

# INSWAN Document Camera + ZOOM for Distance Education or Web Conference

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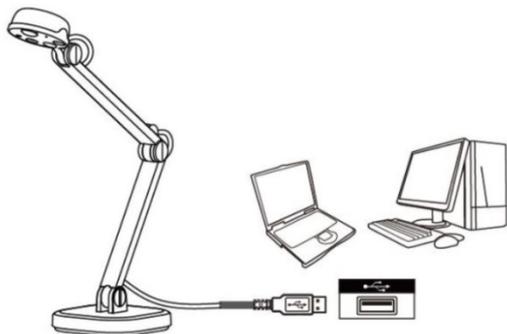
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## 1. If there is only one document camera

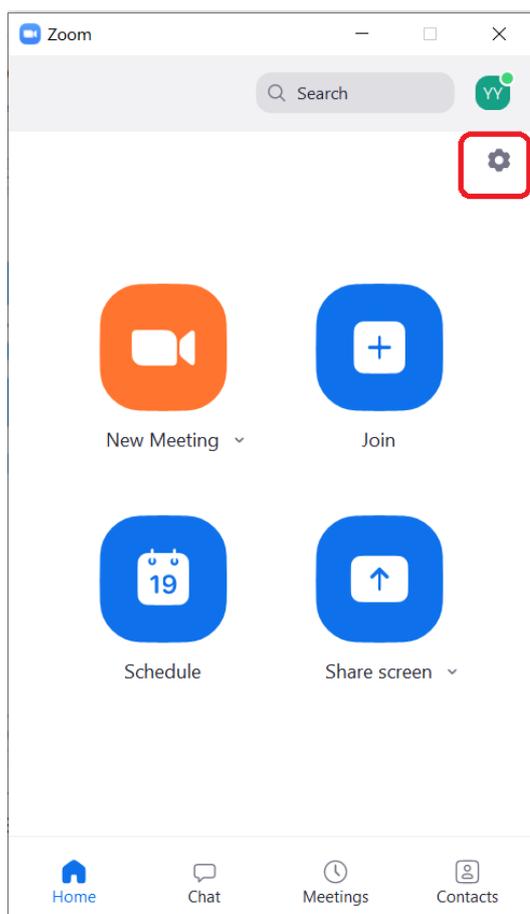
### 1.1. Set your default video and audio source for ZOOM

**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 ZOOM.**

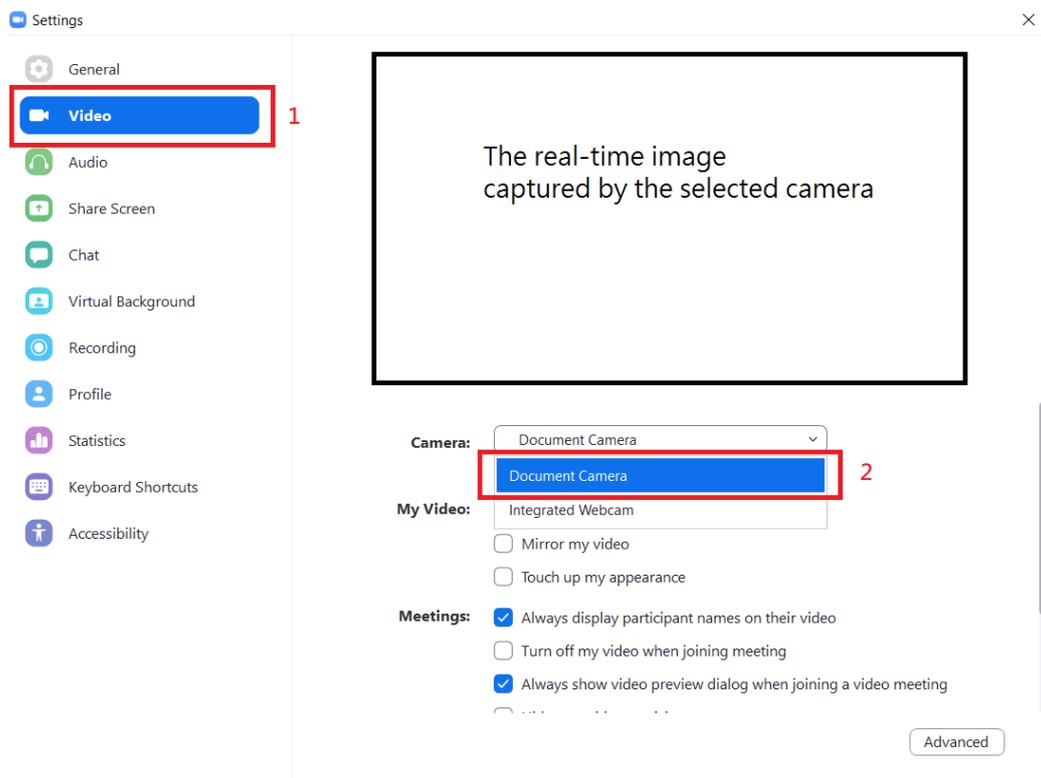
1.1.1. Connect your INSWAN document camera to your computer via the USB cable.



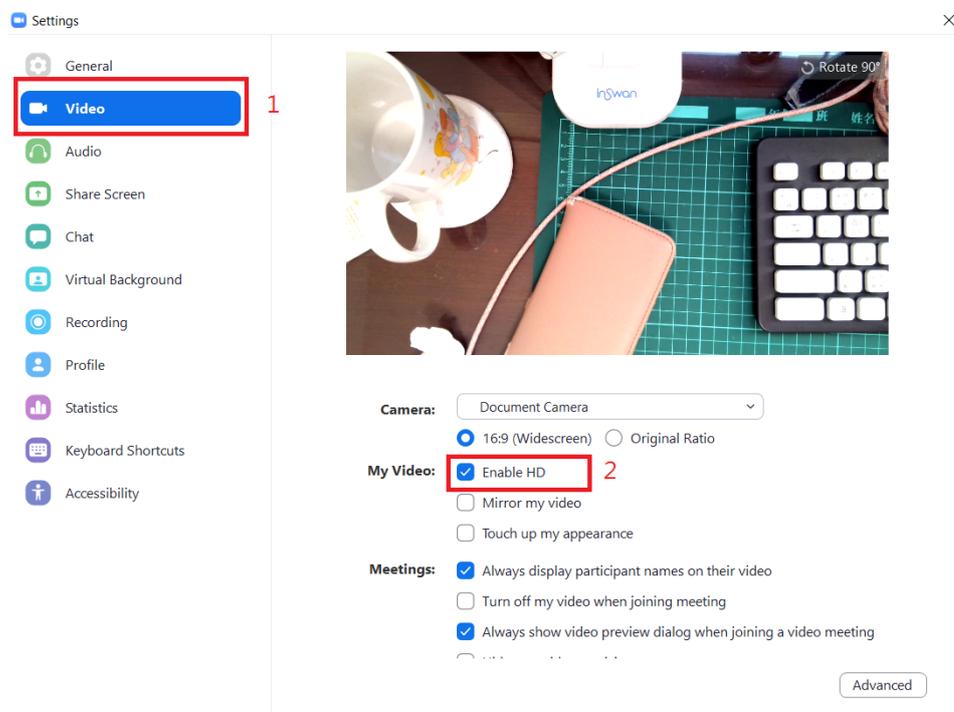
1.1.2. Open **ZOOM** application and click on the settings gear in the upper-right corner.



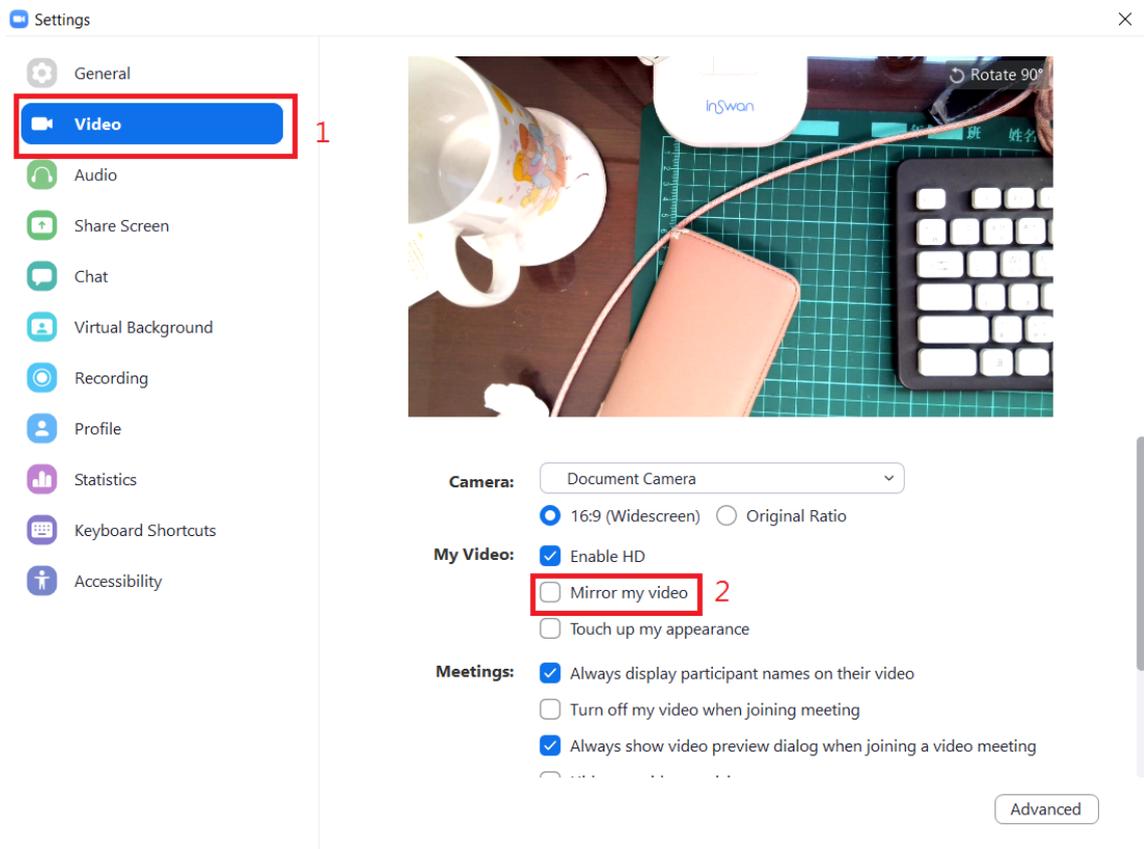
1.1.3. Choose the **“Video”** option. Click on the checkbox next to **Camera** and select **“Document Camera”**. You will see the real-time image on the **Preview** window.



