

# IPEVO

## Step-by-step guide

### Set up your IPEVO document camera and use it in Microsoft Teams

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#### Tip:

Some 3rd party software may mirror your video preview by default while showing the unmirrored video to the other meeting participants. To change this, either switch preview mirroring off in the software settings or stream your video through the IPEVO Visualizer software and share the Visualiser window via the screen sharing feature of the 3rd party software.

# How to use your IPEVOdocument camera in Microsoft Teams

## ✓ What do you need

Before you start, make sure you have the following items and software:

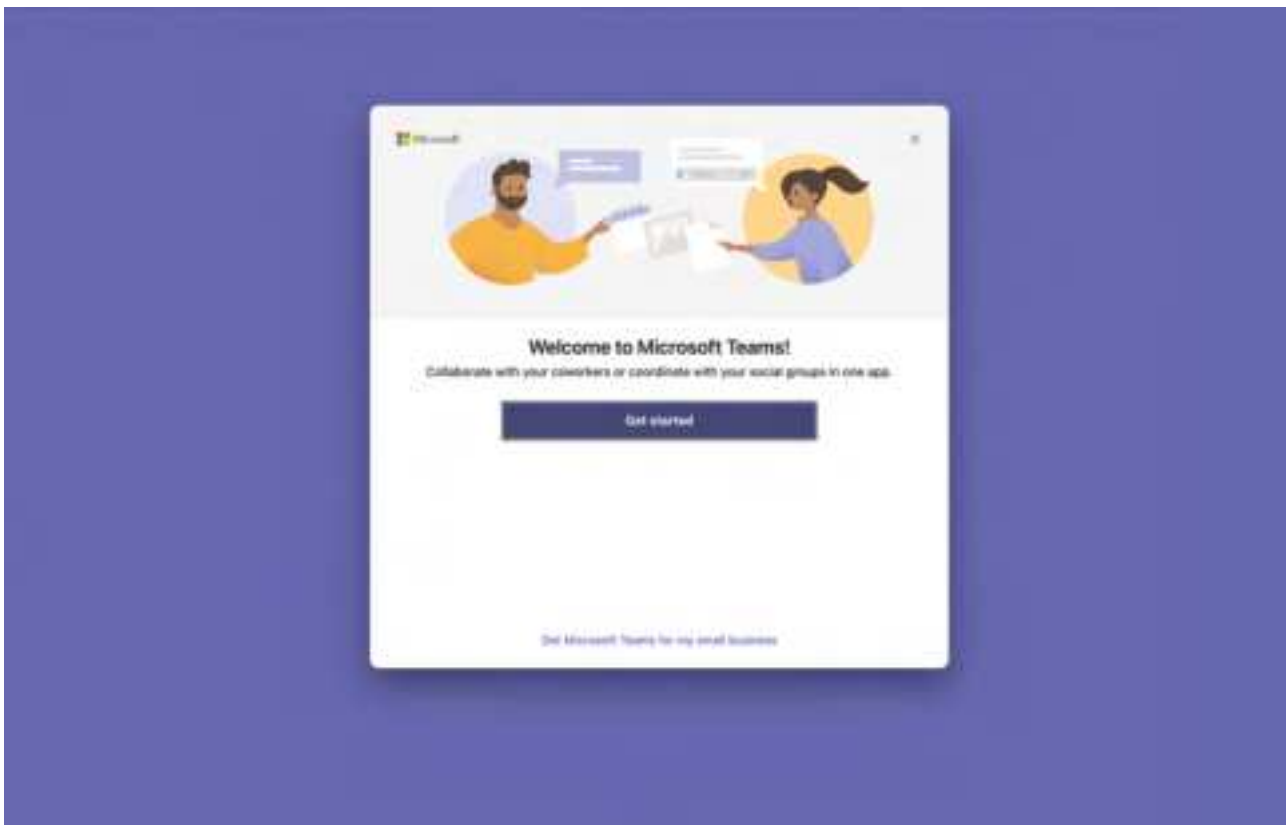
- An IPEVOdocument camera
- A computer
- Microsoft Teams

