

INSWAN Document Camera + Microsoft Teams for Distance Education or Web Conference

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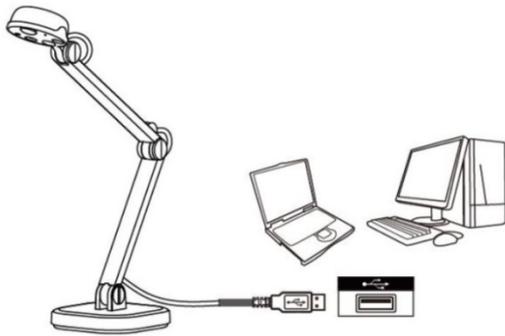
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1. If there is only one document camera

1.1. Set your default video and audio source for Microsoft Teams

If you only have one document camera, we recommend that you follow the instruction below to **set the document camera as the default video and audio source for Microsoft Teams**.

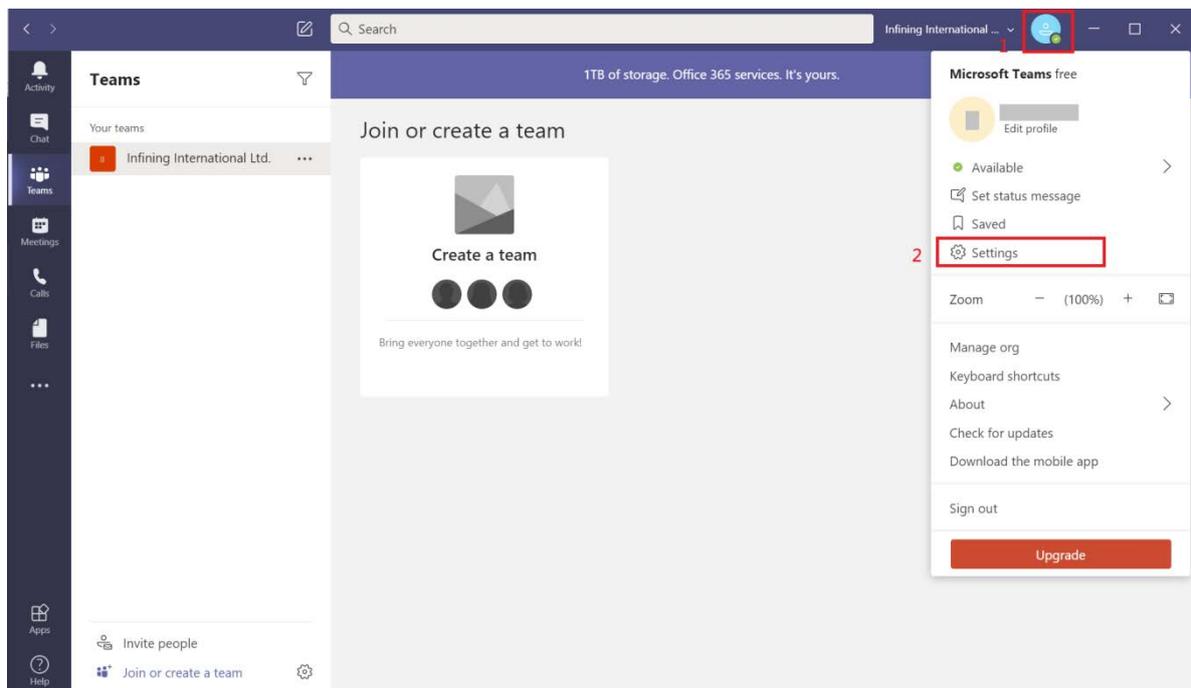
1.1.1. Connect your INSWAN document camera to your computer via the USB cable.



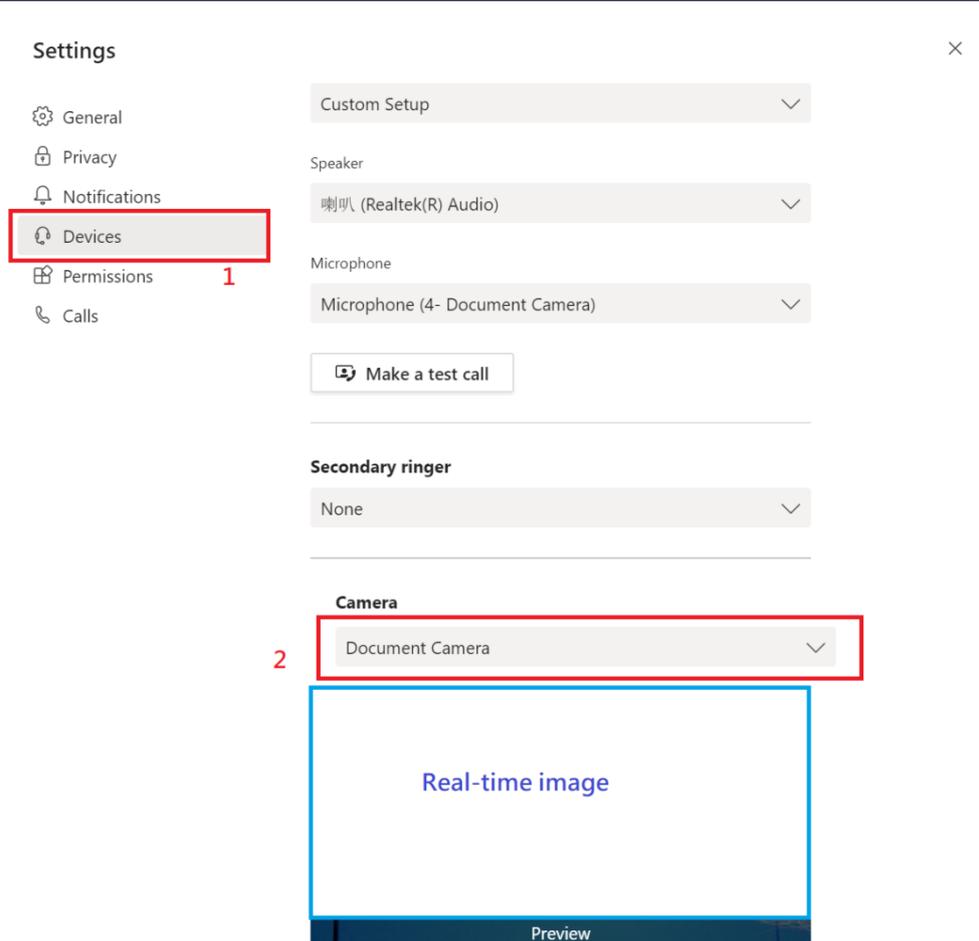
1.1.2. Open Microsoft Teams.



