

# Using VIISAN Document Camera with Teams

Step-by-step Guide

V1.0

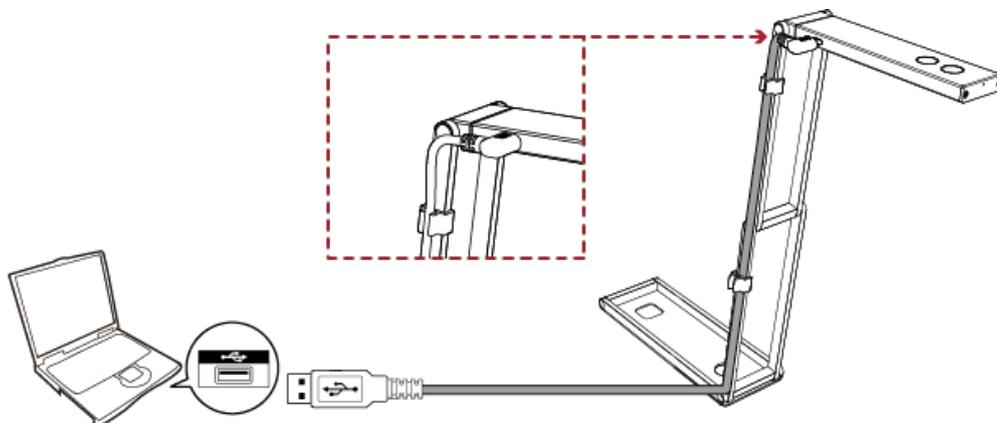
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# Connecting your VIISAN Document Camera with Teams

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

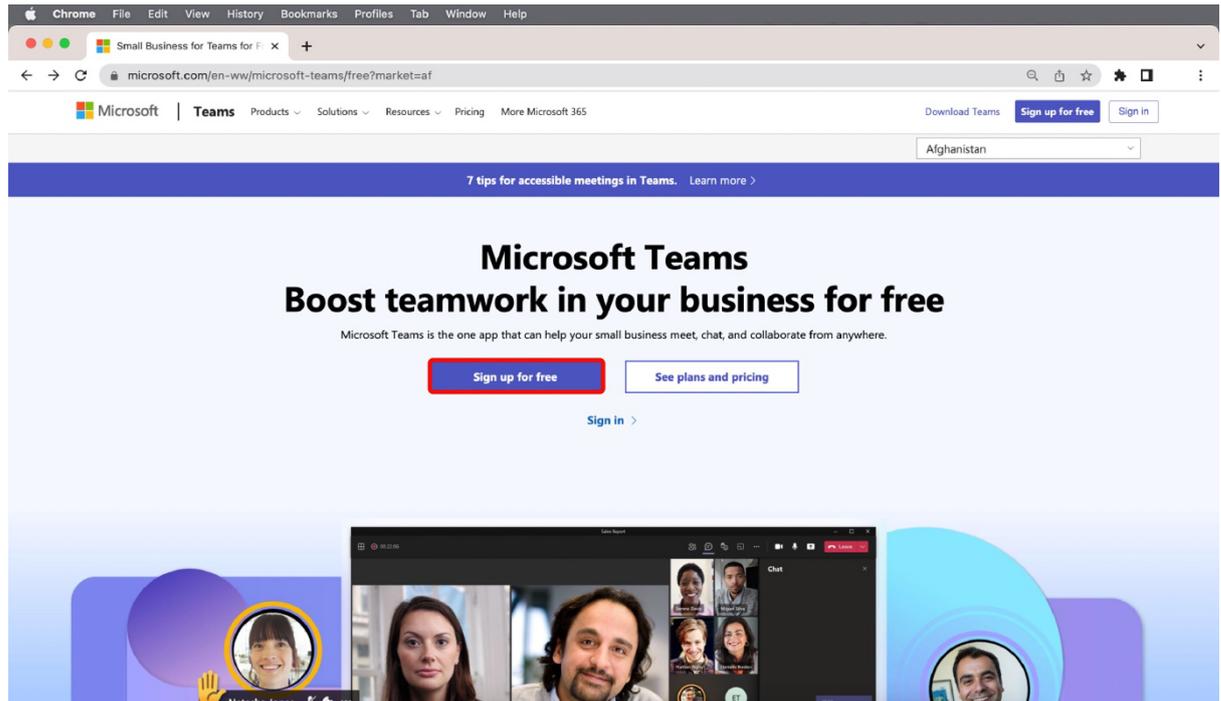
- VIISAN document camera with supplied USB cable
- Computer (Laptop or Desktop)
- Microsoft Teams Account

