



Step-by-step guide

to setting up IPEVO document cameras with Microsoft Teams

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.

List of materials needed

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

- * An IPEVO document camera
- * A computer
- * Microsoft Teams
- * IPEVO Visualizer software (for screen sharing)

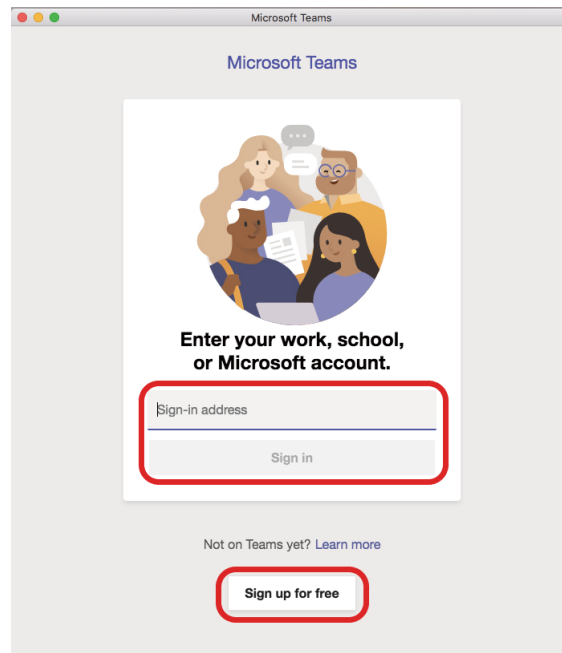
Step-by-step guide

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

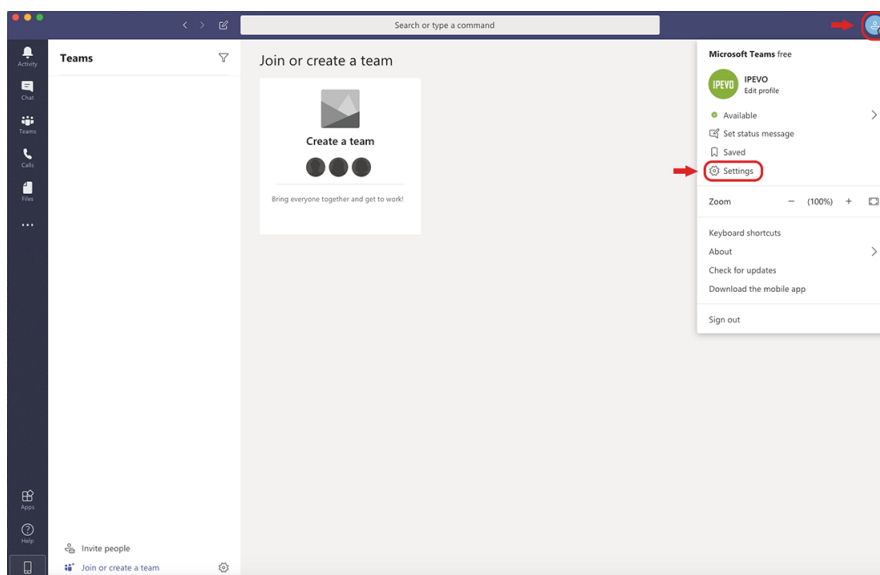
1. Plug in an IPEVO document camera to your computer via USB. Remember to turn it on if you're using a VZ-R or VZ-X.



