

Using VIISAN Document Camera with Google Meet

Step-by-step Guide

V1.0

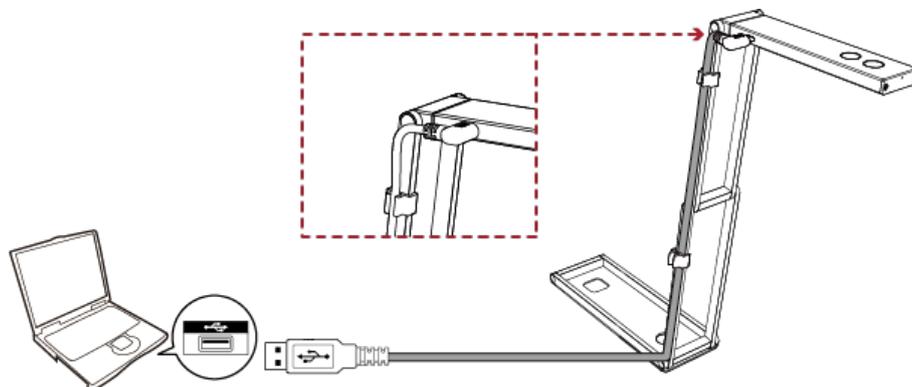
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Connecting your VIISAN Document Camera with Google Meet

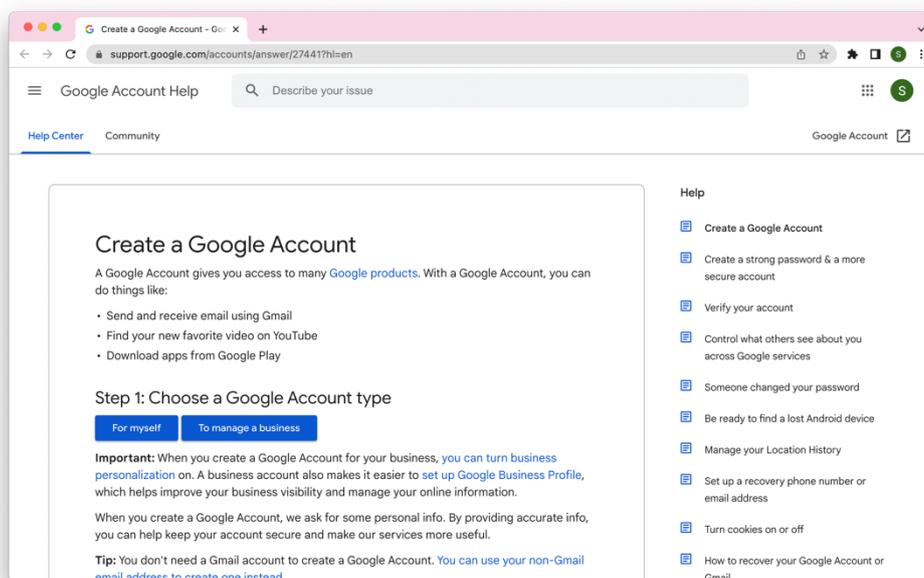
Before using your document camera with Google Meet, make sure you have the following preparations.

- VIISAN document camera with supplied USB cable
- Computer (Laptop or Desktop)
- Google Meet Account

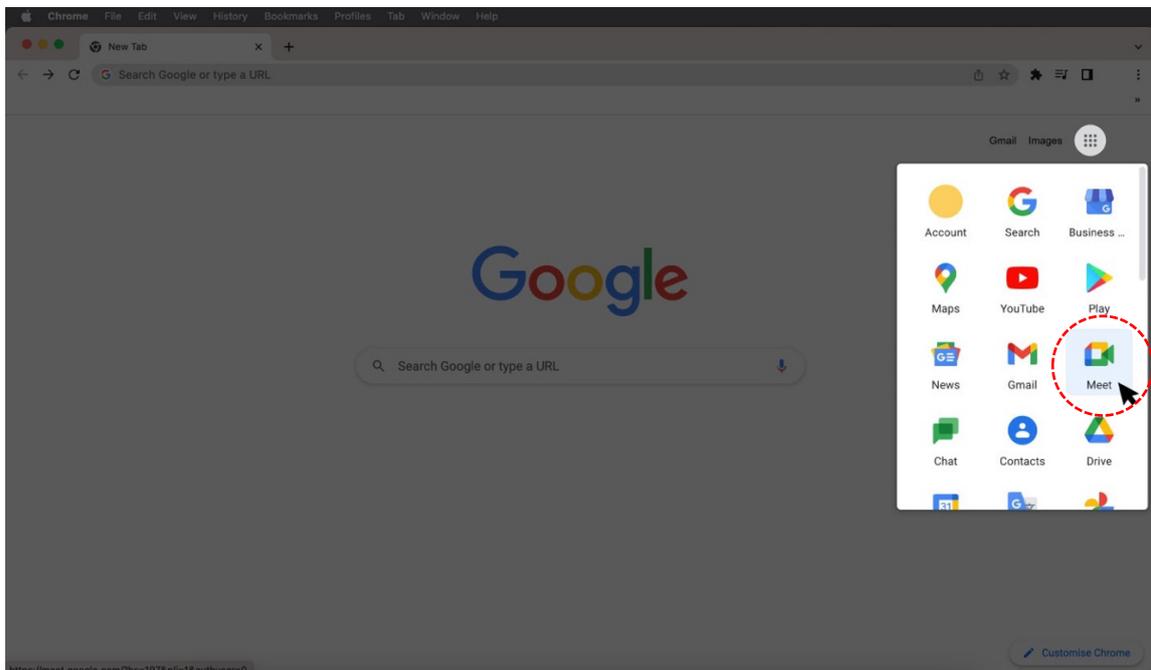
1. Plug in the supplied USB cable to the document camera's USB port and the other end to the computer (Laptop or Desktop). **NOTE:** If you are using P4W and P4H document cameras, please turn on the power.