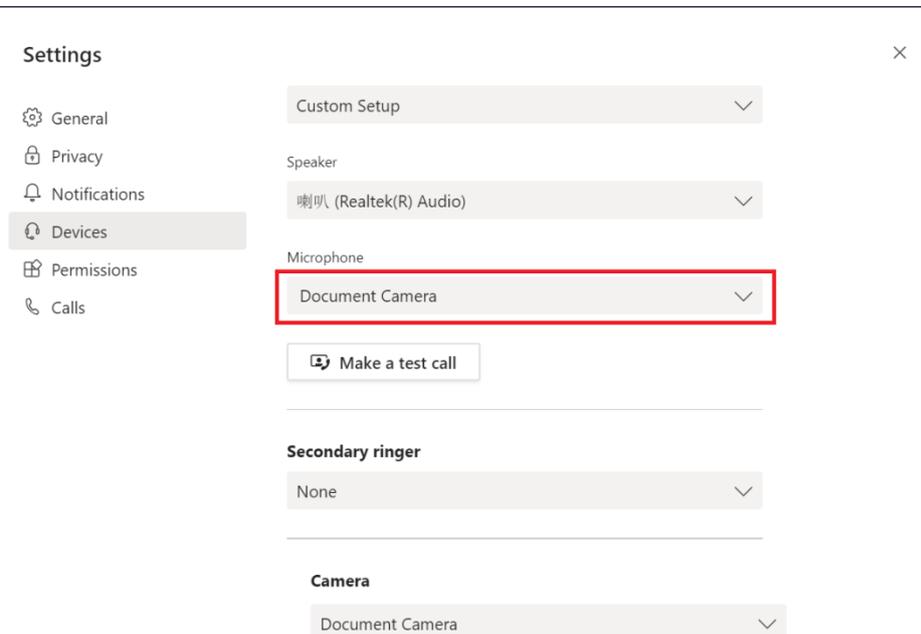
1.1.3. Click on  and then select “Settings”



1.1.4. Select the “**Devices**” section. Then, scroll down to the “**Camera**” option, and select the “**Document Camera**” as the default video source. You will see the real-time image on the **Preview** window.

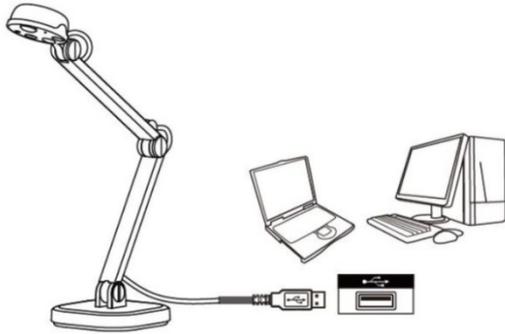


1.1.5. (Continued) Scroll to the “**Microphone**” option and select the “**Document Camera**” as the default audio source.



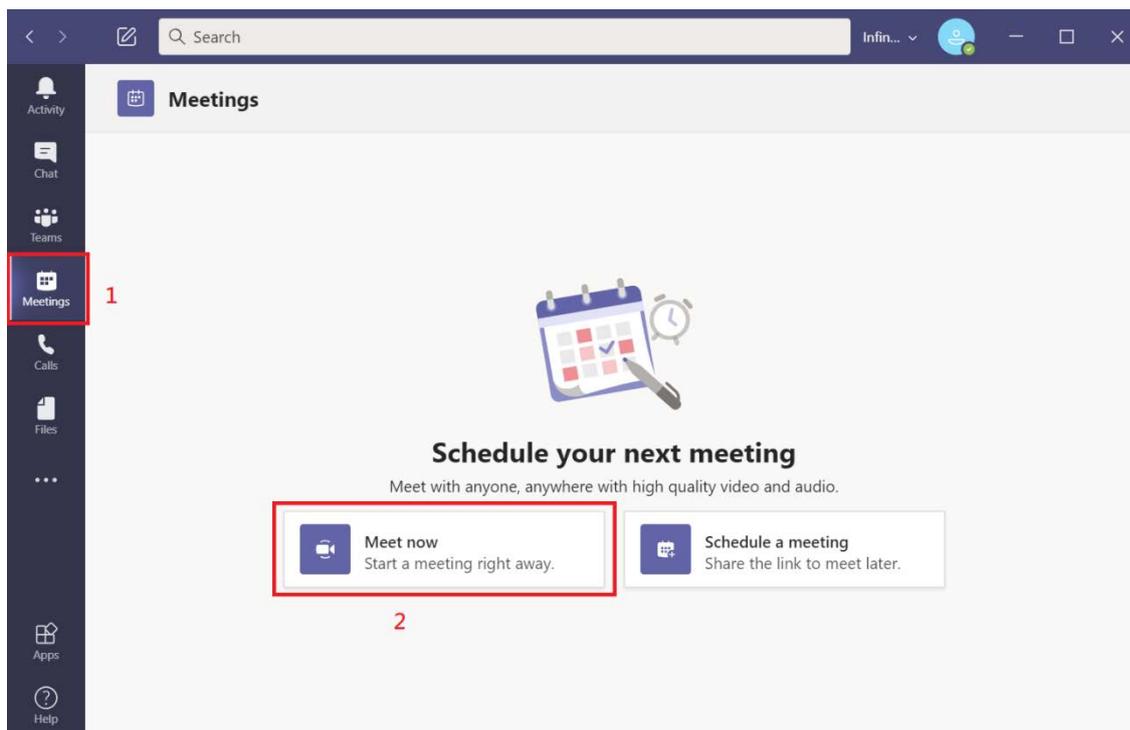
1.2. Start Meetings.

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

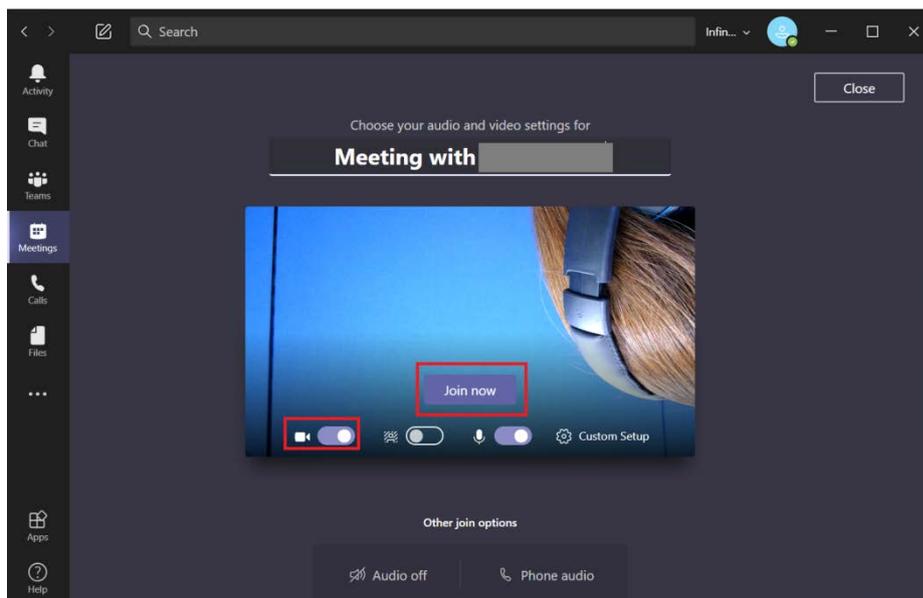


1.2.2. Open Microsoft Teams.

1.2.3. Click on “**Meetings**”, and select “**Meet Now**”.



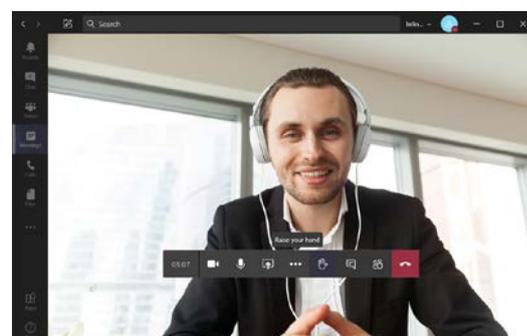
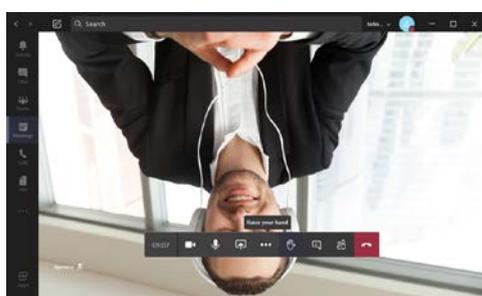
1.2.4. The real-time image will display on the screen. If there is no image, please click on  to turn camera on. Then, Click on “Join now” to start the meeting.