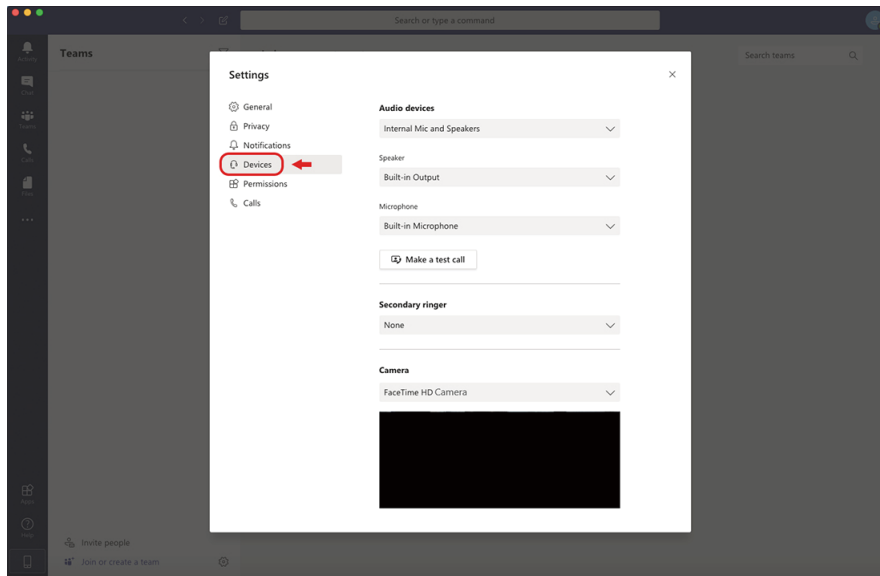
2. Open **Microsoft Teams** on your computer and sign in with your username and password. Create an account if you don't have one. Follow the steps outlined [here](#) to sign up for one.



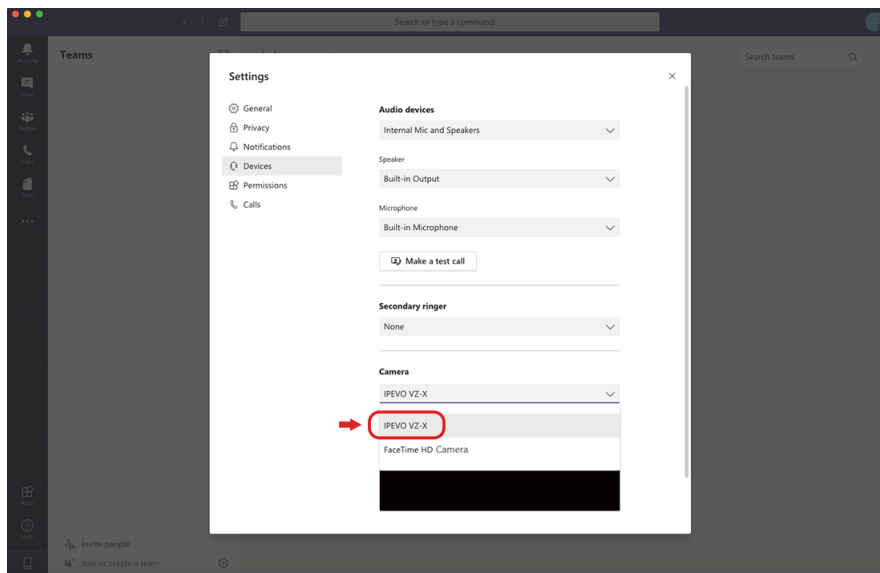
3. Click your profile picture, and click **Settings** in the drop-down list to open the settings page.



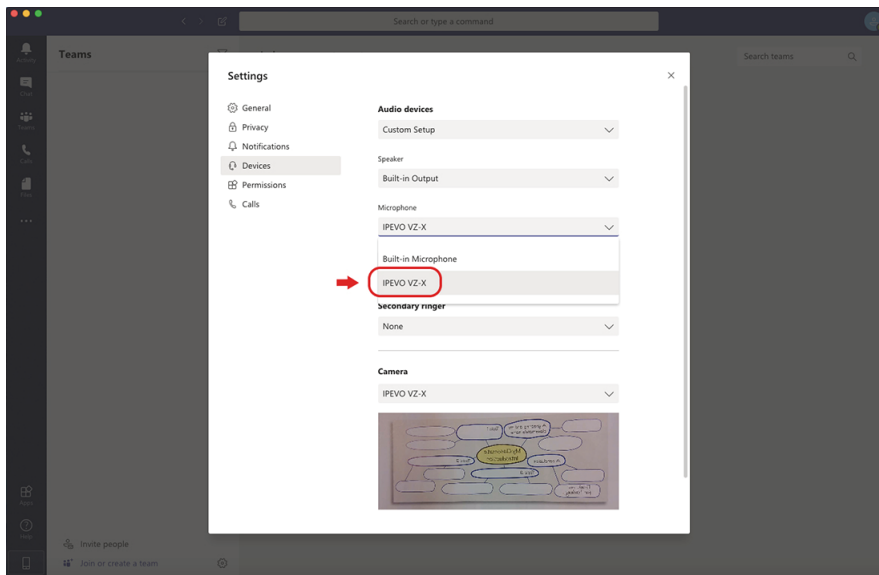
4. On the settings page, click the **Devices** tab.



