IPEVO

Step-by-step guide

Set up your IPEVO document camera and use it in Google Meet.

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.

How to use your IPEVO document camera in Google Meet

✅ List of materials needed

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

- An IPEVO document camera
- A computer
- Google account or Google Workspace account

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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. Sign in to your Google account or Google Workspace account. If you do not have a Google account, please follow the steps outlined <u>here</u> to sign up for one.
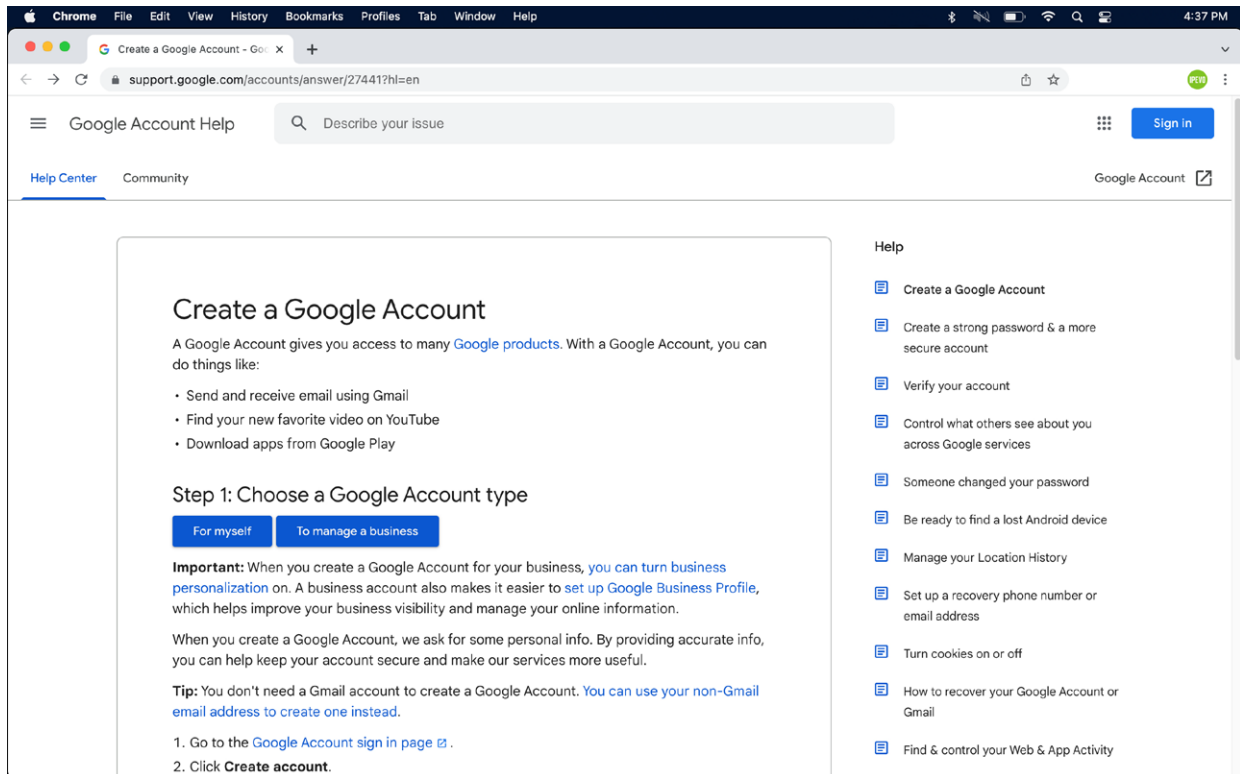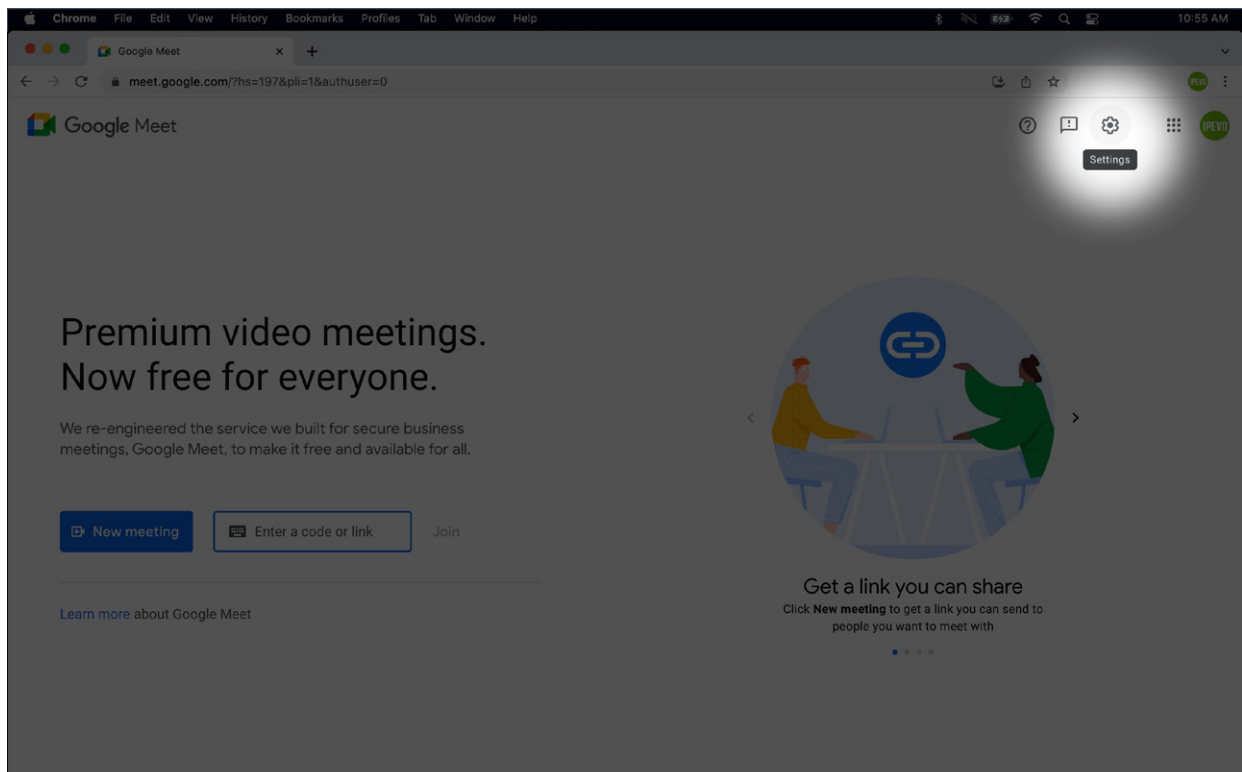