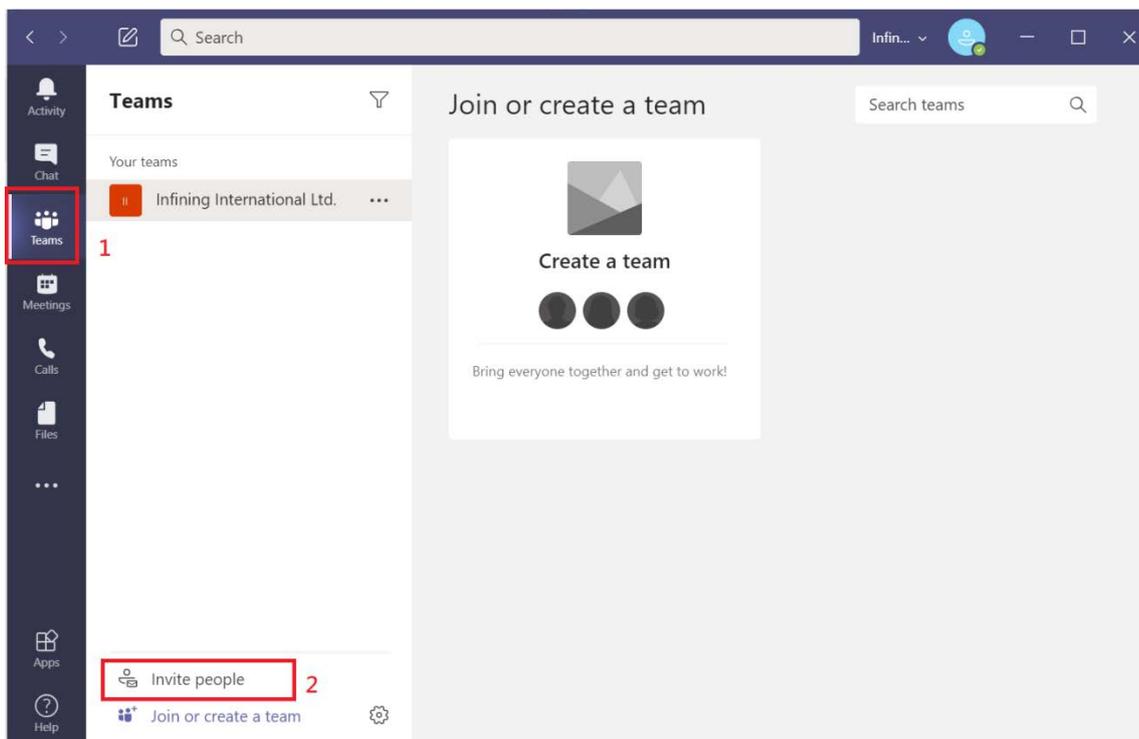
1.2.5. Direct the head of your INSWAN document camera towards the speaker’s face.



1.2.6 If your image is upside down, change the image orientation by simultaneously pressing both the brightness(+) and the brightness(-) buttons.



1.2.7. Click on **Teams** and **Invite People**.



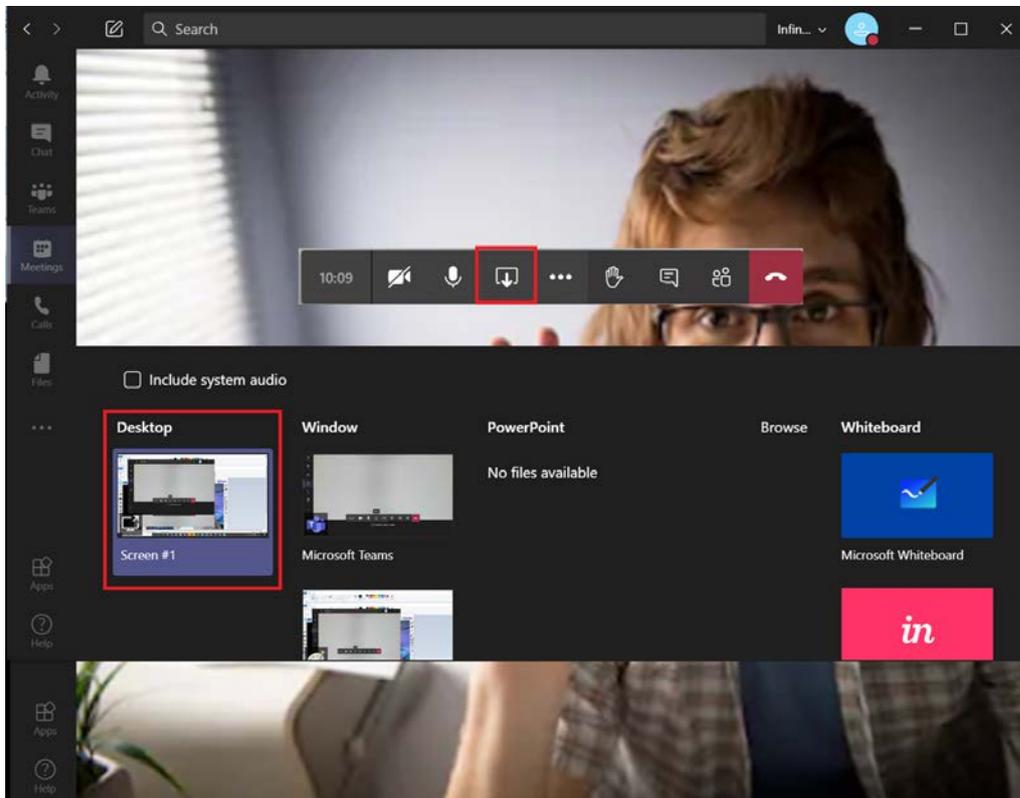
1.2.8. Your session will automatically begin when your guests join in.



1.3. Share screen and use Documate application

You may also use the **Documate** app with your webinar (via **Share Screen**) to further enhance your online session. **Documate** provides powerful features such as digital zoom, hue adjustment, rotate, snap shot, annotation, and video recording. To use **Documate**, please do the following:

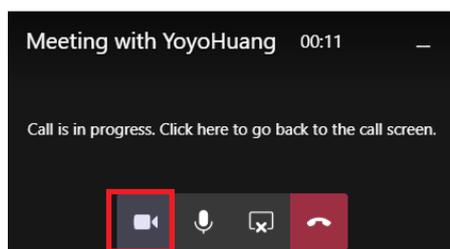
1.3.1. Click on “**Share**” button and then select “**Desktop**”.



☞ When a red frame surrounds your screen, it means you are in screen sharing mode.

