

AVerTouch

User Manual



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OVERVIEW

This document is help guide for AVerTouch application. In this document, you will find information about the features present in the application and how to use those features effectively.

OPERATING SYSTEM (OS) SUPPORT

- Windows® PC & laptop (Windows® 7, 10, 11)
- Mac® PC & laptop (macOS 10.15, 11, 12)
- Android 7.1
- iOS 12

DOWNLOADING THE APPLICATION

Please download the software from the following web links:

Global

<https://www.aver.com/download-center>

USA

<https://www.averusa.com/education/support/avertouch>

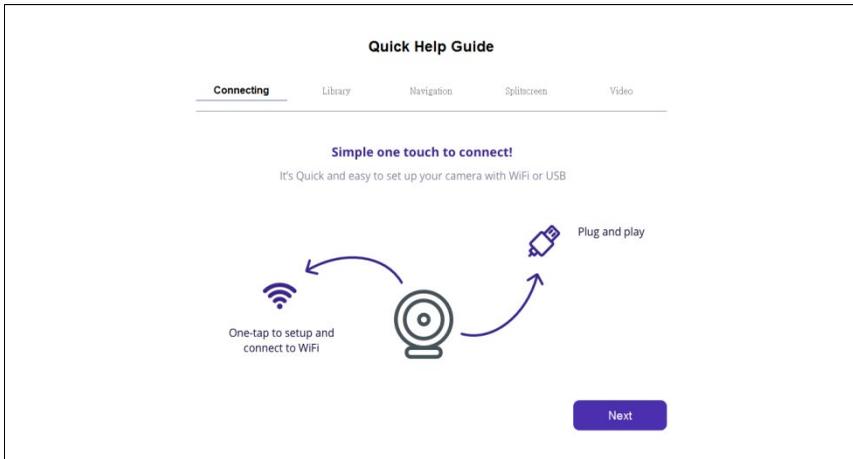
European Headquarters

<https://www.aver europe.com/download-center>

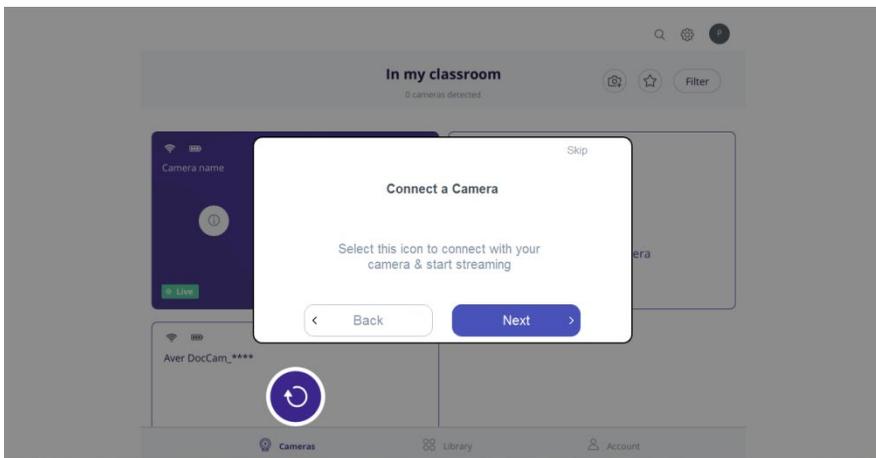
USING AVERTOUCH

Onboarding Welcome Screen

For the first-time user, you will find the onboarding welcome screen upon launching the application. This will give you a brief introduction to the features of the AVerTouch application.

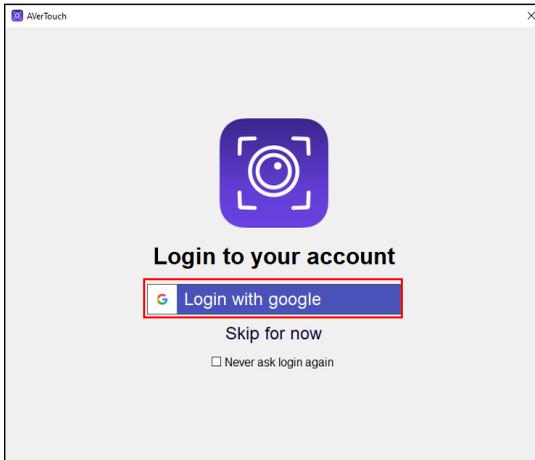


Tips on how to add a camera:

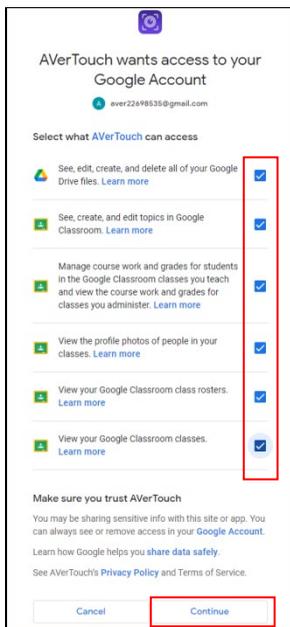


Log in to AVerTouch Using Google Sign-in

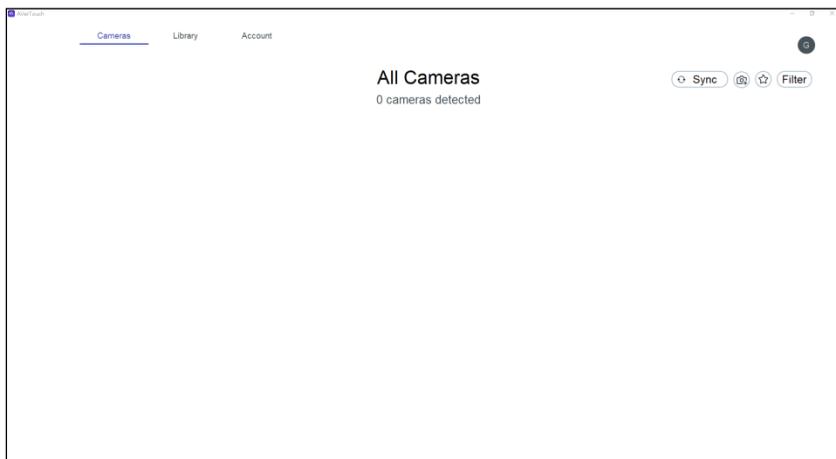
1. After clicking on , you can log in to your AVerTouch account using Google Sign-in.



2. Tick to allow **AVerTouch** to access your google account and click **Continue**.



3. You will see the Home page of **AVerTouch**.



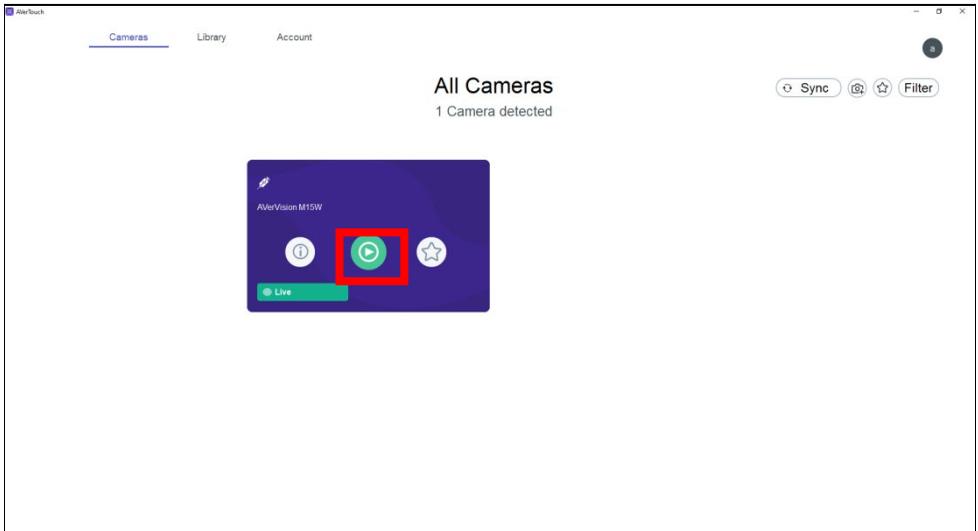
Camera Page

First Time Camera Setup

This section will guide you to onboard a document camera using the application. On AVerTouch, there are mainly two ways to access a document camera: USB connection and Wi-Fi connection.

USB Connection

Connect a document camera to a computer via a USB cable and you can access its live view on AVerTouch by clicking the white arrow.



[Note]:

1. If you open AVerTouch and then connect a USB camera to your computer, the camera live view pops up automatically.
2. If you connect two USB cameras, AVerTouch will firstly activate the camera it connected to before.

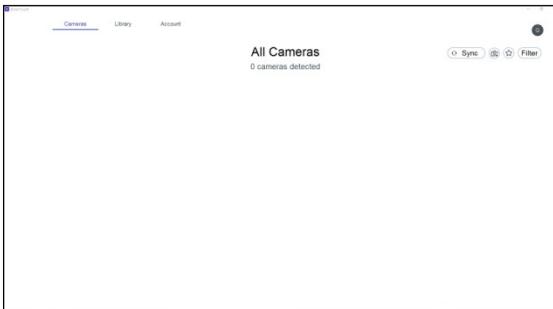
Wi-Fi Connection

You can connect a document camera to an external Wi-Fi router for Internet access. After successful onboarding, you can see live view from the camera and control the camera using Settings.

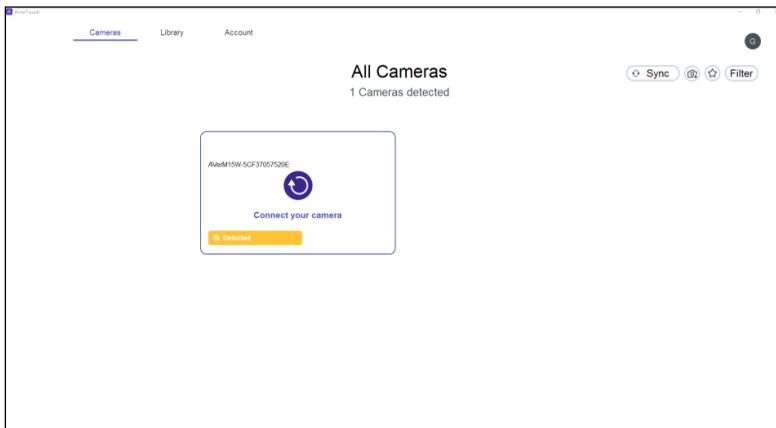
Onboarding Wireless Document Camera in Windows/Mac/Android

Follow the steps below to connect a Wireless document camera to an external Wi-Fi router for internet access via Windows application, Android application, and Mac Application.

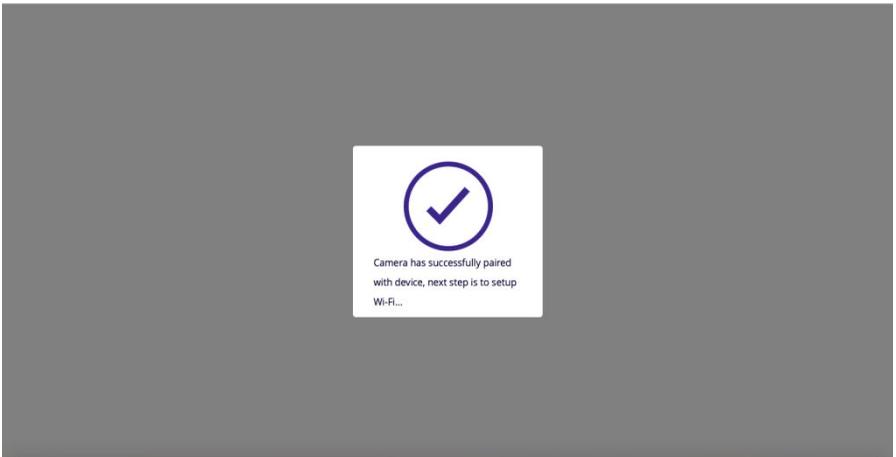
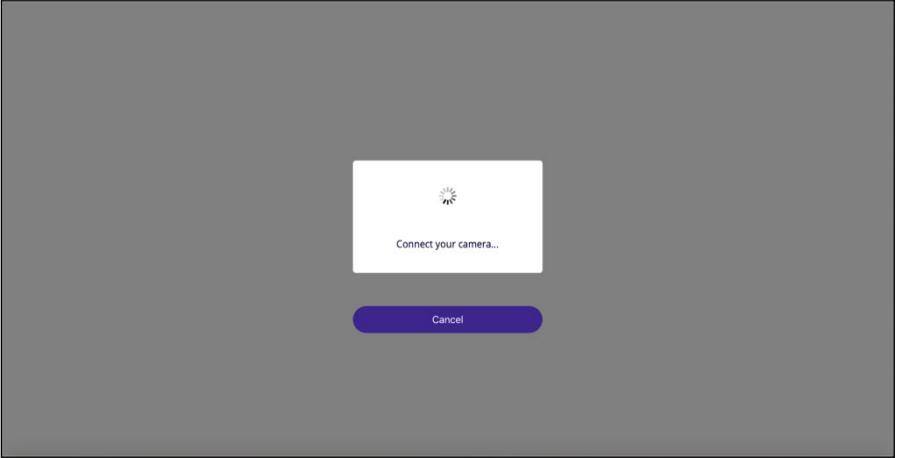
1. You will find “0 Camera Detected” text when none of the cameras are detected by the application.



2. Once a Doccam is detected for onboarding, you will find a WHITE color camera card with a refresh icon  as shown in picture below.



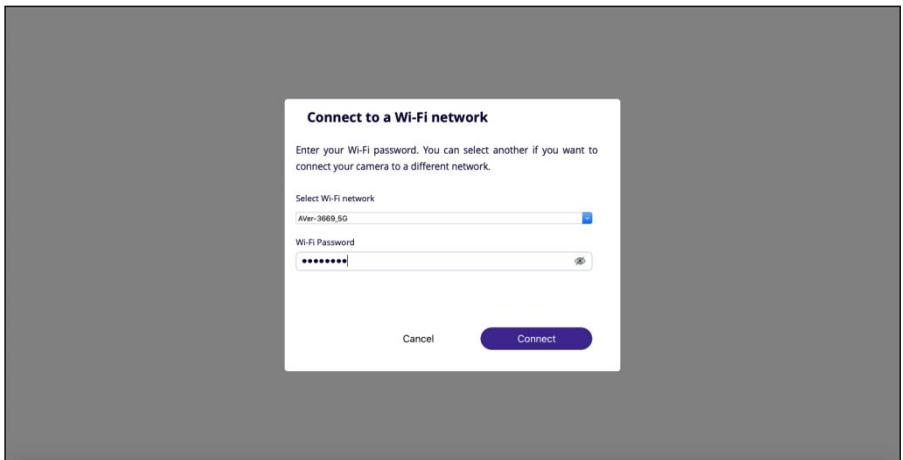
3. In the picture above, tap on the refresh button  to start onboarding your camera. App will try to establish connection with the camera and show a loader.