3. Open an internet browser on your computer. To open Google Meet, type **meet.google.com** into the address bar.
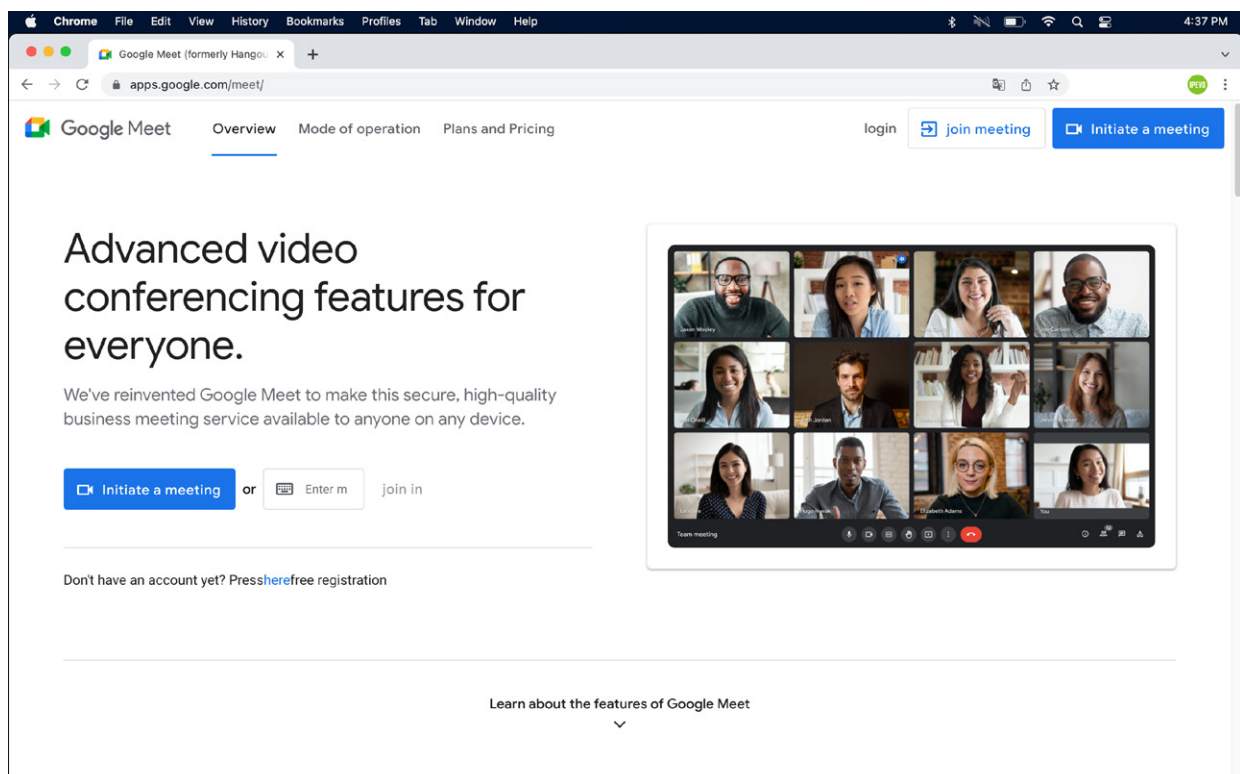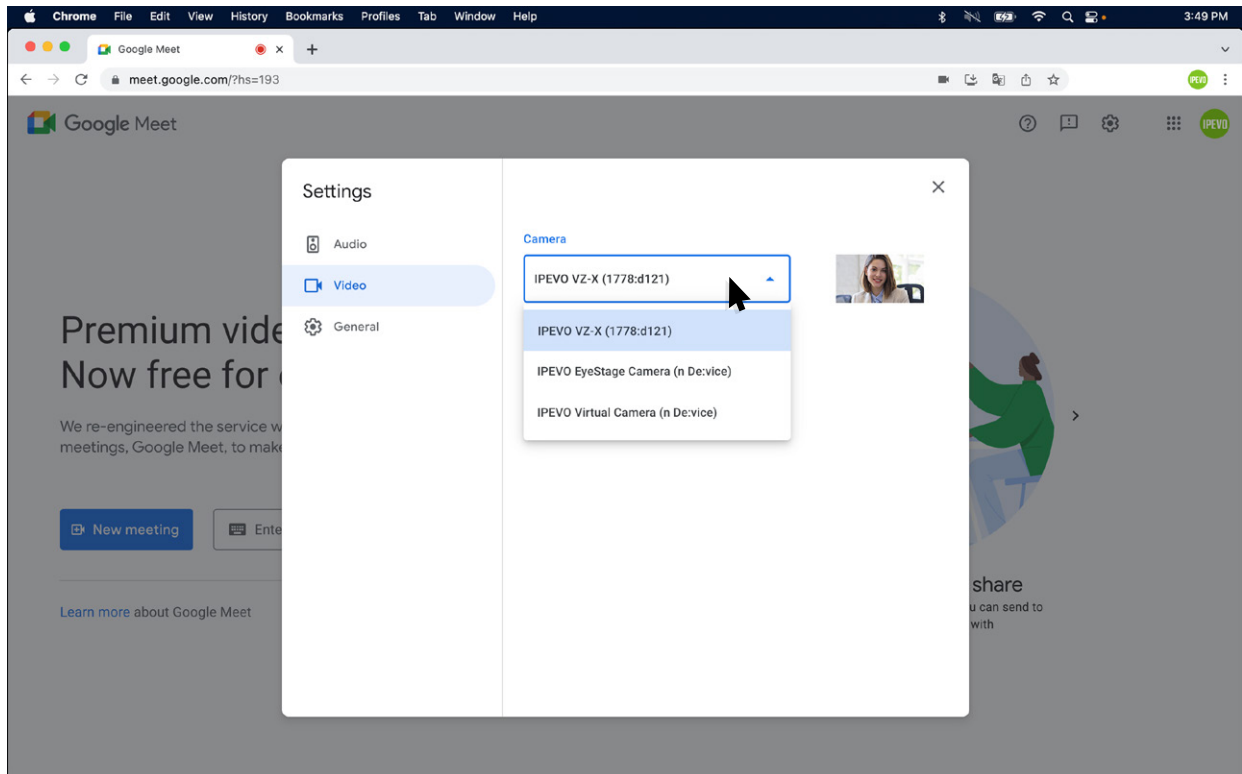
4. Alternatively, you can go to Google apps located at the top right of the browser page and select the Meet app in the list that appears.
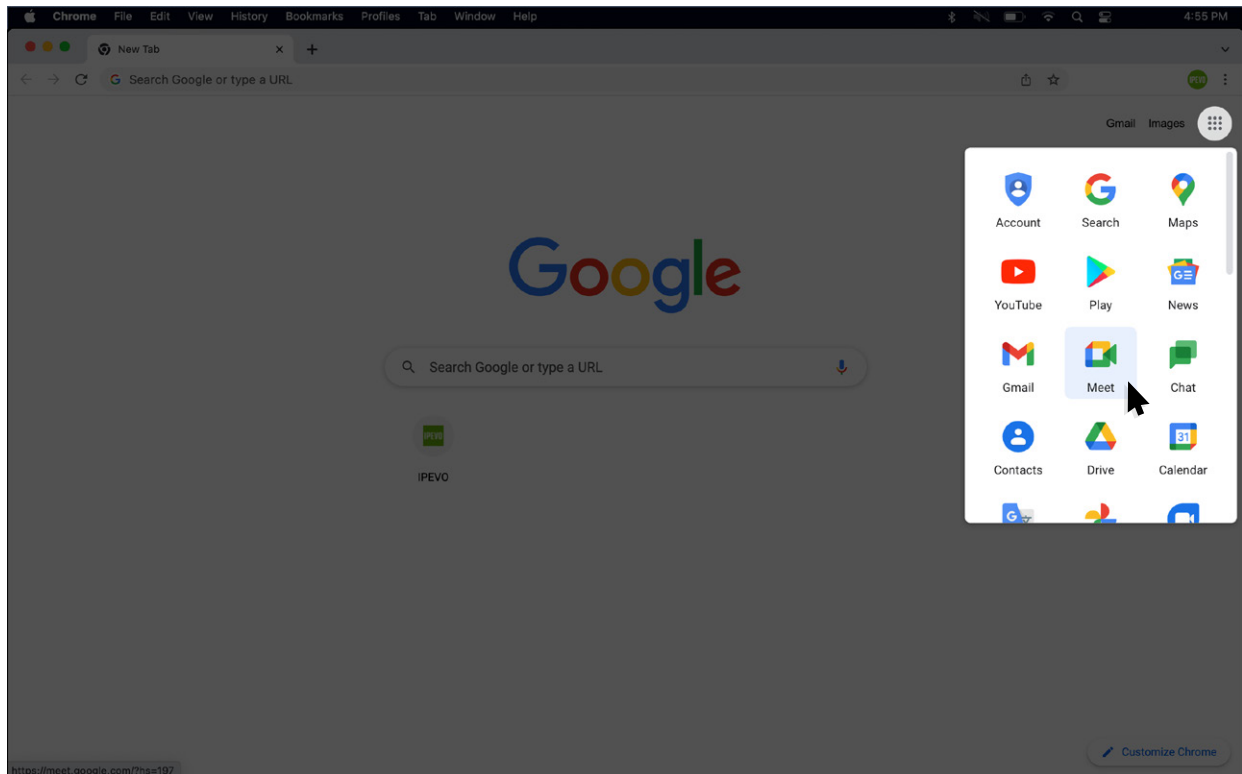