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

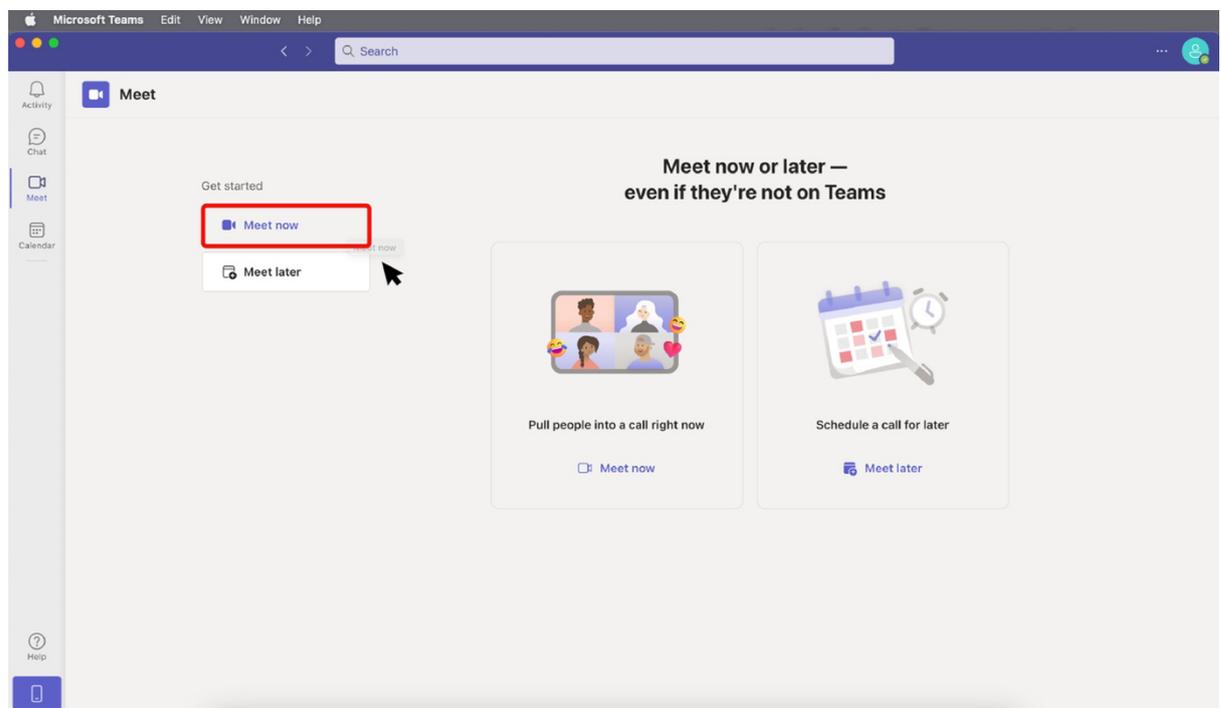


2. Launch the browser and sign in your account Microsoft Teams account.

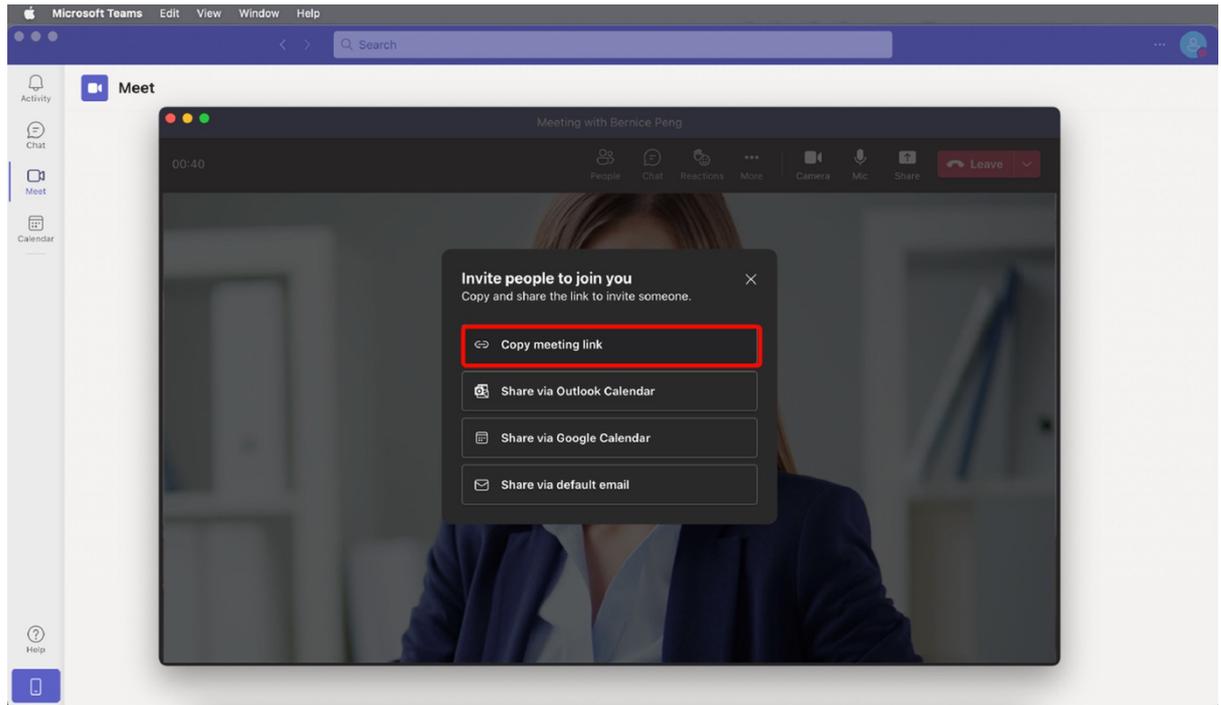
**NOTE:** If you do not have Microsoft Teams account, please refer this link steps <https://www.microsoft.com/en-ww/microsoft-teams/free?market=af> to sign up for one.



3. Once sign in to the Microsoft Teams, you can schedule a meeting by clicking the calendar button on your left-hand side or get started right away with the Meet now icon.



4. After starting a meeting, it allows you to copy and share the meeting link and send it directly to your contacts, you can also share with outlook calendar, google calendar or even email, they will receive an invitation in a few seconds.