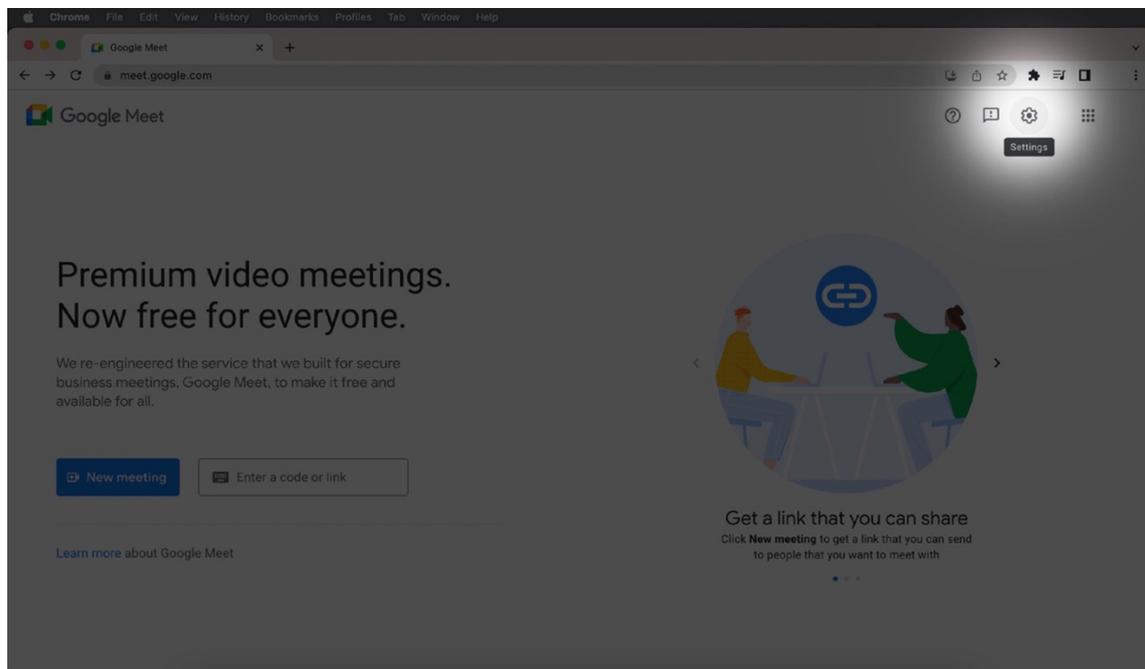
2. Launch the Google Chrome browser and sign in your account Google account. **NOTE:** If you do not have Google account, please refer this link steps <https://support.google.com/accounts/answer/27441?hl=en> to sign up for one.



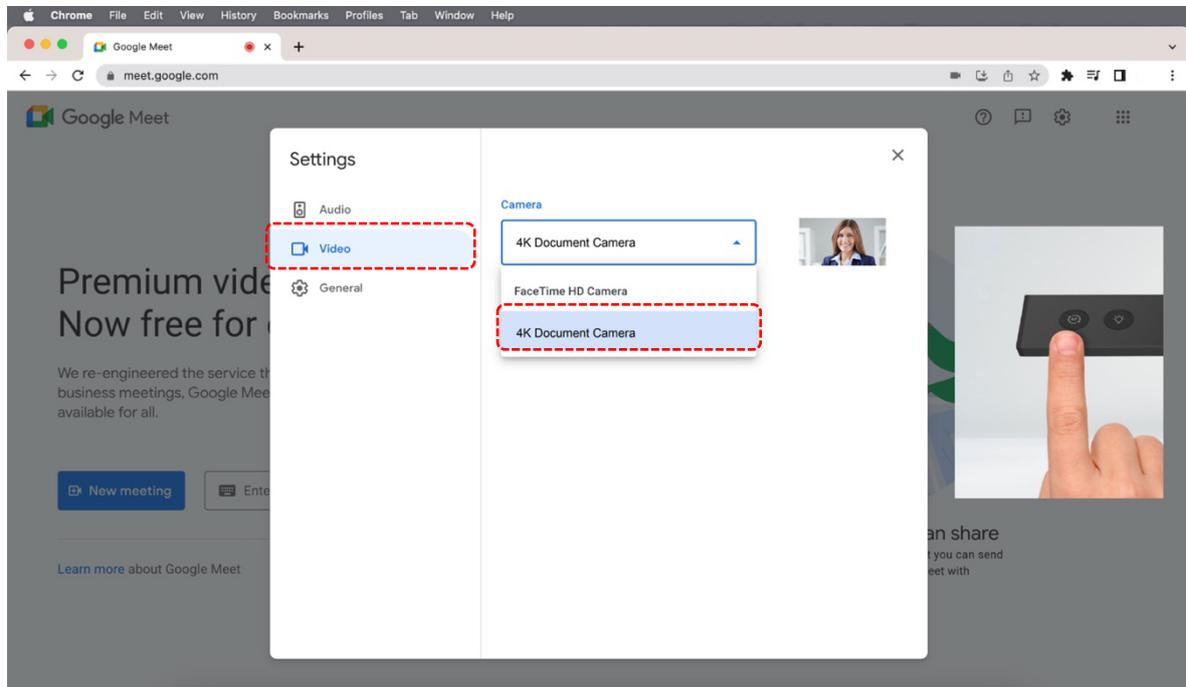
3. Once launch the Google browser, you can go to the Google Apps located at the top right corner of the Google Chrome browser and select the **Meet** app in the list or visit meet.google.com from the address bar.