5. Click the Settings icon at the top right to open the settings page.

6. A pop-up window will appear, allowing you to adjust the audio and video settings. Under the Video tab, select your document camera as the video source.


7. If you need to rotate your preview image, simply rotate the camera head of your document camera. Or, for VZ-R, VZ-X, DO-CAM, and TOTEM NX-120A, you can also press the Rotate button on them.
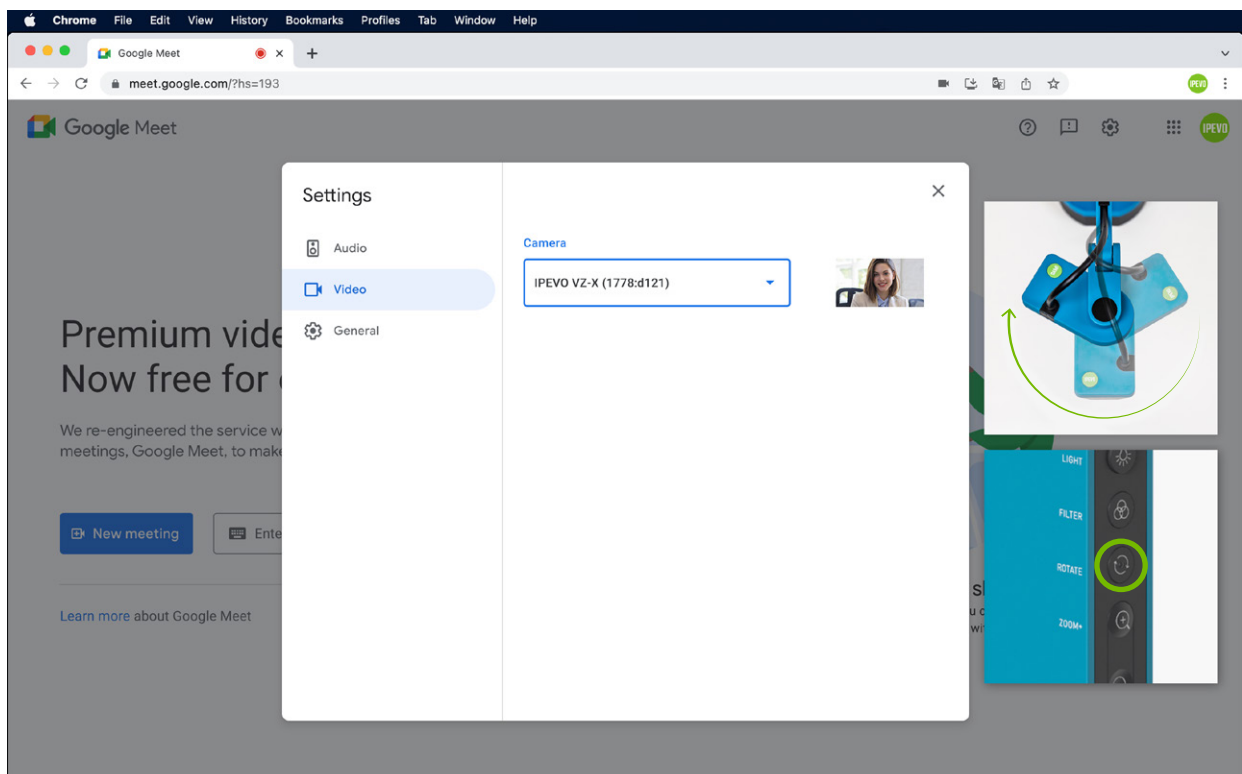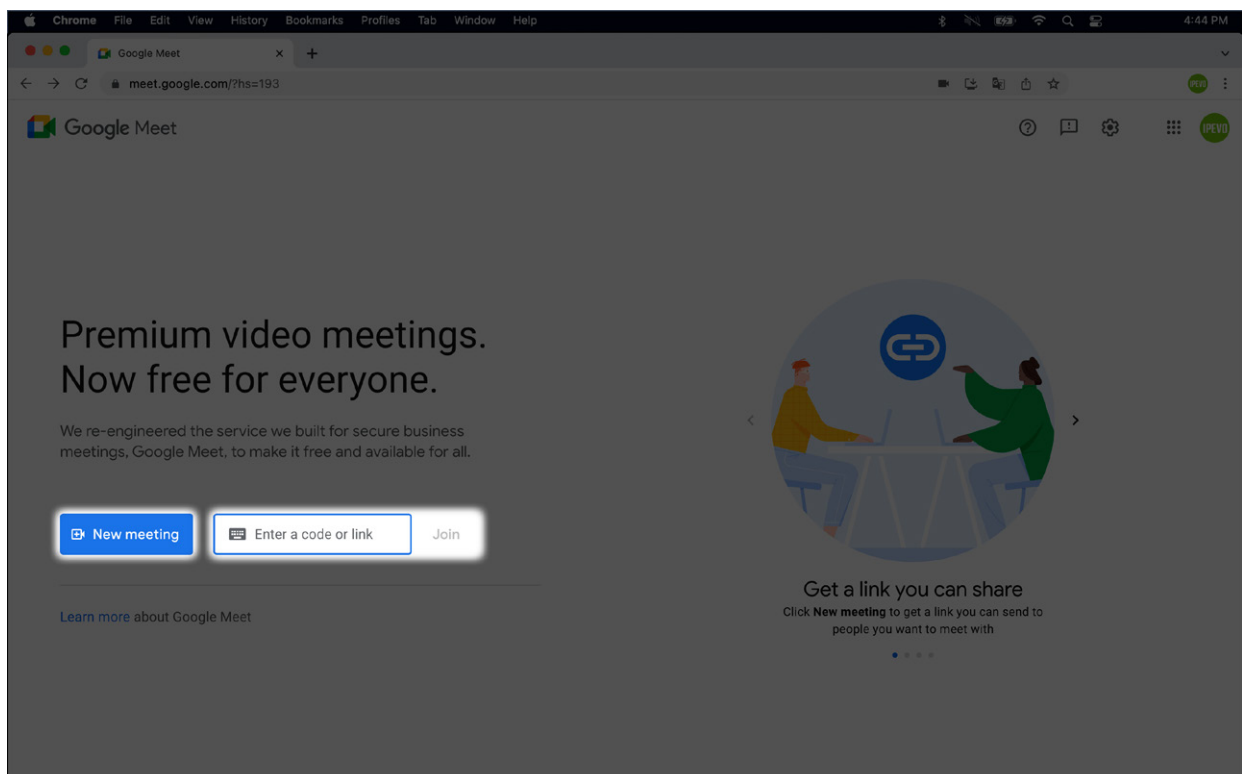
8. If your document camera comes with a built-in microphone, you can use it as the audio source for your online meetings. To do so, click the Audio tab and select your document camera as the audio source in "Microphone".
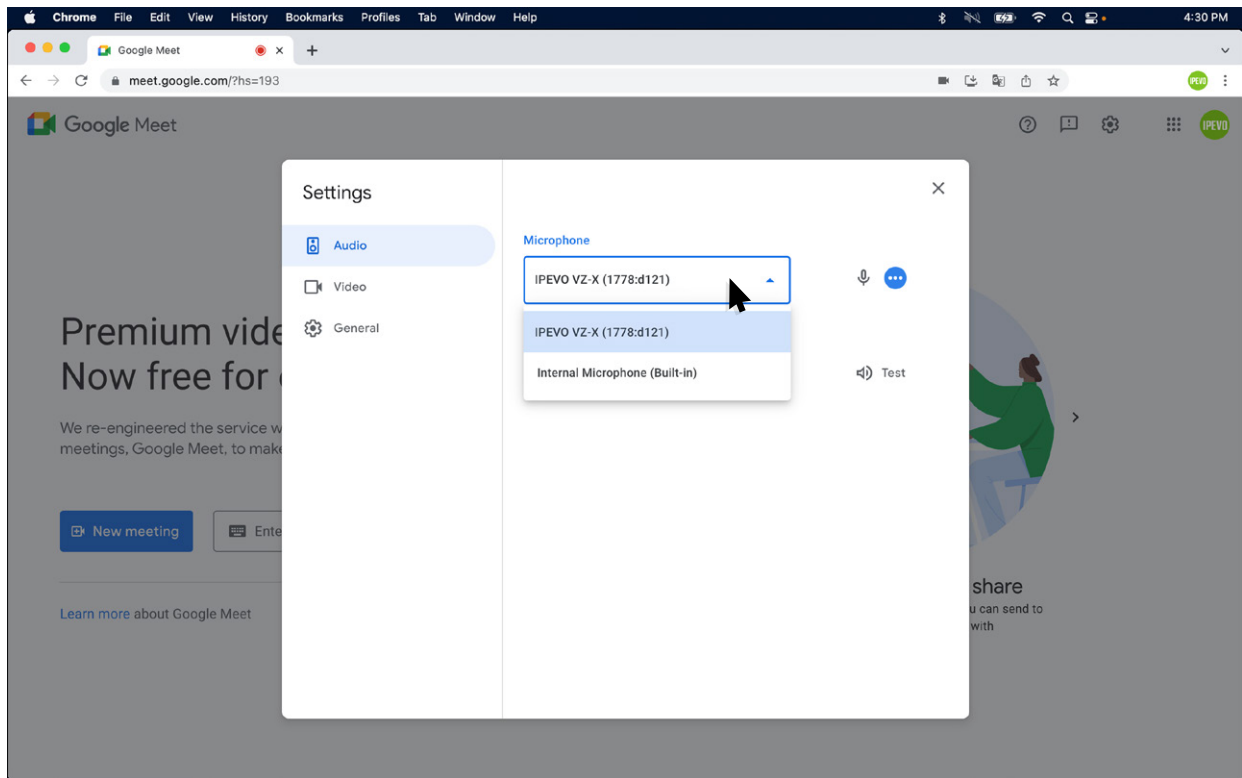

