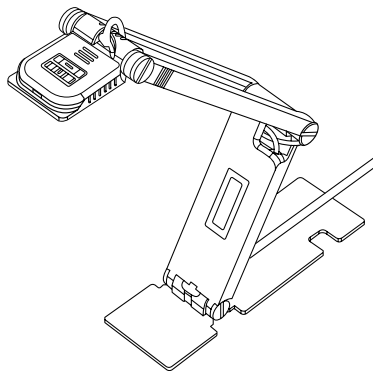


### QUICK GUIDE



TS-82-943-01040-005

#### Package Content:

- INS-Flip 4 USB Document Camera
- Camera Carry Bag
- Quick Guide

#### Customer Service

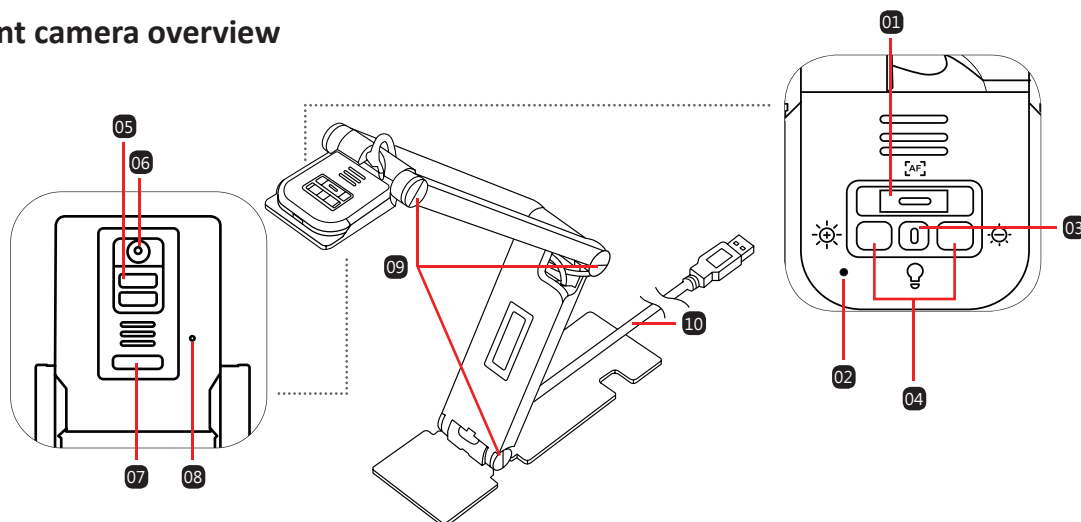
Email : [service@inswan.com](mailto:service@inswan.com)