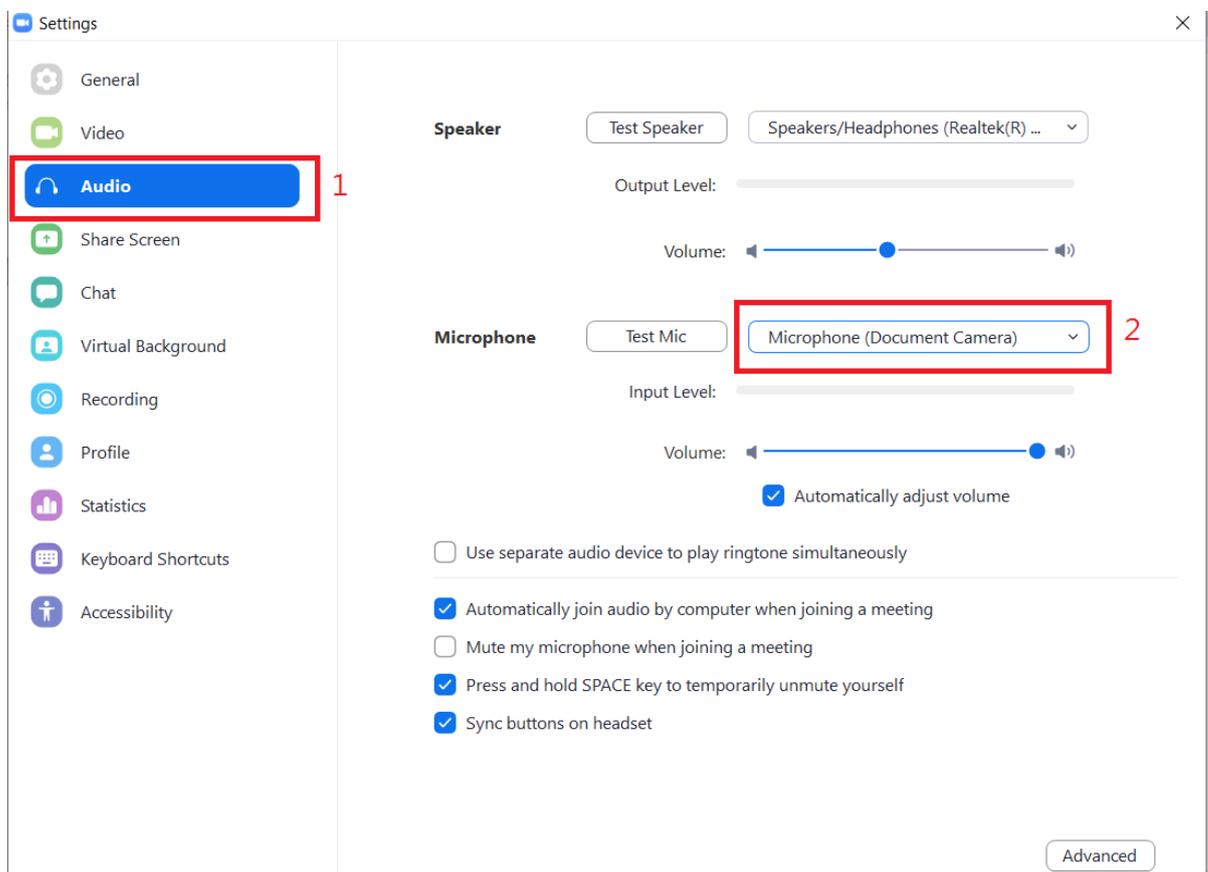
1.1.4. (Continued) Toggle the checkbox next to **Enable HD** and make it checked.



1.1.5. (Continued) Toggle the checkbox next to **Mirror my video** and make it unchecked.

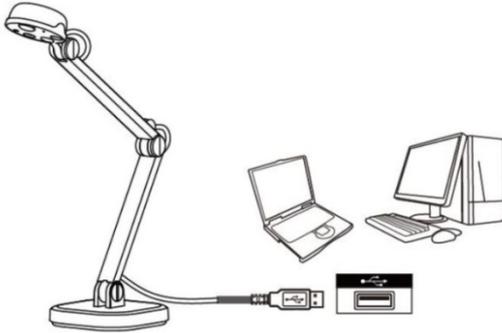


1.1.6. Choose the “**Audio**” option. Click on the checkbox next to **Microphone** and select “**Document Camera**” or your computer Microphone as your default audio source. Then test Mic.

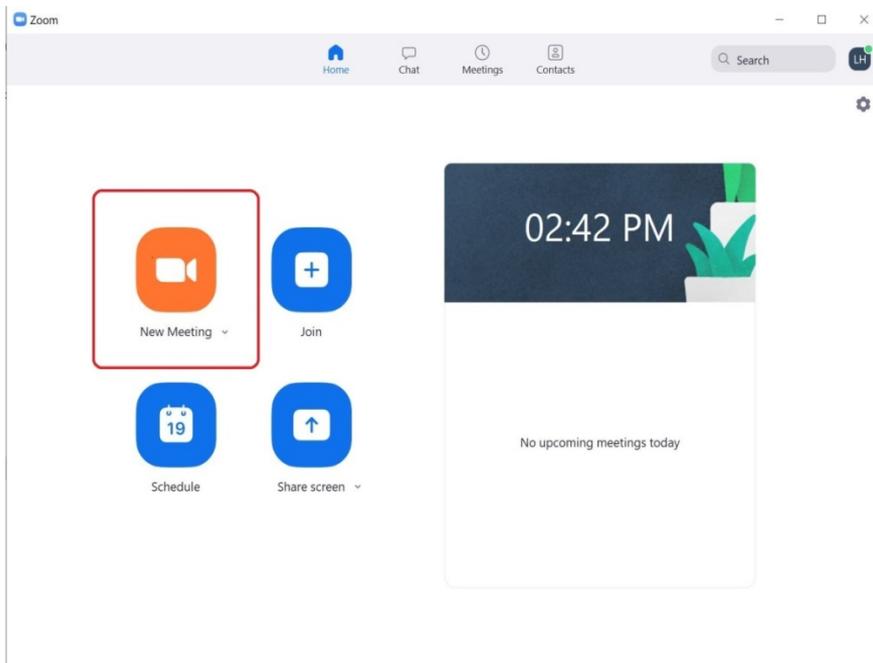


## 1.2. Start the Meeting.

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



1.2.2. Open **ZOOM** application and click on “**New meeting.**”



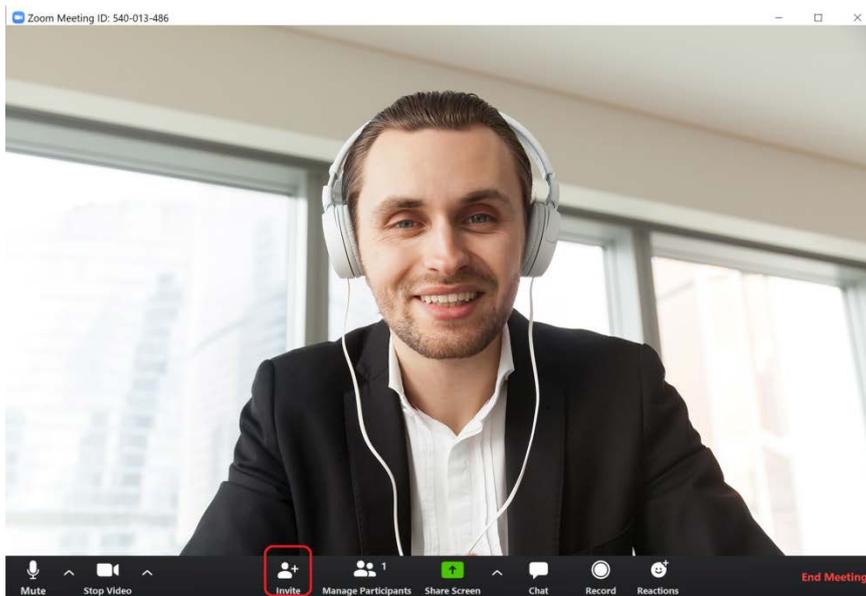
1.2.3. The real-time image will display on the screen. Direct the head of your INSWAN document camera towards the speaker’s face.



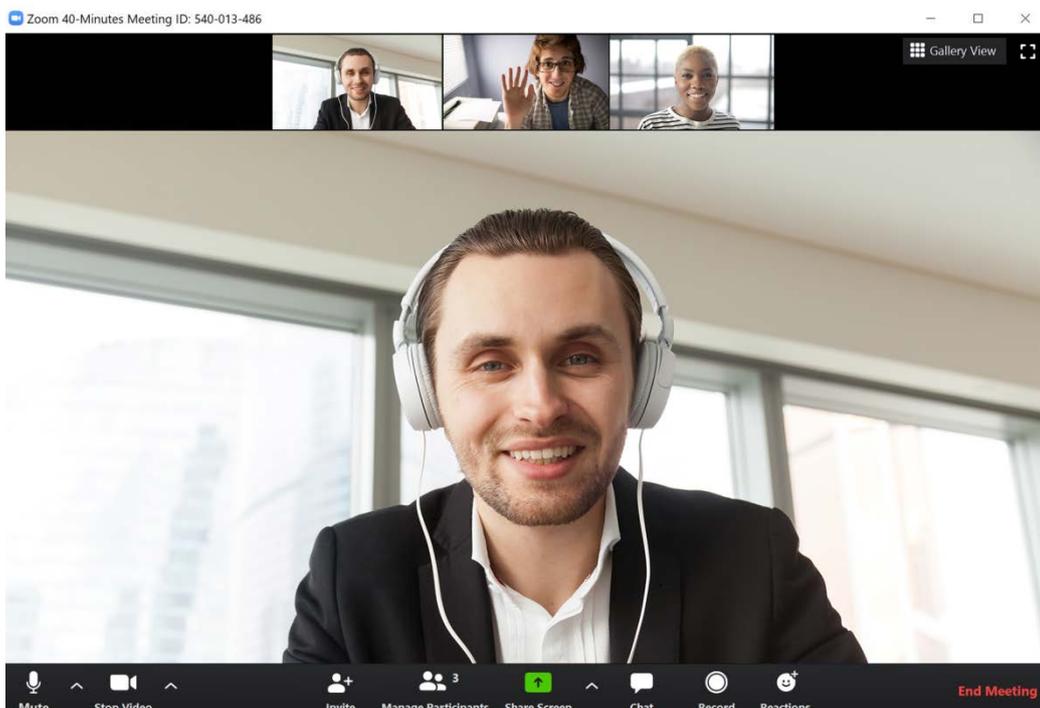
1.2.4. If your image is upside down, change the image orientation by simultaneously pressing both the brightness(+) and the brightness(-) buttons.