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

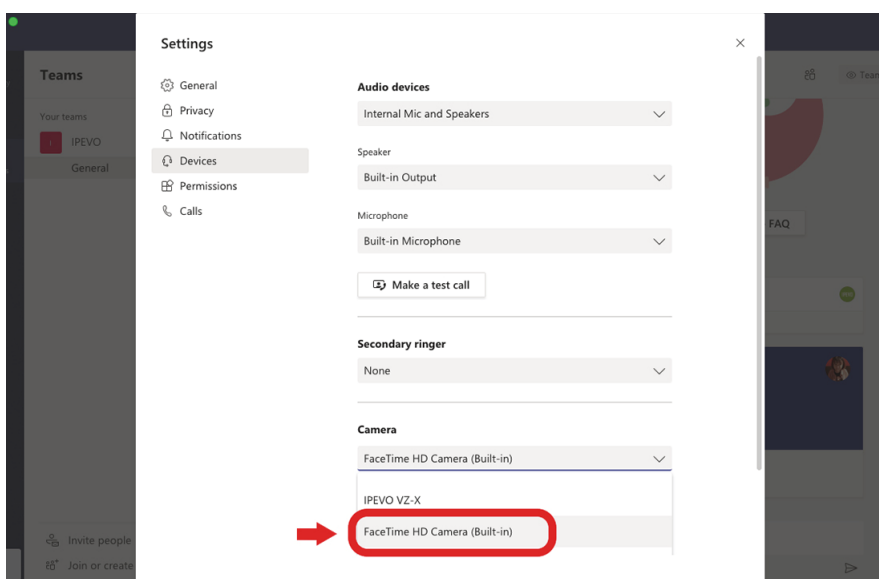


6. If you'd like to access the built-in microphone of your IPEVO document camera, change your audio source in **Microphone** as well.

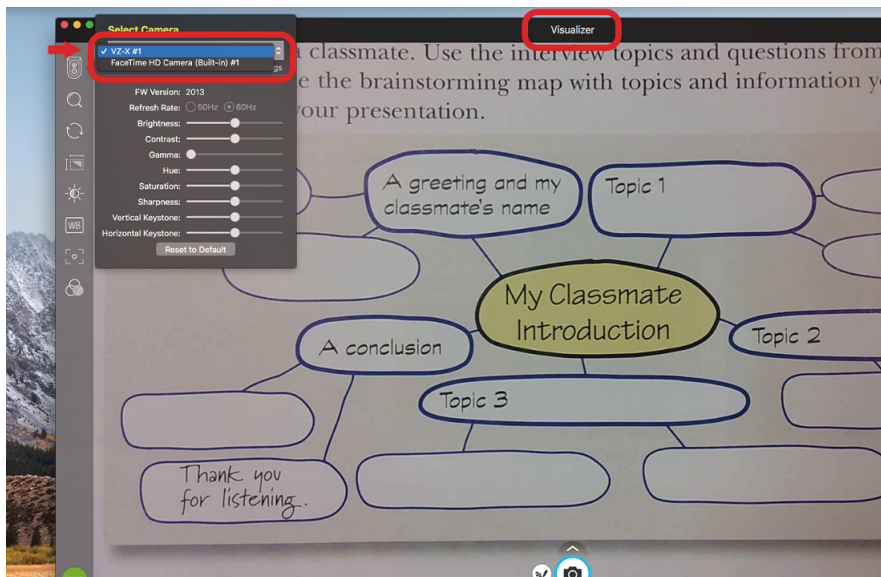


7. As with other third-party software that sets their default image to be mirrored, you'll see a mirrored image in your preview when you use your IPEVO document camera with Microsoft Teams. To get around this, simply use the **Share** function in Microsoft Teams.