9. Close the settings page and click on the New meeting button or enter a meeting code or link.

10. When starting via New meeting, you will be offered to create a meeting for later, start an instant meeting, or schedule a meeting in Google Calendar.
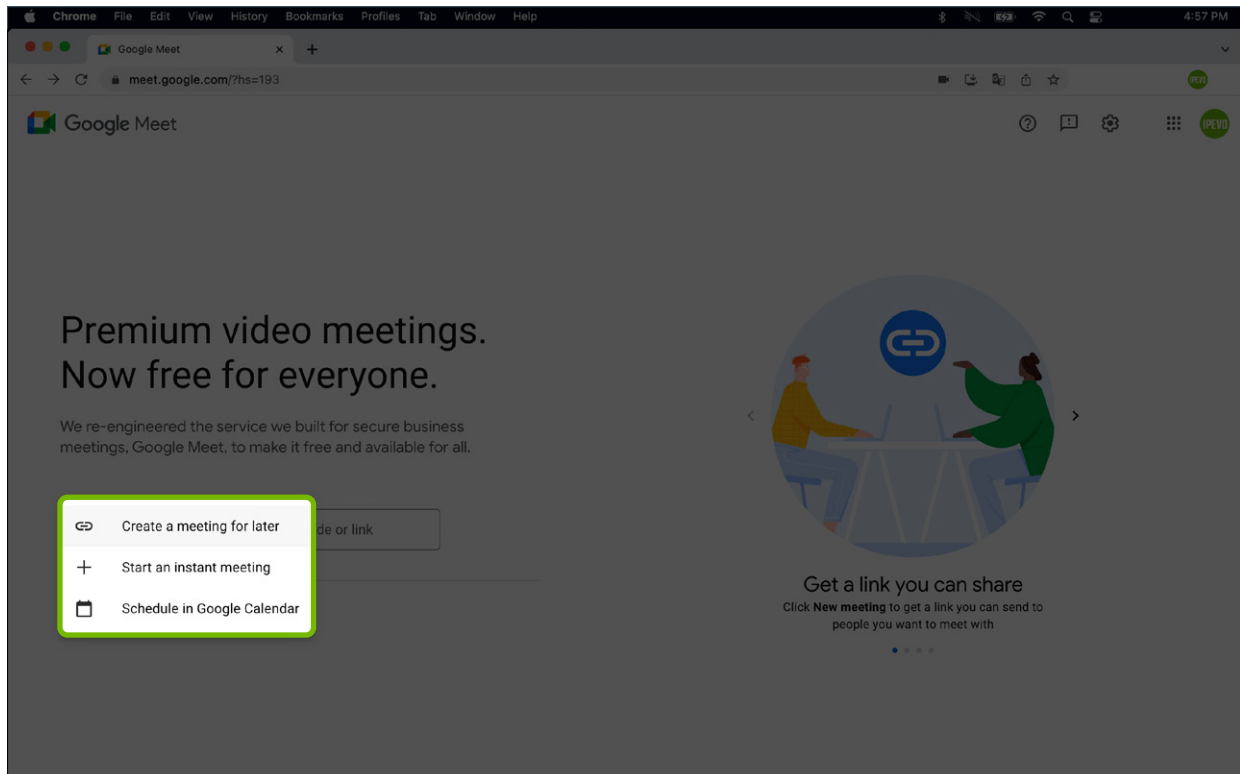