1.3.2. Switch the video source from the **Microsoft Teams** to the **Documate**.

1.3.2.1. Click on the  button to turn camera off from the Microsoft Teams.

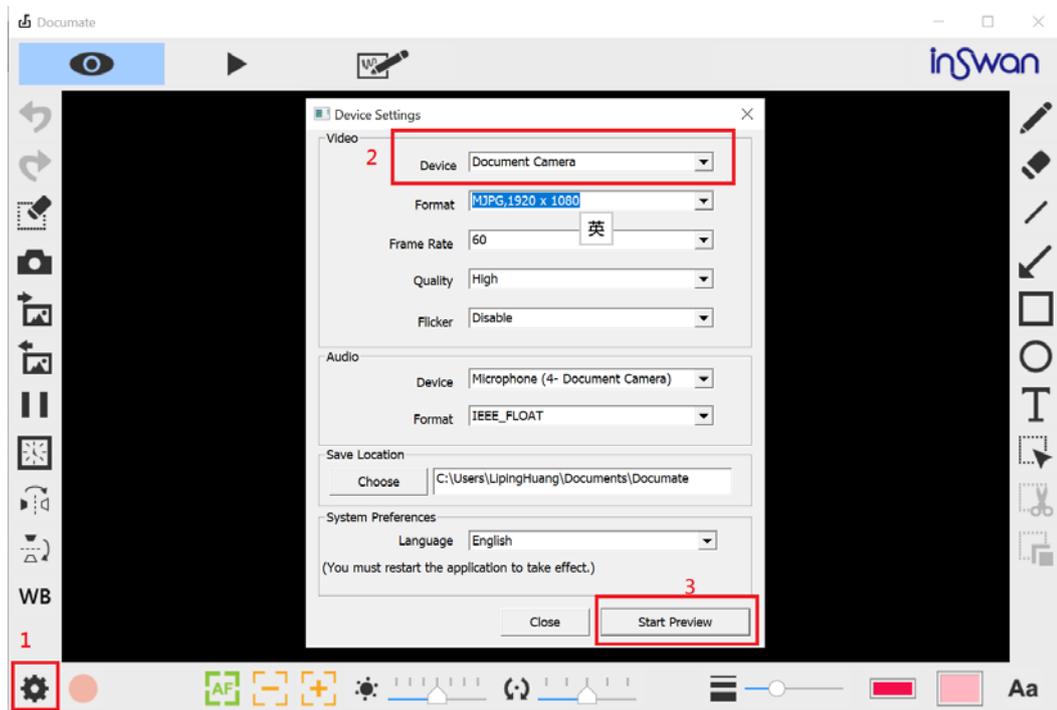


1.3.2.2. Open your **Documate** () application and activate the camera on Documate application by:

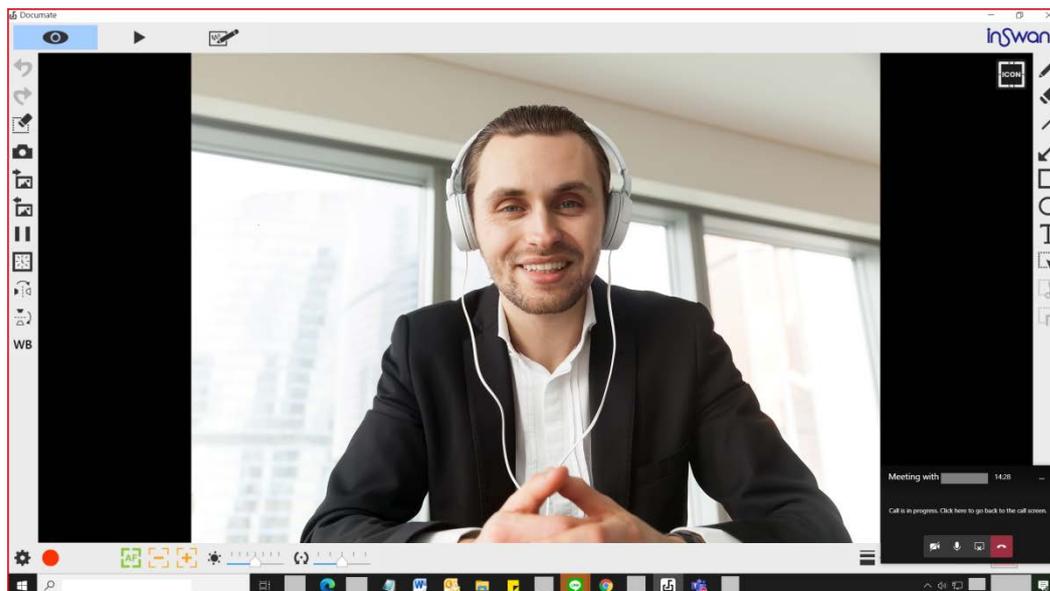
1.3.2.2.1. Click on the **setting** () button.

1.3.2.2.2. Make sure “**Document Camera**” is selected as Device.

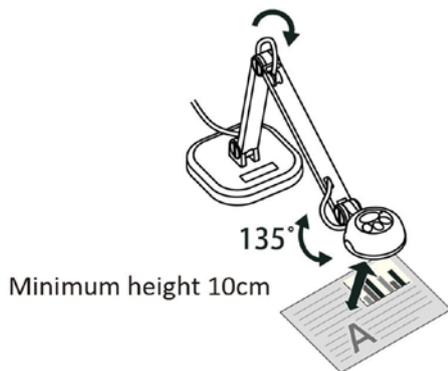
1.3.2.2.3. Click on “**Start Preview.**”



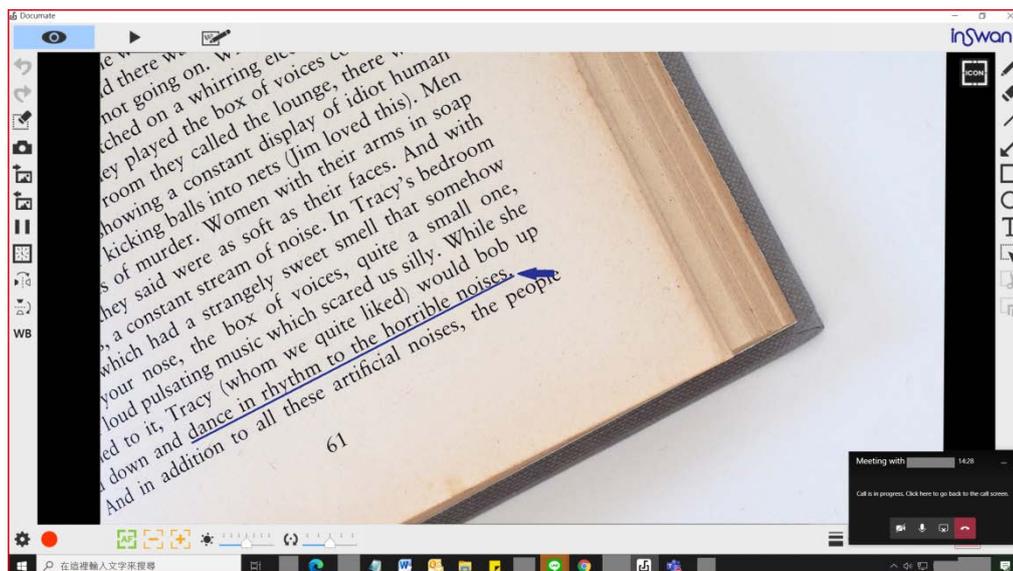
1.3.2.2.4. Then, your screen should look something like this:



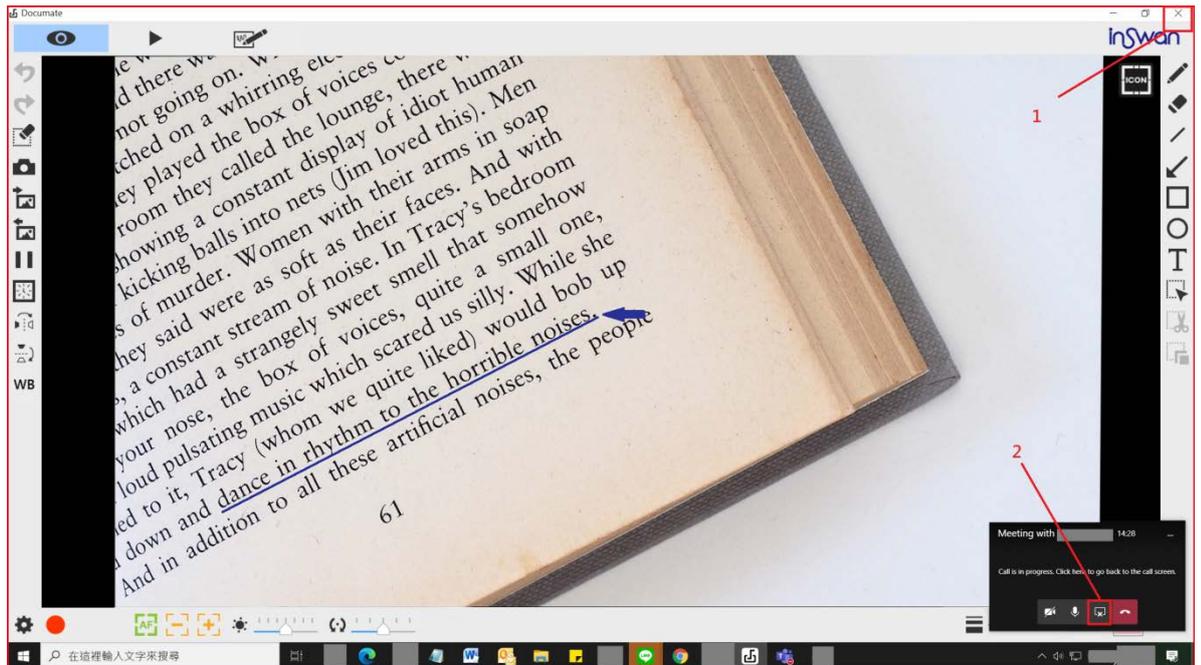
1.3.2.3. Before starting your session, adjust your camera head and make sure it is pointing towards the right direction.



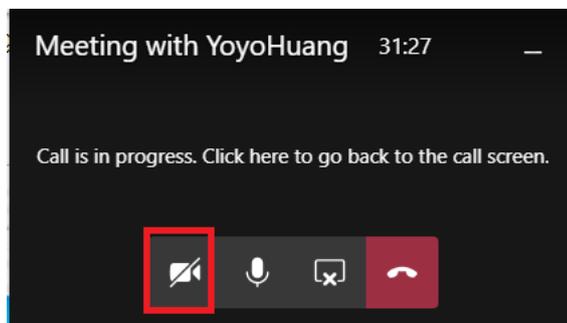
Your screen should look something like this:



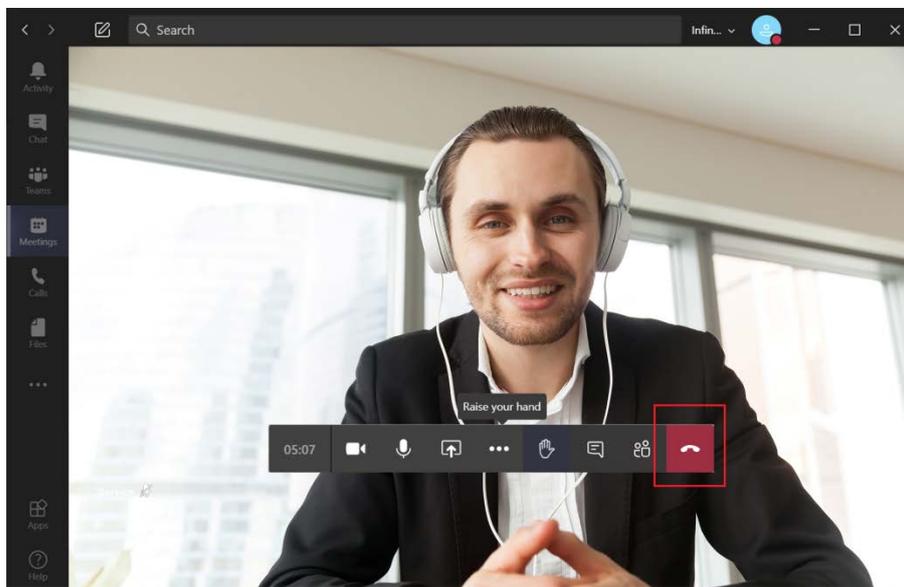
1.3.2.4. If you want to stop sharing your screen with your guests, **first click on the close button at the upper right corner on Documate**, then click on the [Stop Sharing] button afterwards.



1.3.2.5. Click on () button to activate the camera in Microsoft Teams.



1.4. When you are done with your session, click on [Hang up] at the bottom right corner to end it.

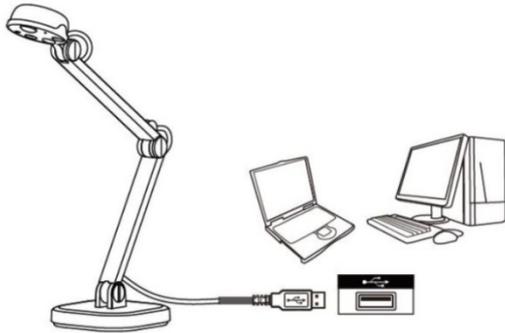


2 If you have a computer camera in addition to the document camera

2.1. Set your default video and audio source for Microsoft Teams

If you have a computer camera in addition to the document camera, we recommend that you follow the instruction below to set your computer camera as the default video source, and set the “Document camera” or your computer microphone as the default audio source.

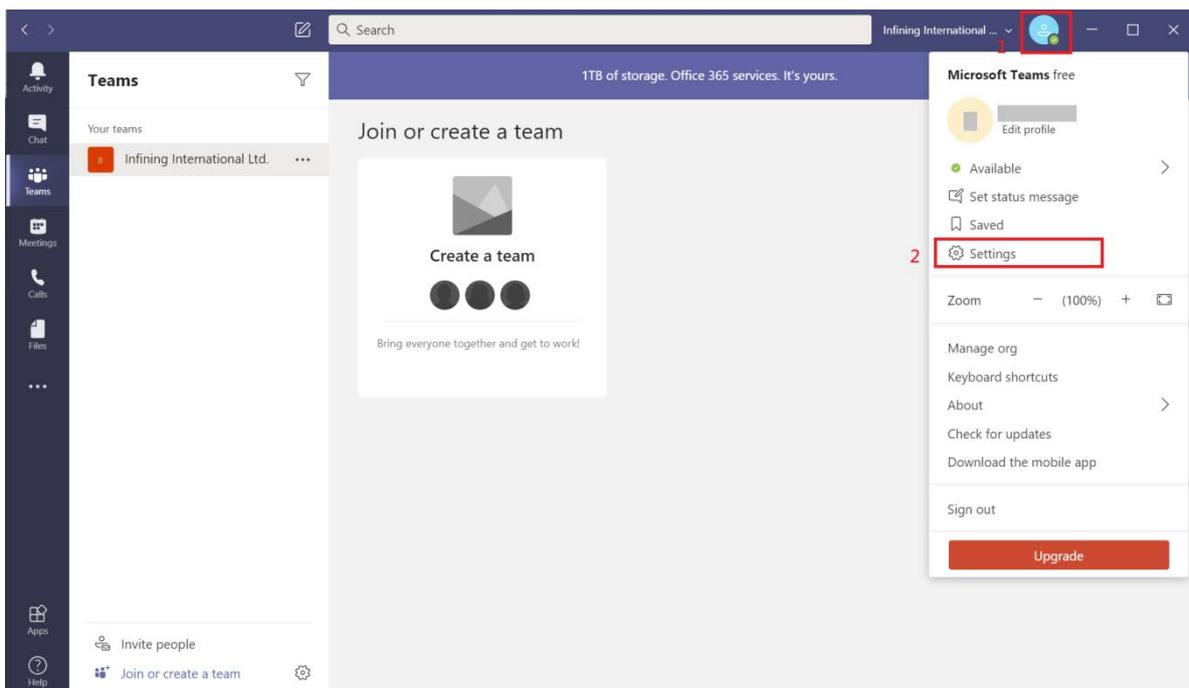
2.1.1. Connect your INSWAN document camera to your computer via the USB cable.