## ✓ Step-by-step guide

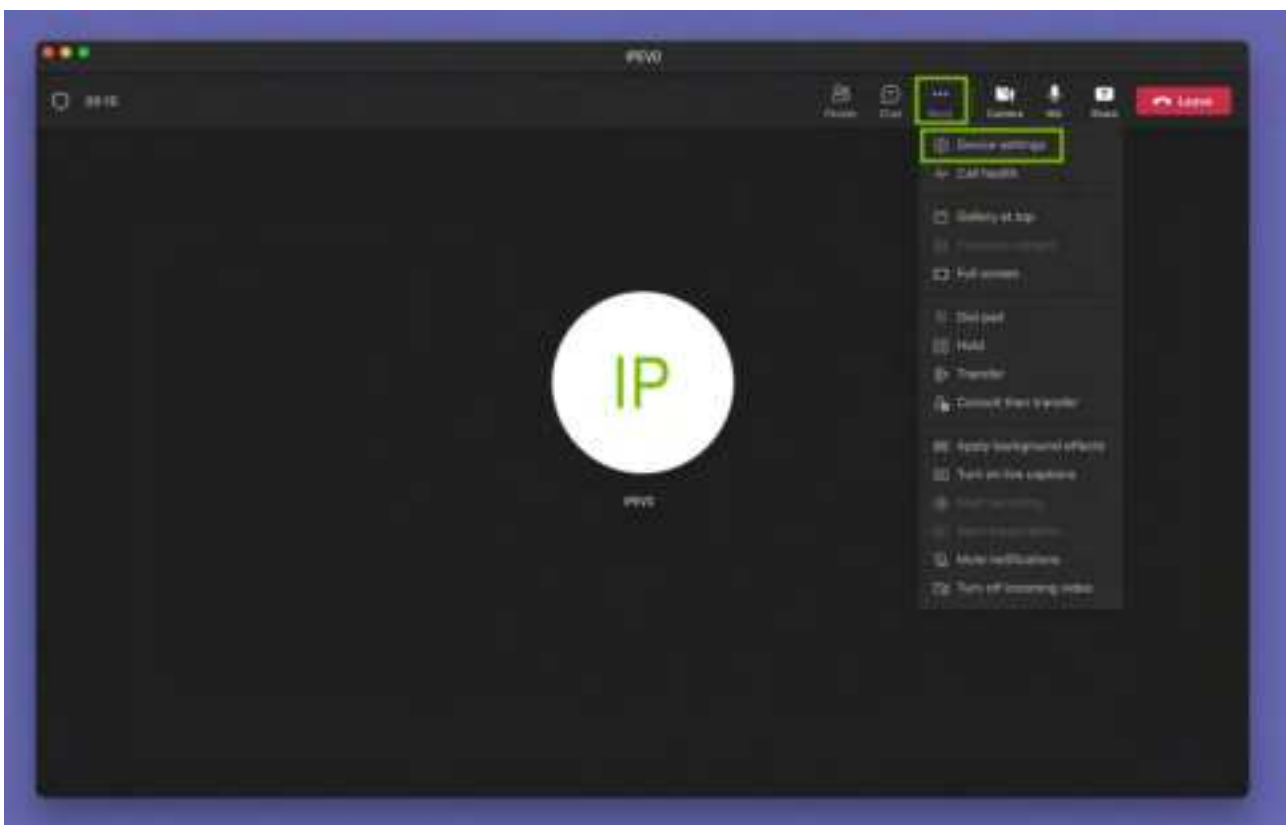
1. Plug your IPEVOdocument camera into your computer via USB. Remember to turn it on if you're using a VZ-R or VZ-X.