11. After the meeting is started, you can invite people by clicking on the "Add others" button and then typing in their names or emails. This way, they will receive an invitation to their mailbox.
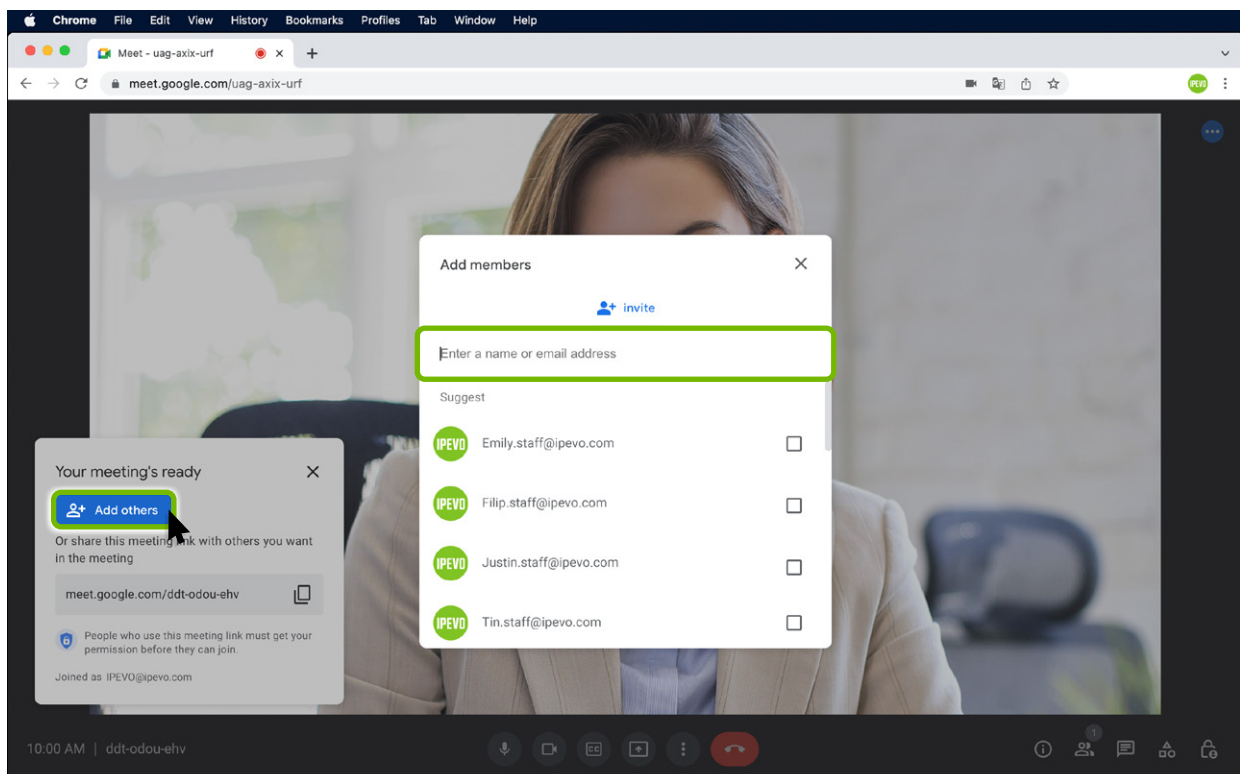
12. You can also copy and share the meeting link and send it directly.
When participants join your meeting via the link, you need to let them in by
clicking on the "Admit" button in the pop-up notification.
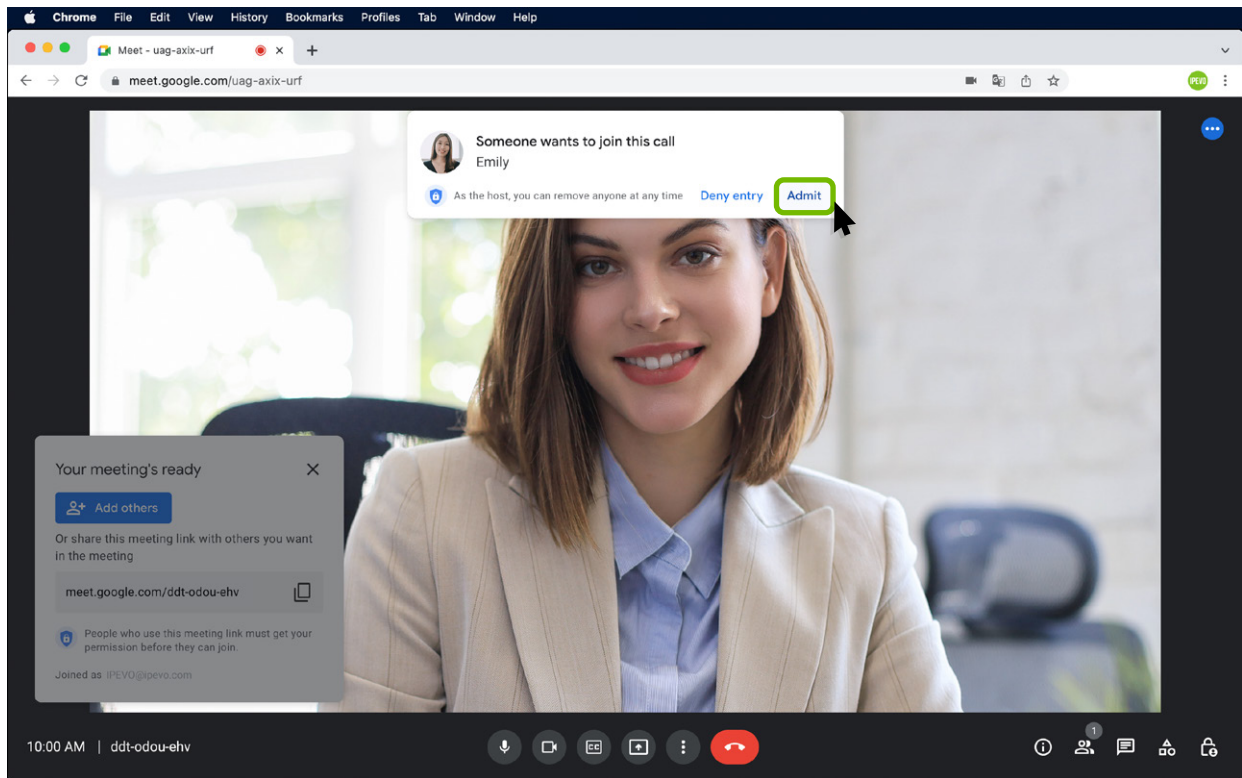
13. If you want to invite people during the meeting, you can do it in the menu that
opens when you click on the "Show everyone" icon.
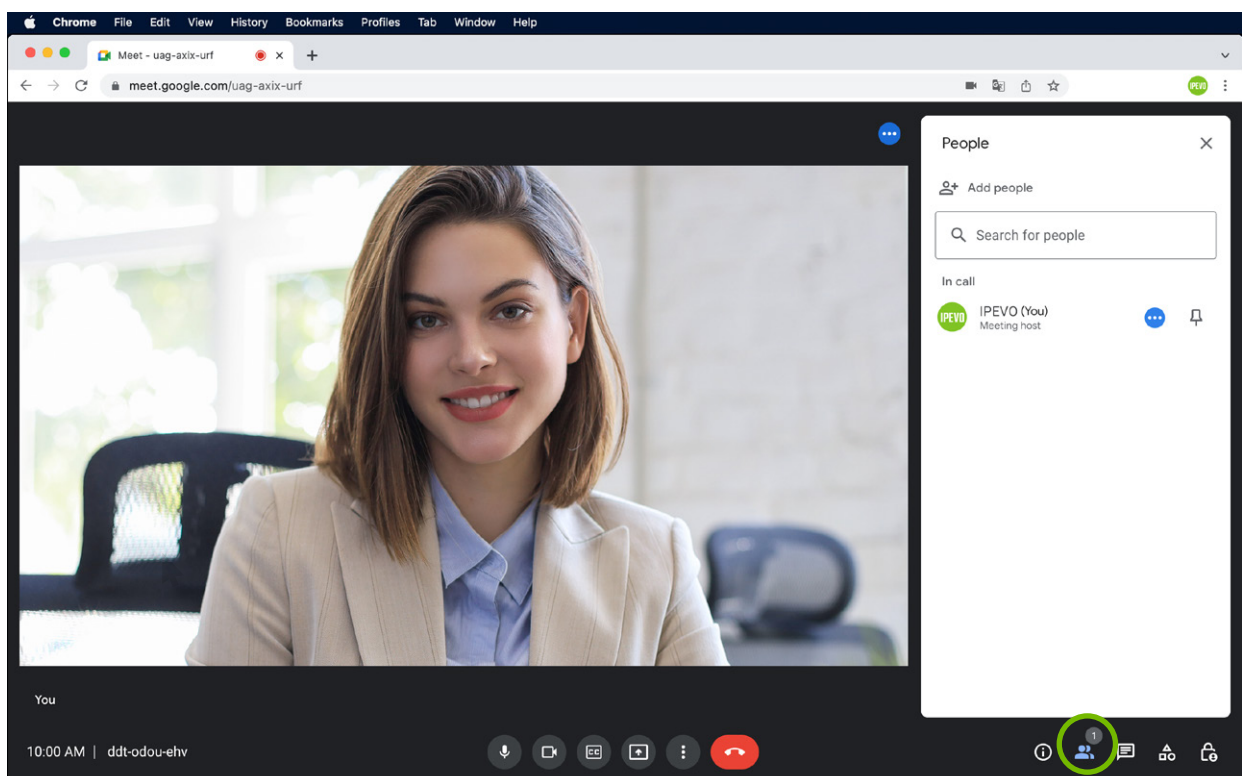
14. If you want to adjust camera or microphone settings during the meeting, you can do it by clicking on the "More options" icon and selecting "Settings" in the drop-down menu.

