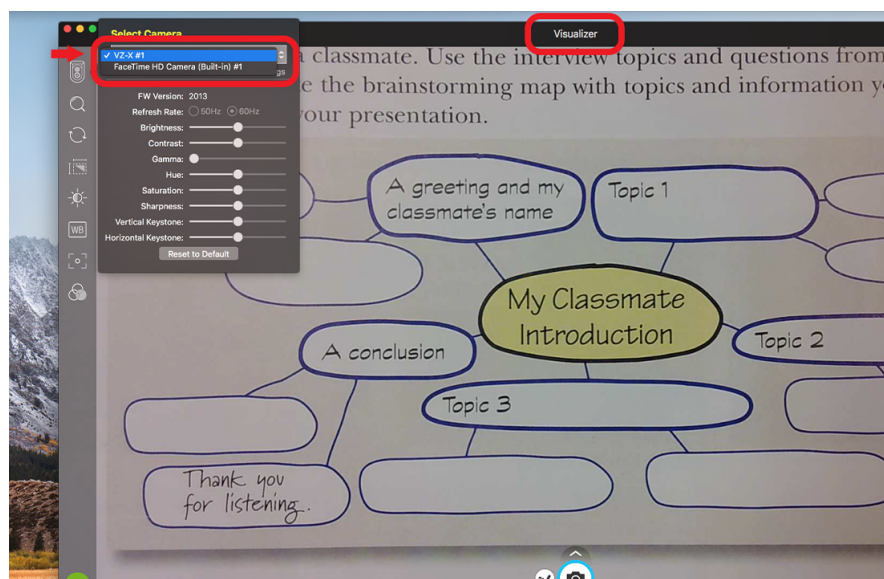


7. As with other third-party software that sets their default image to be mirrored, you'll see a mirrored image in your preview when you use your IPEVO document camera with Microsoft Teams. To get around this, simply use the **Share** function in Microsoft Teams.

(1) Stop the Teams software from accessing your IPEVO document camera by switching the video source

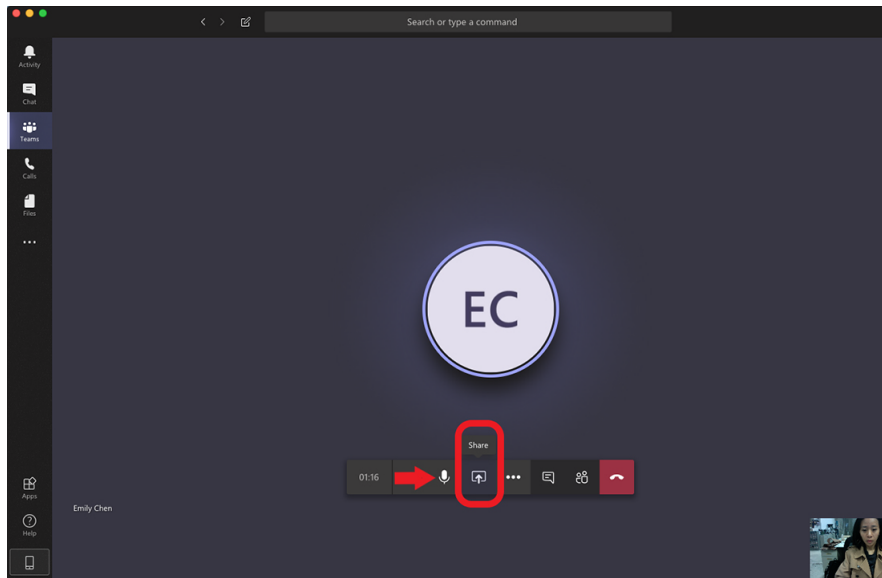


(2) Download and run the free IPEVO Visualizer software to stream the live images of your IPEVO document camera.

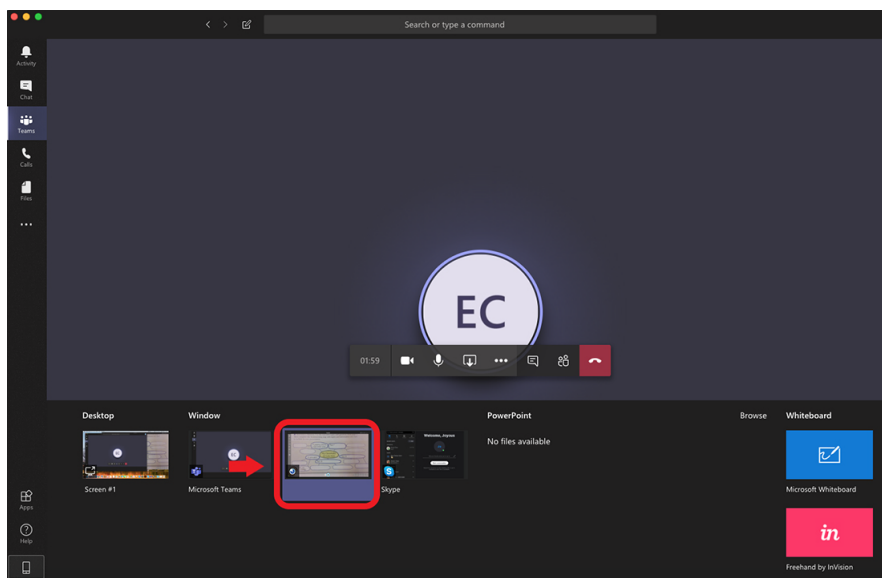




(3) Go back to the Teams software, and click the **Share** function to start sharing your screen.



(4) You may choose to share a selected window or the whole desktop.



(5) Now the image you're seeing will be in the correct orientation.

8. Make use of IPEVO document cameras' multi-joint stands and swiveling camera heads to capture your materials at the height, angle, and orientation that best fit your needs. If you're using VZ-R or VZ-X, you can even adjust the images at your fingertips with the available tactile buttons!



Now, you're ready to go! Enjoy your online meeting or teaching with IPEVO!