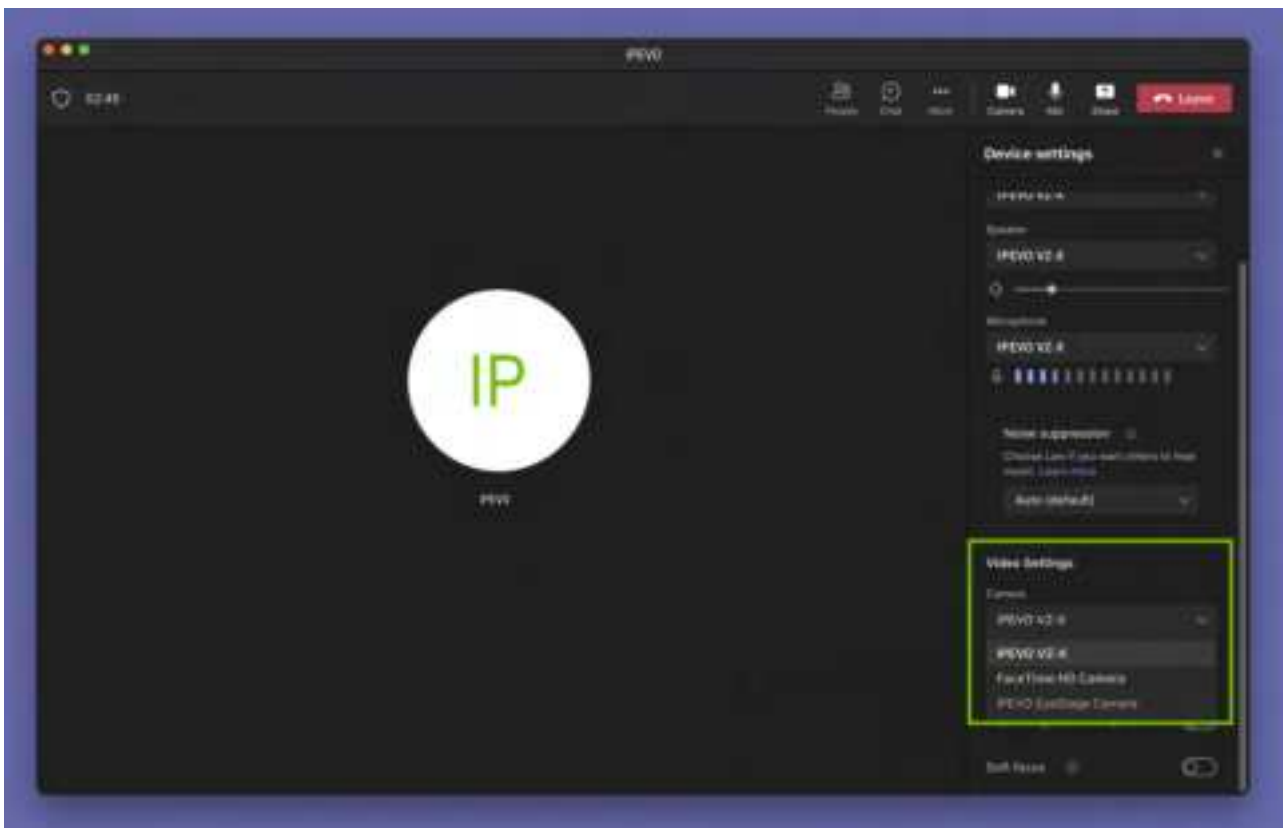
2. Launch Microsoft Teams and log in. If you do not have a Microsoft Teams account, you can create one by following this guide: “[Welcome to Microsoft Teams Free](#)”.



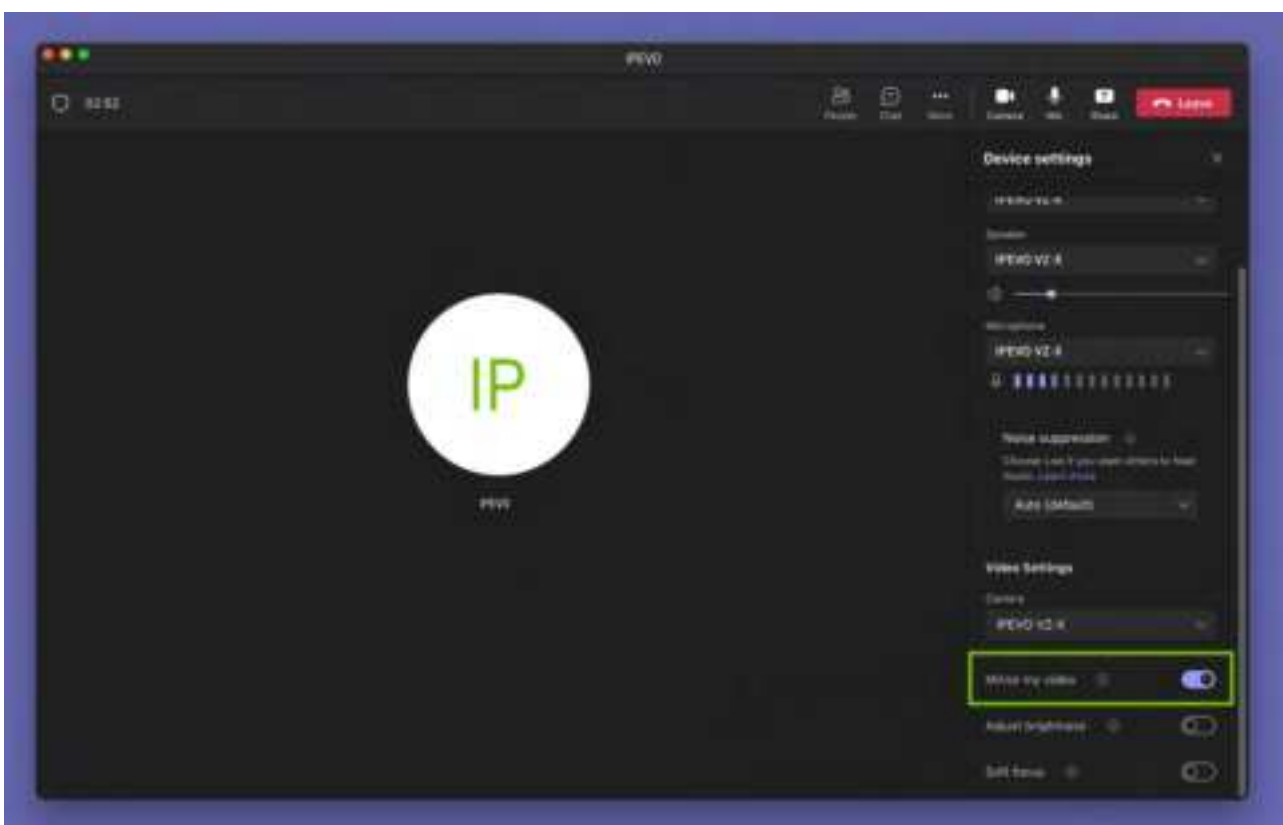
3. Once you are in a meeting, you can click on “More” and select “Device settings” at the top of the drop-down menu.