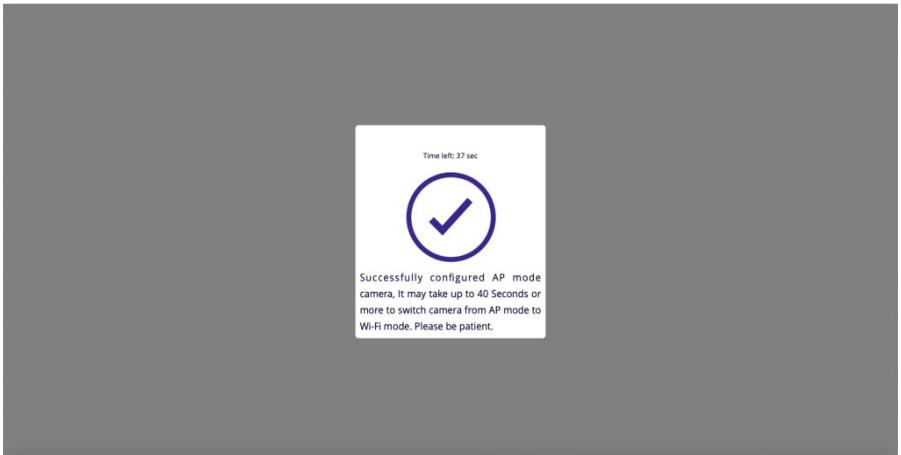
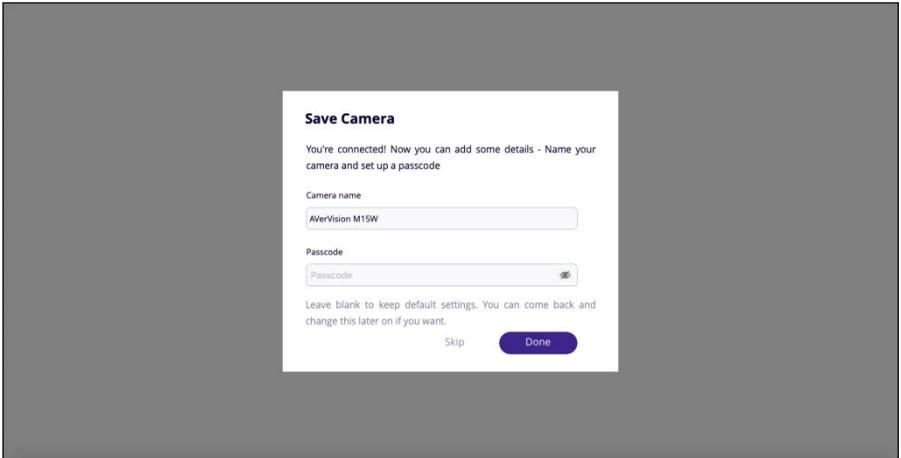
4. If a camera is successfully connected, then the SUCCESS message above will appear. Otherwise, pairing failed message will appear. You can click “Try again” to connect camera again.



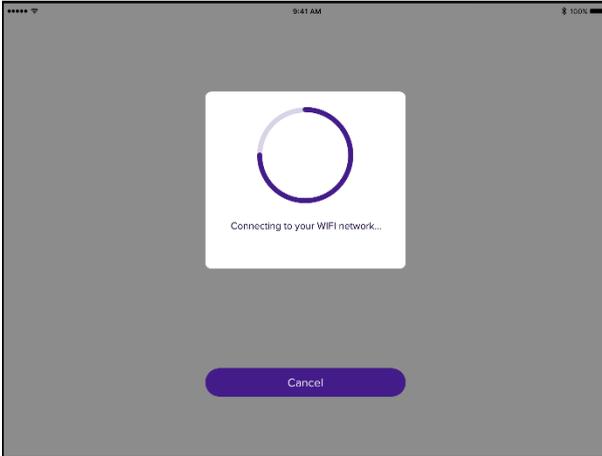
5. Once the camera is connected successfully, next step is to set up the camera with a Wi-Fi network. From the drop-down list, choose the Wi-Fi network of your choice. Enter the password for the selected Wi-Fi network and click “Connect”.



6. Next is to configure AP mode of camera. User can save camera details such as camera name and passcode if desired and click “Done” button.

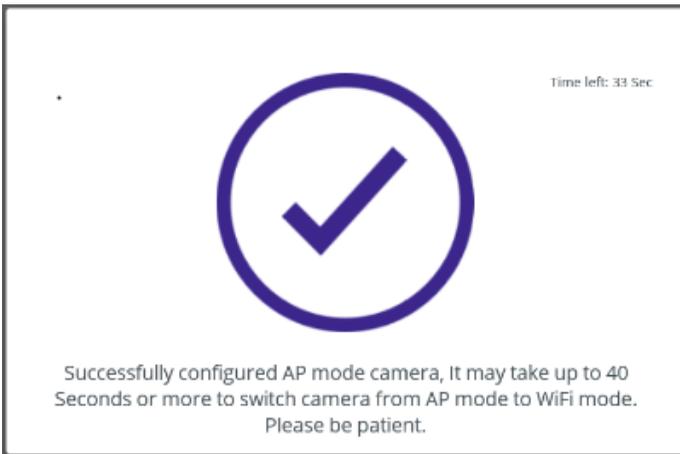


7. Camera will start connecting to the Wi-Fi network of your choice.

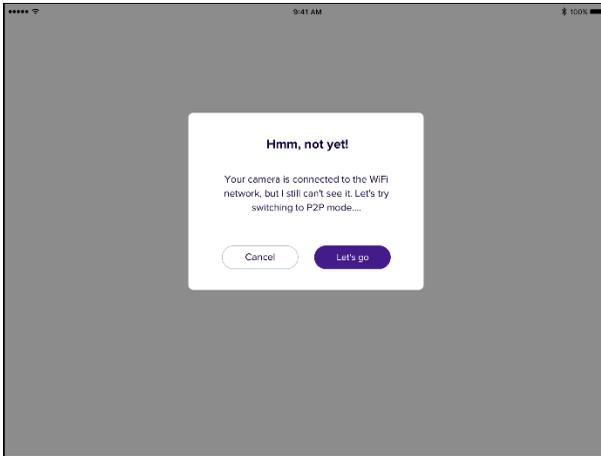


8. Once the camera is successfully connected to Wi-Fi network, you will see the success message below.

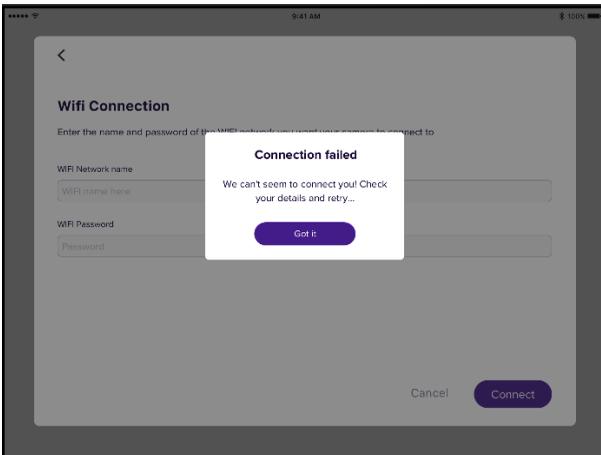
Sometimes, it may take up to 30-40 seconds for the camera to connect to the Wi-Fi network of your choice. So, you will find a screen with following message and a timer of 40 seconds.

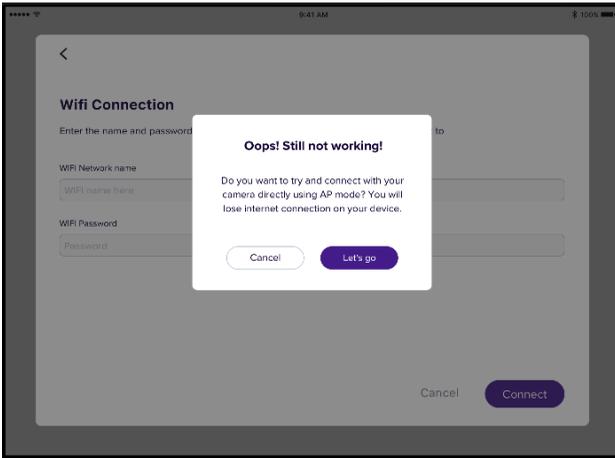


9. If the camera is detected before timer expiry, then the dialog will close and app will navigate to camera card screen.

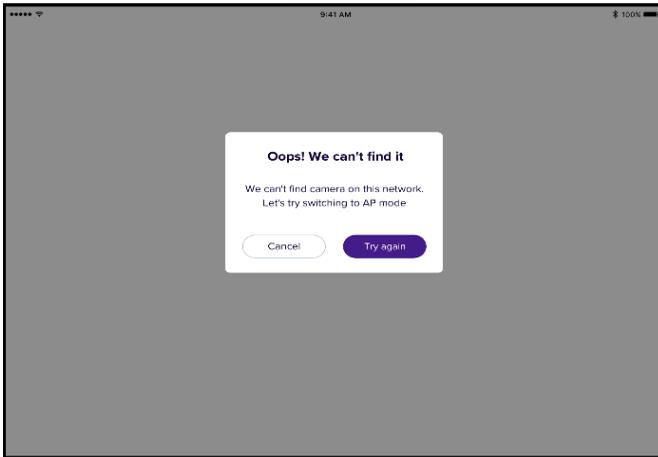


10. If camera is not connected to selected Wi-Fi successfully, the user will see the dialogue box below.



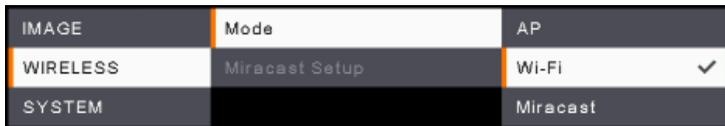


11. If your attempt to retry has failed, you will see the dialogue box below.



12. Basic trouble shooting

- ①. Make sure that your laptop has Wi-Fi connection.
- ②. Check the Wi-Fi LED indicator of the document camera.
 - If the Wi-Fi LED indicator is off, the document camera is connected to the computer via a USB cable and therefore is in USB mode. In this case, unplug the USB cable.
 - Check if the Wi-Fi LED indicator on your document camera shows it is ready for use. On AVer M15W, for instance, it should be steady blue.
- ③. Access Wireless < Mode on the OSD menu of your document camera. Make sure the Wi-Fi mode is ticked.

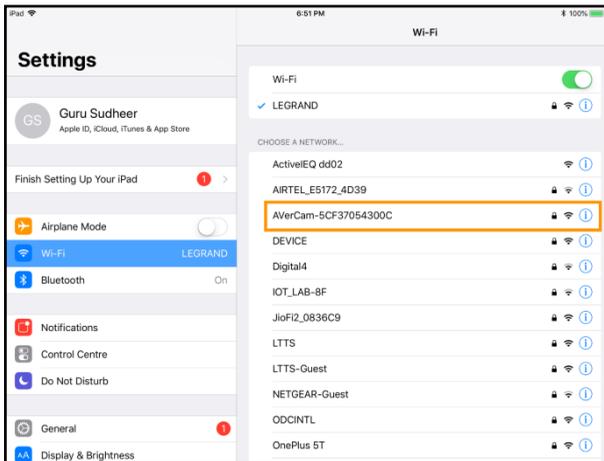


Onboarding Wireless Document Camera in iPad

Operating System (OS) Support: only iOS 12

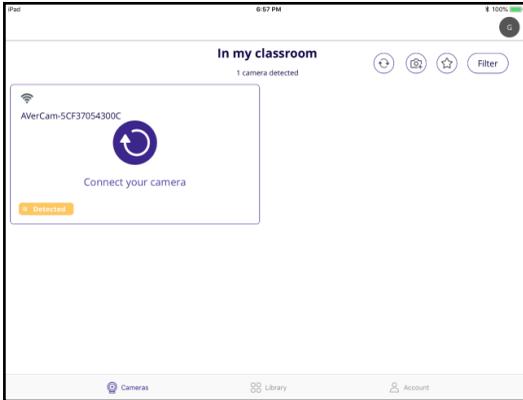
Follow the steps below to connect a Wireless Document Camera to an external Wi-Fi router for internet access via iPad application.

1. Open iPad Wi-Fi settings and look for AVer document camera with following pattern of SSID - “AVerM15W-*****” and “AVerM70W-*****”.
2. Select AVer document camera SSID to connect.

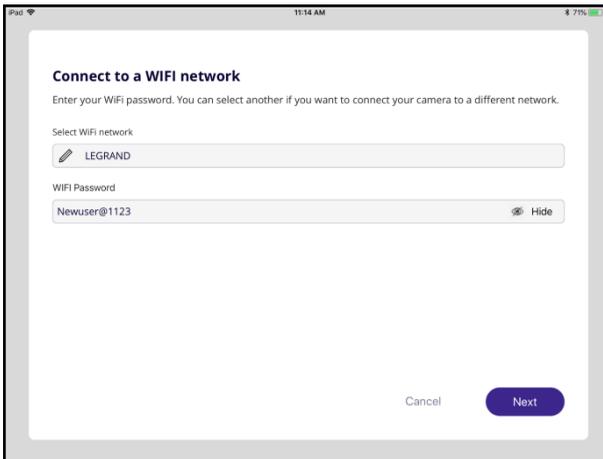


3. Open AVerTouch application and you will find the selected camera under Camera Tab.

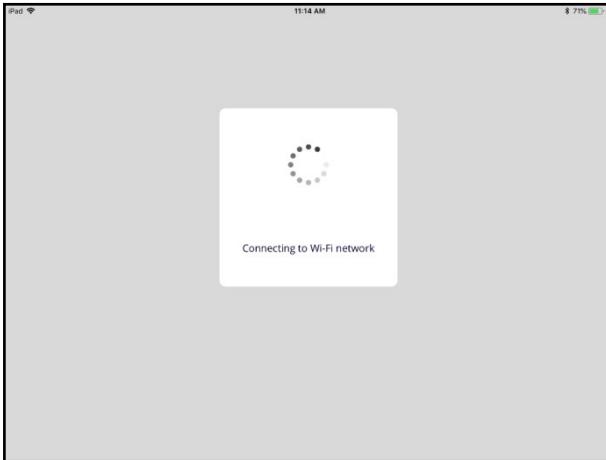
4. Tap on  button to connect the camera.