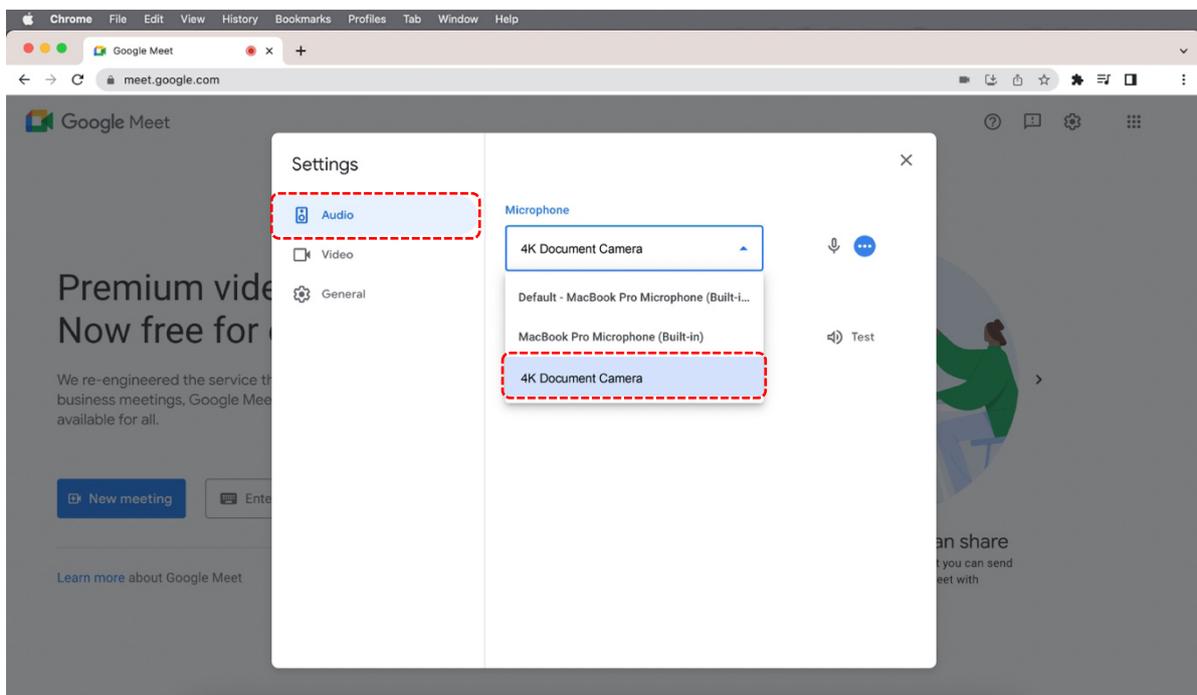
4. Click the Settings icon at the top right to open the settings page.



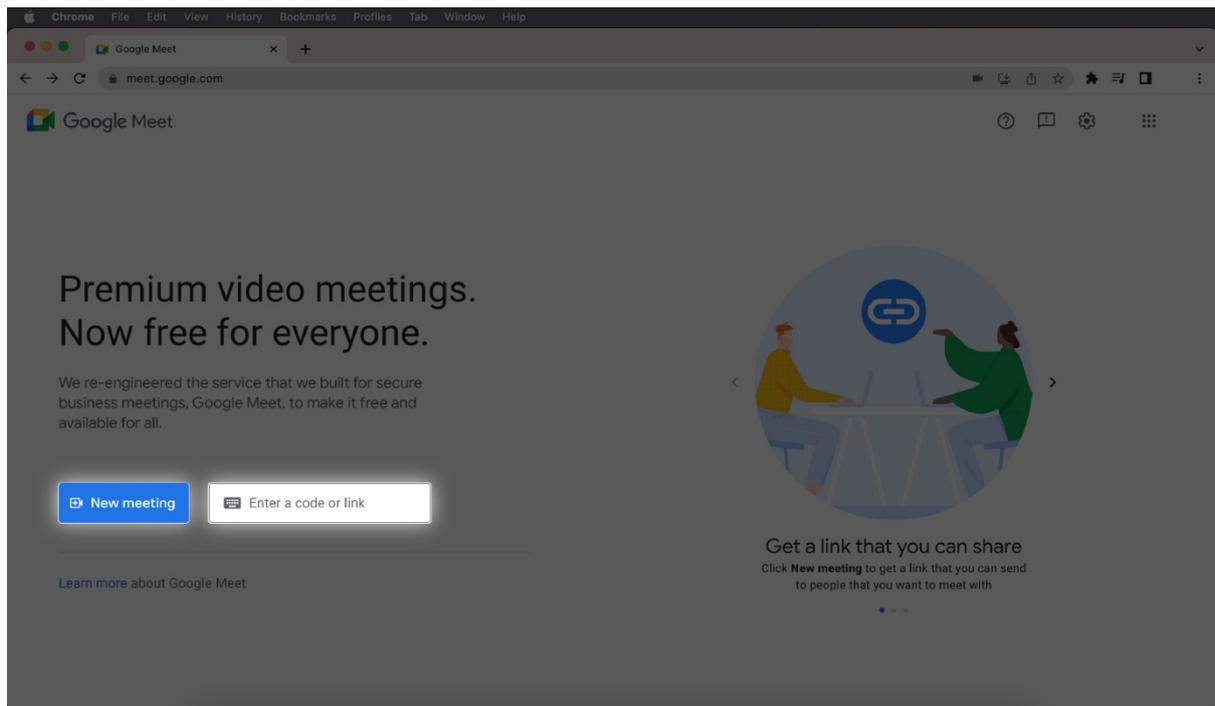
5. After clicking a pop-up window, allowing you to adjust the audio and video settings. Under the Video tab, select your ViewSonic document camera as the video source
NOTE: If you are seeing a upside down image in the preview, click the document camera device's **rotate** button to correct it.