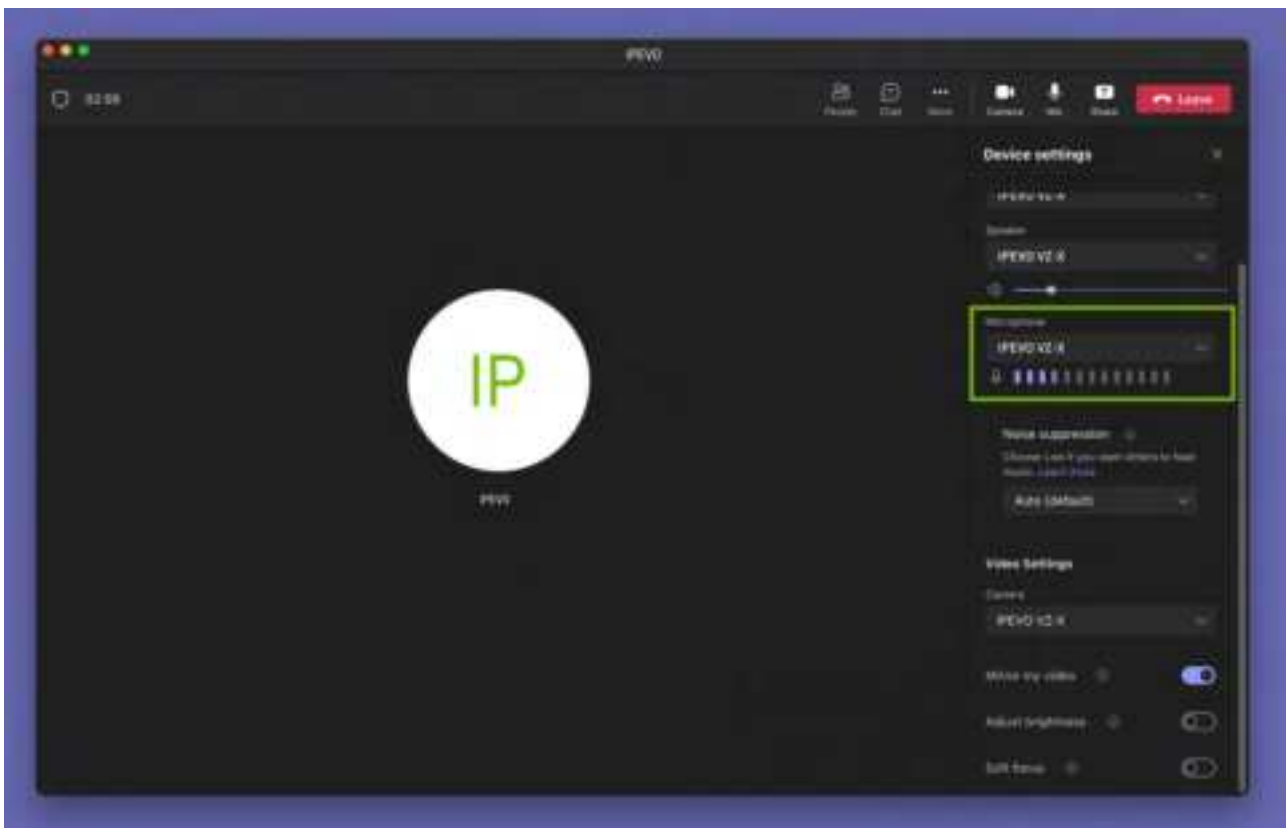
4. A side menu will appear on the right, where you can select your document camera as the source of the video [in the section called “Video Settings” located at the bottom of the menu].



5. If you don't wish your video to be mirrored, you can switch this option off in “Video Settings” as well.



6. In the “Device settings” menu, you can also select your document camera as the microphone source. Please note that this is only possible with the document cameras, equipped with a microphone.