1.2.5. Click on **Invite** to Invite your guests by **Contacts**, **Emails**, or **Copy URL**.



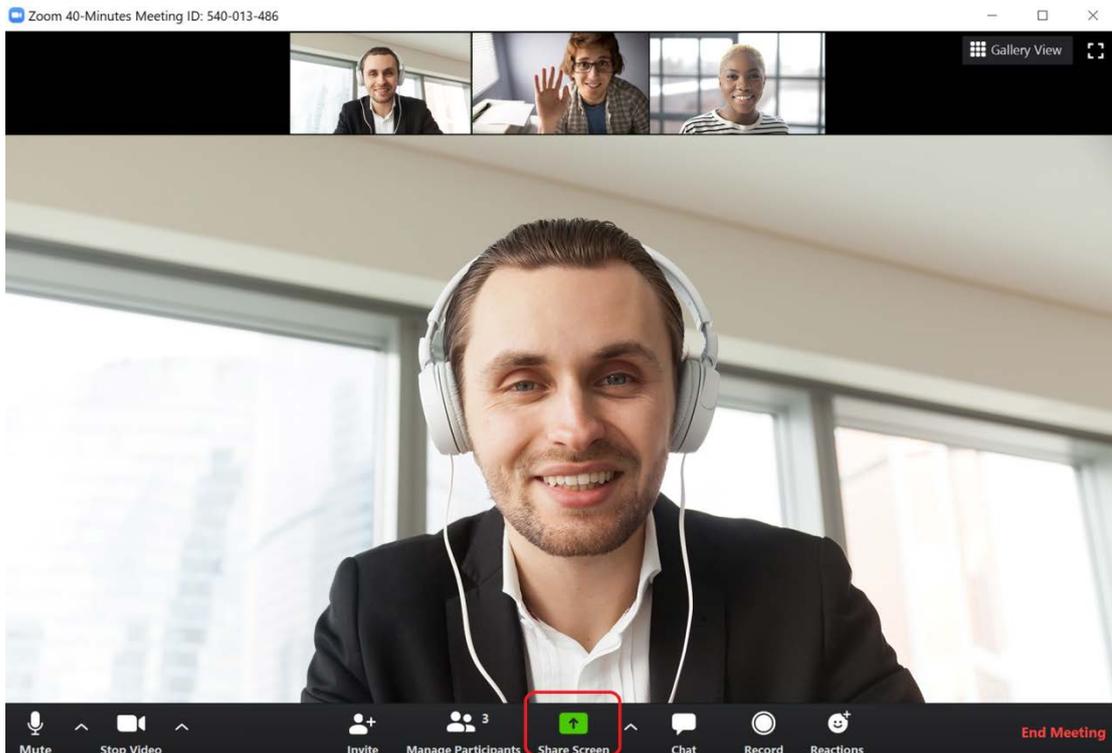
1.2.6. Your session will automatically begin when your guests join in.



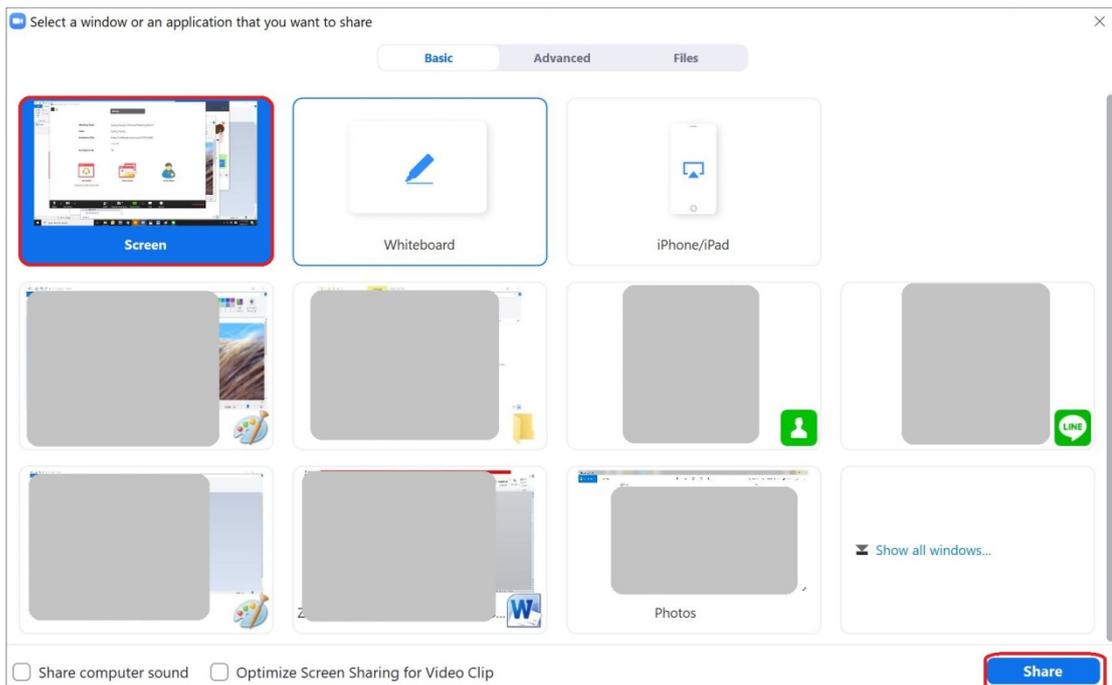
### 1.3. Share screen and use Documate application

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 Screen”.



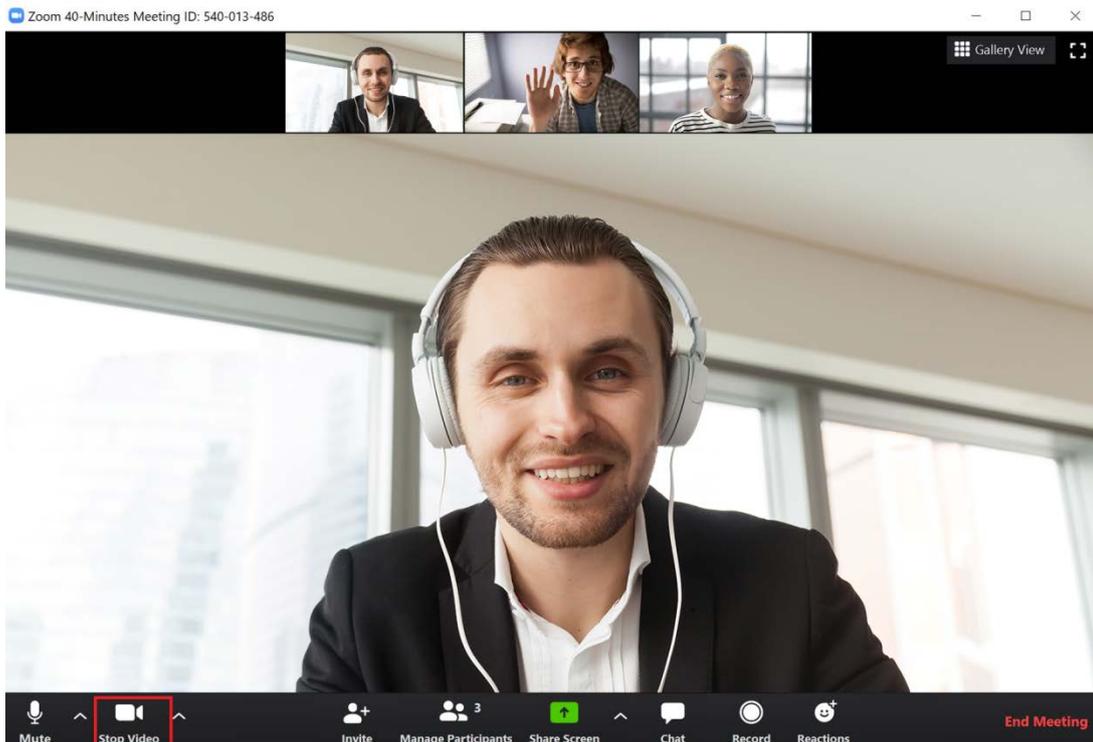
#### 1.3.2. Select your Screen, then click on Share.



👉 When a green frame surrounds your screen, it means you are in screen sharing mode.