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

Screen sharing IPEVO Visualizer software in Google Meet.

✅ List of materials needed

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

- An IPEVO document camera
- A computer
- Google account or Google Workspace account
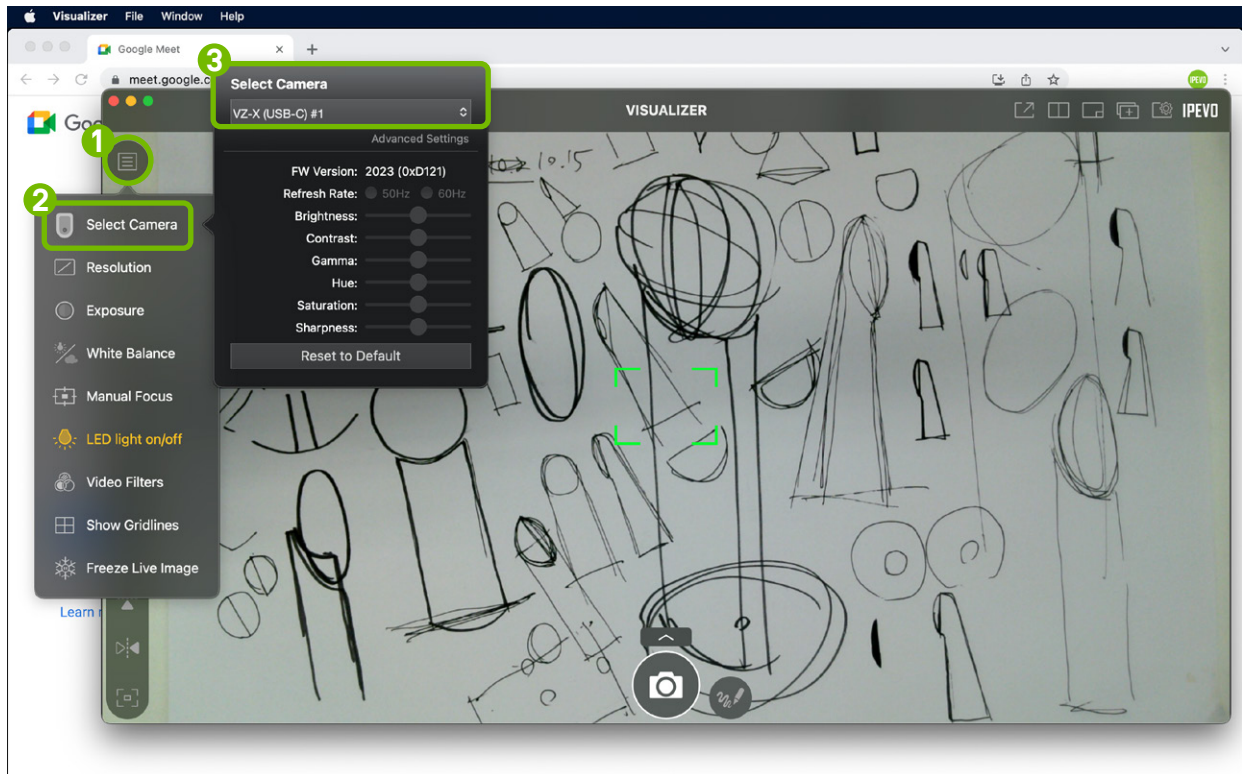- IPEVO Visualizer software

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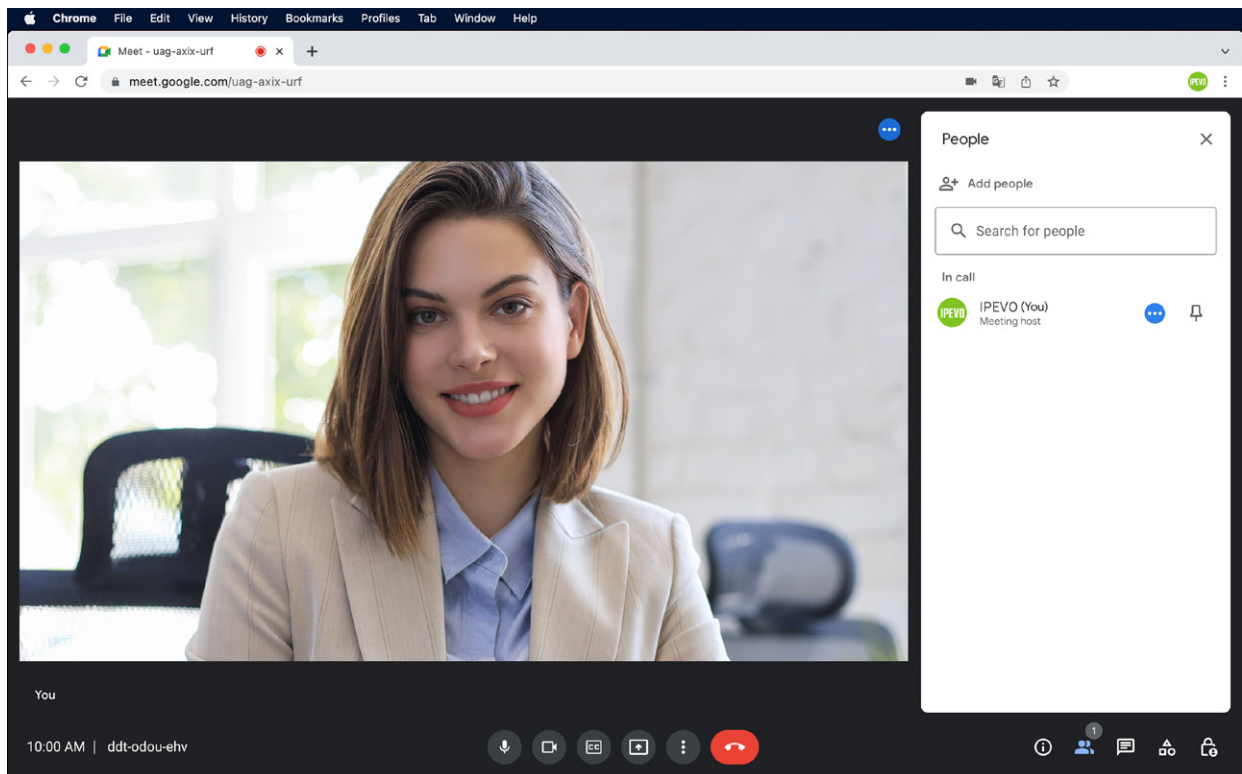Here are the steps to setting up your IPEVO document camera for screen sharing in Google Meets.