Website : <http://www.inswan.com>

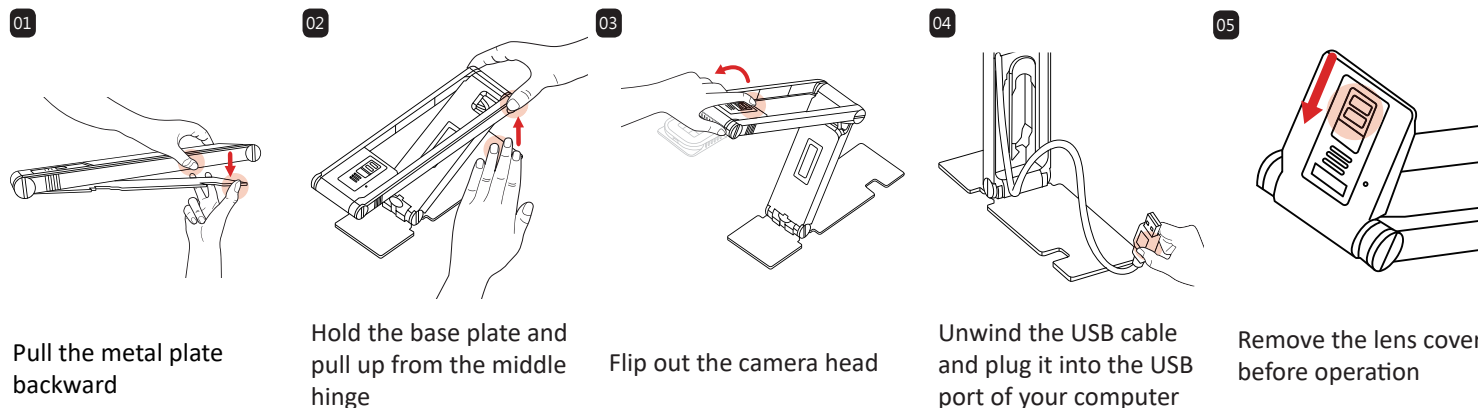


### A | INS-Flip 4 USB document camera overview

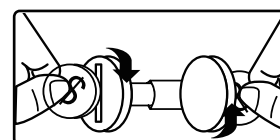
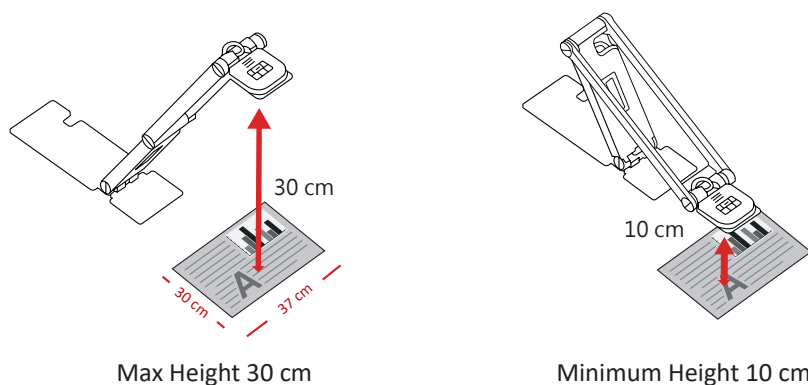
- 01 Auto Focus (on/off)
- 02 Power Indicator
- 03 Lamp (on/off)
- 04 Adjust Brightness
- 05 Lens Cover
- 06 Camera
- 07 LED Lamp
- 08 Microphone
- 09 Arm Screw
- 10 USB Cable



### B | Setup and connect to PC



### C | Shooting area and minimum shooting distance



Note :

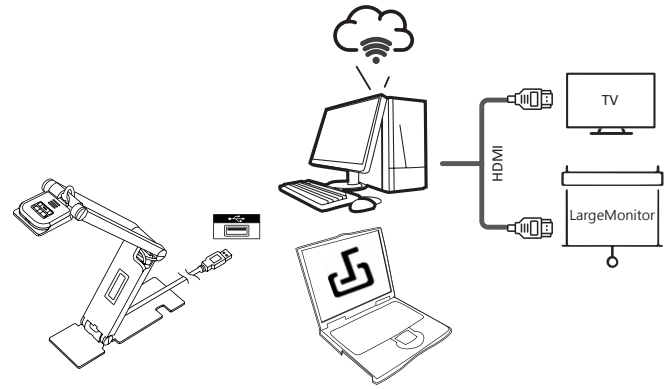
Use two coins to tighten the screws if the arm is loose.

## D | Installing application software on computer/laptop

INS-Flip 4 requires the Documate application or other webinar software to function.

Please download the latest version of the Documate application for PC, Mac, or Chromebook at [www.inswan.com](http://www.inswan.com). Use Documate to display the textbook/objects, and then use screen sharing in any webinar application for high-engagement remote teaching/conferencing.

INS-Flip 4 is compatible with most webinar software applications.



## E | Using the Documate application software

Start the application on your computer/laptop and choose the desired operation mode.



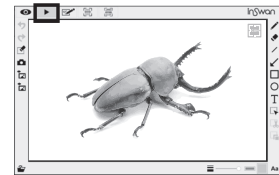
### 👁 Live mode (default) :

Shows the live image captured by the INS-Flip 4 and provides various functions to enhance your presentation.

### Recording video and image capture

Recording video and image capture.

Click 📷 to take snapshots or ● to record video clips for future use.



### ▶ Playback mode :

Review and/or edit snapshots and video clips taken by INS-Flip 4 or other devices.



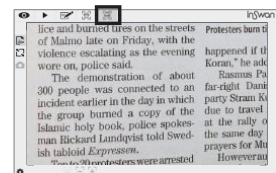
### 🖋 Drawing mode :

Use the whiteboard space and markup tools to add text, create drawings or markup existing images.



### 📄 Scan mode :

Scan documents or images into PDF, PNG, JPG or TIFF file formats. Also, perform OCR (optical character recognition) to extract text for editing.



### 📄 Batch scan mode :

Scan more than one document at a time. You can read multiple pages of text in one sitting by scanning multiple images.

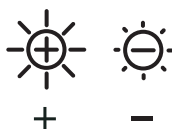
## F | Adjust focus

Press for one-time autofocus adjustment.



## H | Adjust brightness

Press to adjust desired brightness level.



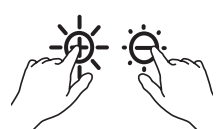
## G | Supplemental illumination

Turn on the LED lamp to improve image quality in dark conditions.



## I | Change image orientation

Flip image orientation by simultaneously holding both brightness buttons ( + ) ( - ).



For more advanced operation , please visit our official site at [www.inswan.com](http://www.inswan.com).