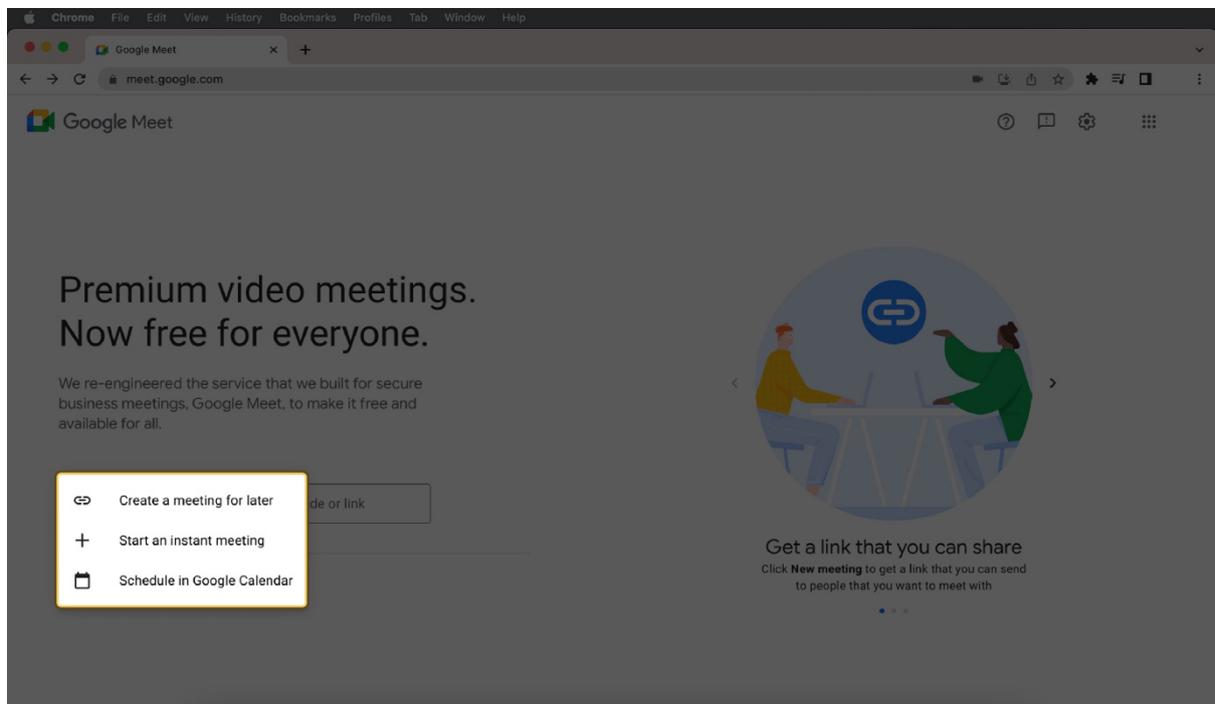
6. When using the document camera which comes with a built-in microphone, you can use that as the audio source for your video meetings. To do that, click the **Audio** tab and select your document camera as the audio source in Microphone.



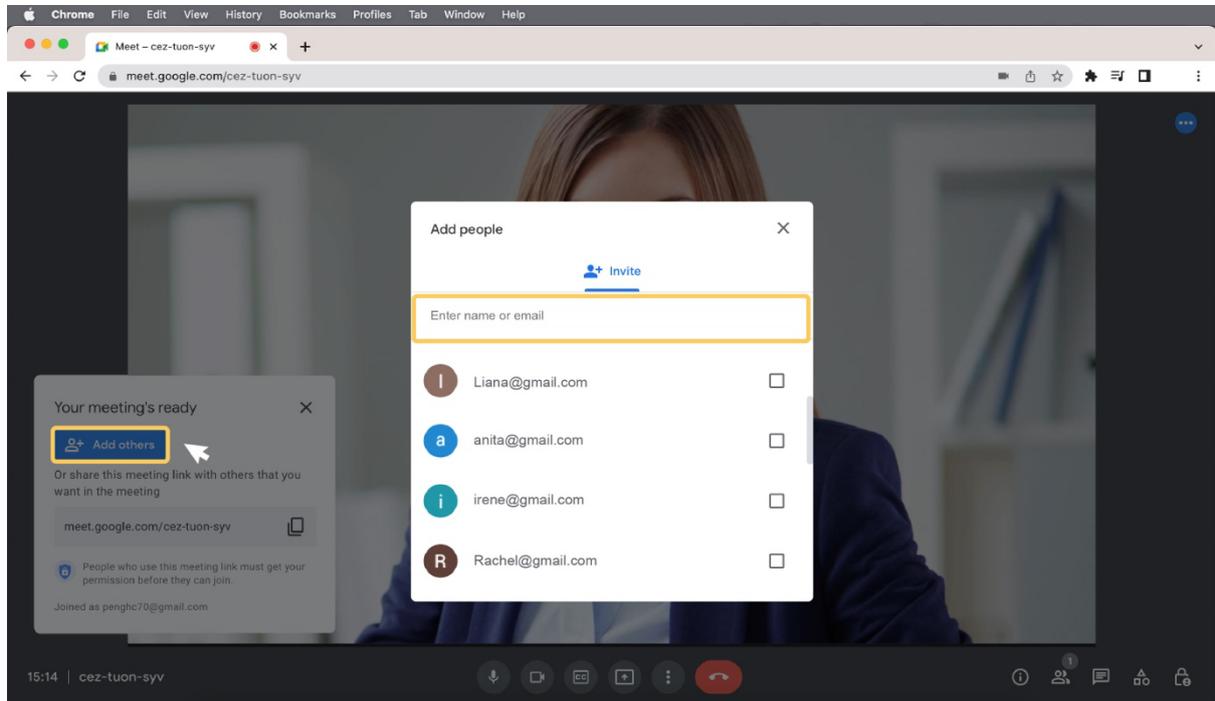
8. Now you are ready to start a “New meeting”.