7. Once you are done, click on “More” again and select “Hide device settings”.



8. If you need to rotate the image, simply rotate the camera head of your document camera. Or in the case of DO-CAM, VZ-R, and VZ-X, you can also use the built-in "Rotate" button.



# Screen sharing IPEVO Visualizer software in Microsoft Teams

## ✓ What do you need:

Before you start, make sure you have the following items and software:

- An IPEVO document camera
- A computer
- Microsoft Teams
- IPEVO Visualizer software

## ✓ Step-by-step guide

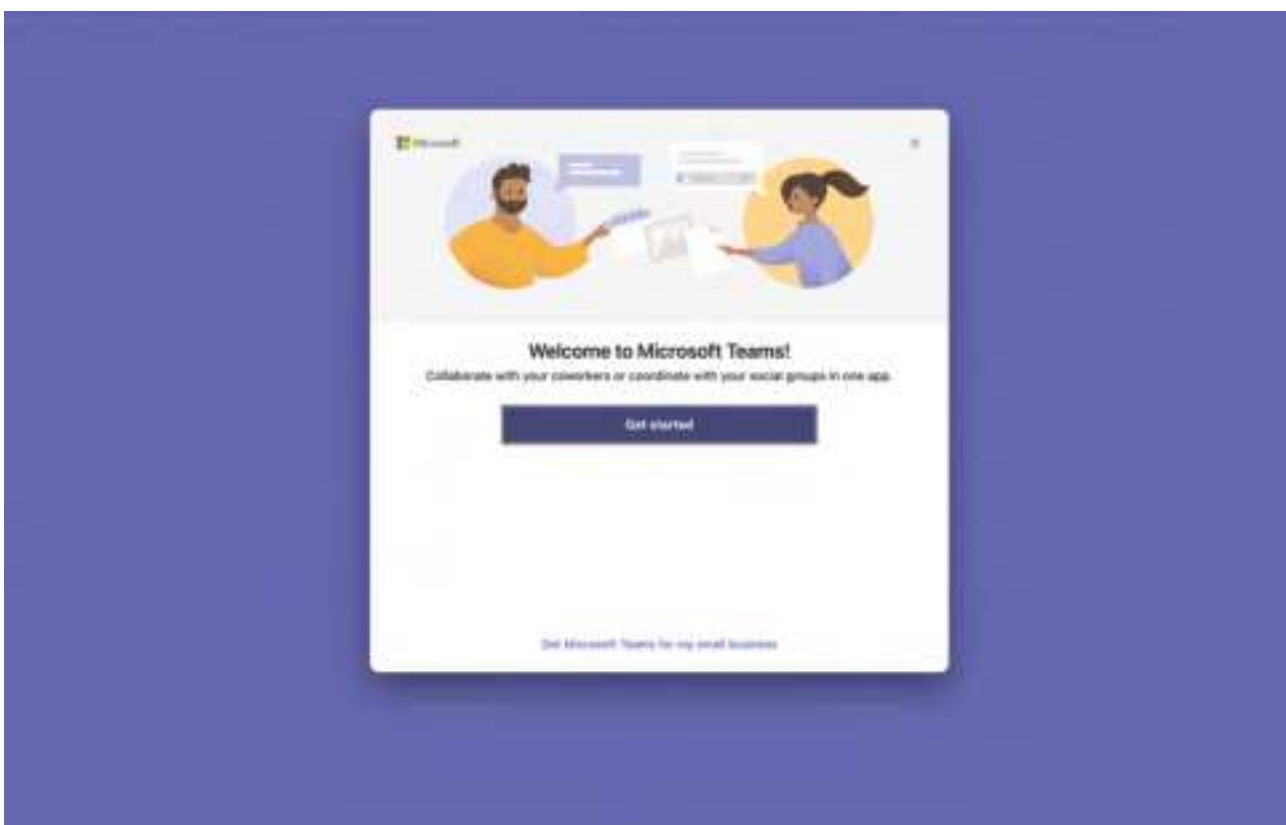
1. Download IPEVO Visualizer software to your computer. You can download it [here](#).