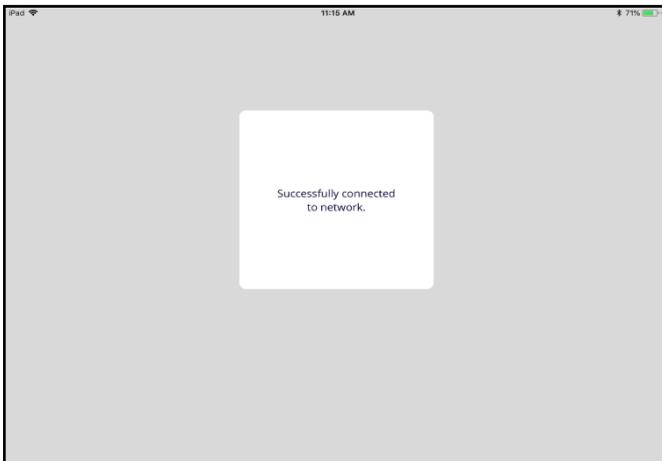
5. Application will show a pop-up for Wi-Fi SSID & password entry.



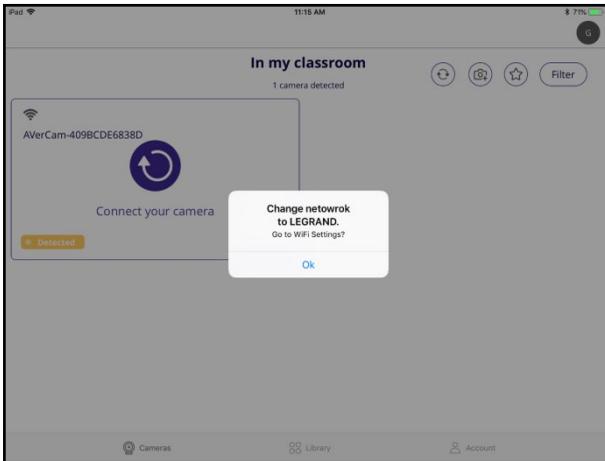
- Once the user taps on **Next** button, application will try to connect camera to selected Wi-Fi network.



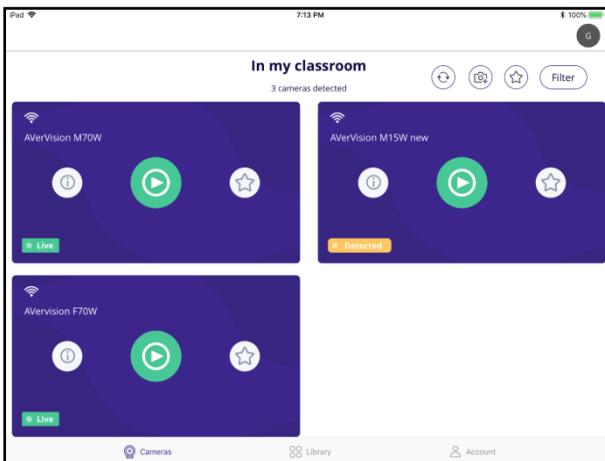
- If the camera has successfully connected to Wi-Fi network, user will see success dialog as below.



- Application will show an alert to the user and inform to connect to the network which was selected in the previous step.



- Tap "Ok" button and user will be navigated to the iPad settings page, where user can select Wi-Fi settings and can select the preferred network.
- Open AVerTouch application and go to Camera tab, you should see the newly added camera into the application.
- That's all. You are all set to use the camera.

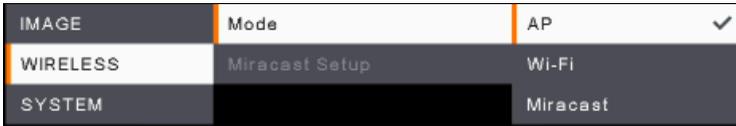


Onboarding Wireless Document Camera by P2P Connection

(Windows only)

Follow below steps to connect a Wireless document camera to a computer/Laptop by Wi-Fi dongle as a point-to-point connection for operating the camera.

1. Plug in the Wi-Fi dongle to your computer or laptop. The Wi-Fi dongle is included in package when you purchase Wireless document camera.
2. Check the Wi-Fi LED indicator on your document camera to see if it is ready for use. On AVer M15W, for instance, it should be steady blue.
3. Access Wireless < Mode on the OSD menu of your document camera and make sure AP is ticked.

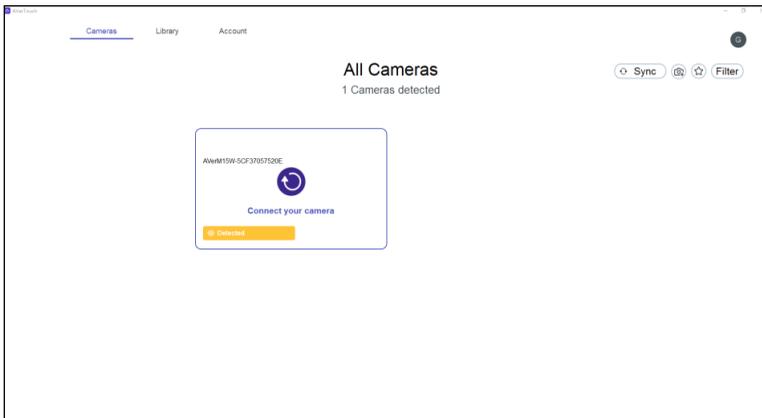


4. Open AVerTouch application and you will find the selected camera under Camera Tab.

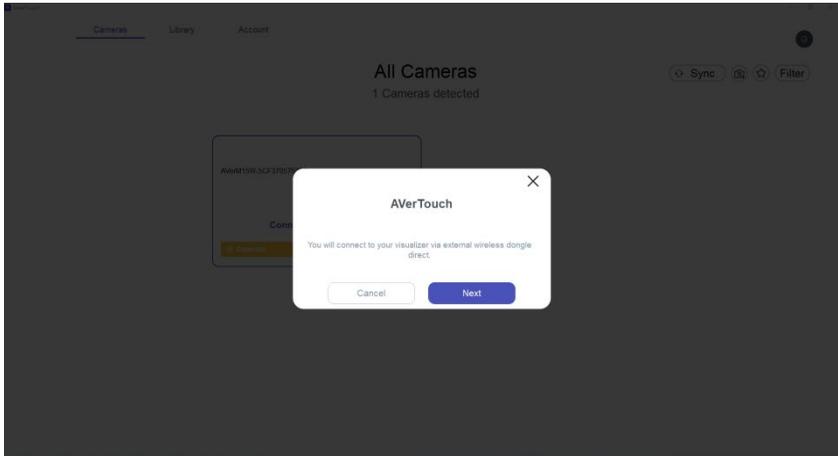
[Note]

- Check the MAC address at the bottom of the camera to find your camera.
- The P2P connection only support on Windows platform.

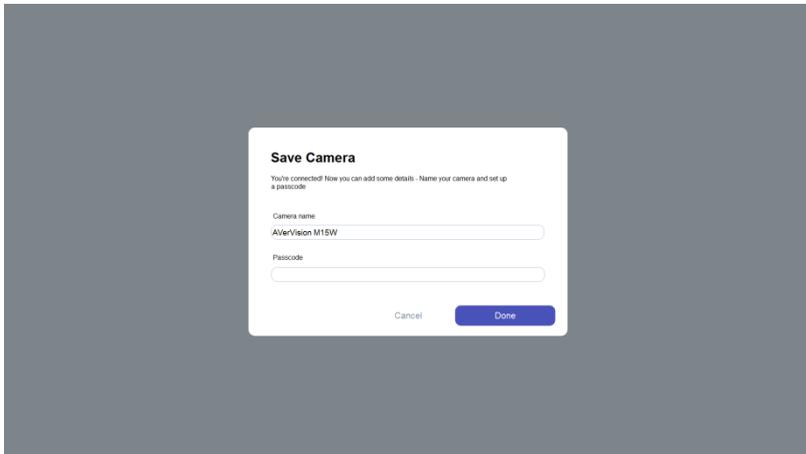
5. Click  button to connect the camera.



- A message dialog will pop up and click **Next** to continue.



- Application will show a pop-up for Camera name & passcode entry. After entering the camera name and passcode, click **Done** to continue.



8. Once the user clicks **Done**, application will try to connect the camera. It takes at most 60 seconds to complete the connection.



9. If successfully connected, you should see the live view of the camera. Select “Home” to exit the live view page.

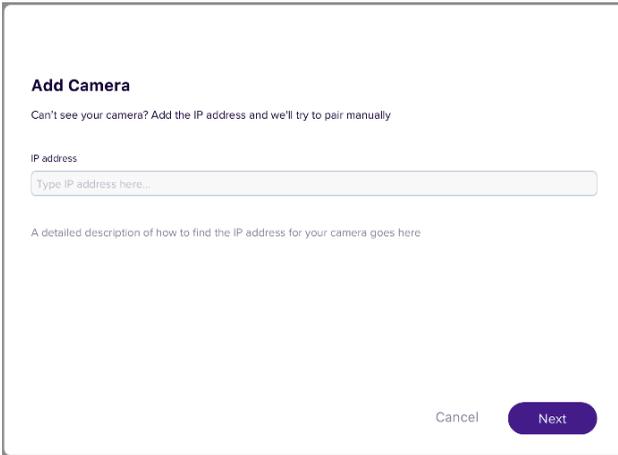


Add a Camera by its IP Address

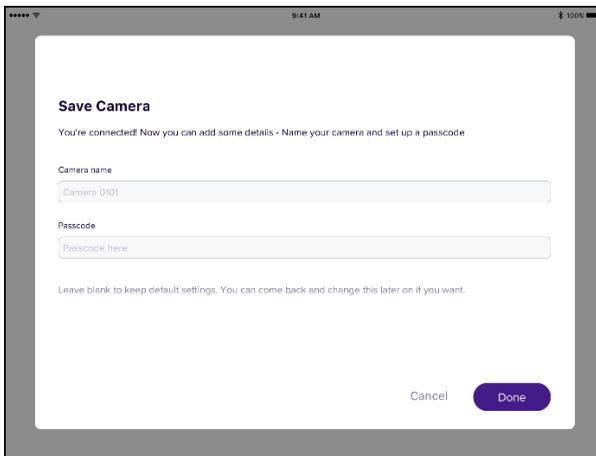
You can onboard a camera using the IP address of the camera as well. Sometimes, due to some unknown reasons document camera never gets detected into the application. In such cases, you can go for “Add Camera by IP” option.

For this to work, you should know the IP address of the camera beforehand either by connection camera to HDMI monitor.

1. Enter the IP address of the camera and click **Next**.



2. Application attempts to connect the camera using given IP address.



3. If the camera is successfully connected, then the user will see save camera screen as shown above. User should save camera details such as camera name and passcode and click on **Done** button.
4. If the camera connection is failed, then error message “**Invalid IP Address**” will be displayed to the user.

Camera Discovery

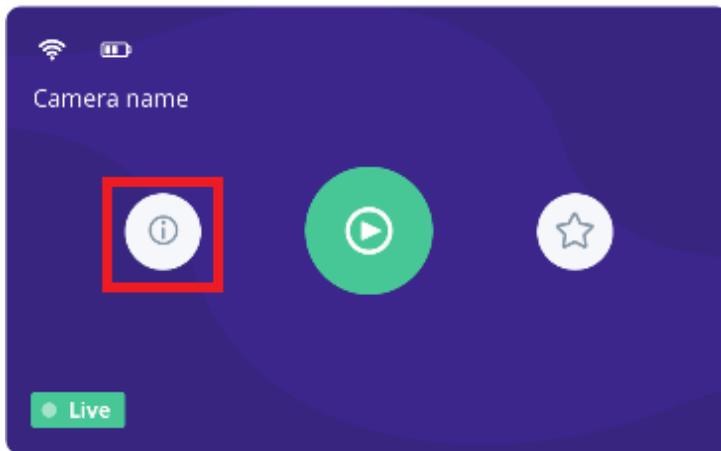
Camera discovery is continuously happening in the background while you are in Camera Page. If you want to initiate camera discovery yourself, click “SYNC” icon



which will trigger a fresh discovery.

Camera Info

Each camera has information such as – Camera Name, Passcode, Change Passcode, Model, IP Address, Current Wi-Fi SSID, Location (Editable field as per user convenience), Serial Number (Editable field as per user convenience), MAC Address and Firmware version. Click on the Info button on camera card.



Camera 0101

Here are some details for your camera...

Camera name
Camera 0101

Turn passcode on

Change passcode

Model
U50

IP address
Subheader

Cancel Done

On click of “**Change passcode**” option, you will be presented with a pop-up dialog to enter the new passcode as shown below.

Passcode

Please enter new passcode

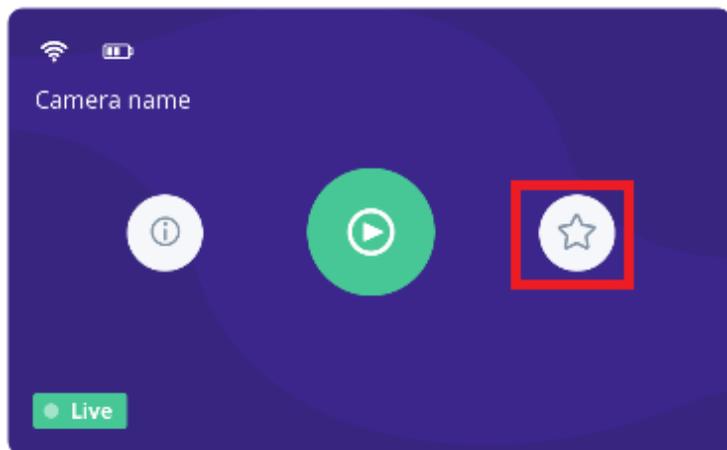
Passcode Show

Cancel Done

You can enter new passcode for the camera in the passcode field and click **Done** to set the new passcode. If app session is active, app won't ask for passcode again.

Favorite Camera

In order to make a camera as Favorite camera, you can click STAR button on camera card.

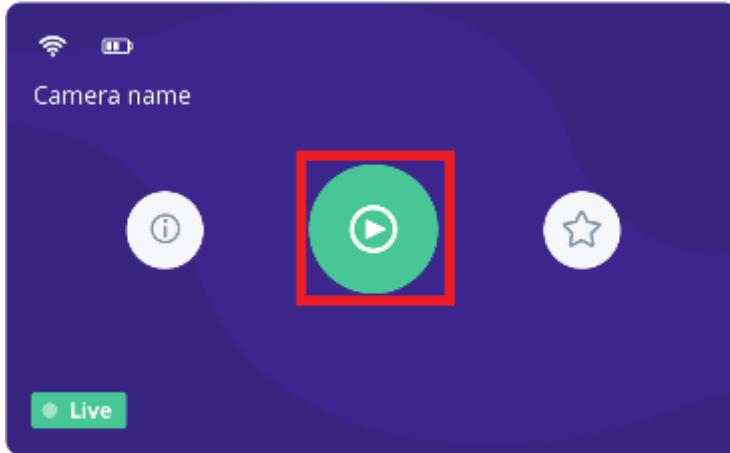


You will find all your Favorite cameras when you click  on camera screen below.



Camera Streaming View

You can see the streaming view from camera if you click on the Play button on the camera card.