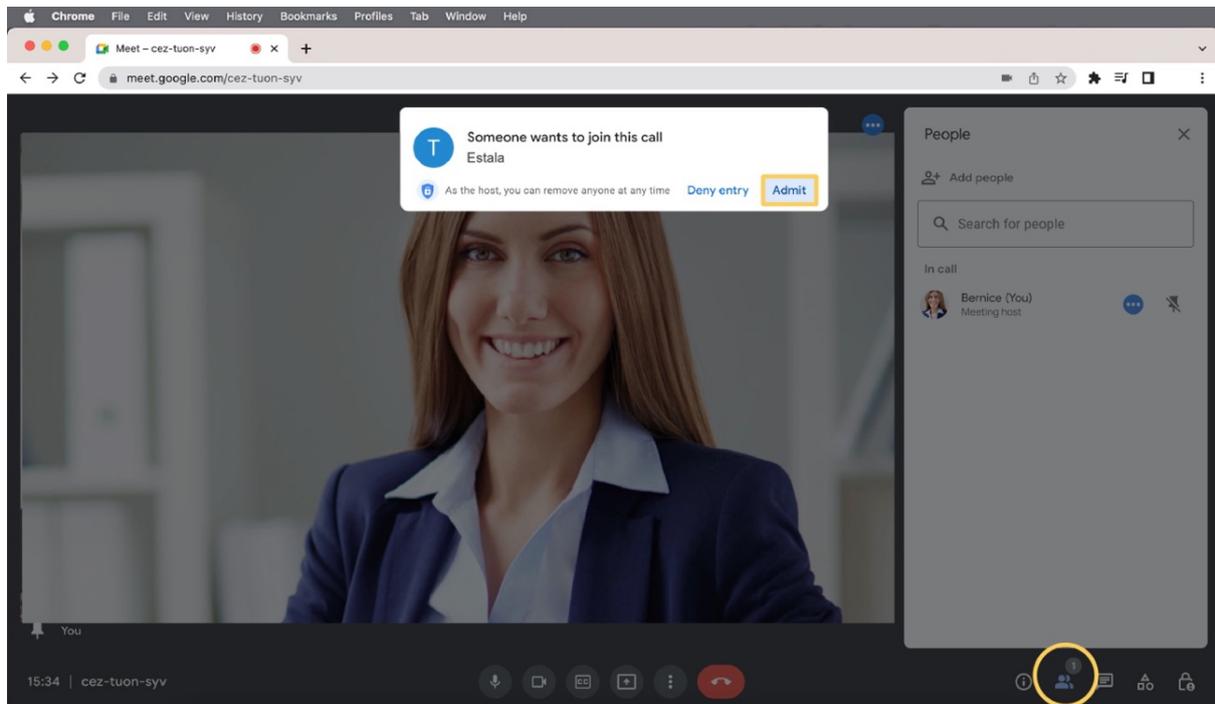
9. When you are starting a new meeting, you will be able to create a meeting for later, start an instant meeting, or schedule a meeting in Google Calendar.



9. After starting a meeting, you can invite people by selecting the “**Add others**” button and then key in their names or emails, they will receive an invitation to their mailbox. It also allows you to copy and share the meeting link and send it directly.



10. When participants join your meeting via the link, you need to let them in by clicking on the “**Admit**” button.



11. 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.



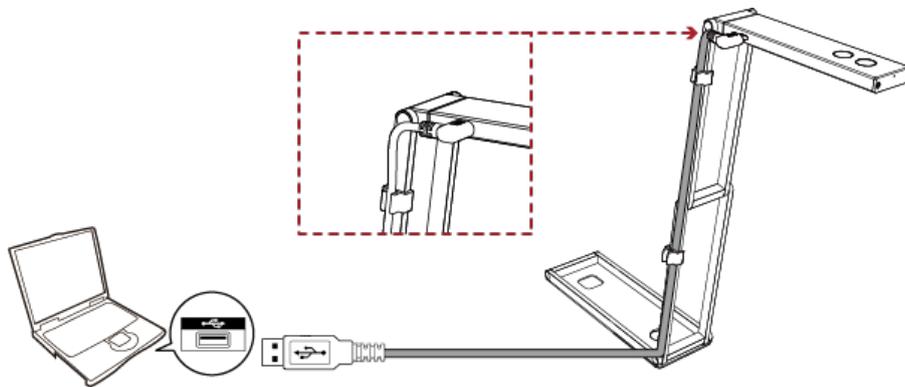
Now you're ready to present the great quality of remote teaching and online conferencing!
Enjoy the excellent experience with VIISAN document camera!