2. Launch IPEVOVisualizer software on your computer and select your document camera in the “Select Camera” menu.



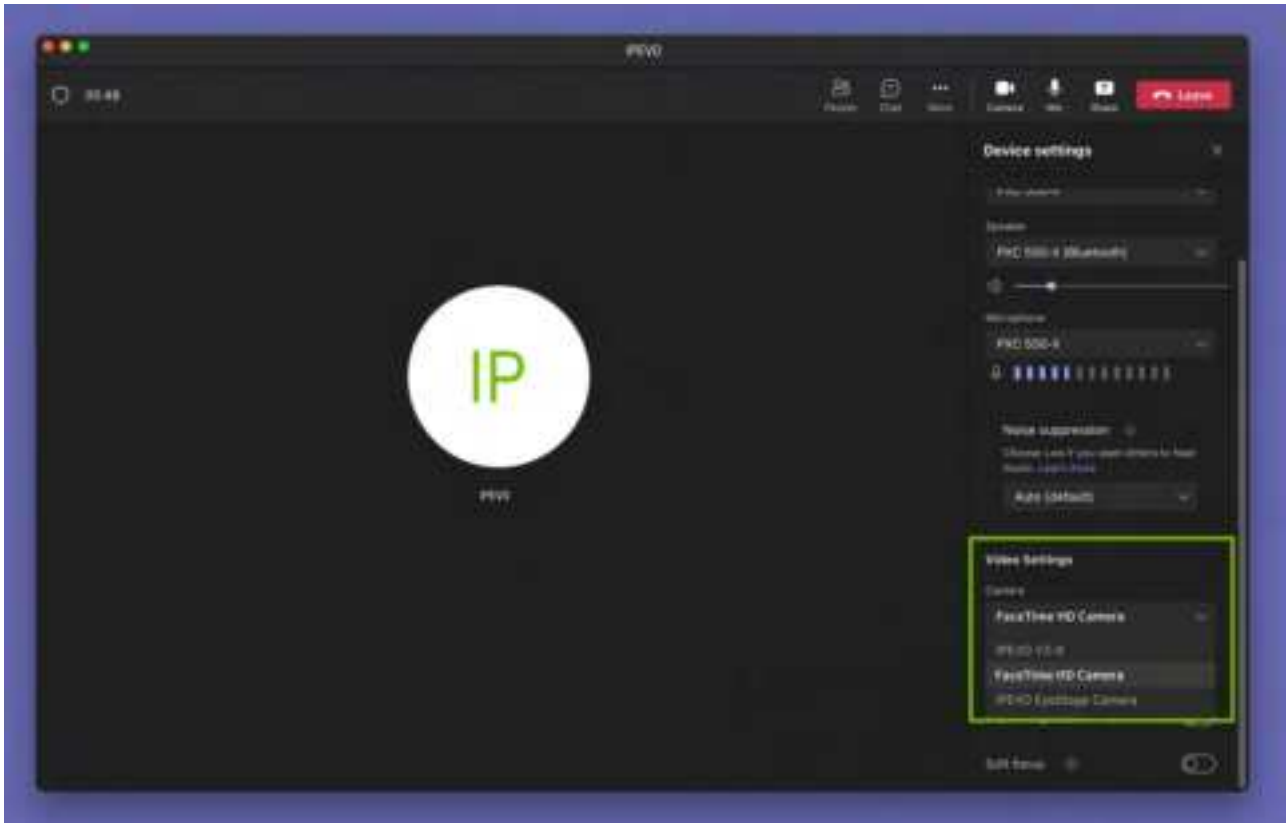
3. Launch Microsoft Teams on your computer and start a meeting.





4. In Microsoft Windows, Microsoft Teams and IPEVO Visualizer software can't display video from the same camera simultaneously. One of the two applications would only show a black screen in such a case.

To solve this, in Microsoft Teams, select a different camera than is the one you are using in Visualizer (a built-in camera for example).