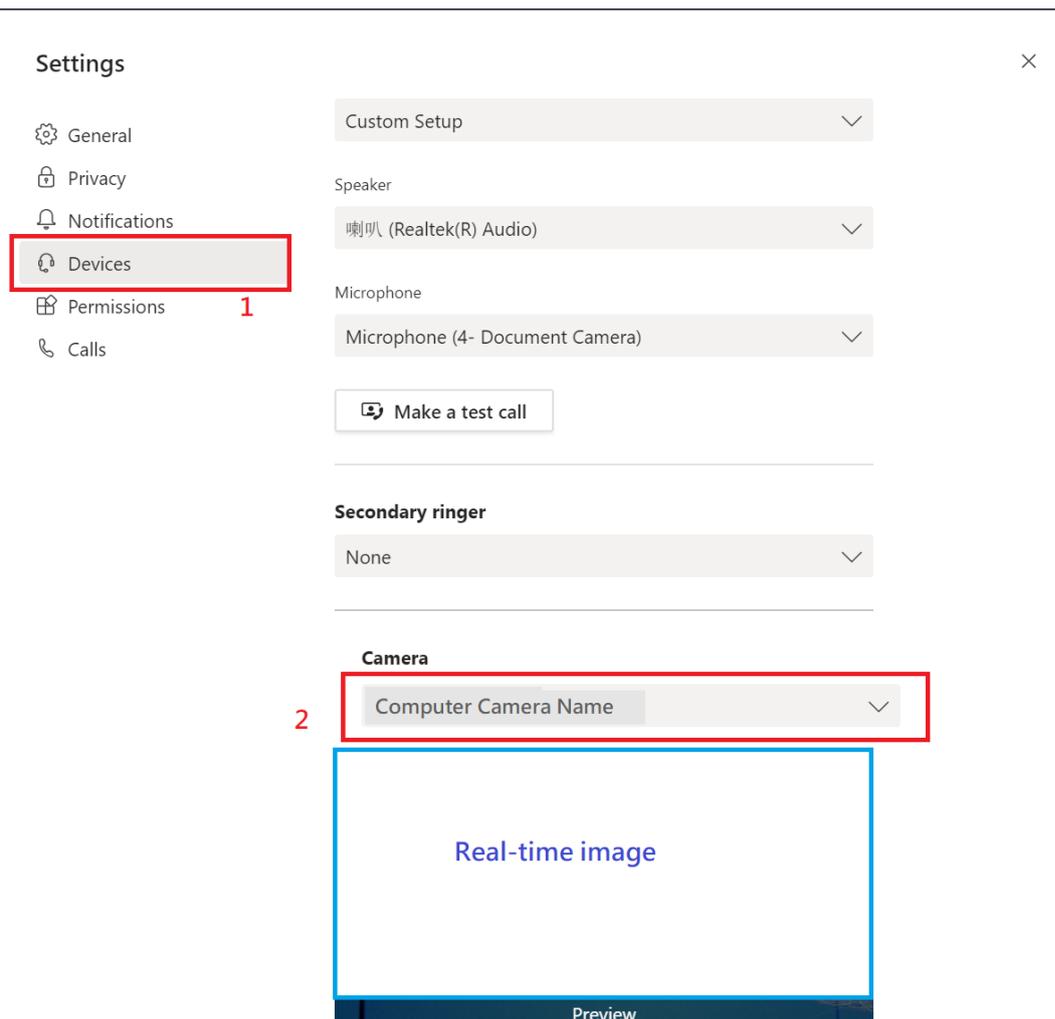
2.1.2. Open Microsoft Teams.



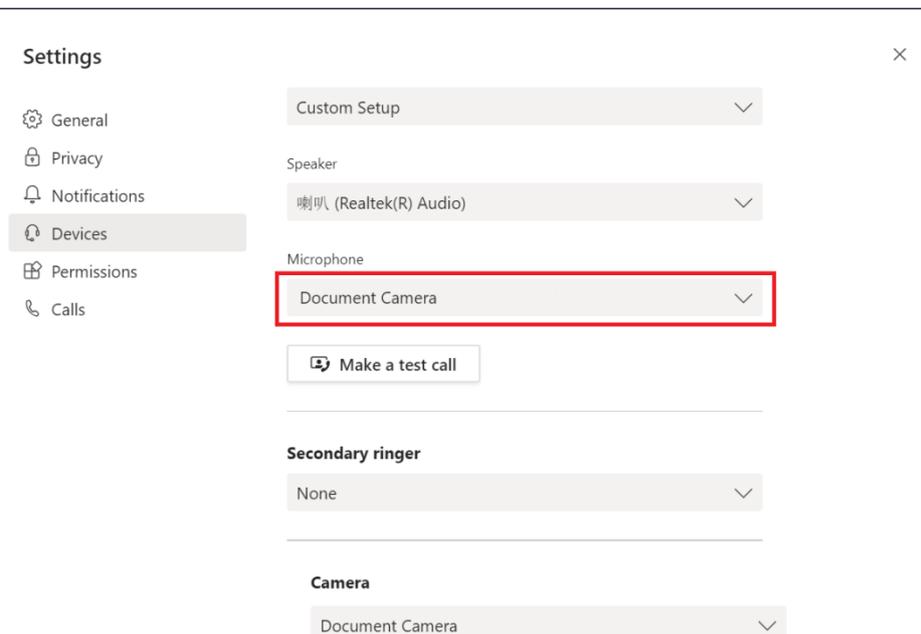
2.1.3. Click on  and then select “Settings”



2.1.4. Select the “**Devices**” section. Then, scroll down to the “**Camera**” option, and select your “Computer Camera Name” as your default video source. You will see the real-time image on the Preview window.

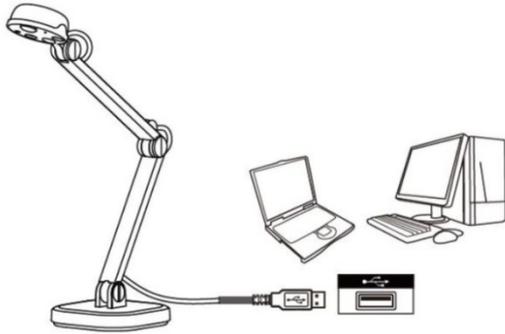


2.1.5. (Continued) Scroll to “**Microphone**” option and select the “**Document Camera**” or your computer microphone as your default audio source.