Setting up screen sharing with VIISAN VisualCam software in Google Meet

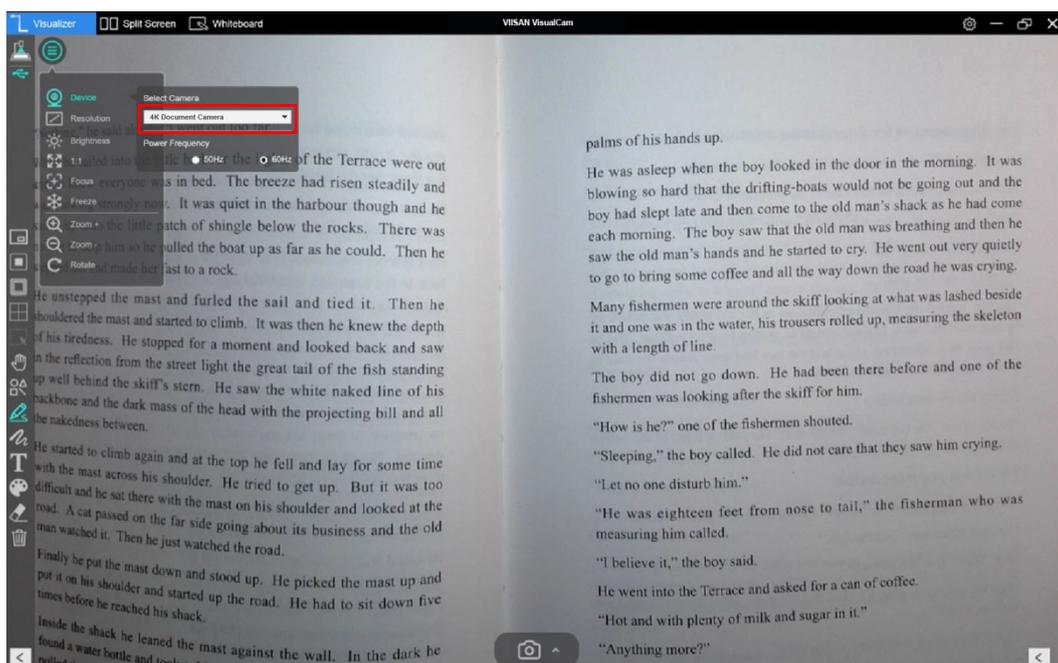
Before sharing VisualCam software in Google Meet, make sure you have the following preparations.

- VIISAN document camera with supplied USB cable
- Computer (Laptop or Desktop)
- Google account
- VisualCam software. Go to <https://www.viisan.com/en/download/type4.html> and download the software.

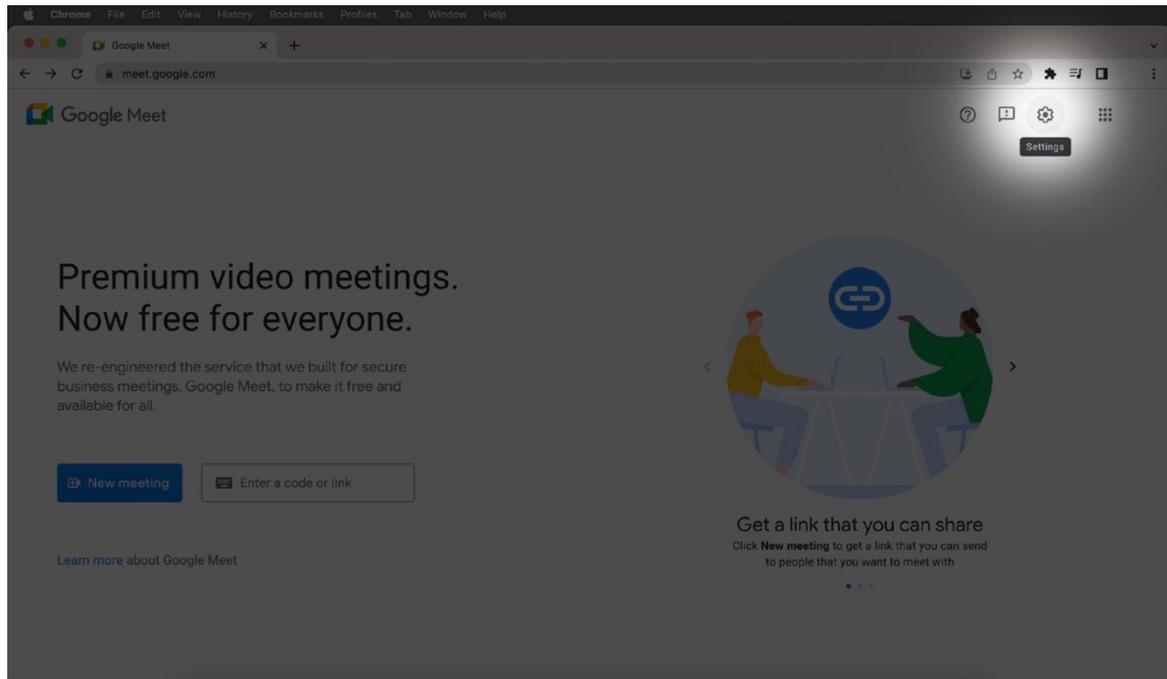
1. Plug in the supplied USB cable to the document camera's USB port and the other end to the computer (Laptop or Desktop).