You can distinguish a camera as Wi-Fi camera or USB camera by looking at the top left icon present on the camera card. A Wi-Fi camera will have Wi-Fi icon and a USB camera will show a USB icon.

Camera streaming view will show live view from camera:

1. a. Click “Home” button to come out of streaming view.
2. b. Click SETTING button to open Settings menu.
3. c. TOOLBAR at the bottom with variety of options.



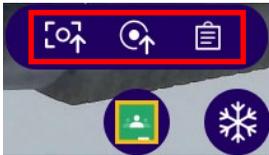
Toolbar in Camera Streaming

In the camera live view page, you can access the following features.



Google Classroom

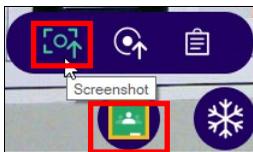
Log in AVerTouch via your Google account. Click  Google Classroom and you can access the following three features: **Screenshot**, **Record**, and



Assignment List on AVerTouch. As AVerTouch is featured with Google Classroom functions, teachers can simply stick to the user interface of AVerTouch.

■ Screenshot:

1. Click **Google Classroom** < **Screenshot**.



2. Fill out the information of the assignment which you just took a screenshot of and click **Assign** to upload it to your Google Classroom.

Assignment from Screenshot

Upload the screenshot to Google Classroom

AVer Camera

All students No topic

Document Camera Project

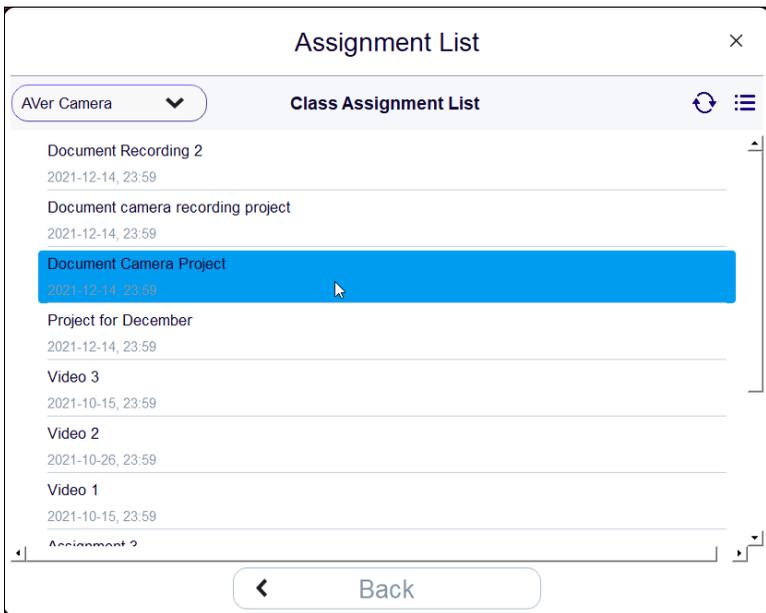
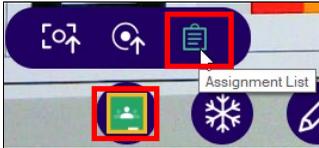
Instructions (optional)

Due

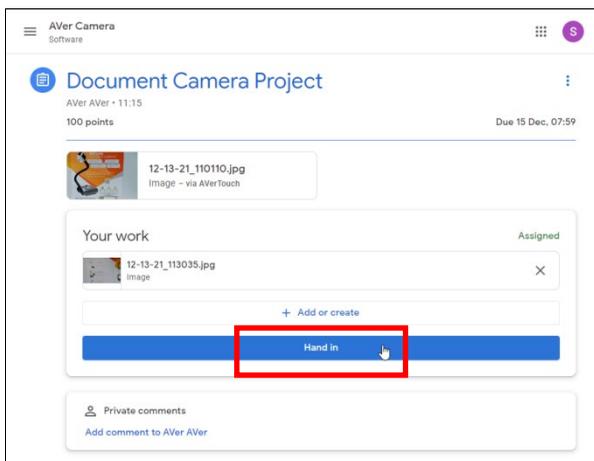
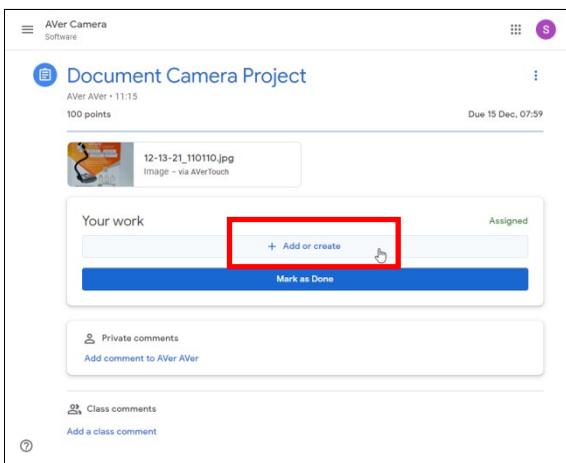
No due date Time (optional)

Assign

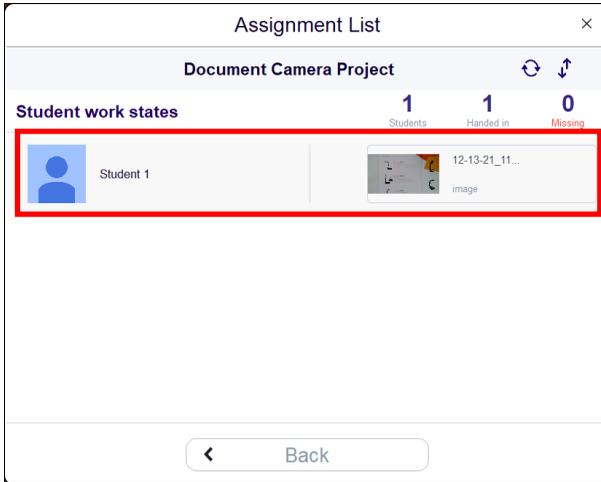
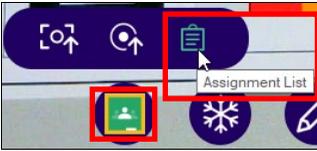
3. After seeing “Upload the screenshot to Google Classroom successfully,” you can find the data synced with Google Classroom. You can track students’ response to the assignment from the assignment list on AVerTouch.



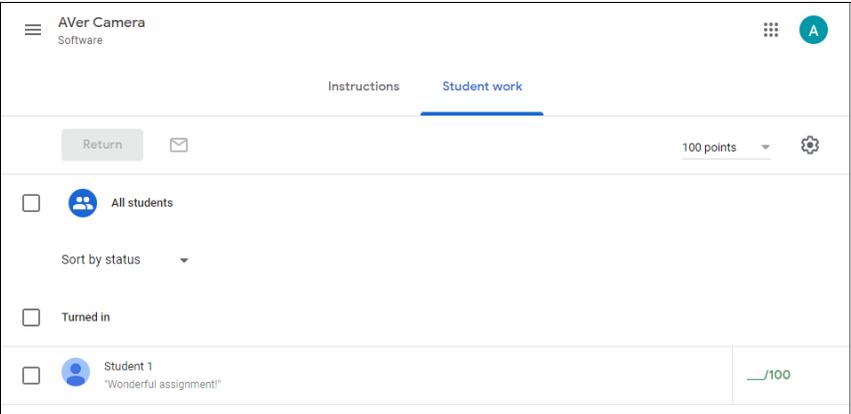
4. A student can add or create a response to the screenshot assignment in Google Classroom. Click **Hand in** to confirm to upload the file.



5. By clicking **Google Classroom** > **Assignment List**, a teacher can retrieve students' responses on AVerTouch.



6. The teacher can click on the student work states on AVerTouch to access the student work states on Google Classroom.



■ Record



1. Click **Google Classroom > Record**.

2. On the pop-up control menu , if you need to

mute the microphone, click . To start recording the camera live view,

click **Camera record** . To start recording your

desktop, click **Screen record** .

3. After finishing recording your desktop, click .

4. Fill out the information of the desktop video which you just recorded and click **Assign** to upload it to your Google Classroom.

Assignment from recording

Upload the recording to Google Classroom

AVer Camera

All students No topic

Document camera recording project

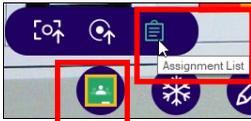
Instructions (optional)

Due

No due date Time (optional)

Assign

5. After seeing “Upload the recording to Google Classroom successfully,” you can find the data synced with Google Classroom. You can track students’ response to the assignment from the assignment list on AVerTouch.



Assignment List

AVer Camera Class Assignment List

Document Recording 2
2021-12-14, 23:59

Document camera recording project
2021-12-14, 23:59

Document Camera Project
2021-12-14, 23:59

Project for December
2021-12-14, 23:59

Video 3
2021-10-15, 23:59

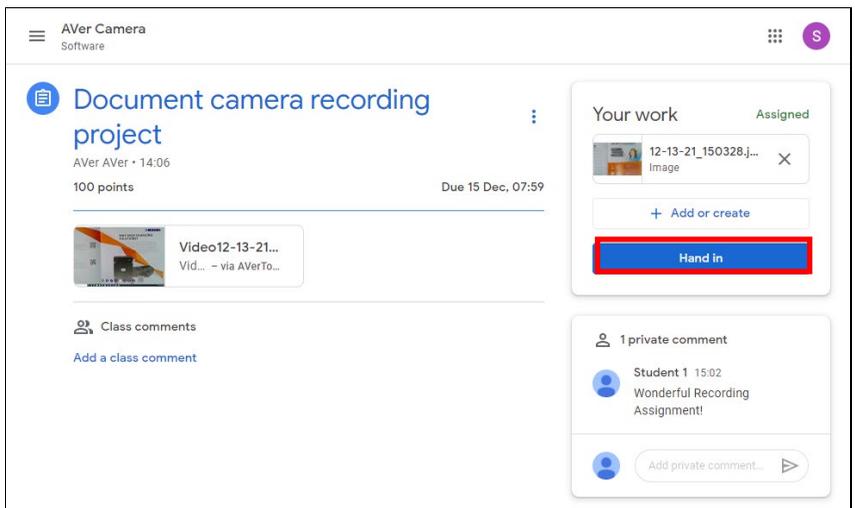
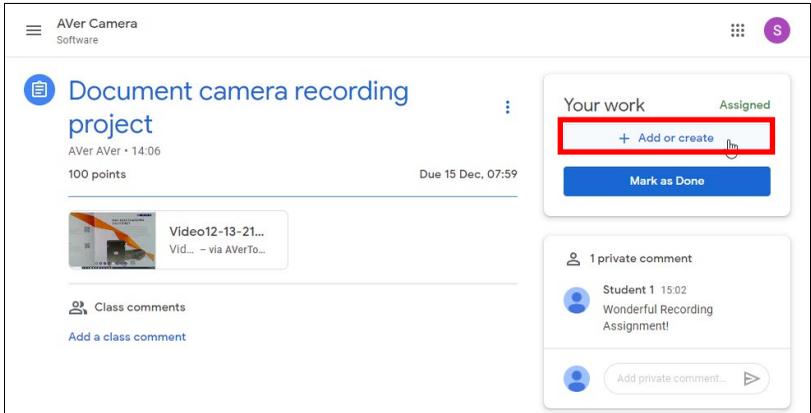
Video 2
2021-10-26, 23:59

Video 1
2021-10-15, 23:59

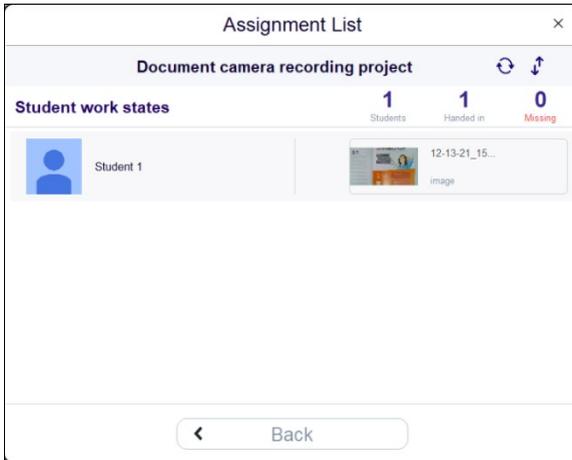
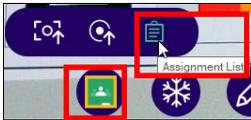
Assignment 2

Back

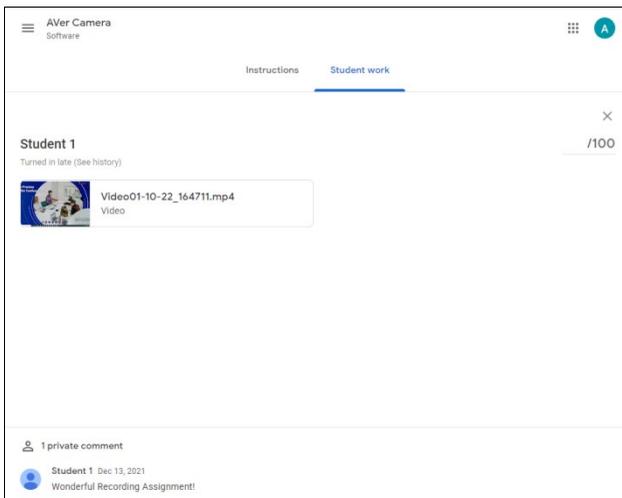
6. A student can add or create a response to the recording assignment in Google Classroom. Click **Hand in** to confirm to upload the file.



7. By clicking **Google Classroom > Assignment List**, a teacher can retrieve students' responses on AVerTouch.



8. The teacher can click on the student work states on AVerTouch to access the student work states on Google Classroom.



Freeze

You can **Freeze** the streaming.



Annotation

While using **Annotation**, you will be able to:

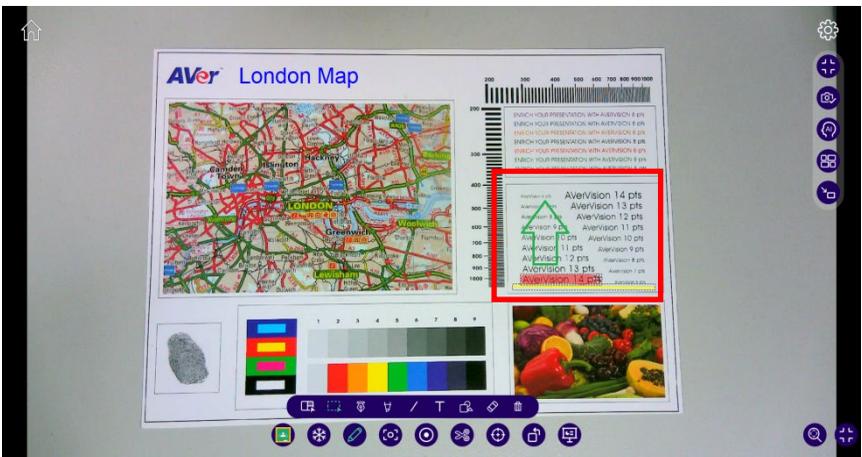
- Click **Select window** to access other AVerTouch functions on the live view.