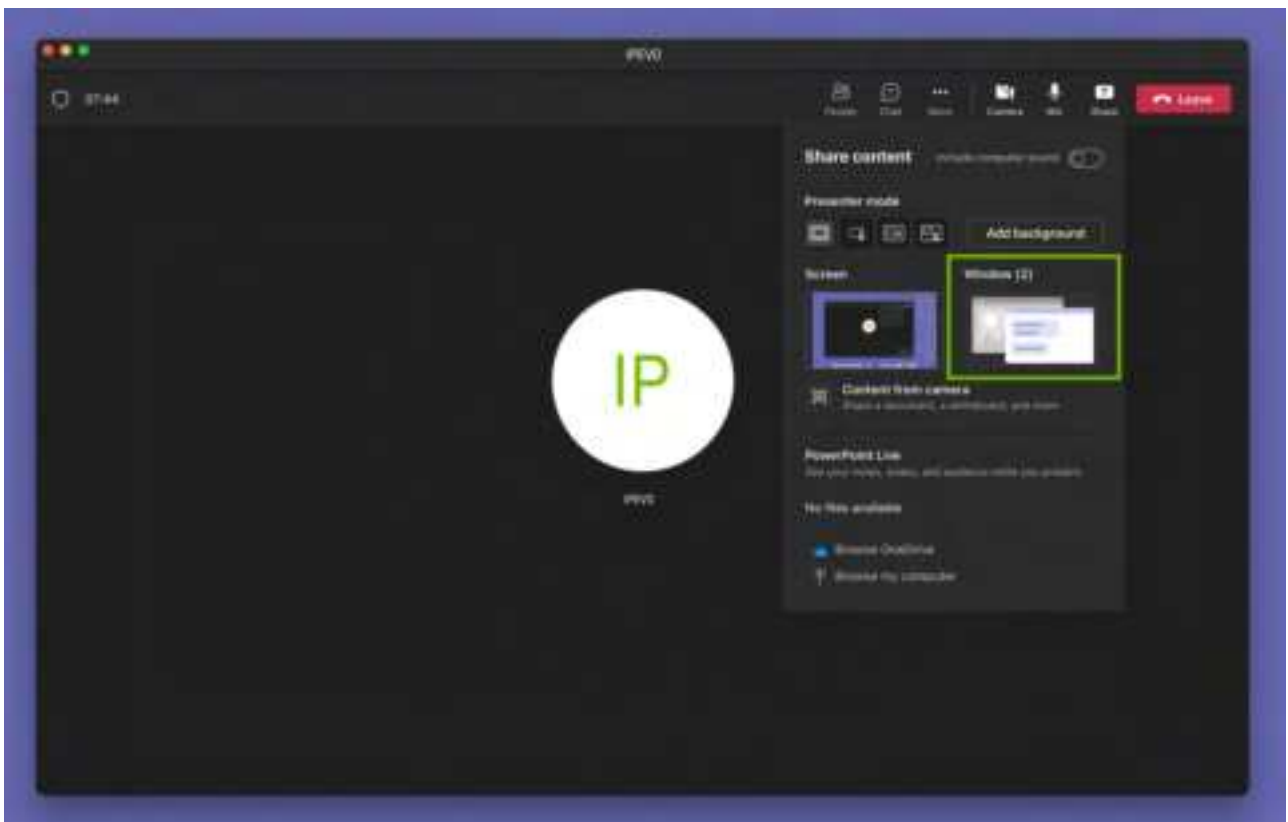
If your PC doesn't have any other camera than your document camera, please first click on the camera button in Teams to turn the camera off.

