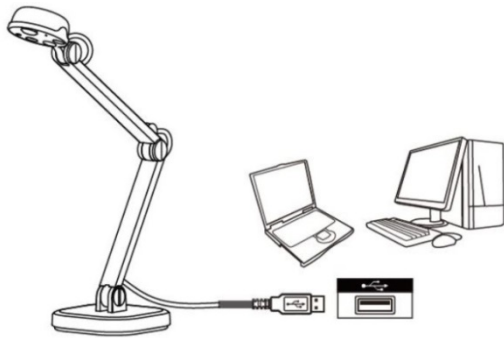


INSWAN Document Camera + GoToMeeting for Distance Education or Web Conference (Client)

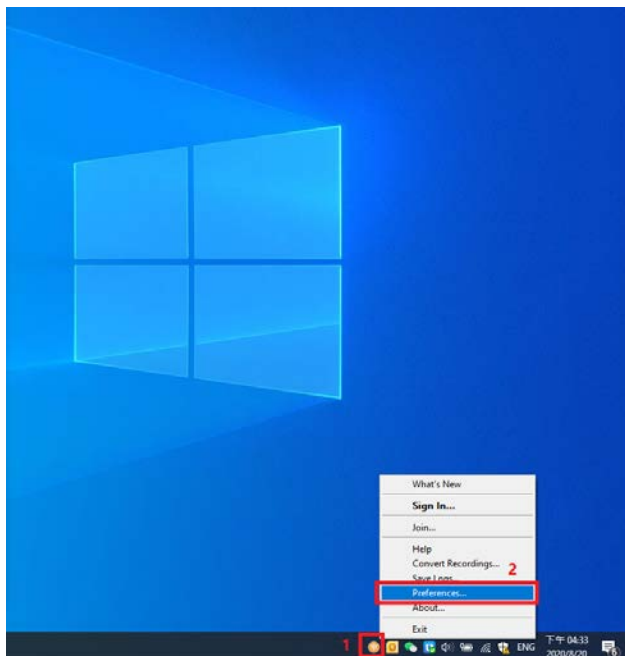
Set the default video and audio source for GoToMeeting

We recommend that you follow the instruction below to **set the document camera as the default video and audio source for GoToMeeting.**

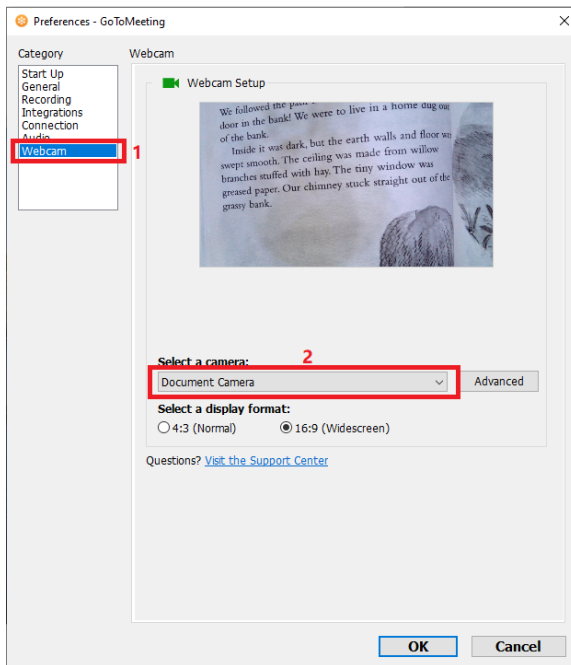
1. Connect your INSWAN document camera to your computer via the USB cable.



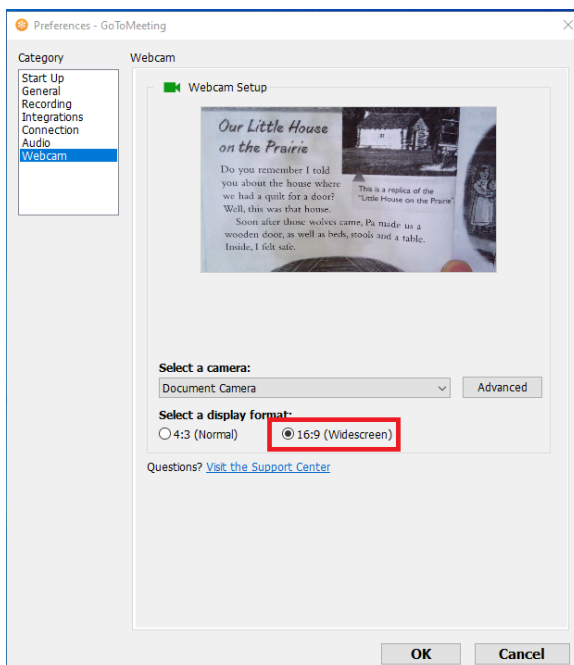
2. Click the **GoToMeeting** icon in your system taskbar and select **Preferences**.



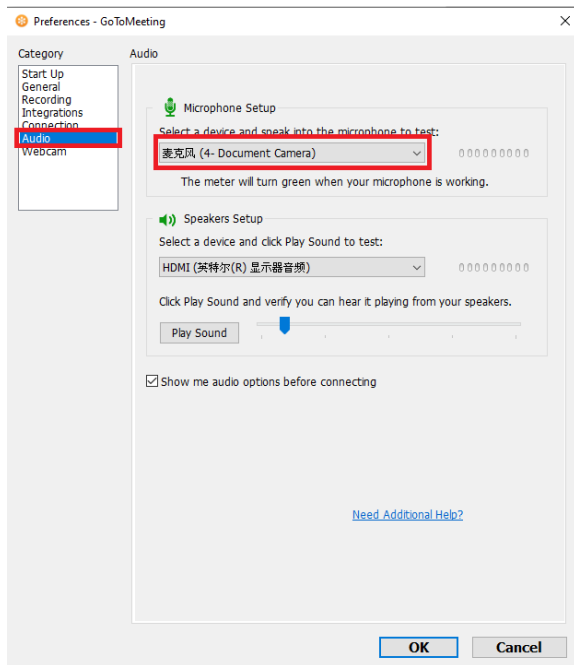
3. Click the **Webcam** tab, and then select your document camera as the camera source in **Select a camera**.



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



5. Click the **Audio tab**. Then, select your document camera as the audio source in **Microphone Setup**.



If you have set the audio and video source correctly! You're all ready for your online meetings.