1. Download IPEVO Visualizer software to your computer. You can download it here.
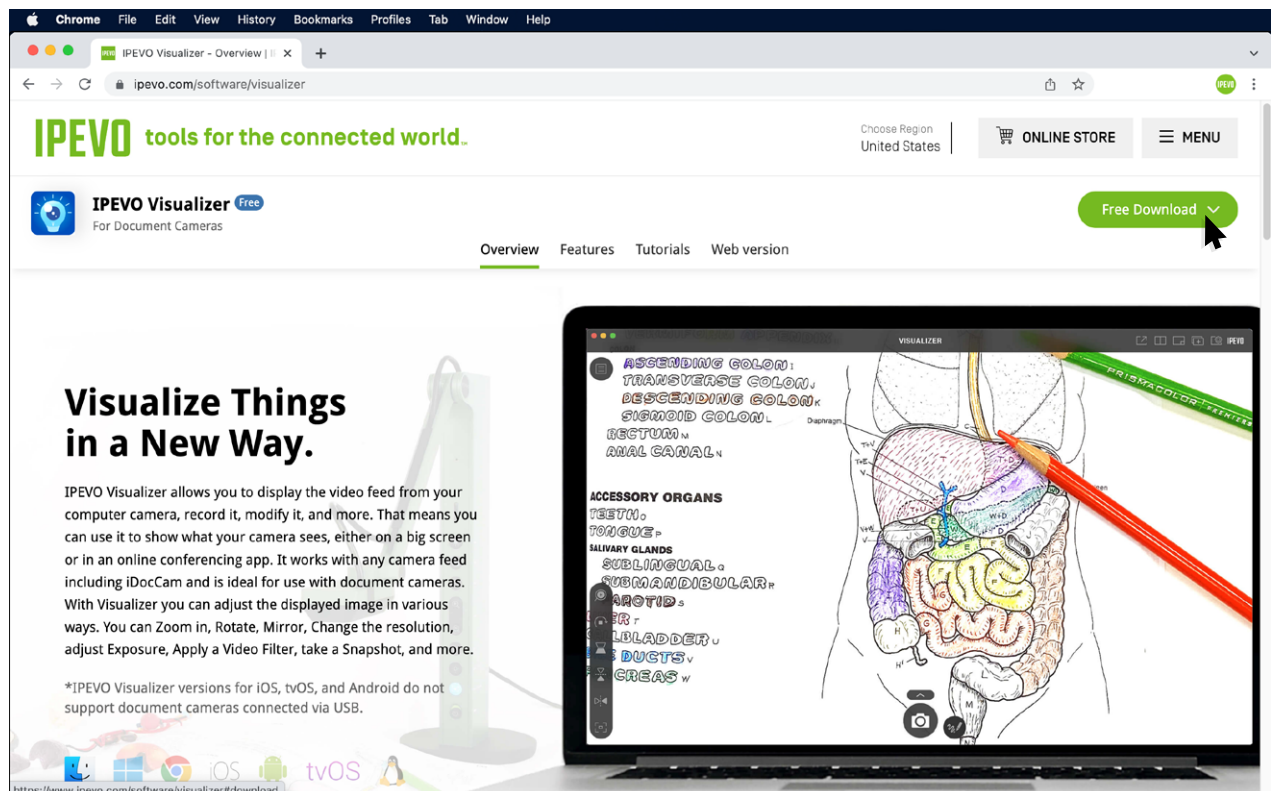
2. Launch IPEVO Visualizer software on your computer and select your document camera in the "Select Camera" menu.