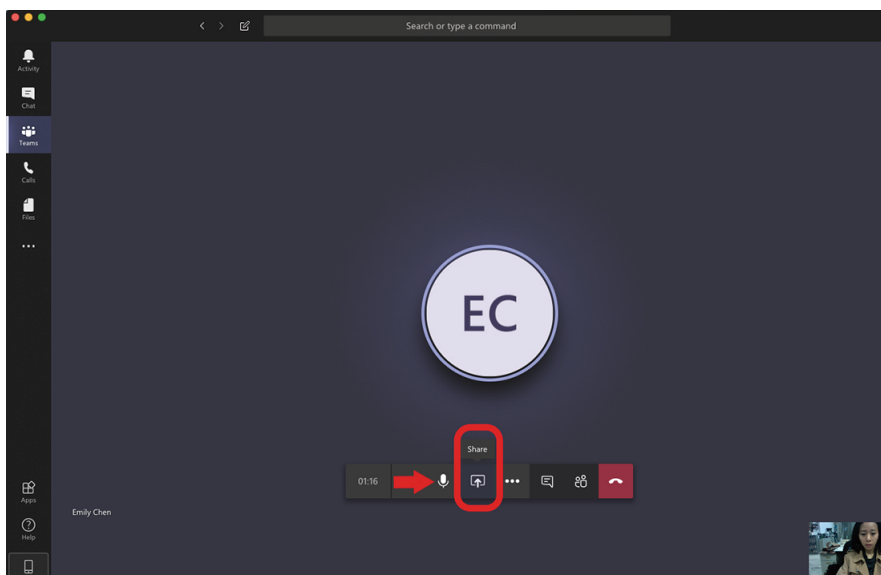
(1) Stop the Teams software from accessing your IPEVO document camera by switching the video source.



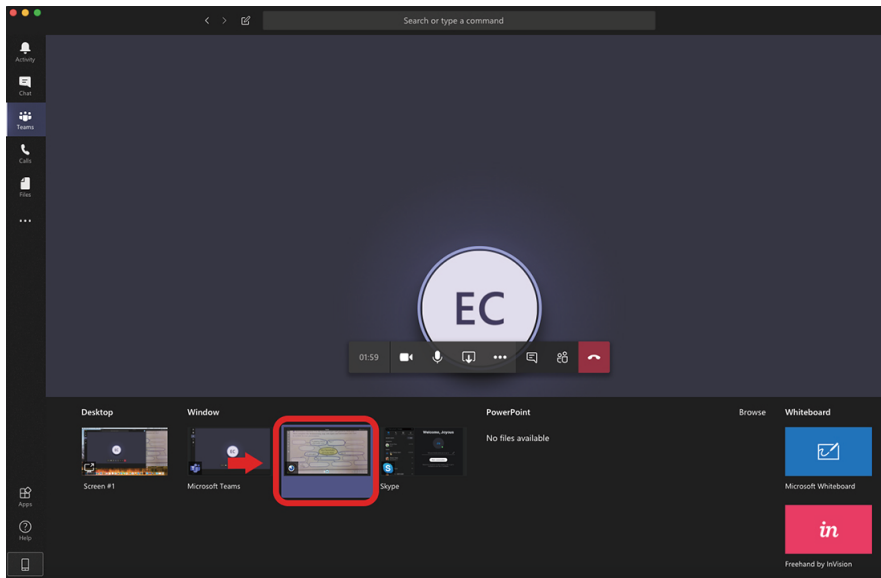
(2) Download and run the free **IPEVO Visualizer** software to stream the live images of your IPEVO document camera. You can download IPEVO Visualizer [here](#).



(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!