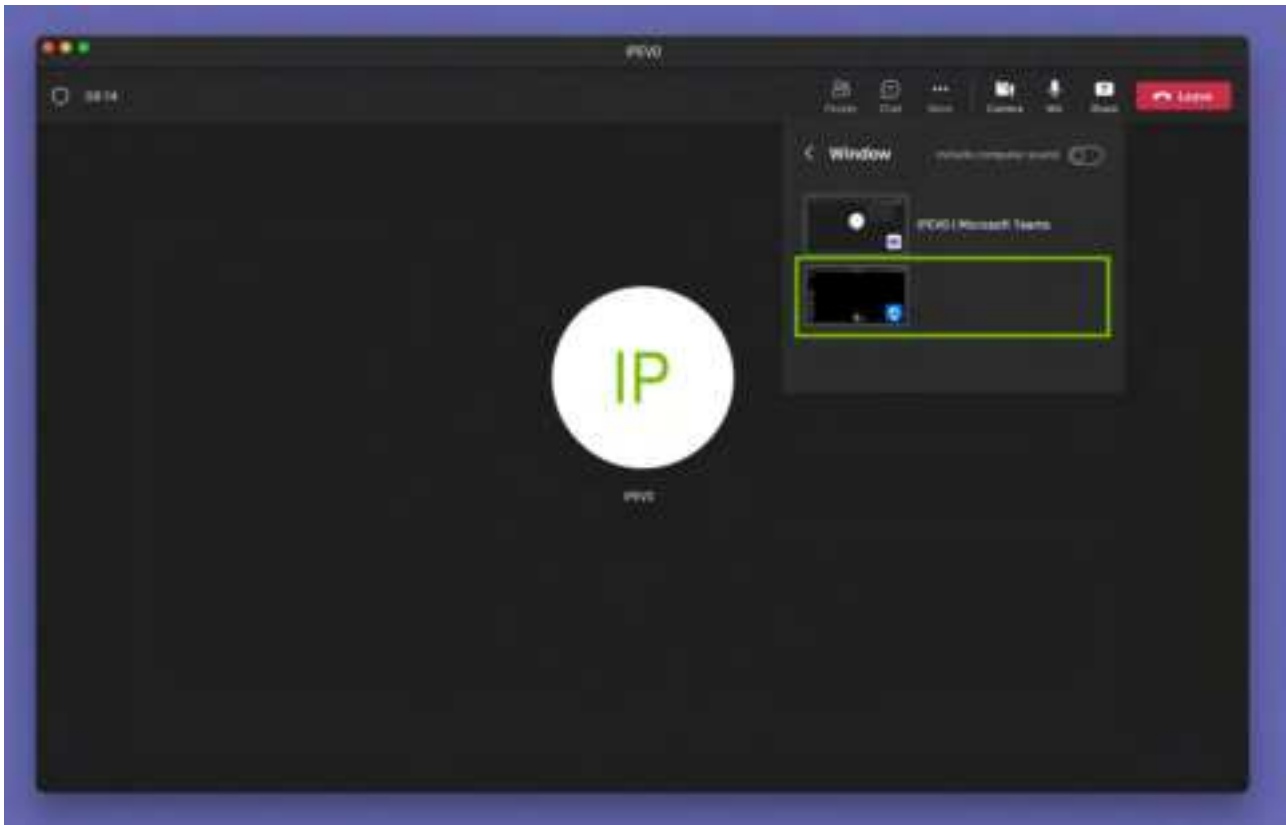


5. Next, click on the “Share” button in Teams located at the top right next to Mic and Camera.

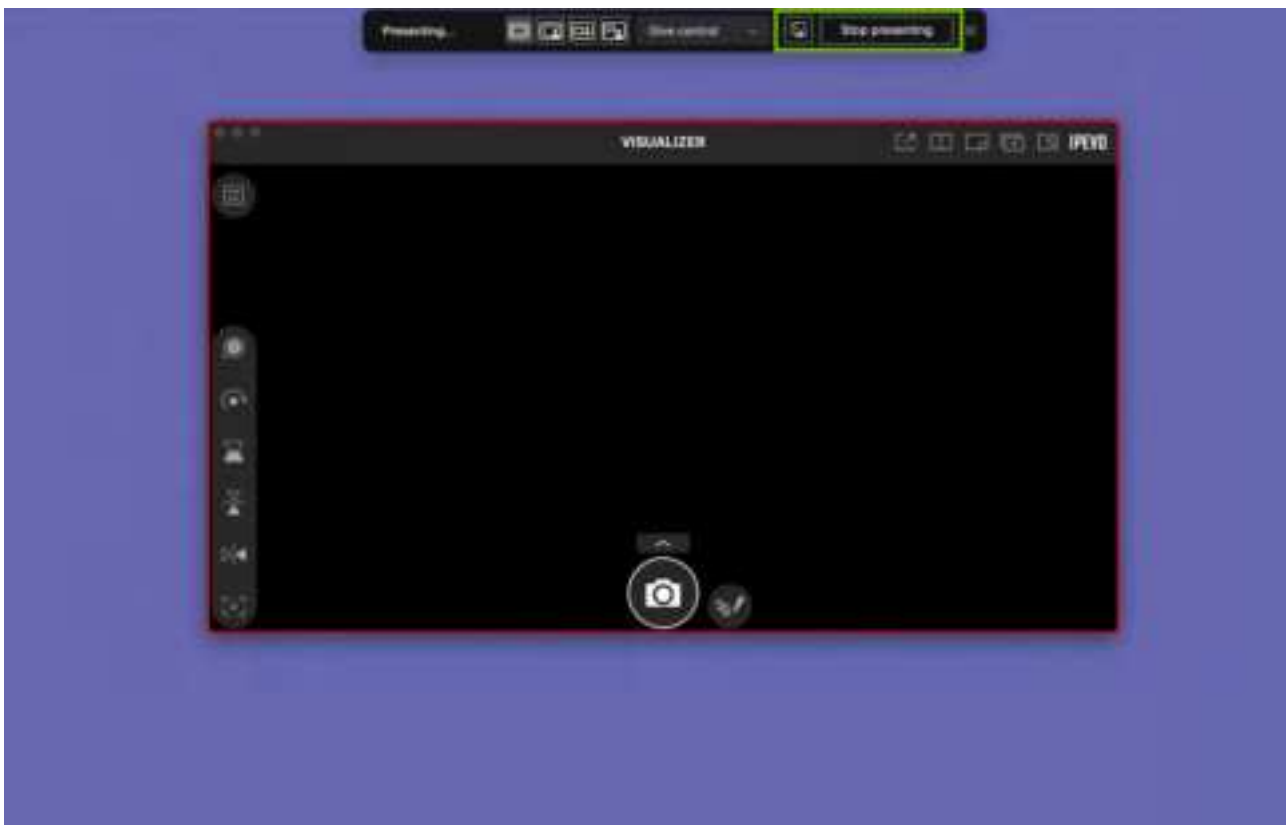


6. You’ll be given several sharing options in the pop-up window. First select the option “Window” and then choose Visualizer by clicking on its thumbnail.





To stop sharing, click on the button with the crossed screen icon. If you hover your mouse over it, the words “Stop sharing” will appear.



Now you are ready to share your video and use all the tools of IPEVO Visualizer software at the same time.