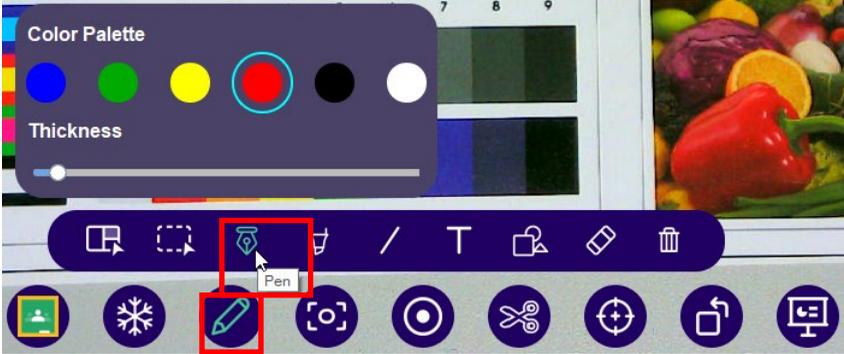
- Click **Select object** to drag and move the annotation mark(s) you made using other annotation tools.



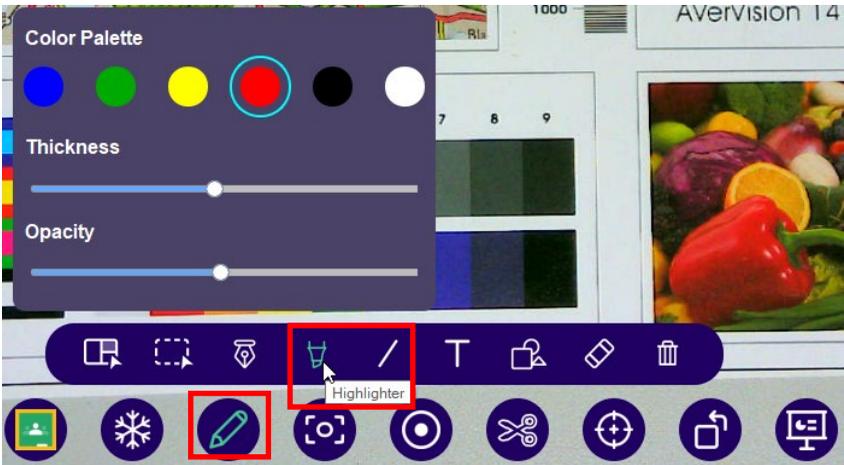
For example, you can use your cursor to select the yellow line and red highlighter and drag to move them altogether as a group to highlight another section of the teaching material.



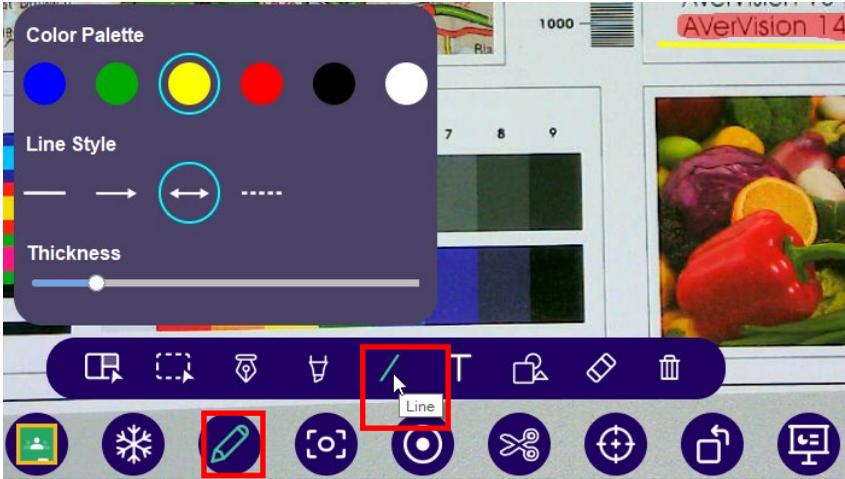
- Use **Pen** to draw on canvas with different colors from **Color Palette** and user can also select **thickness** of **Pen**.



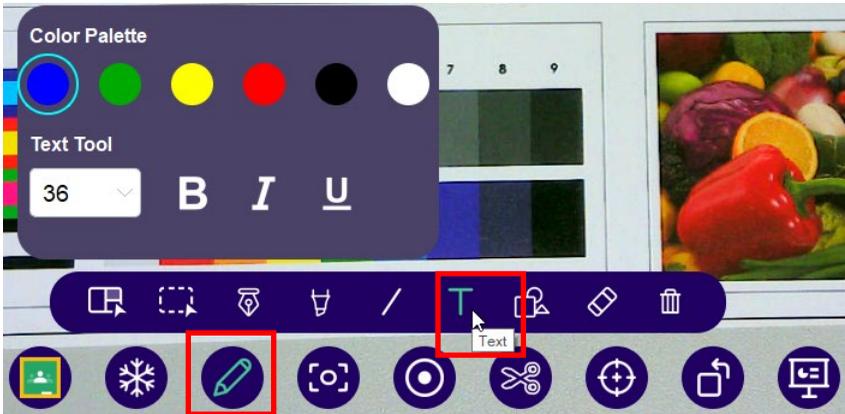
- Using **Highlighter** user can draw on canvas with different colors from **Color Palette** and user can also select **thickness** as well as **Opacity** of **Pen**.



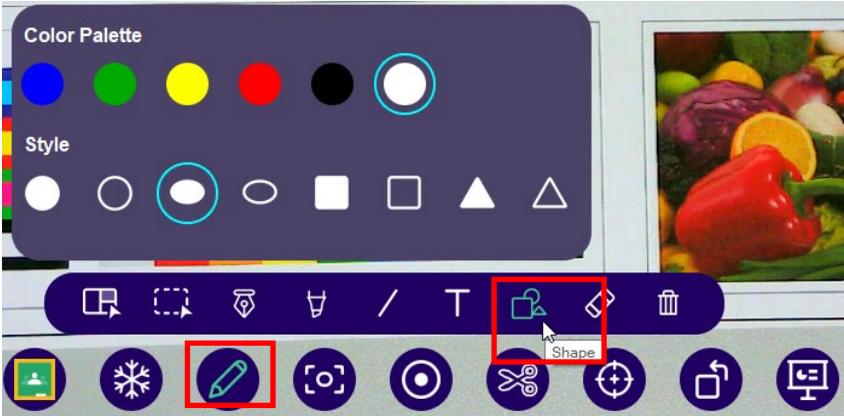
- User can draw lines of different colors, styles, and thickness on the teaching material.



- User can type words of different font sizes and colors on the teaching material and choose if the words should be bold, italicized, or underlined.



- User can add shapes of different colors and styles to the teaching materials.



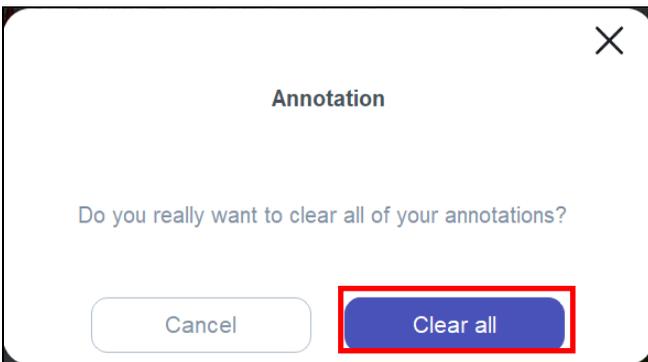
- User can select the **Eraser** and undo the annotations one by one.



- User can erase all annotations using **Clear all** button.



Select **Clear all** to erase all annotations.

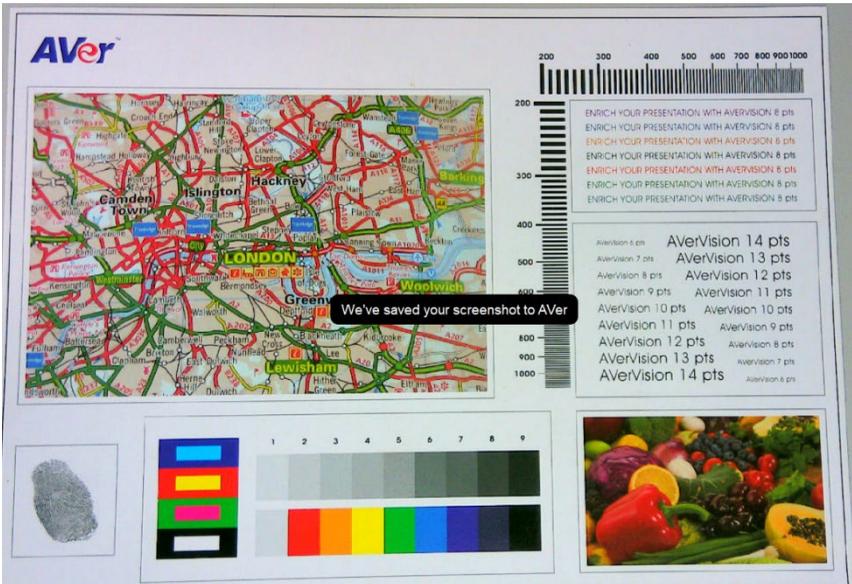


Screenshot

- 1 Click **Screenshot**.



- 2 A message, "We've saved your screenshot to AVer," will pop up to confirm the screenshot is saved.



Record

- 1 Click **Record** button once.



- 2 The recording toolbar will pop up on the upper right corner of the live view



. Click **Camera record**



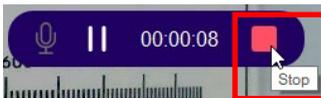
to record the camera live view. Click **Screen**

record



to record the desktop.

- 3 Click **Stop** to end the recording.

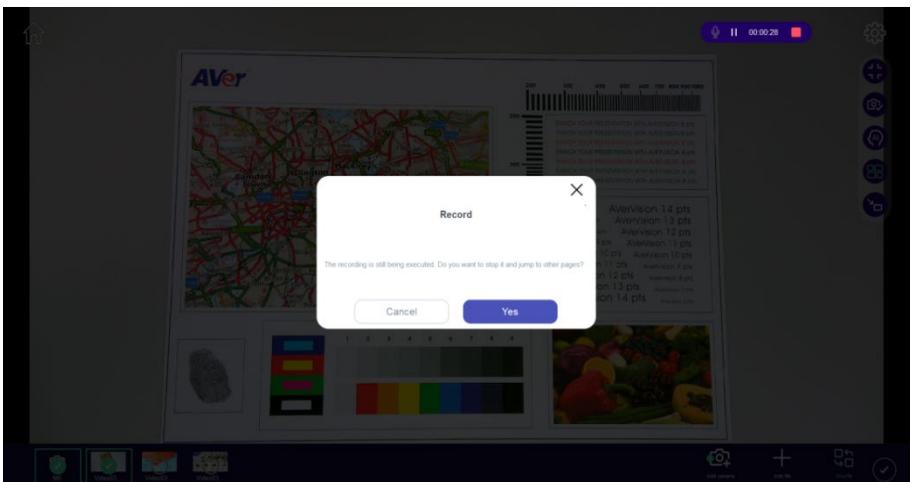


- The message “Recording Finished” in the center of the screen indicates the recording is saved both in your local drive and Google drive.



[Note]

- The recording will be saved in your Google drive as long as you have logged in your Google account. Refer to [Log in to AVerTouch Using Google Sign-in](#) for the details.
- During camera recording, the access to the split screen mode will be denied. You will be asked to stop camera recording before proceeding to activate the split screen mode.



Snip



- 1 On the bottom toolbar, click **Snipping**.
- 2 Drag to select the part of the image you intend to capture.
- 3 Click **Capture** to save the selected area.

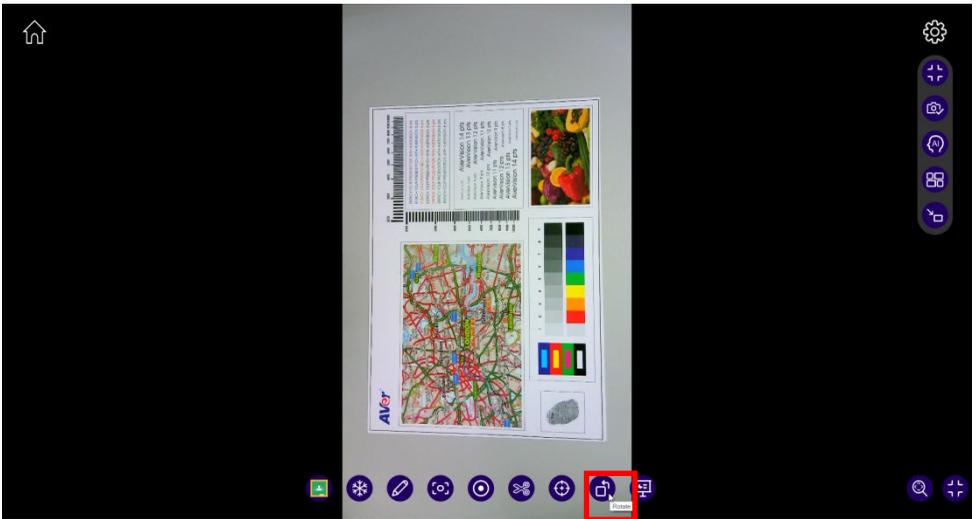
Focus

User can use **Focus** to automatically or manually focus.



Rotate

Select **Rotate** to turn the live view 90 degrees anticlockwise.

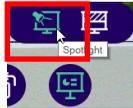


Presentation Tools

- 1 Select **Presentation tools** on the bottom toolbar.



- 2 You can select **Spotlight** or **Visor**.