### 1.3.3. Switch the video source from the **ZOOM** to the **Documate**.

1.3.3.1. Click on the **Stop video**  button to **turn the camera off from ZOOM**.

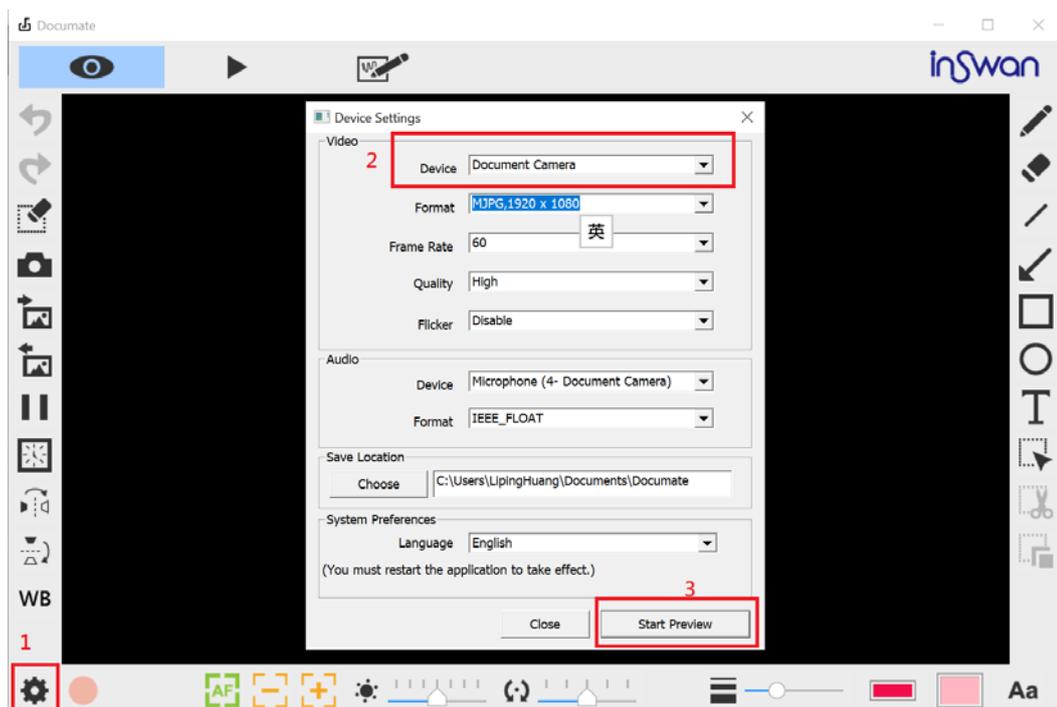


1.3.3.2. Open your **Documate** () application and activate the camera on Documate application by:

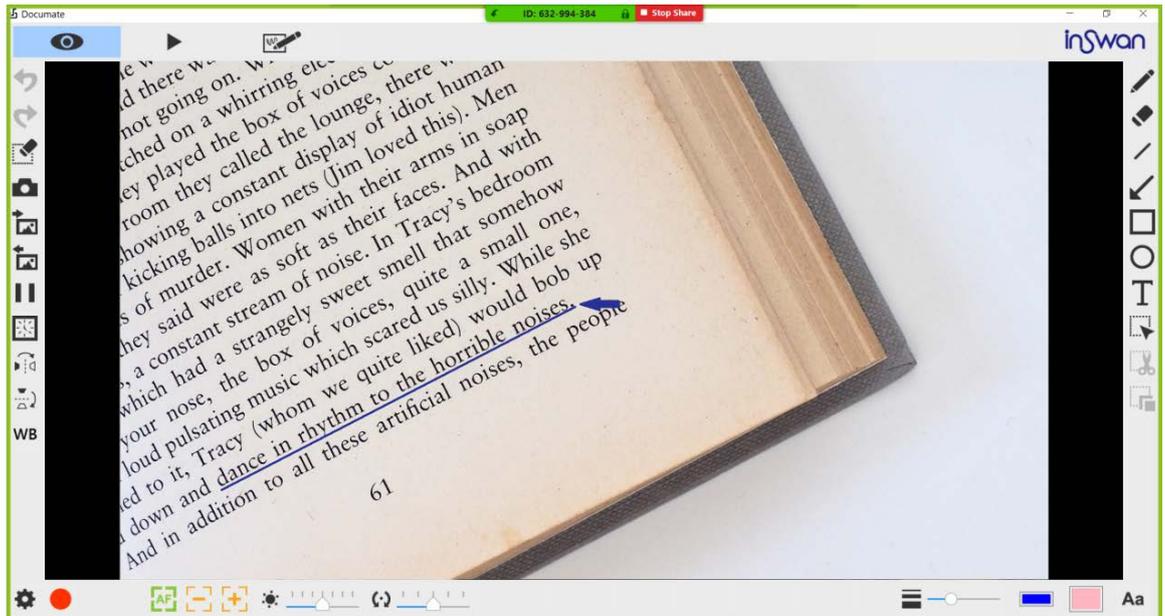
1.3.3.2.1. Click on the **setting** () button.

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

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



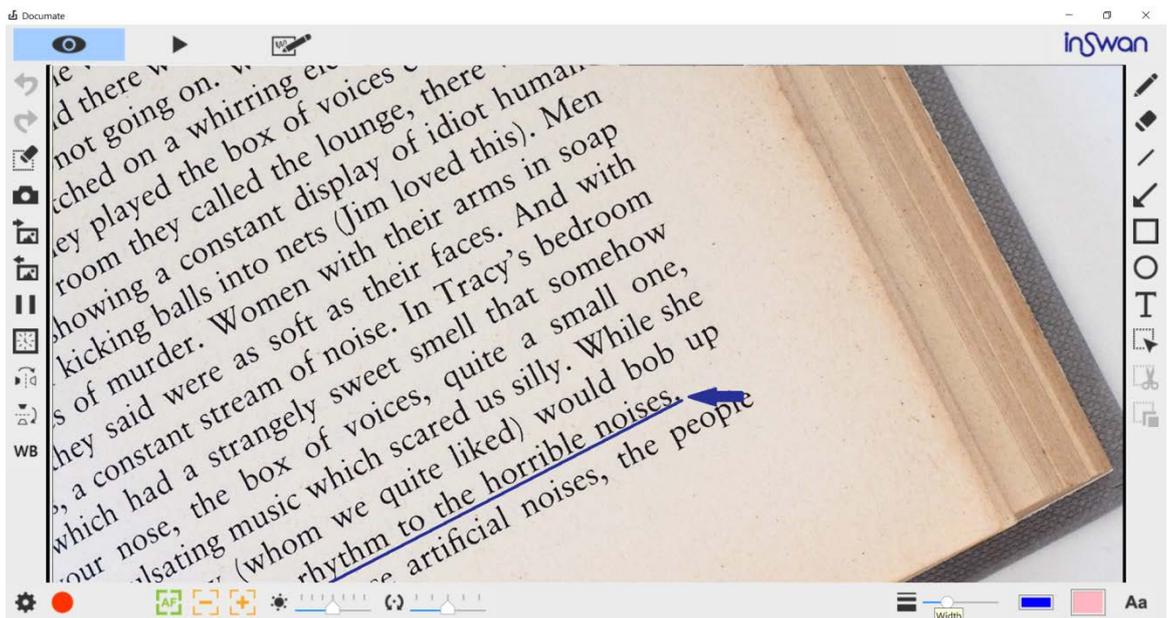
1.3.3.2.4. Then, your screen will look something like this:



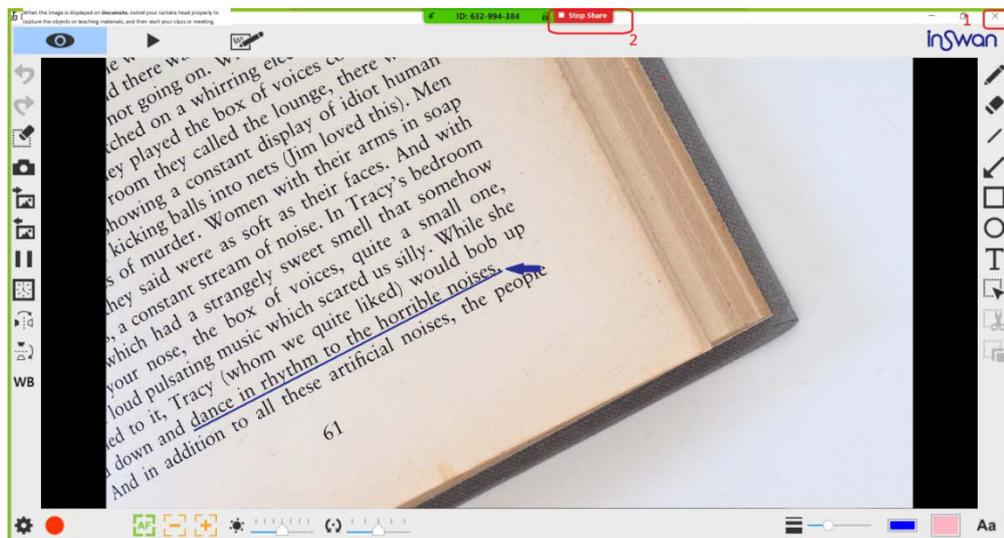
1.3.3.3. Before starting your session, adjust your camera head and make sure it is pointing towards the right direction.



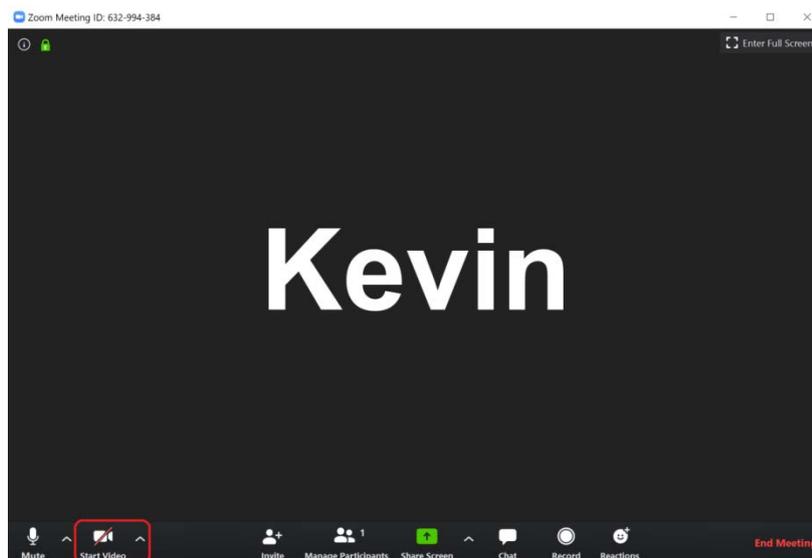
Your screen should look something like this:



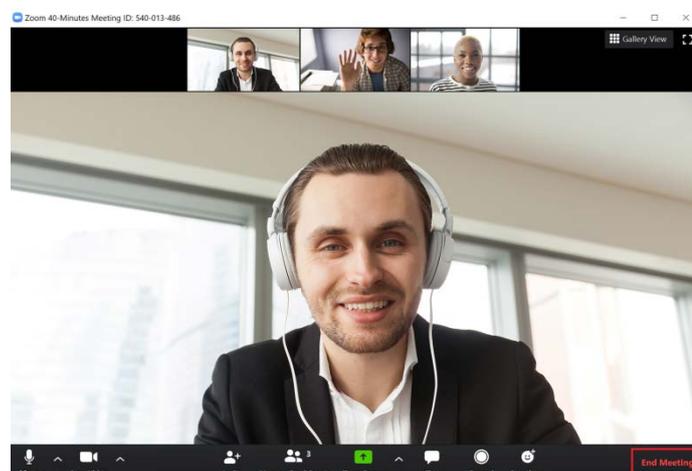
- 1.3.3.4. If you want to stop sharing your screen with your guests, **first click on the close (X) button at the upper right corner on Documate** to close the application, then click on the **“Stop Share”** button in ZOOM afterward.