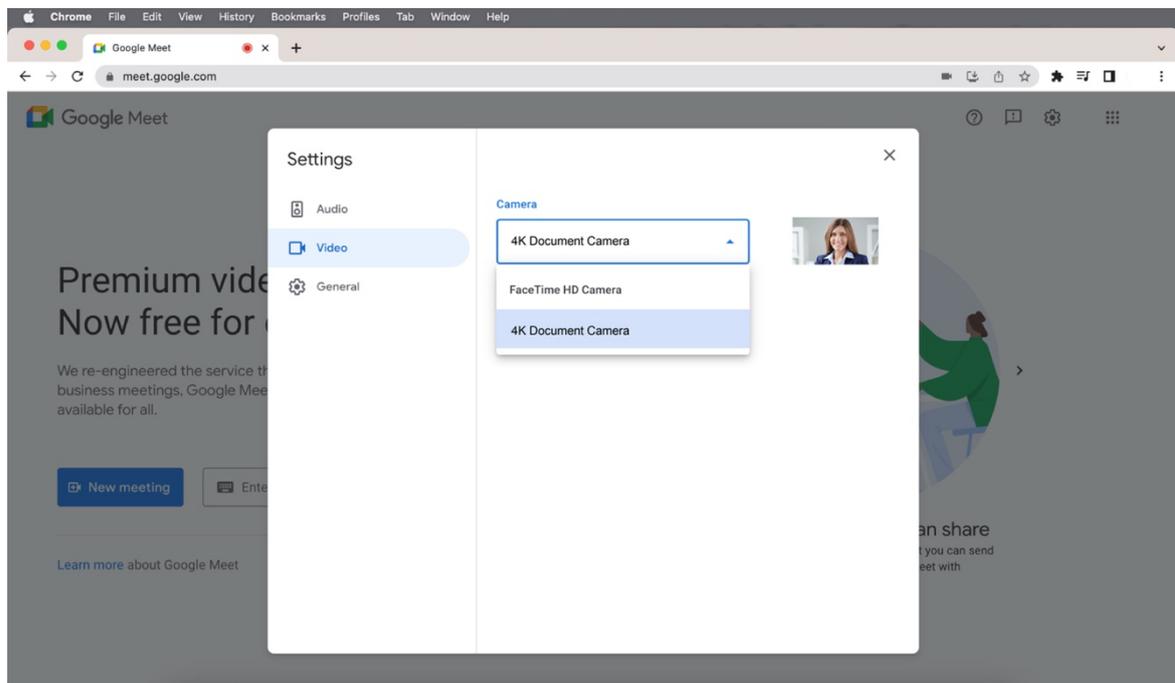
2. Launch the **VisualCam** software and make sure you have selected your document camera as the camera source in the software.



3. Launch the Google Meet from your Google Chrome browser or visit meet.google.com. If you do not have a Google account, please sign up for one.