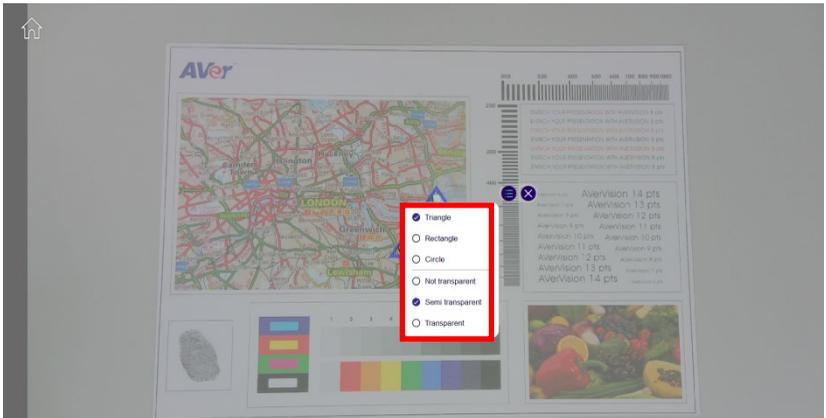


- Select **Spotlight**

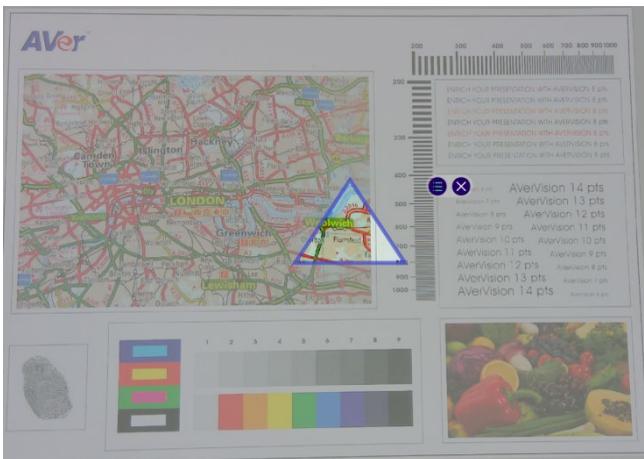
- 1 You will see the center of the camera live view particularly highlighted.



- 2 You can click the hamburger button to select the shape (triangle, rectangle, and circle) and the transparency setting (Not transparent, Semi transparent, and Transparent) for the highlighted area.



For instance, you can select **Triangle** and **Semi transparent** for your teaching material:



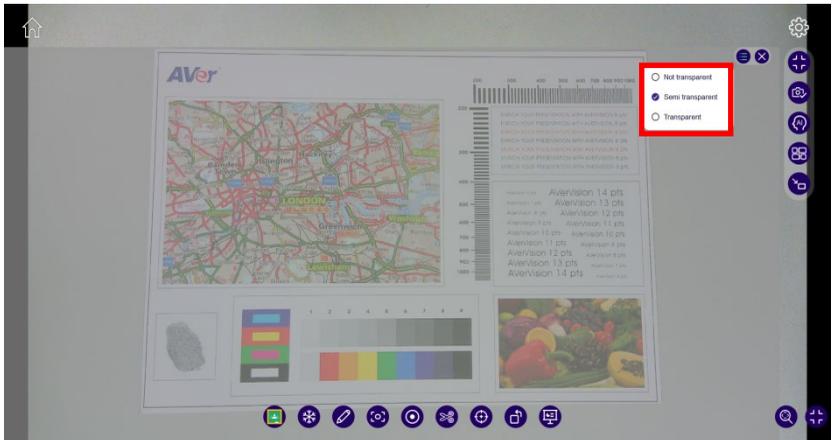


■ Select **Visor**

1 You will see most of the camera live view masked.



2 Click the hamburger button to determine the transparency setting for the visor mode.

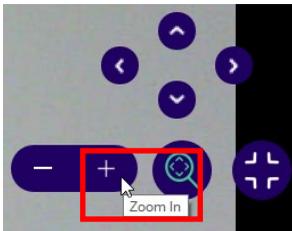


Zoom/Panning

Click **Zoom/Panning**, and you can zoom in/out.



To pan up, down, right, or left, click **Zoom In** first.



Show/Hide Toolbar

Click  at the bottom right corner to hide the bottom toolbar. If you wish to

show the toolbar again, click .

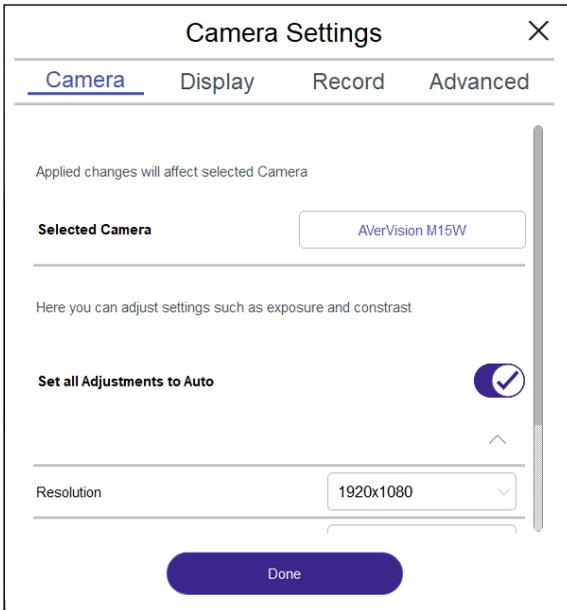


Camera Settings

To control camera using various commands, you need to access **Camera Settings** from camera streaming view.

Click settings icon  present in top right corner of camera streaming page to open **Camera Settings** dialog.

- In **Camera** page of settings, you will find option to control various camera parameters – Brightness, Contrast, Exposure, Resolution, Camera Mode and Frequency.



- To change **Resolution**, select any resolution from dropdown list.

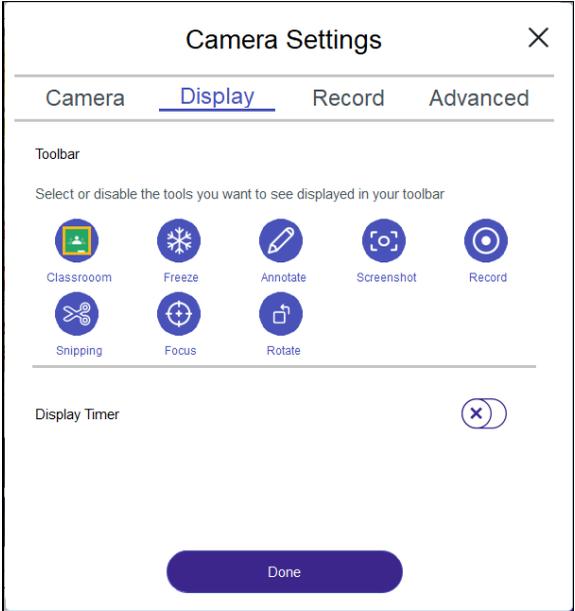


- To turn on/off **Mirror** function, select the option from dropdown list.

- To change **Camera Mode**, select any camera mode from dropdown list

- To change **Image Frequency**, select any image frequency from dropdown list.
- User can set all camera adjustments (Brightness, Contrast, and Exposure) either **Auto**  or **Manual**  mode.
- To change Brightness, Contrast, and Exposure settings, user must switch to **Manual mode**  first. Then use SeekBar to increase or decrease brightness/contrast/exposure and apply the changes.
- To close setting, click **Done** button.

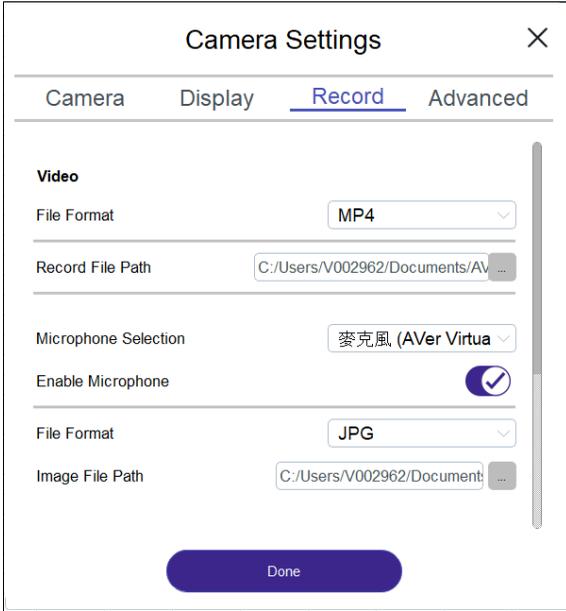
- In **Display** page of settings, you will find options to control toolbar display on the camera streaming view. If you want to have only few options on the streaming view, select only those toolbars in display settings.



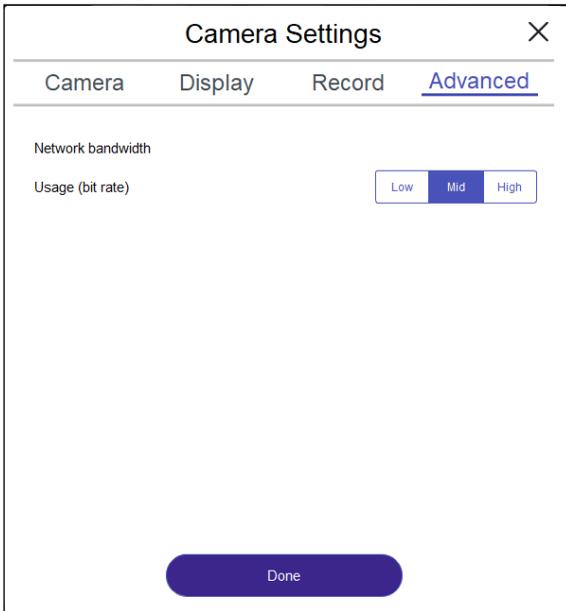
There is an option to enable/disable “Display Timer” on the Camera streaming page.

- In **Record** page of Settings, you will find options to control video and image supported format options.

App does screen recording so the size of video (width x height) will not change and this will vary from device to device.



- In **Advanced** page of Settings, you will find options to control Network bandwidth.



- To change **Network Bandwidth Usage**, select any one bit rate from given options: **Low**, **Mid**, or **High**.
- Click **Done** button to close Settings.

Show/Hide Toolbar

Click  to hide the right-hand side toolbar. If you wish to show the toolbar

again, click .



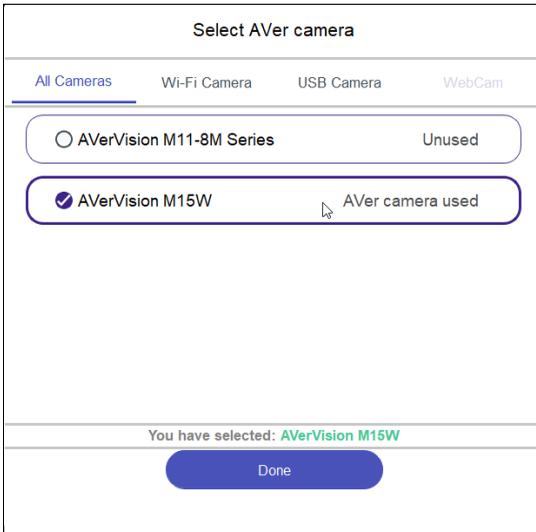
Camera Select

AVer Camera

1. On the camera live view, click



2. On the pop-up menu, select
3. Select the camera you wish to access. Click **Done**.



4. You have successfully changed to another camera and can see its live view.



PIP Camera

1. If you are placing the live view of two cameras on one screen, you can

click **PIP Camera**. On the camera live view, click .



2. On the pop-up menu, select  PIP Camera.
3. Select the camera you would like to use as a PIP camera. Click **Done**.

Select PIP camera

All Cameras Wi-Fi Camera USB Camera WebCam

AVer Virtual Camera Unused

AVerVision M11-8M Series AVer camera used

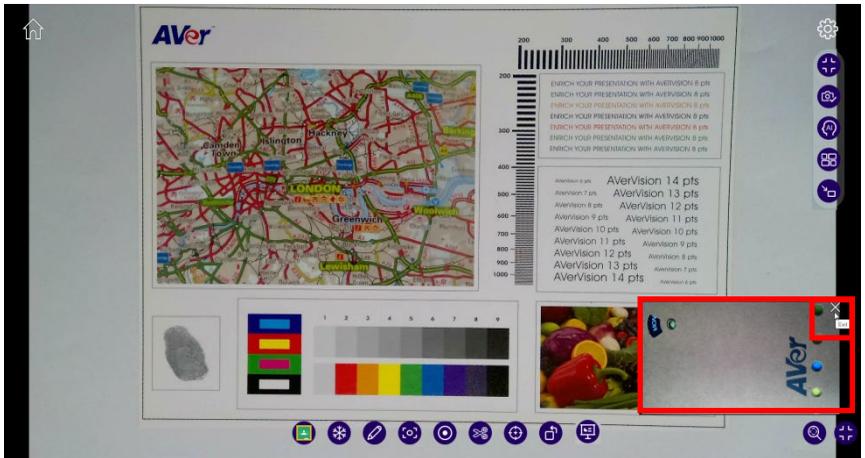
AVerVision M15W PIP camera used

Tracking Camera Unused

You have selected: **AVerVision M11-8M Series, AVerVision M15W**

Done

4. You will see the live view of both the main camera and the PIP camera. You can move, enlarge, and shrink the PIP image.



5. You can click **Exit** to return to the live view of the main camera.

AI Function

Super Resolution

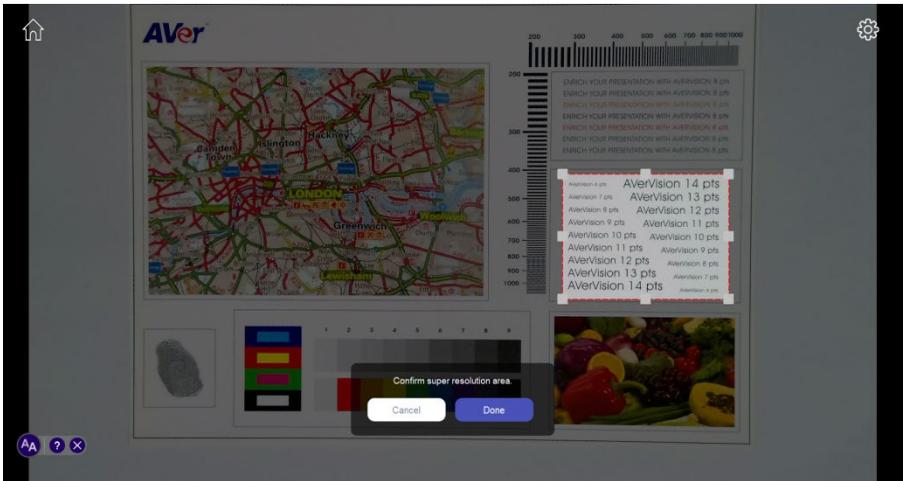
1. Click  AI Function.



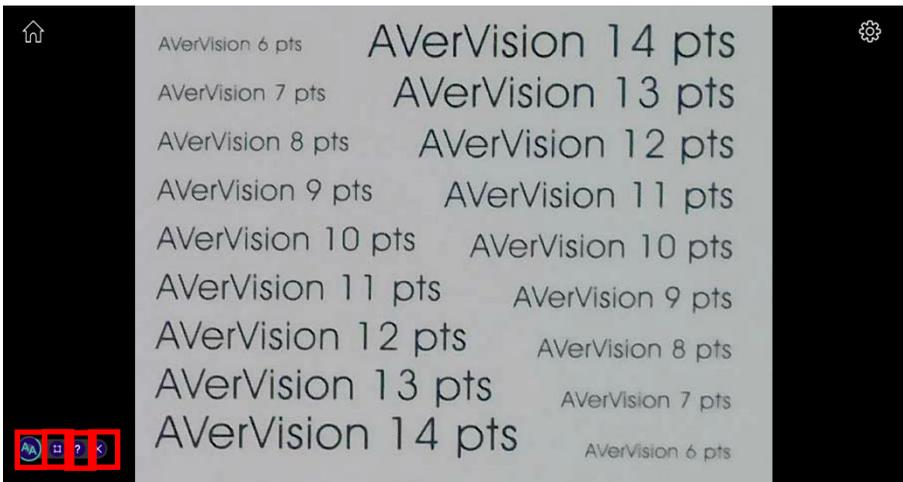
2. Click **Super Resolution** on the extended bar.