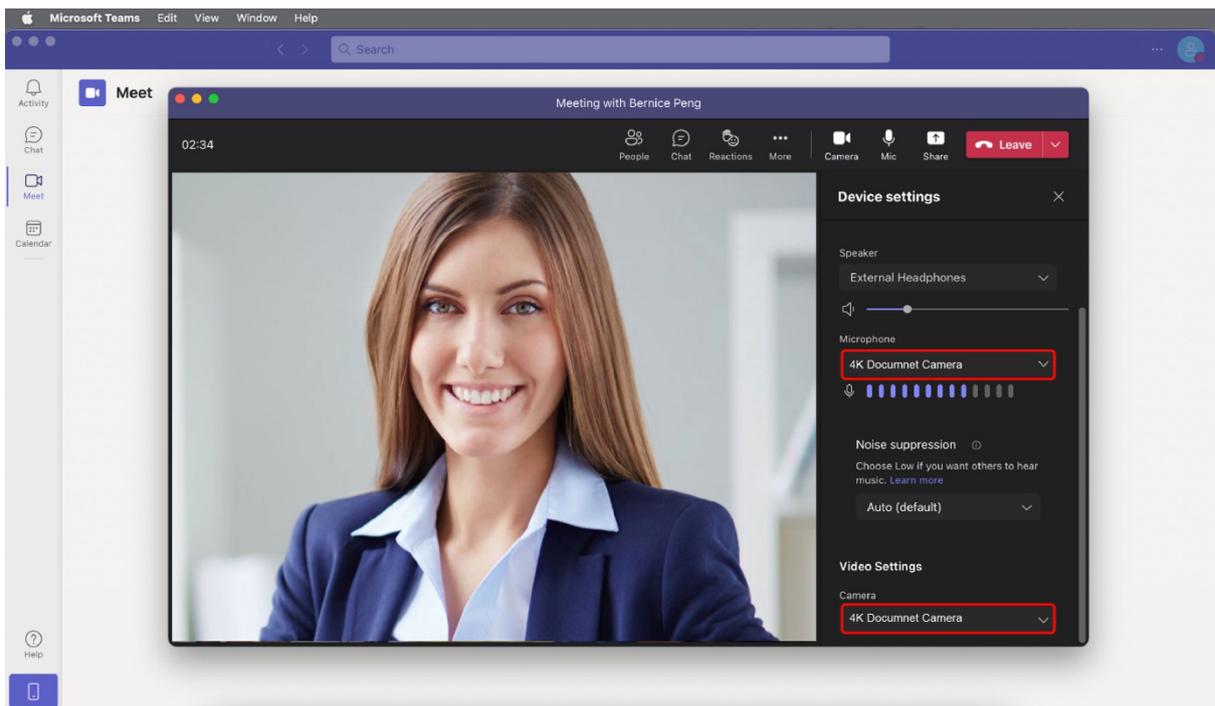
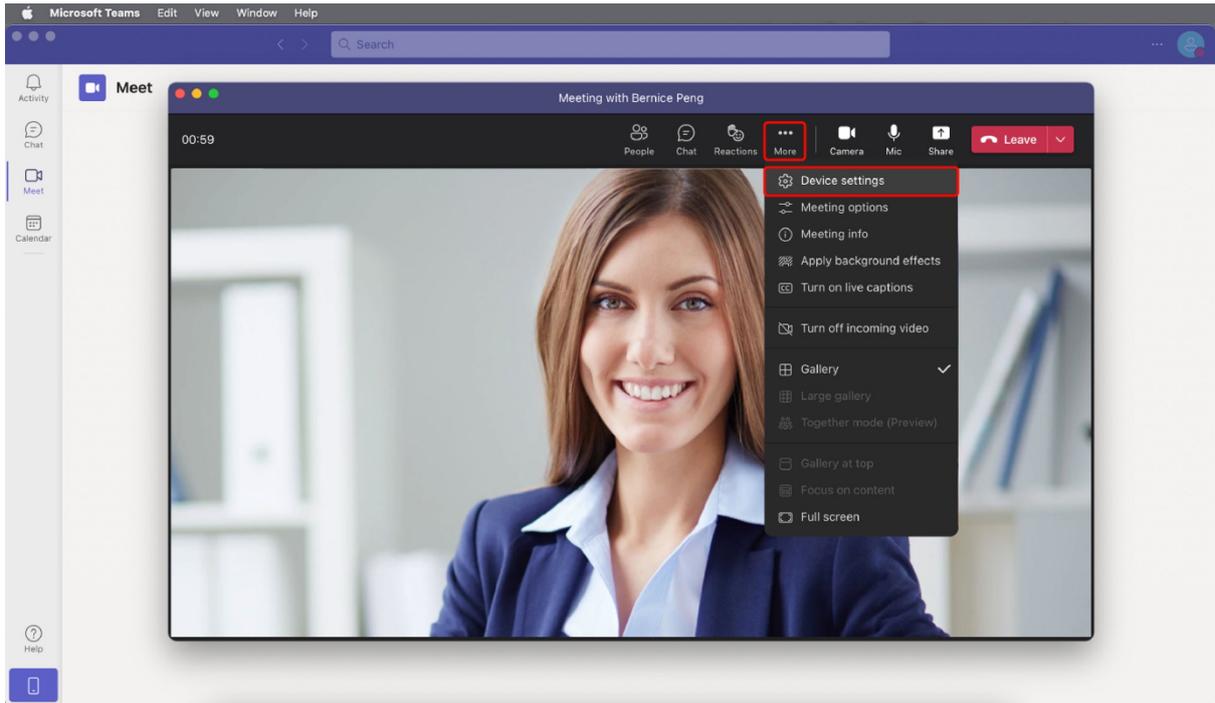