- 1.3.3.5. Click on **Start video** (📹) button to activate the camera in ZOOM.



- 1.4. When you are done with your session, click on **[End Meeting]** at the bottom right corner to end it.

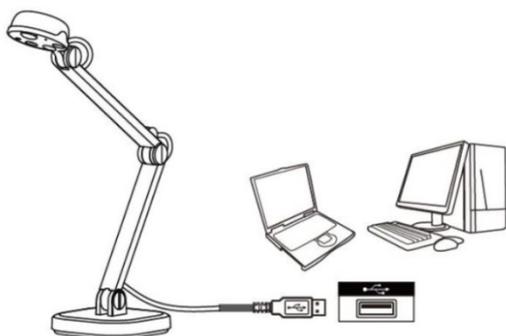


## 2 If you have a computer camera in addition to the document camera

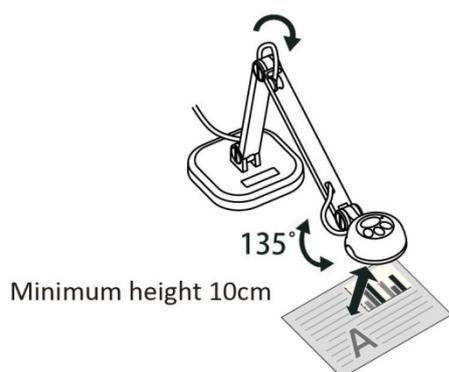
### 2.1. Set your default video and audio source for ZOOM

**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 your computer microphone or “Document camera” as the default audio source.**

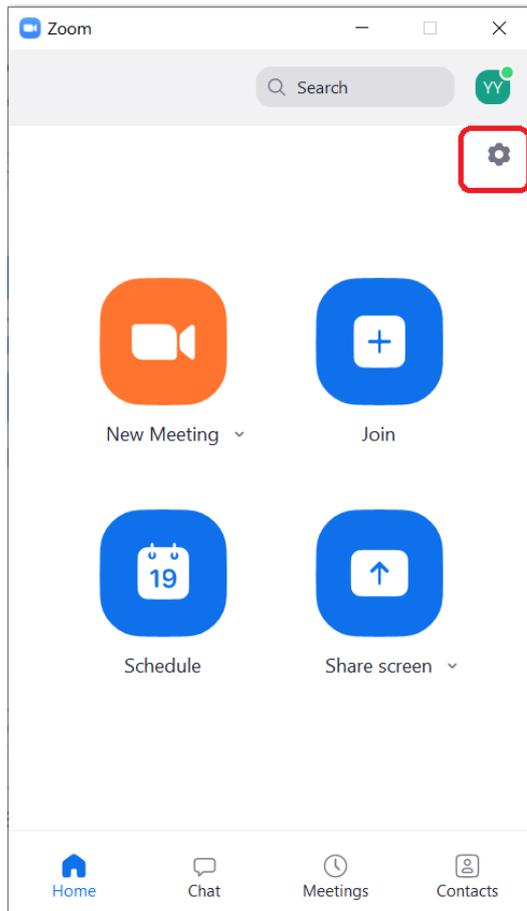
2.1.1. Connect your INSWAN document camera to your computer via the USB cable.



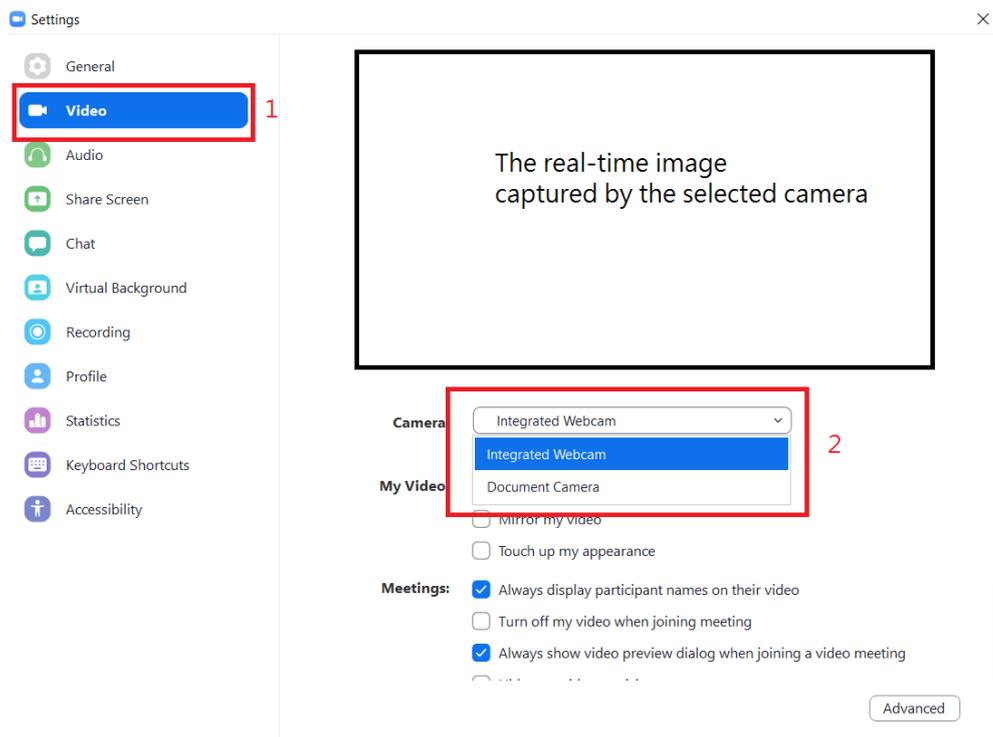
2.1.2. Let the **INSWAN document camera** shoot the textbook and the **computer camera** capture your face.



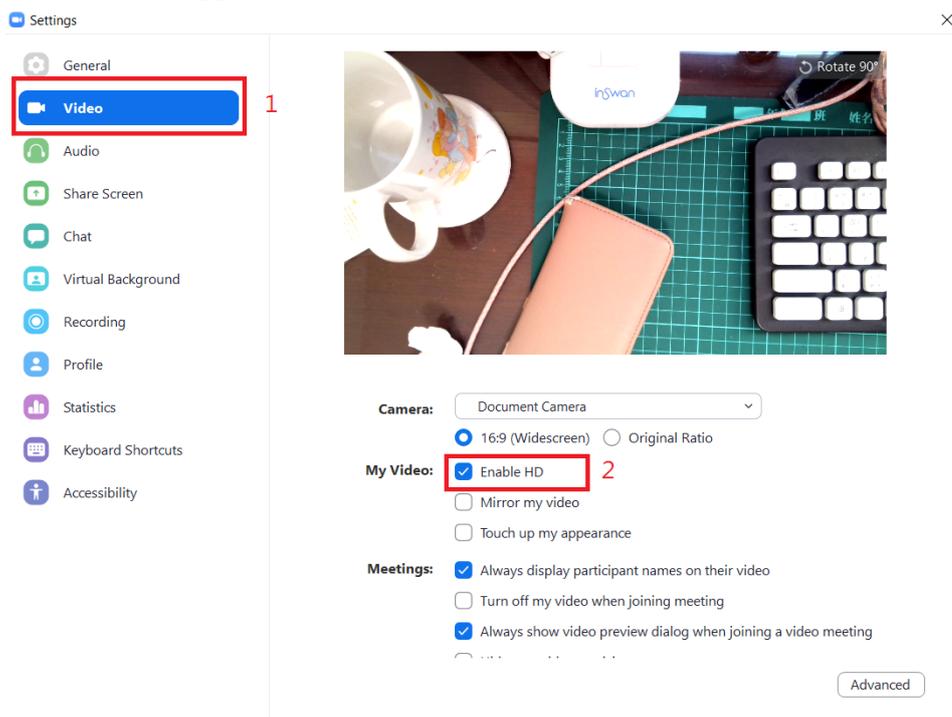
2.1.3. Open **ZOOM** application and click on the settings gear in the upper-right corner.



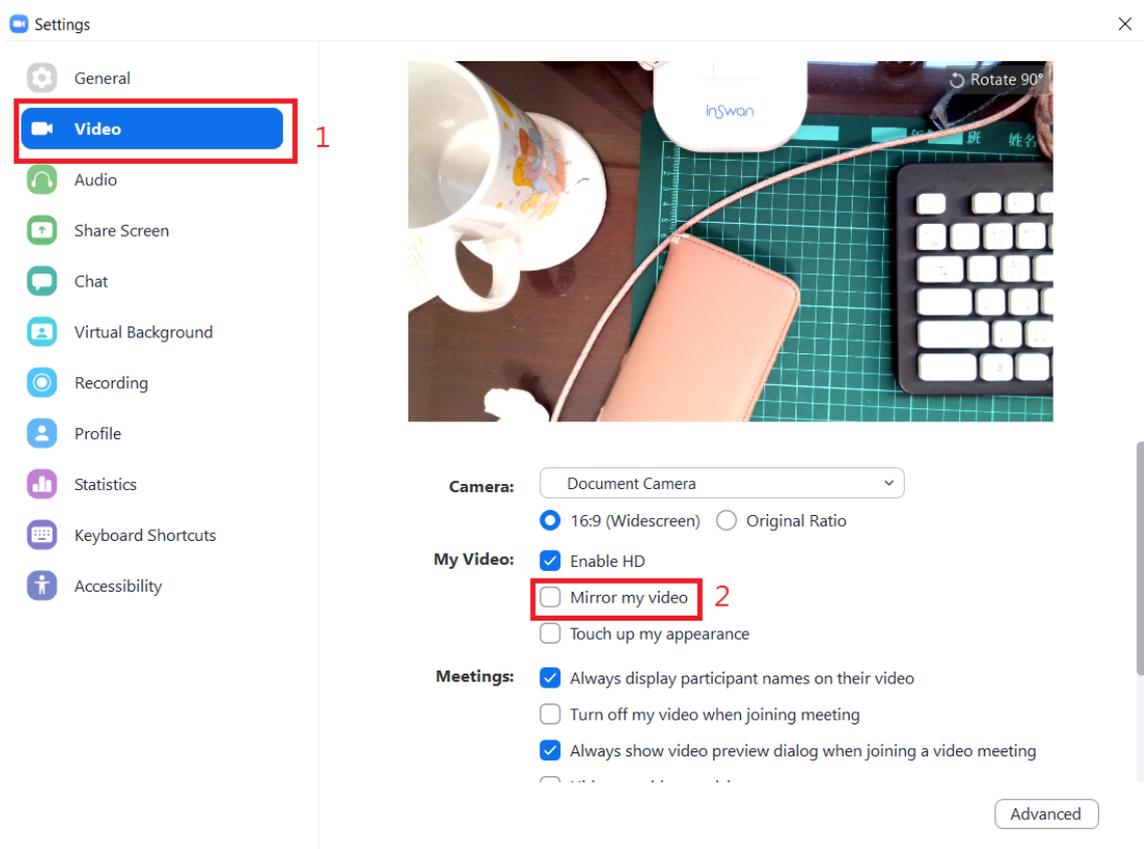
2.1.4. Choose the **“Video”** option. Click on the checkbox next to **Camera** and select your **“Computer Camera Name”** as the default video source. You will see the real-time image on the **Preview** window.