3. Drag the red rectangle to the area where you wish to reduce photo noise and sharpen the words. Click **Done** to confirm your selection.

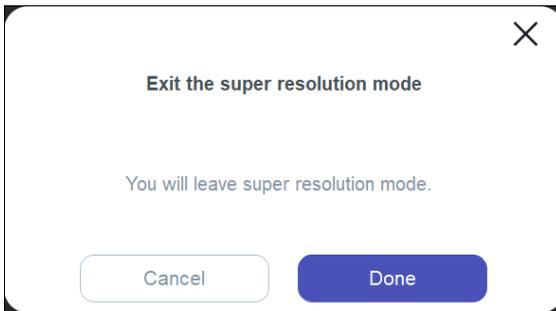


4. You will have an enlarged and clearer image of the selected area.



5. Access the icons on the bottom left corner of the live view for the following functions:

- The spinning blue circle with AA in the center, , indicates that Super Resolution is functioning.
- Click **Area select**,  to readjust the area for Super Resolution. As the blue circle stops spinning, the Super Resolution is temporarily stopped and you can drag the red rectangle for another area for Super Resolution.
- : For the best photo quality, do not zoom in the live view before applying **Super Resolution**.
- Click . Select **Done** on the pop-up dialogue box to exit the **Super Resolution** mode.



- Under the **Super Resolution** mode, other camera functions are disabled.

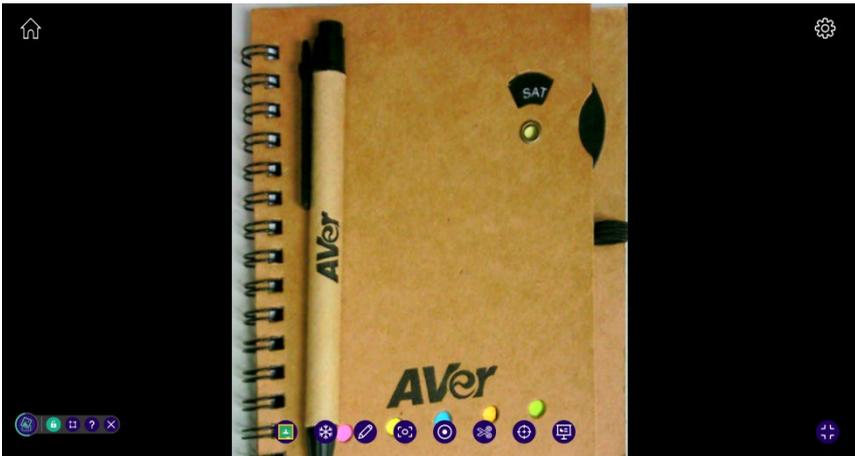
Curve-Flatten

Curve-Flatten automatically puts the image in the center of your live view so that you do not need to pay extra efforts aligning your teaching materials.

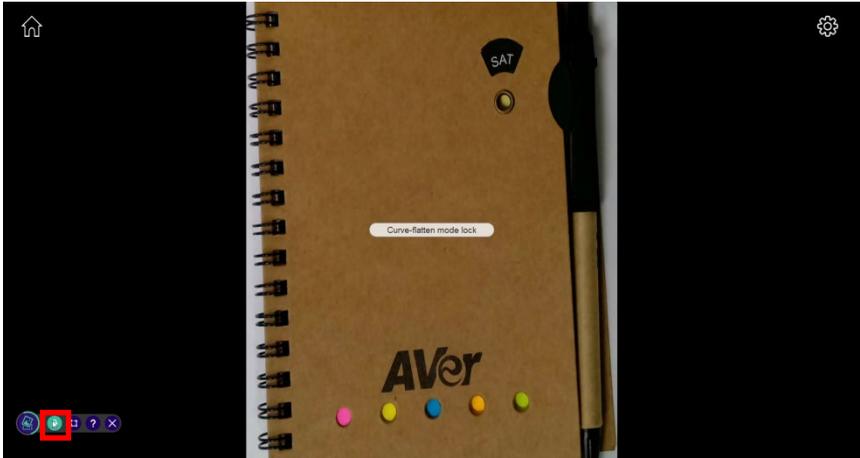
1. Click  AI Function. Click **Curve-Flatten** on the extended bar.



2. You can see the object is placed properly in the center of the image.



3. Click **Lock curve-flatten** to lock the conversion ratio of the image.

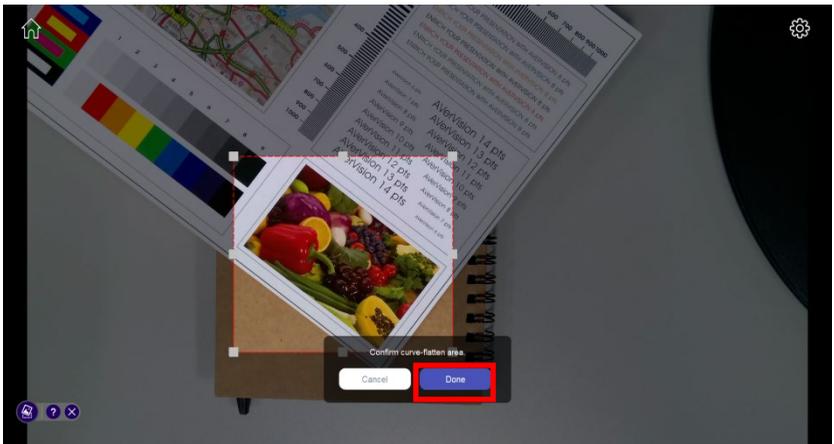


[Note] When you need to readjust the result of curve-flatten:

- ①. Click **Area select**.



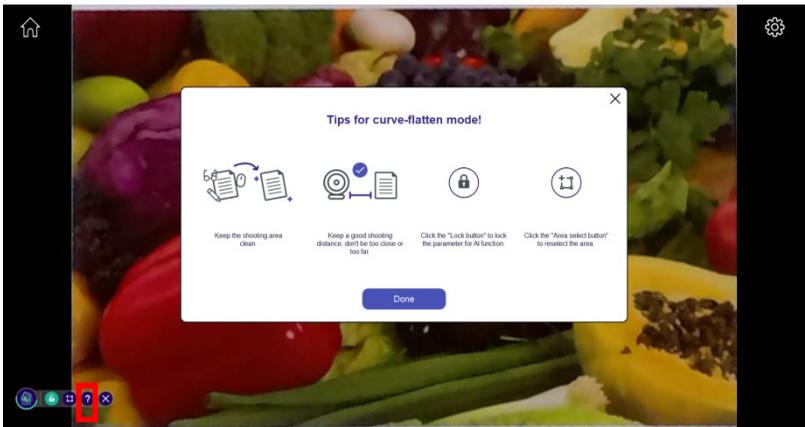
- ②. Drag the red rectangle to redefine the area you intend to perform Curve-Flatten on. Click **Done**.



- ③. You will see the result of Curve-Flatten performed on the area you selected.



- ④. You can click on the question mark to read the instructions on the curve-flatten mode.



Transparent screen

1. Click  AI Function.



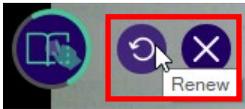
2. Click **Transparent screen** on the extended bar.



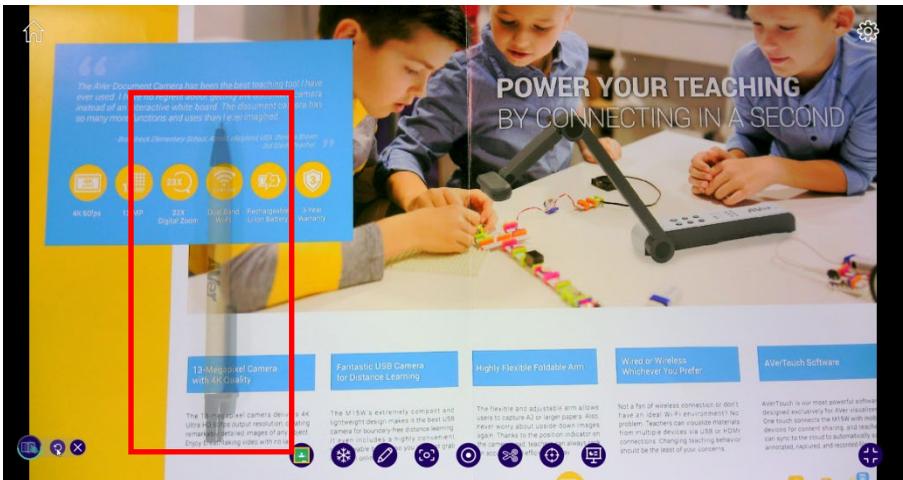
- You can see through the object placed on the teaching material. Be sure not to move the teaching material.



- On the bottom left toolbar, click **Refresh** to show another teaching material in the Transparent screen mode.

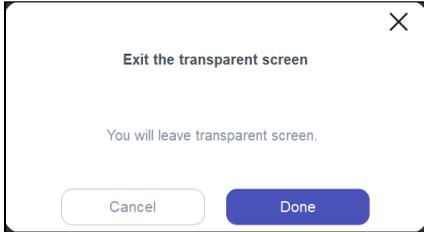


- You can see the new teaching material image unlocked by the teaching gadget.





6. Click X to exit the Transparent screen mode. Click **Done** on the dialogue box.

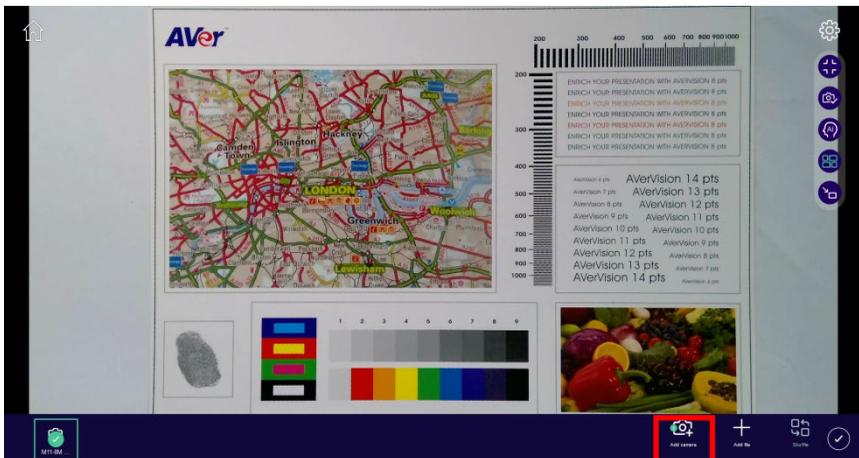


Split Screen

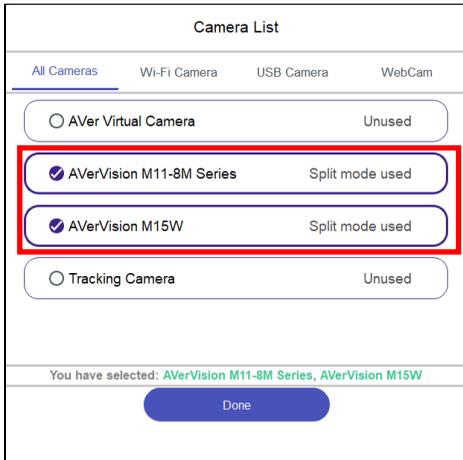
When user selects **Split screen** button (max. 4 screens), the list will appear at the bottom of screen either empty or with favorite files selected in default drive. User can control cameras and files separately (Rotate/Zoom-in/Zoom-out/Full screen).



1. Use can add more AVer DocCam/Web cameras (max. 2 cameras out of 4 screens) by clicking **Add camera** button.



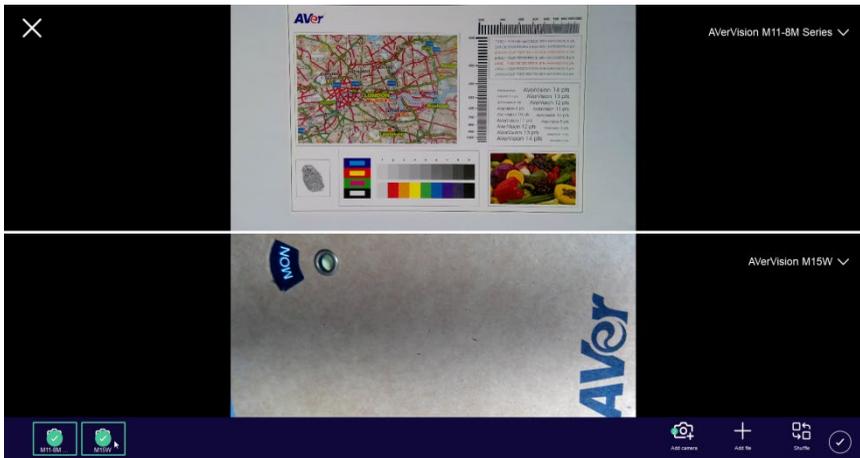
2. Select the desired camera from the camera list and click **Done**.



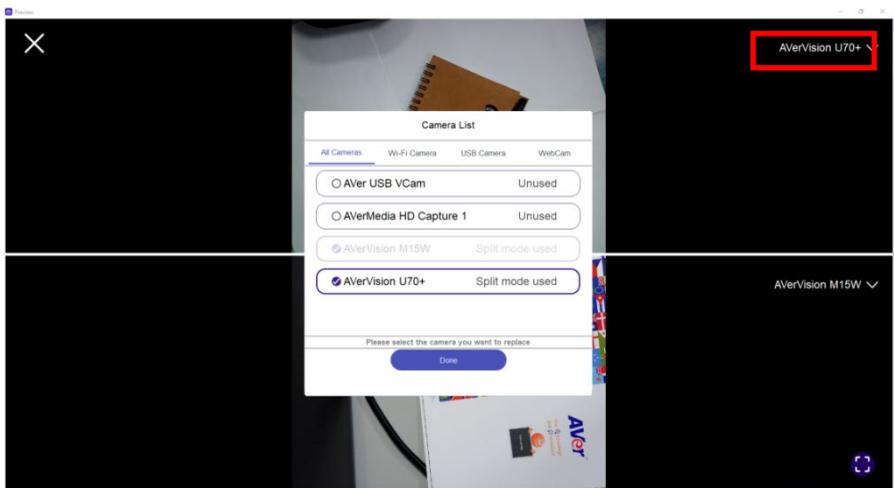
3. Select the second camera.