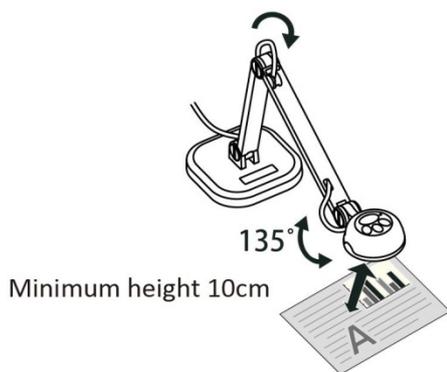


2.2. Start Meetings.

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

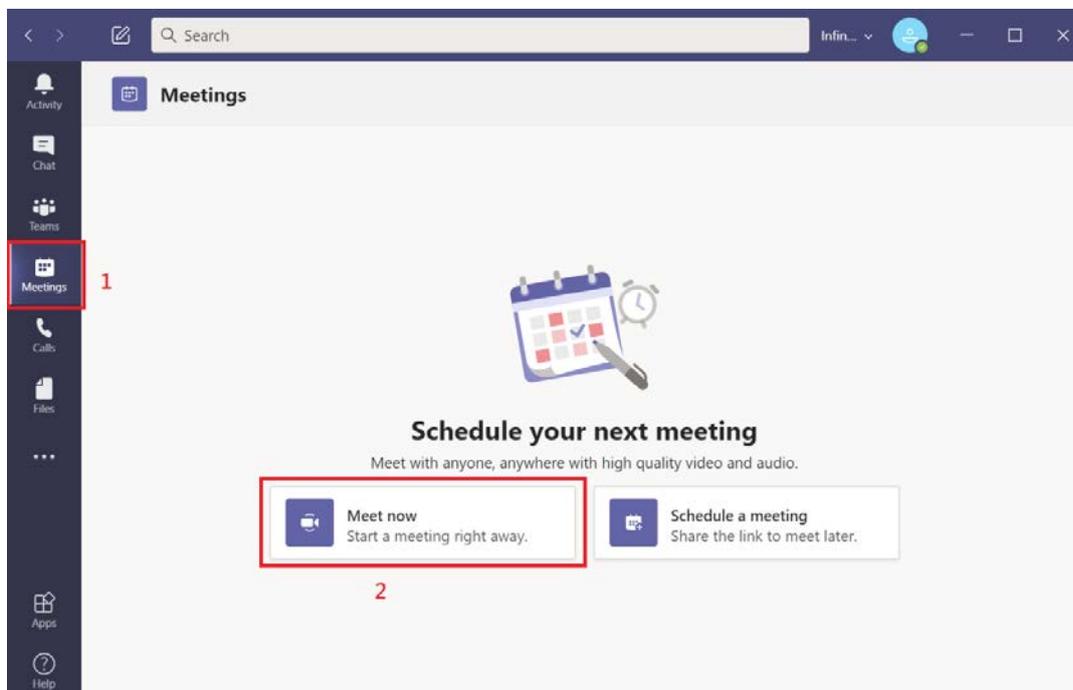


2.2.2. Let the **INSWAN document camera** shoot the textbook and the **computer camera** capture your face.

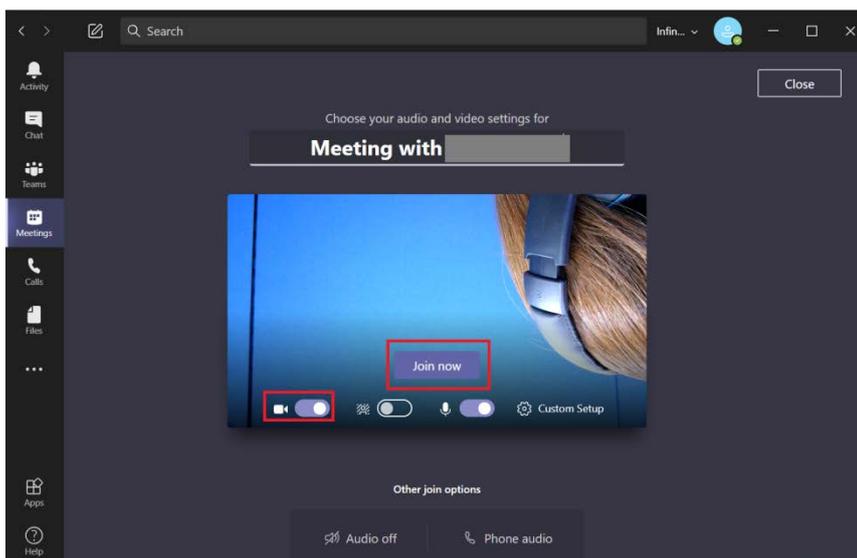


2.2.3. Open **Microsoft Teams**.

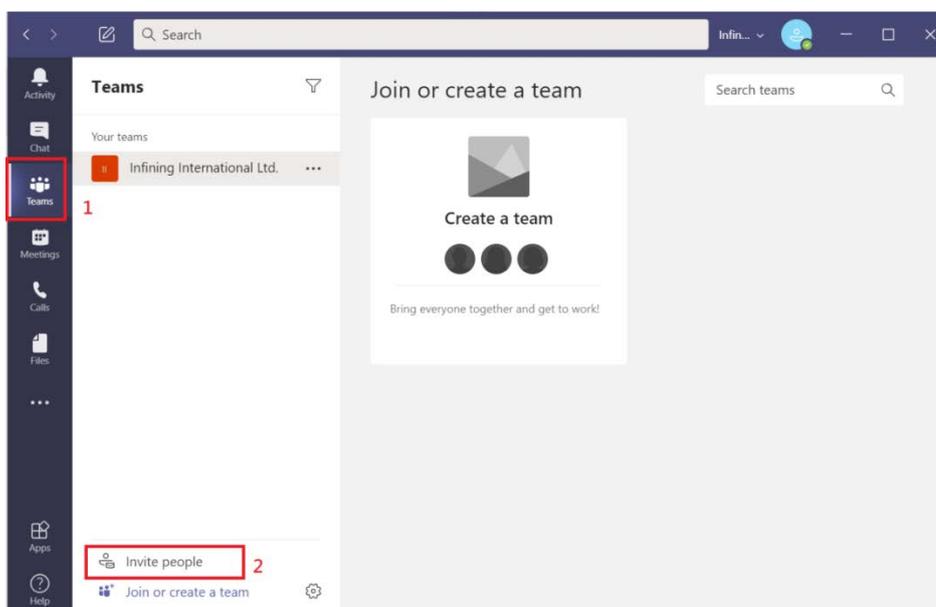
2.2.4. Click on “**Meetings**”, and select “**Meet Now**”.



2.2.5. The real-time image will display on the screen. If there is no image, please click on  to turn camera on. Then, Click on “Join now” to start the meeting.