5. After clicking a pop-up window, allowing you to adjust the audio and video settings.

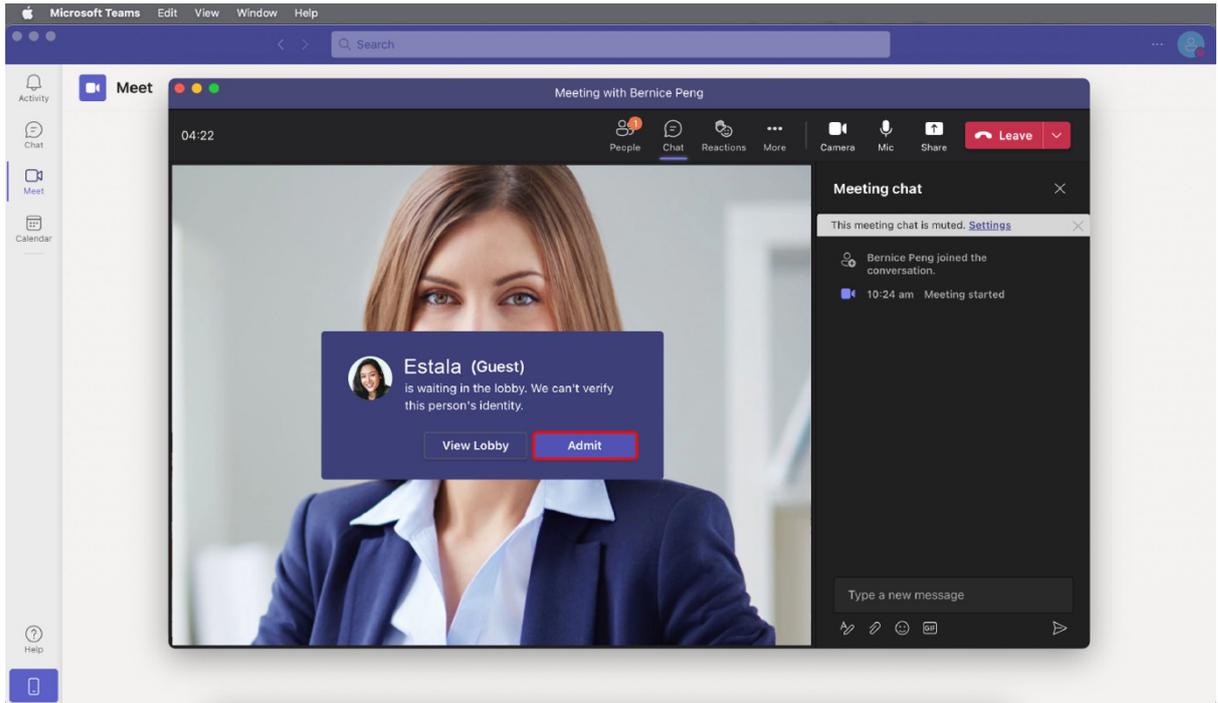
Under the Video tab, select your VIISAN document camera as the video source

**NOTE:** If you are seeing a upside-down image in the preview, click the document camera device's **rotate button** to correct it.

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.



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



7. Now we're all set! Get ready to present the great quality of remote teaching and online conferencing! Enjoy the excellent experience with VIISAN document camera!