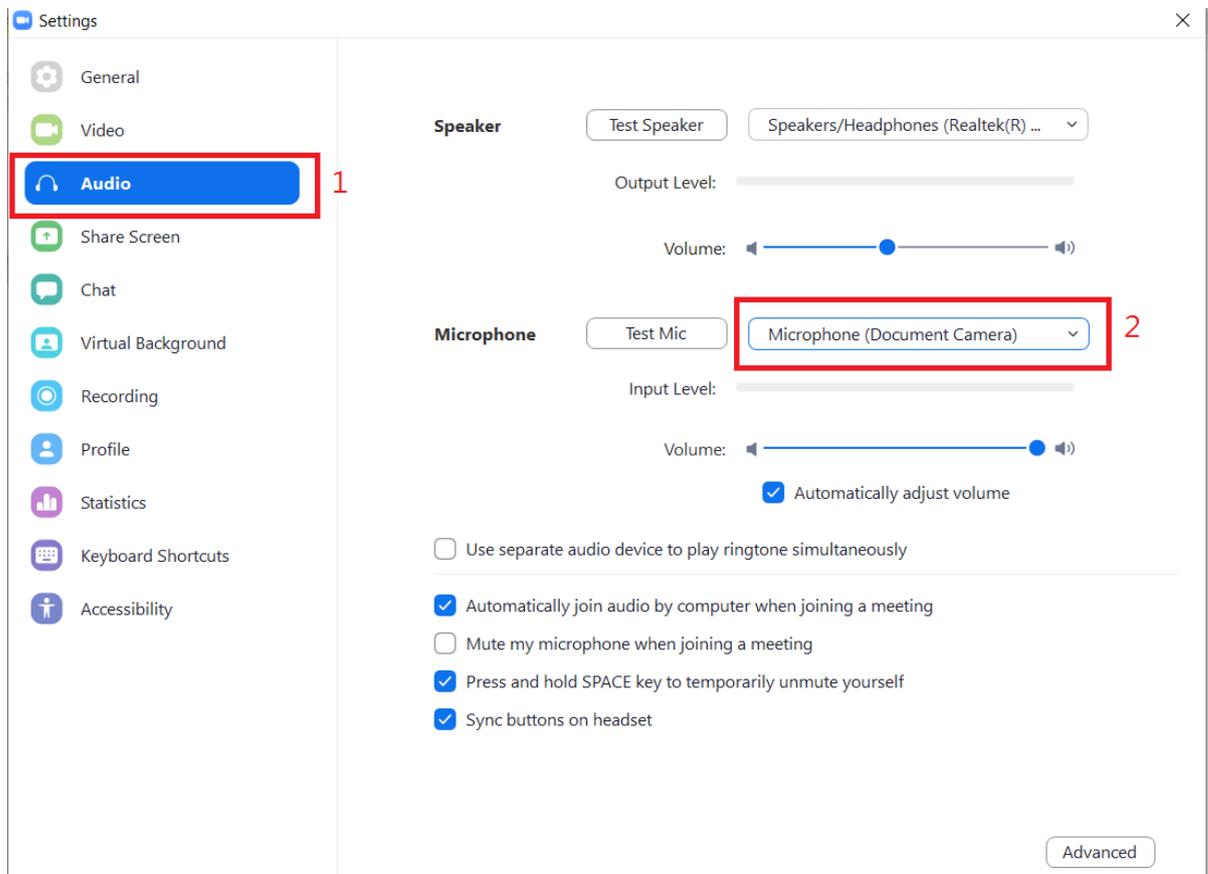
2.1.5. (Continued) Toggle the checkbox next to **Enable HD** and make it checked.



2.1.6. (Continued) Toggle the checkbox next to **Mirror my video** and make it unchecked.

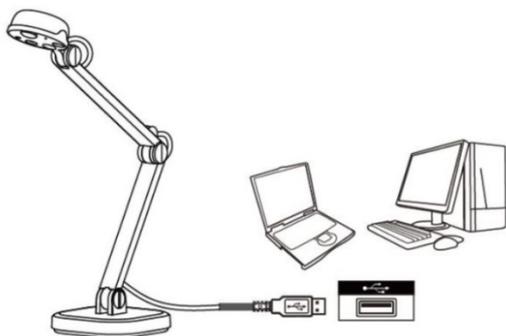


2.1.7. Choose the “**Audio**” option. Click on the checkbox next to **Microphone** and select your computer microphone name or “**Document Camera**” as your default audio source. Then test Mic.

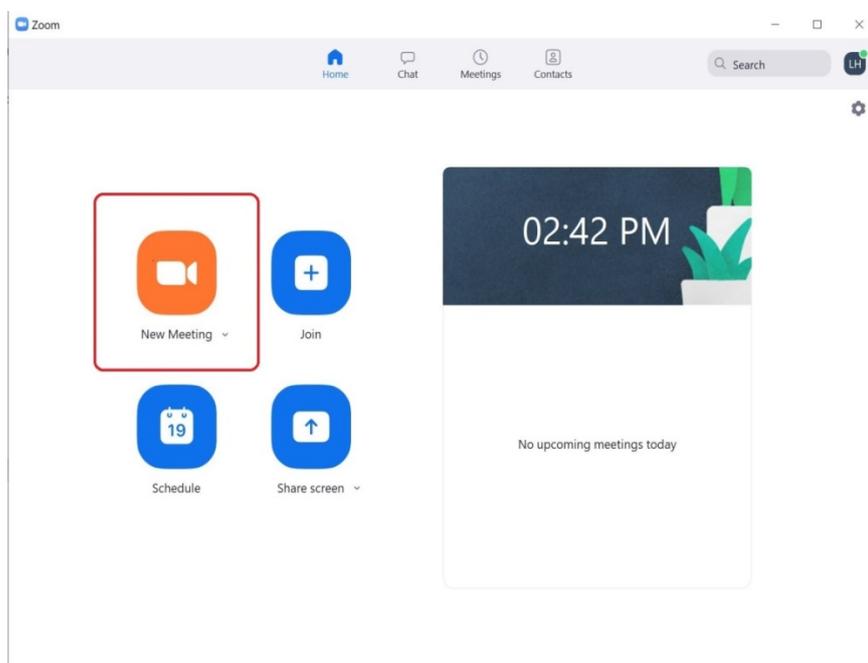


## 2.2. Start the Meeting.

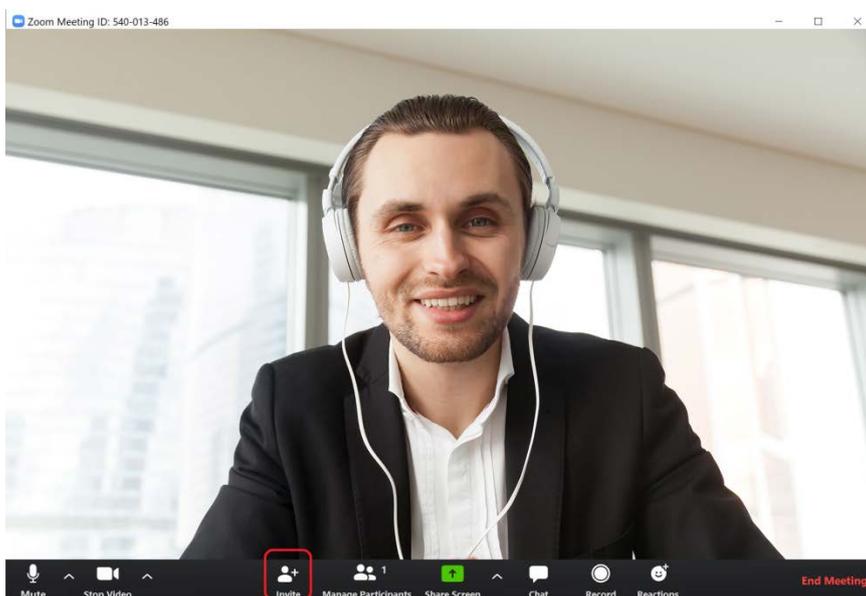
2.2.1. Connect your INSWAN document camera to your computer via the USB cable.