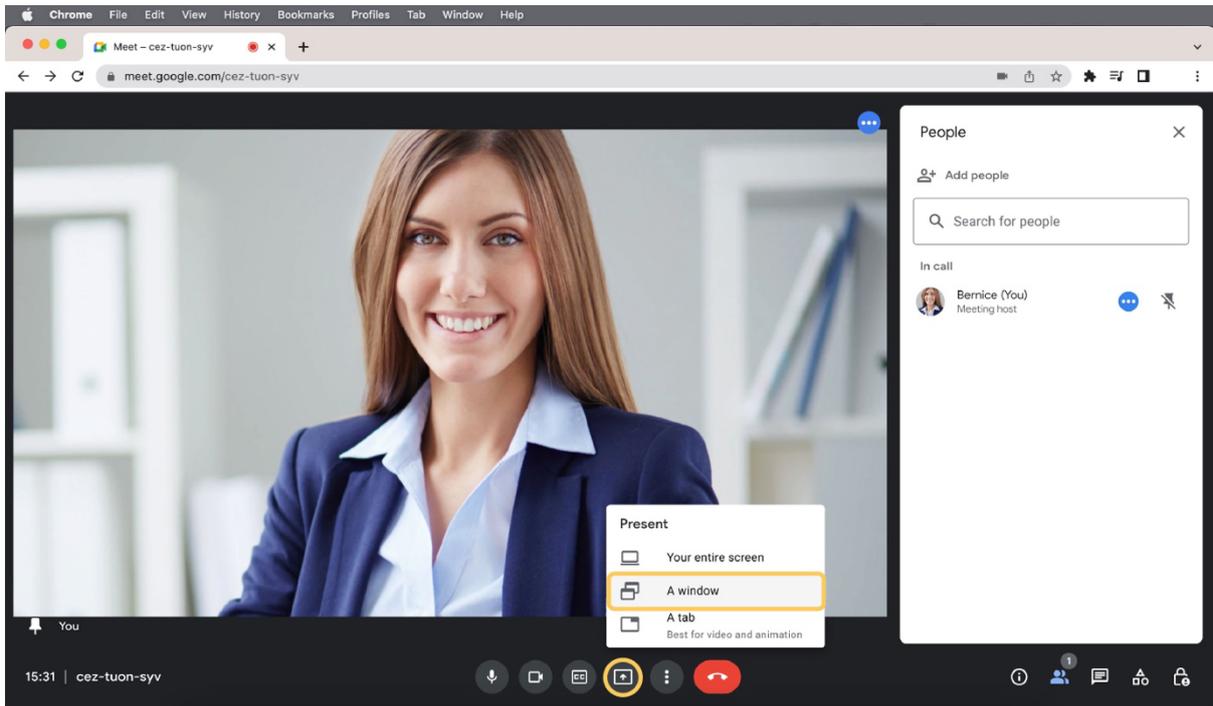


4. When you're ready, start a **New Meeting**, please go setting and set the video source to your PC's built-in webcam.

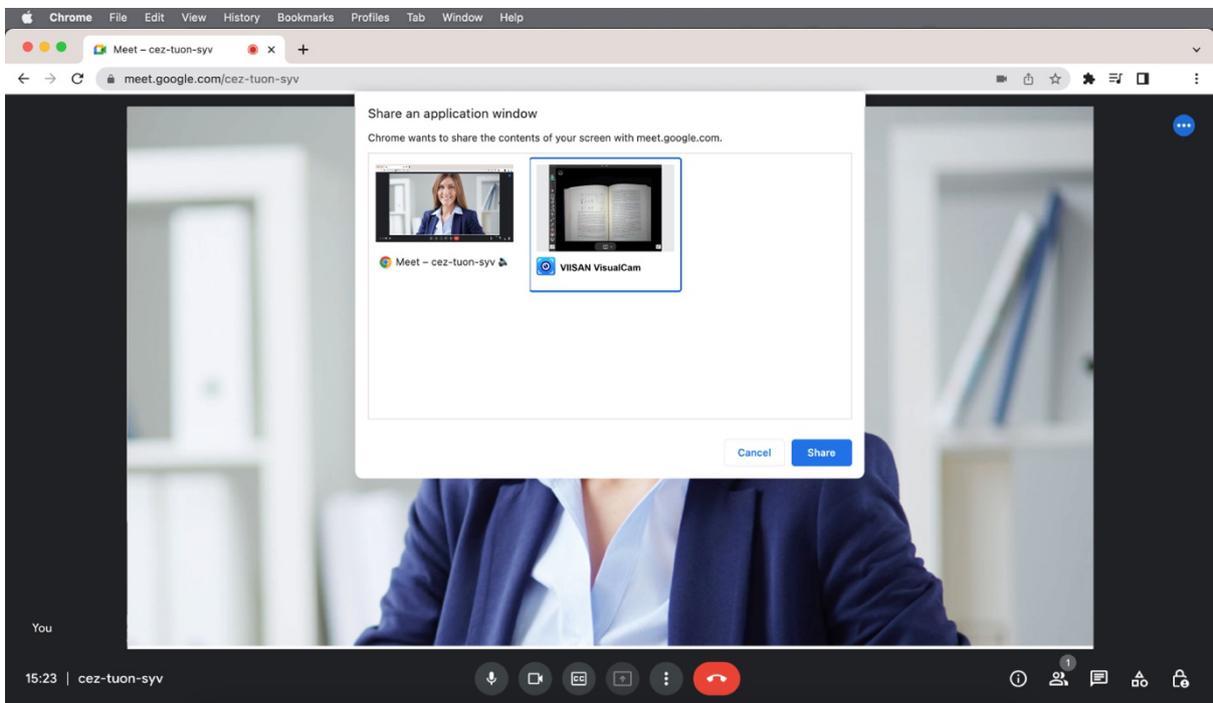


NOTE: Do not use your document camera as the camera source for your Google Meet meeting in this step. Instead, use the PC's built-in webcam.

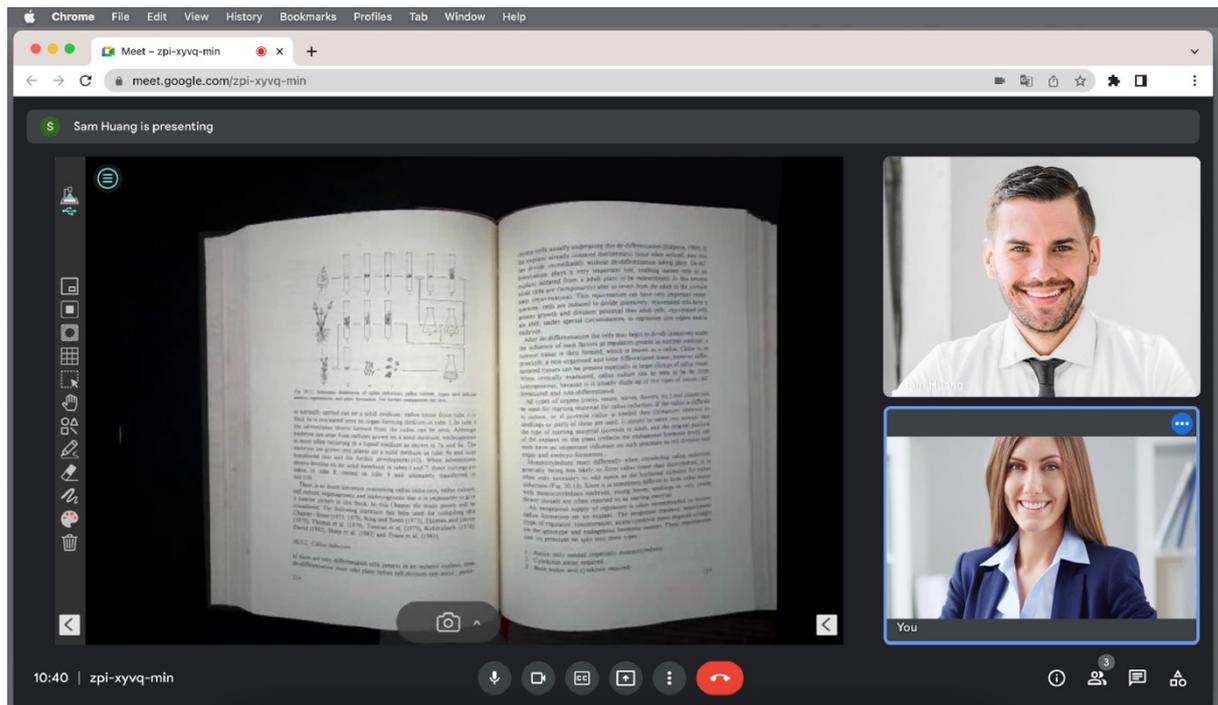
5. Click **Share Screen** button and select **“A window”** from the bottom options bar of your meeting window.



6. Select the **vDocCam+** software and click the blue **Share** icon located at the bottom right.



- Now you can easily be using the vDocCam+ software to share your materials in the Google Meet meeting.



Now you're ready to use your laptop's built-in webcam and your ViewSonic document camera at the same time for a creative and interactive lesson.