3. Launch Google Meet on your computer and host or join a meeting.

4. In Microsoft Windows, Google Meet and IPEVO Visualizer software can't display video from the same camera simultaneously. In such a case, one of the two applications would only show a black screen.
To solve this, in Google Meet, 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 "Turn off camera" button in Google Meet.
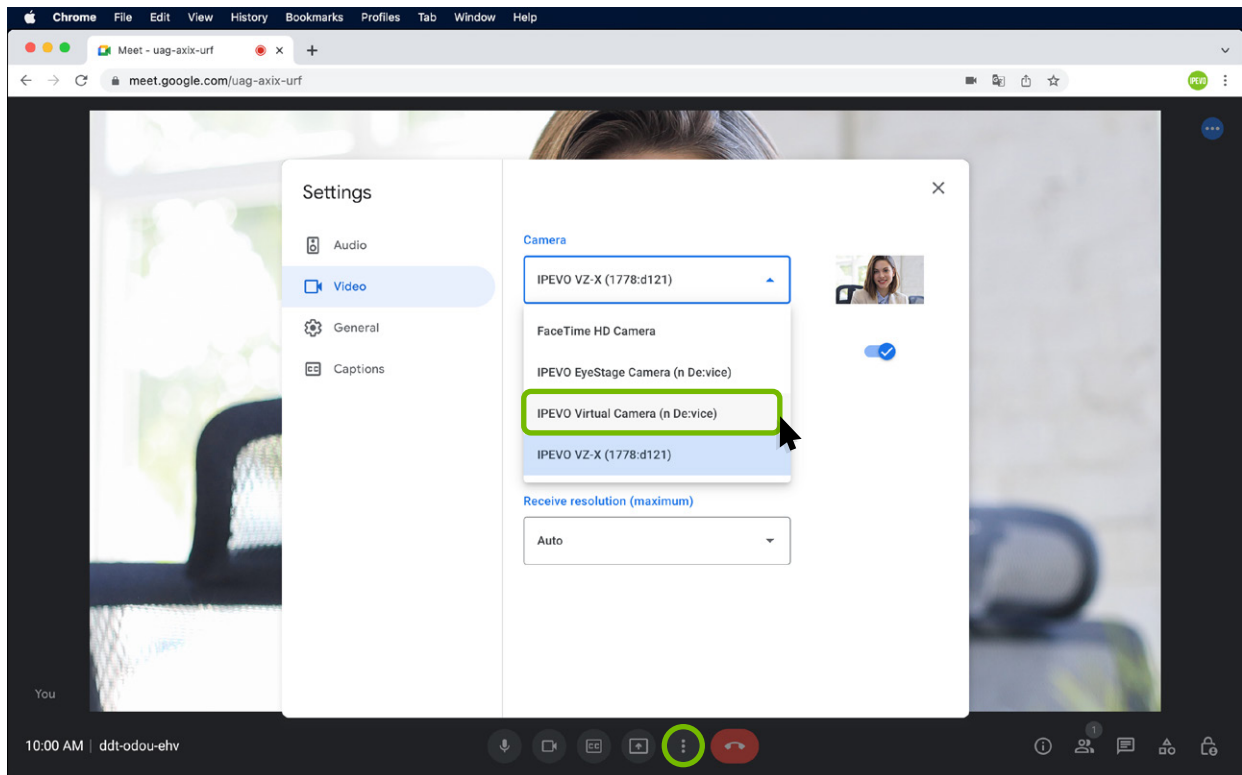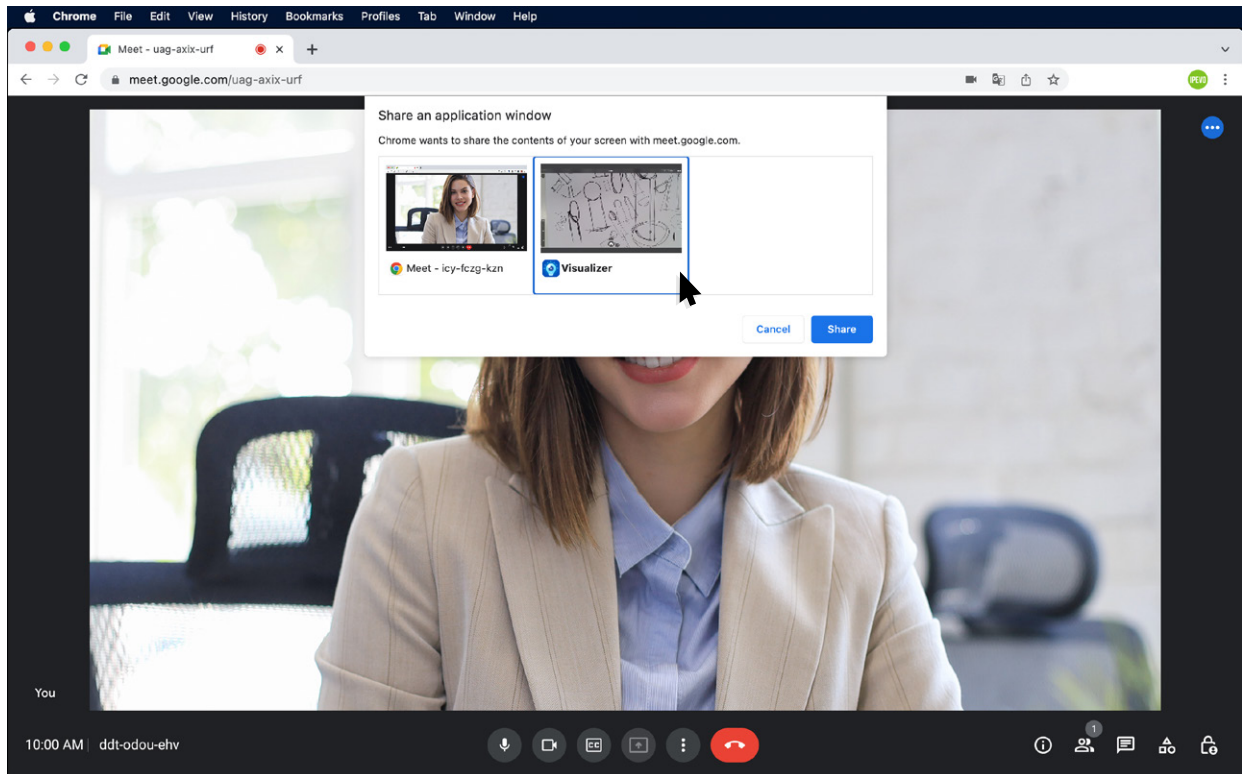

5. Next, click on the "Present now" button in Google Meet. A pop-up menu with sharing options will appear. Here select "A window" sharing mode.
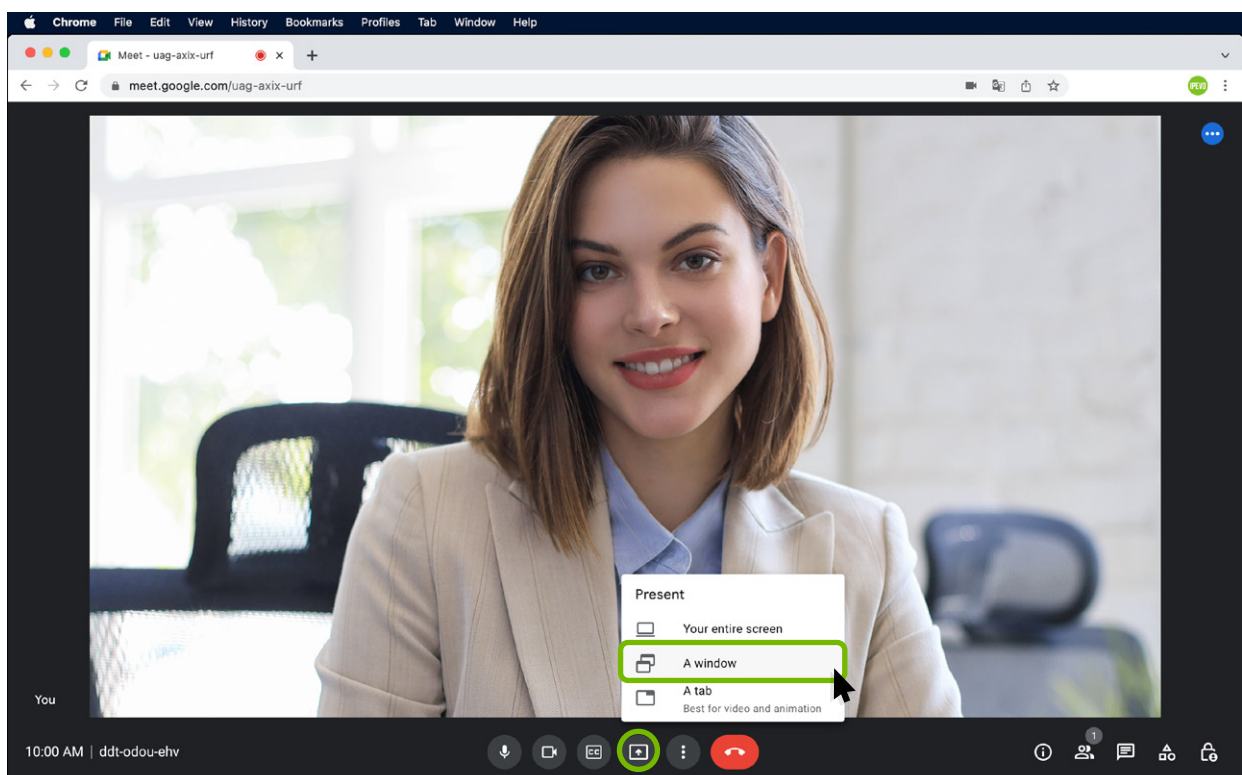
6. A selection of available windows will appear. Choose "Visualizer" and click on the blue "Share" button located in the bottom right corner.

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