2.2.6. Click on **Teams** and **Invite People**.



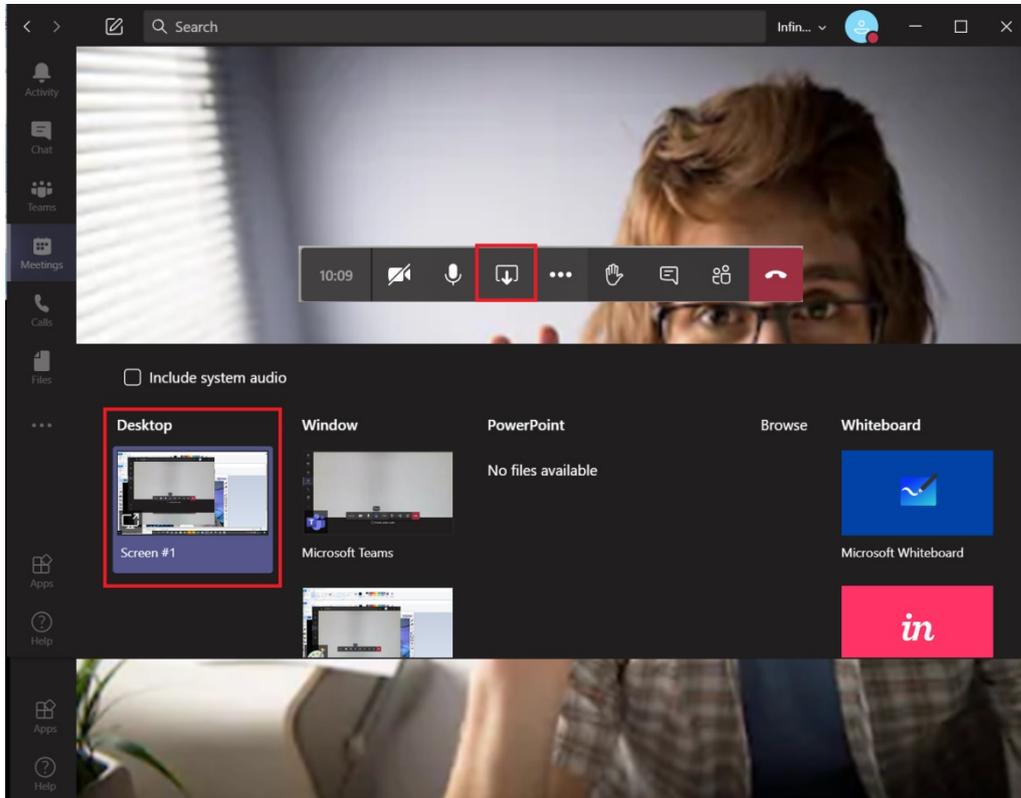
2.2.7. Your session will automatically begin when your guests join in.



2.3. Share screen and use Documate application

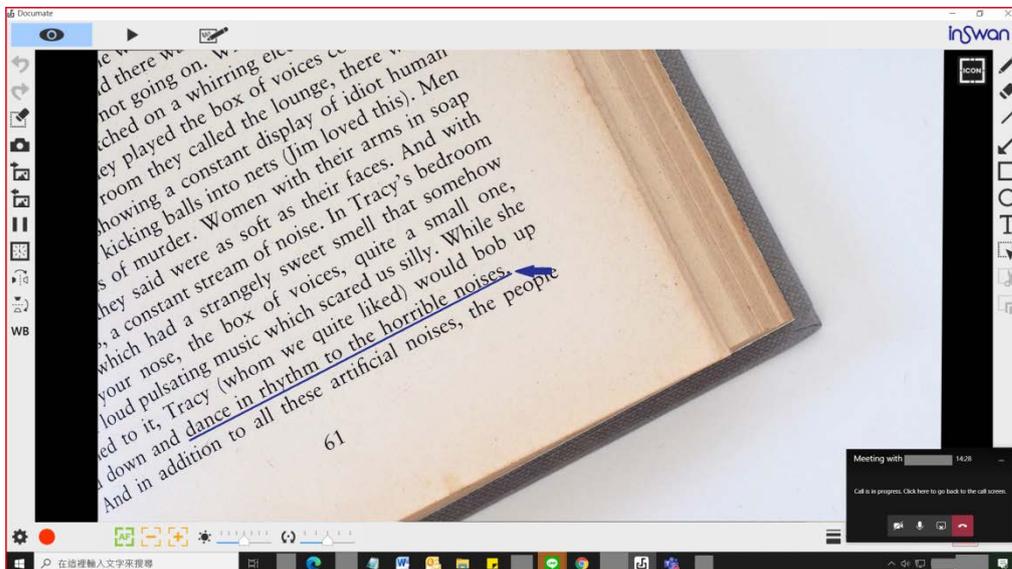
You may also use the **Documate** app with your webinar (via **Share Screen**) to further enhance your online session. **Documate** provides powerful features such as digital zoom, hue adjustment, rotate, snap shot, annotation, and video recording. To use **Documate**, please do the following:

2.3.1. Click on “Share” button and then select “Desktop”.

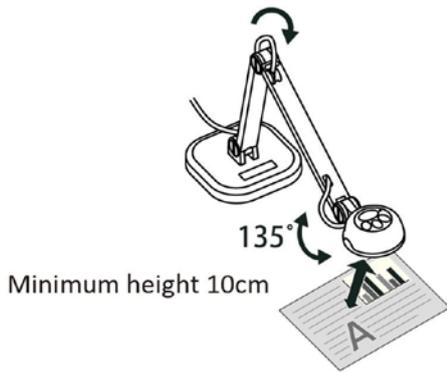


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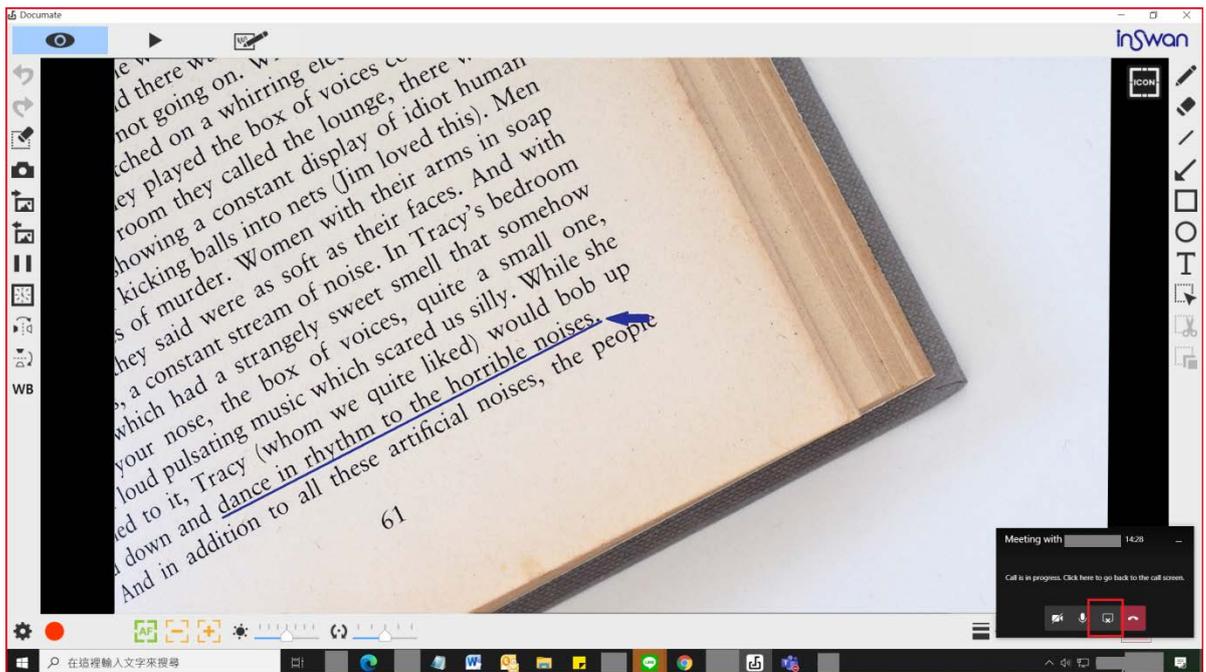
2.3.2. Then, your screen should look something like this:



2.3.2.1. Before starting your session, adjust your camera head and make sure it is pointing towards the right direction.



2.3.2.2. If you want to stop sharing your screen with your guests, click on  button afterwards.



2.4. When you are done with your session, click on [Hang up] at the bottom right corner to end it.