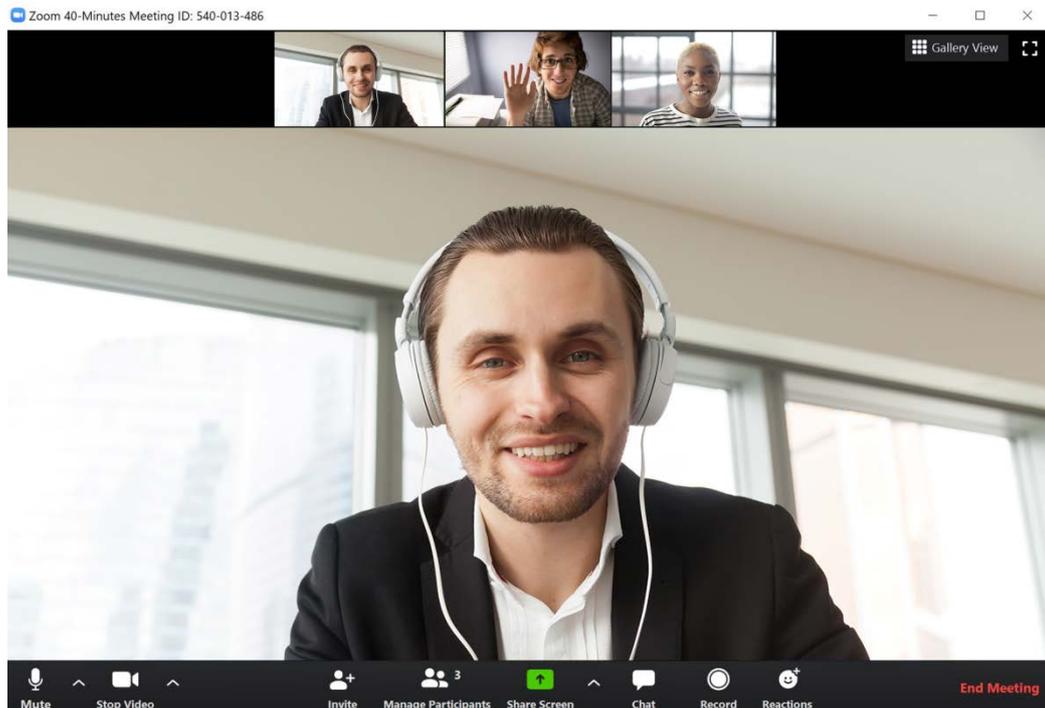
2.2.2. Open **ZOOM** application and click on “**New meeting.**”



2.2.3. Click on **Invite** to Invite your guests by **Contacts, Emails, or Copy URL.**



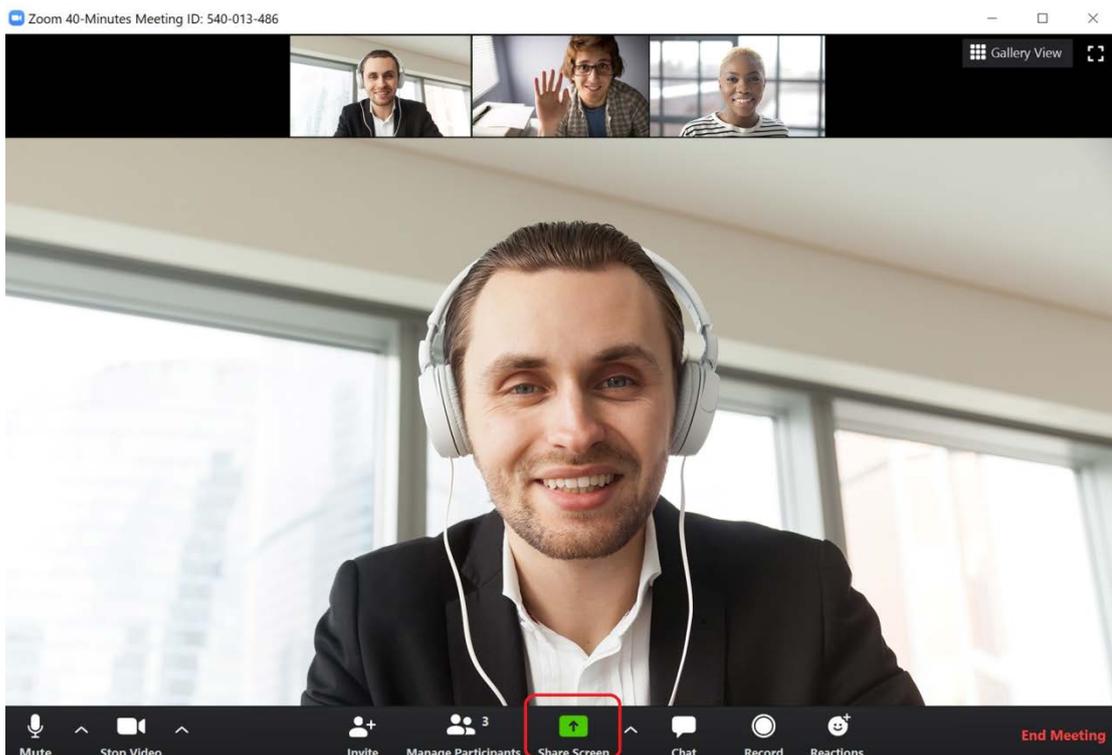
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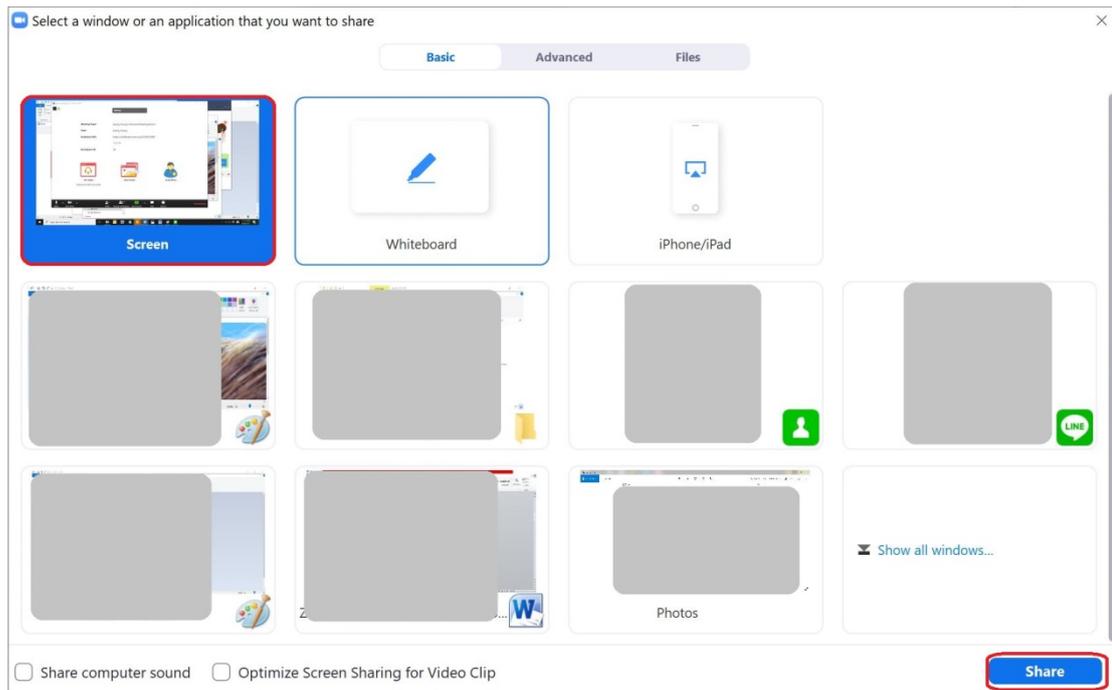
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#### 2.3.1. Click on “Share Screen”.

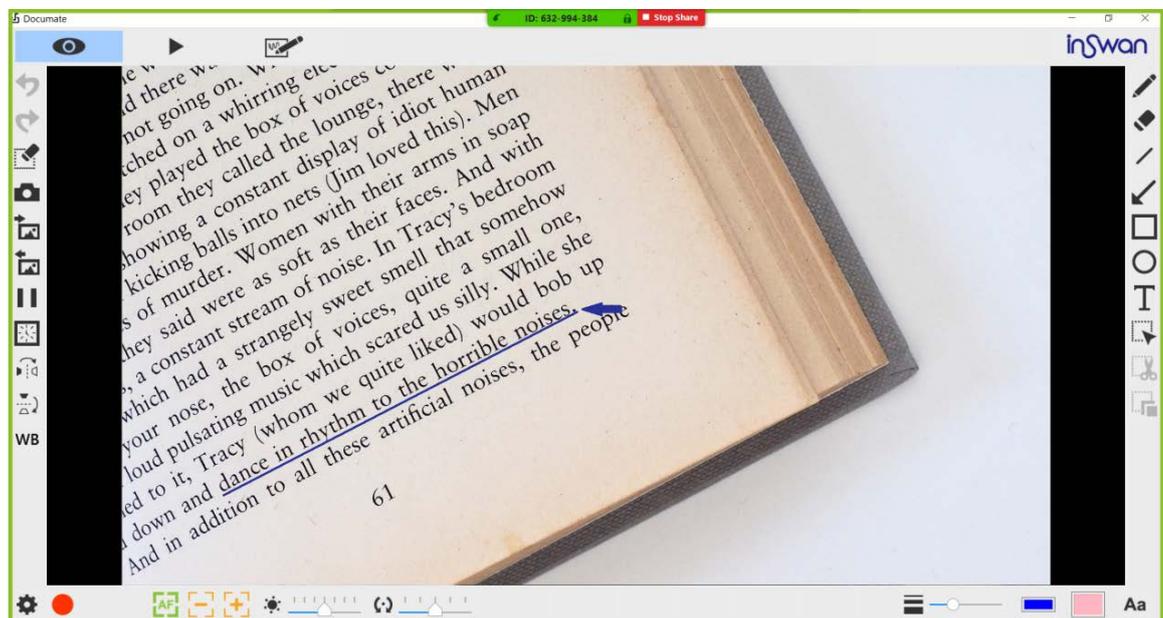


## 2.3.2. Select your **Screen**, then click on **Share**.

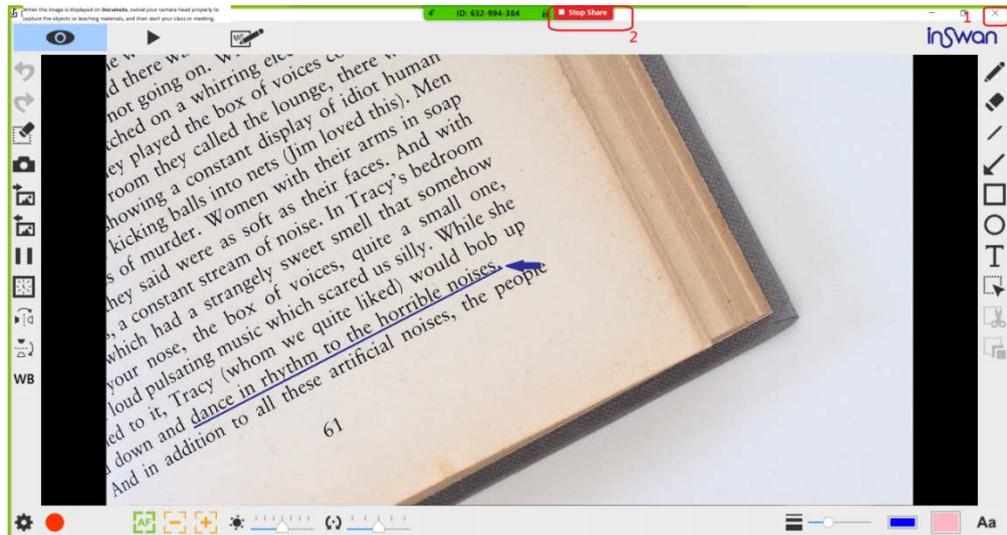


👉 When a green frame surrounds your screen, it means you are in screen sharing mode.

### 2.3.2.1. Open your **Documate** (📄) application and your screen will look something like this:



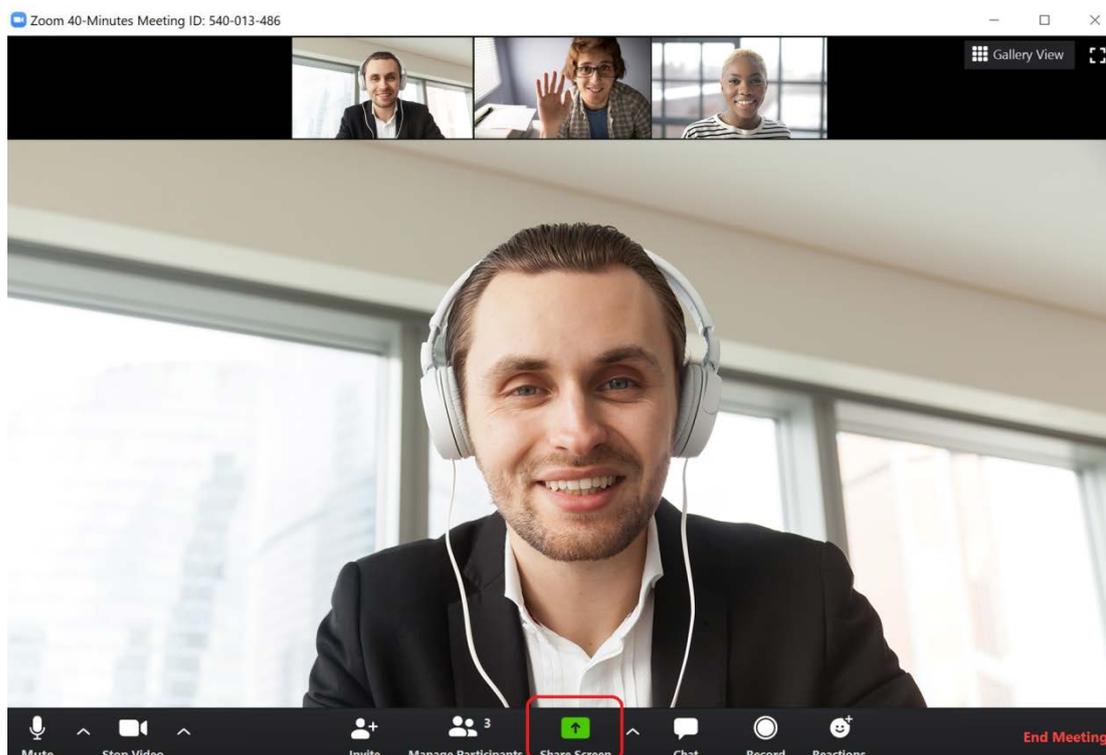
- 2.3.2.2. If you want to stop sharing your screen with your guests, **first click on the close (✕) button at the upper right corner on Documate** to close the application, then click on the **“Stop Share”** button in ZOOM afterward.



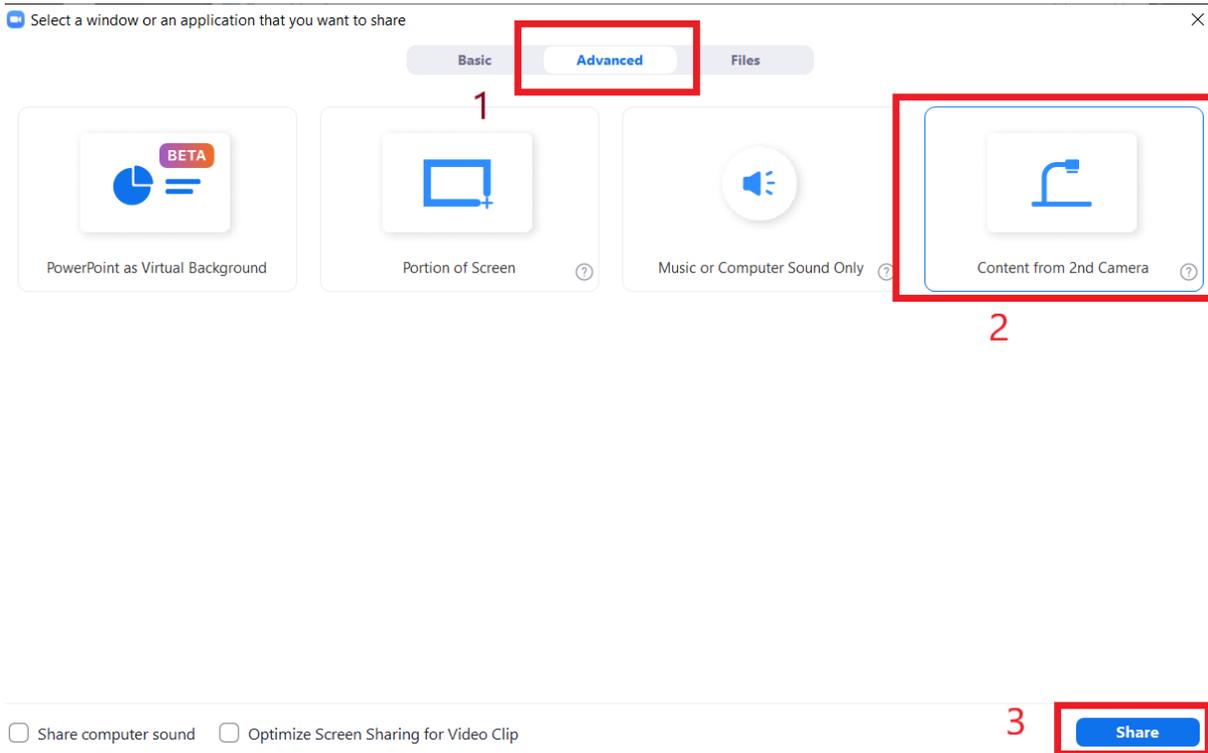
## 2.4. Use INSWAN document camera in ZOOM without Documate installation

INSWAN document camera is a plug-and-play feature. You can directly use it with ZOOM webinar software with no Documate software installation required. However, ZOOM will adjust downward the live image resolution due to the bandwidth issue. It will make the high-definition image of 1080P blurry. In this situation, we suggest that you refer to the following method to get the best image result.

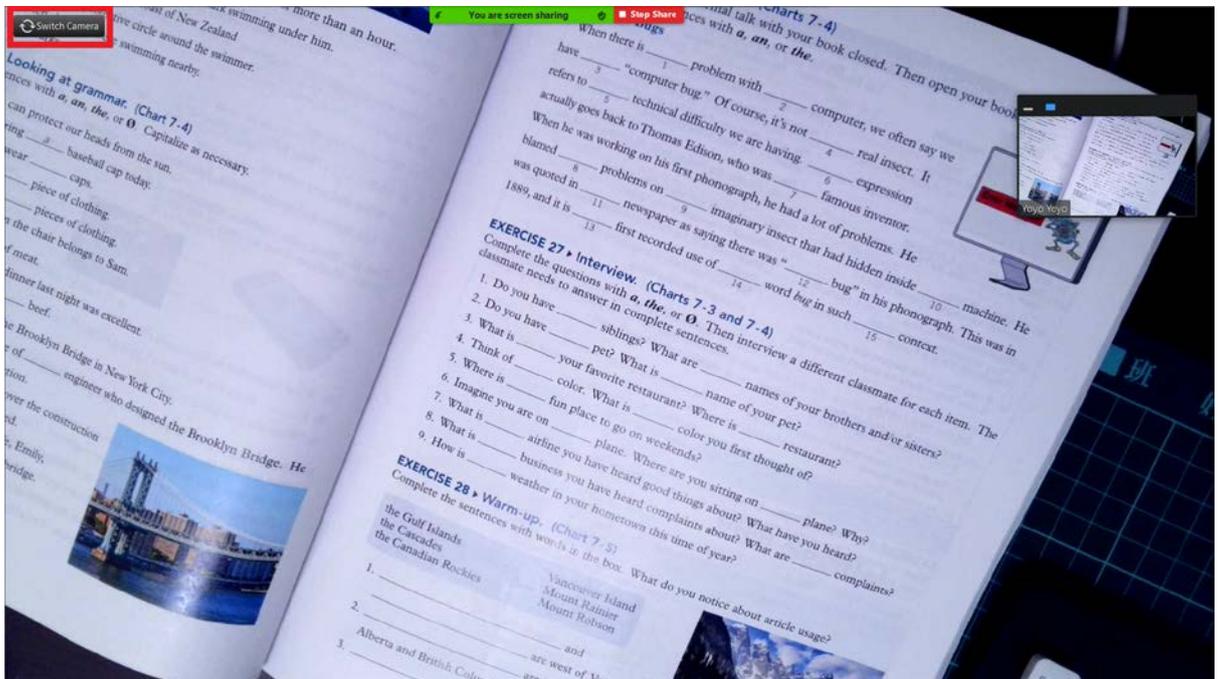
### 2.4.1. Click on “Share Screen”.



## 2.4.2. Choose the **Advanced** tab, select **Content from 2nd Camera**, and then click on **Share**.



## 2.4.3. Click the **“Switch Camera”** icon on the upper-left corner of the image to switch the image resource.



2.4.4. Click on **Stop Share** to stop screen sharing the content captured from the INSWAN document camera.