4. You will see the live view of 2 cameras.



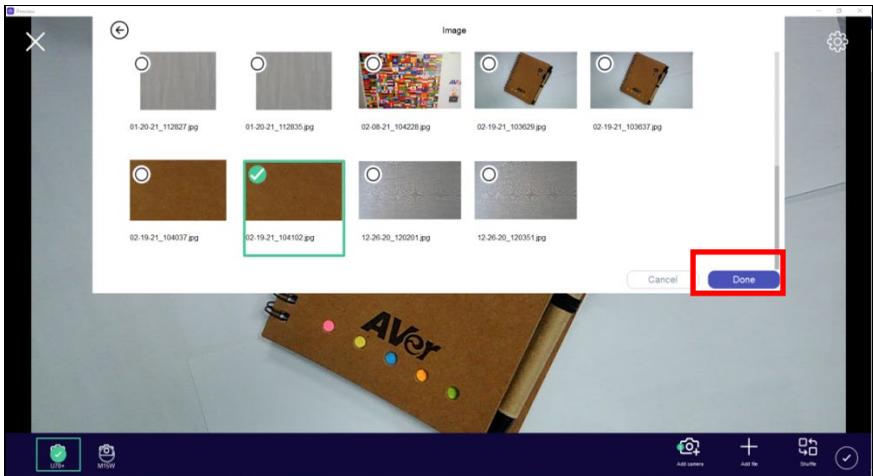
5. To reselect a camera, user can click camera name to open the camera list to select the camera he wants to replace. Click Done to confirm.

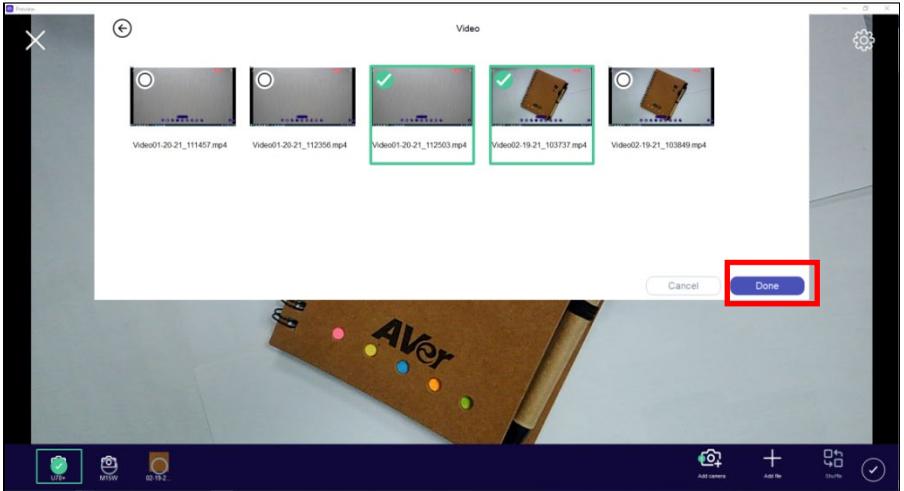


6. User can add more files (image or video) by clicking **Add file** button to reflect into bottom list. Click **Image** or **Video** to open the file.

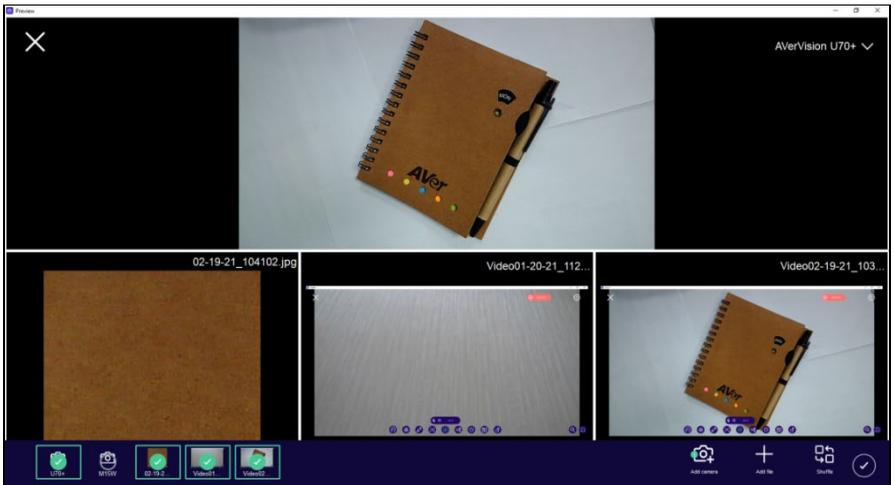


7. Select images or videos to add into the bottom list and click **Done**.

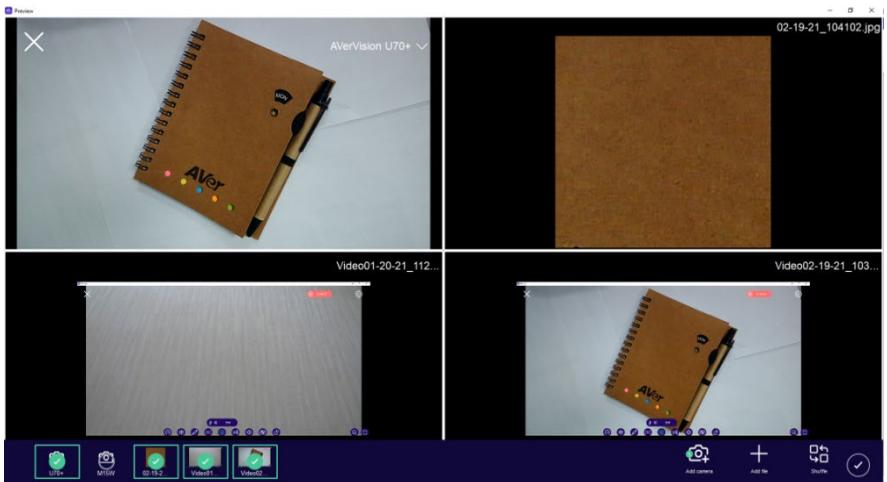
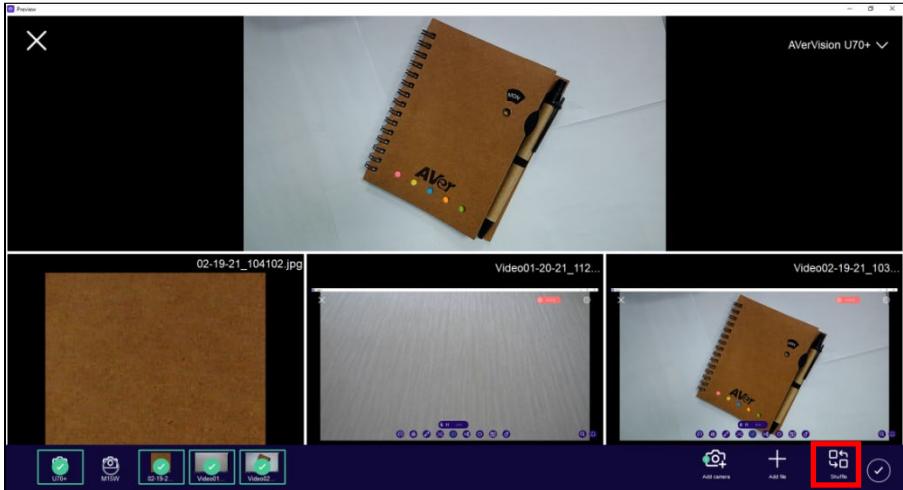




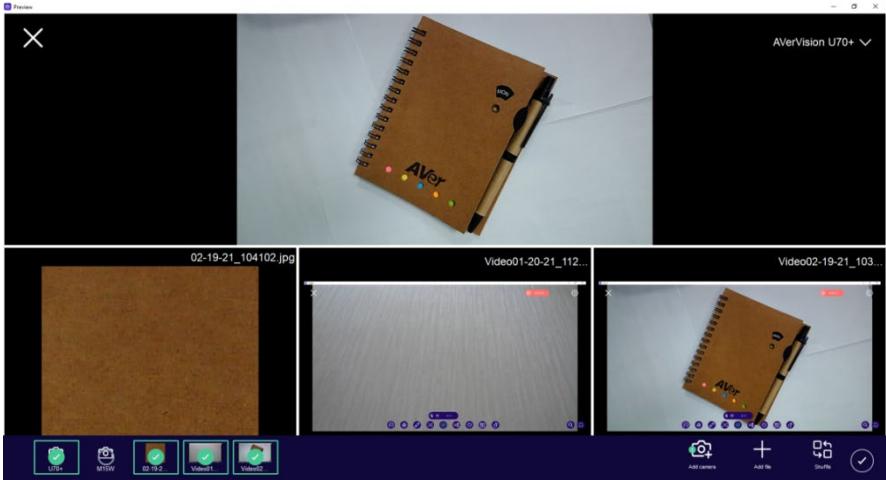
8. Up to four screens can be selected.



9. User can shuffle the files by clicking **Shuffle** button as well.

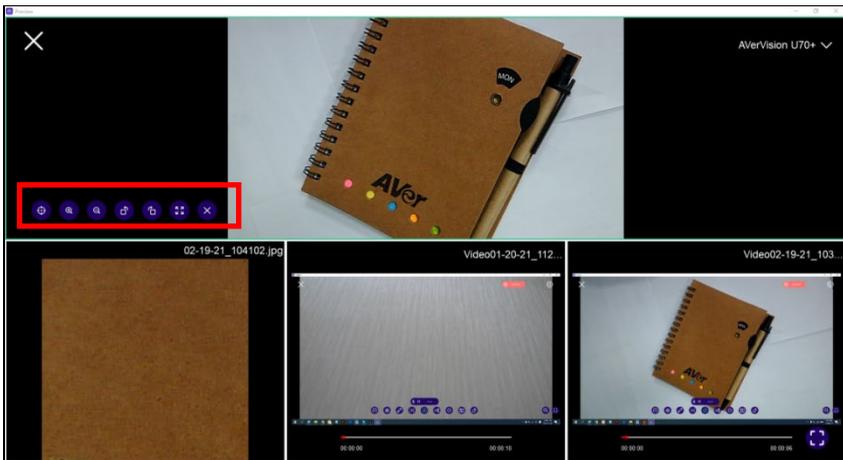


10. Click **Apply** button to confirm the selections.

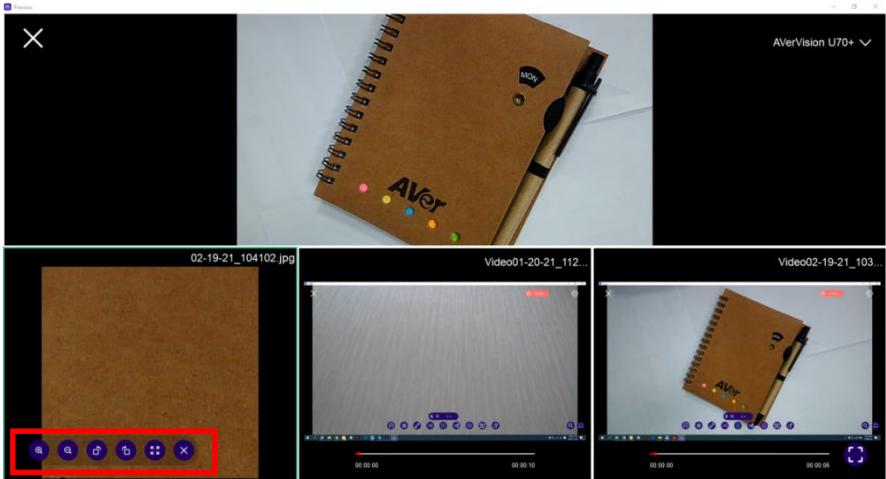


11. User can click the screen to open its tool bar. The selected screen will be framed with green lines.

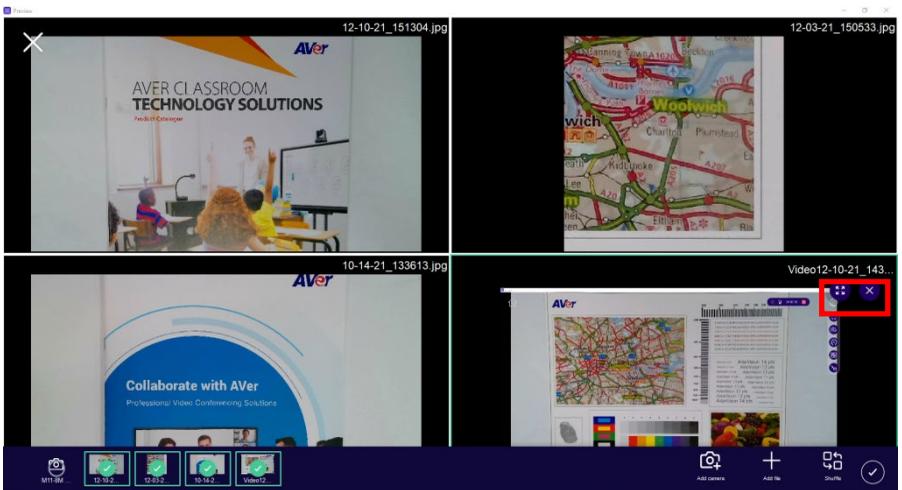
For AVer cameras, user can use the tool bar to auto focus, zoom in/out, rotate, enlarge, and exit the screen.



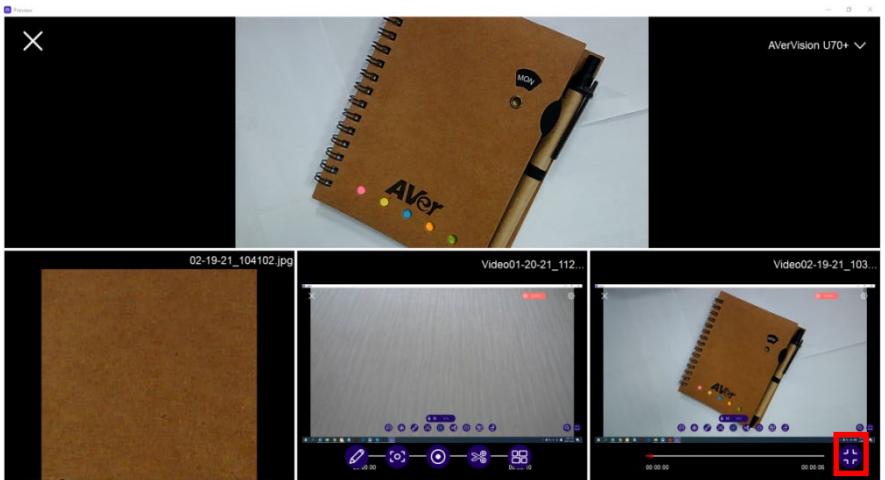
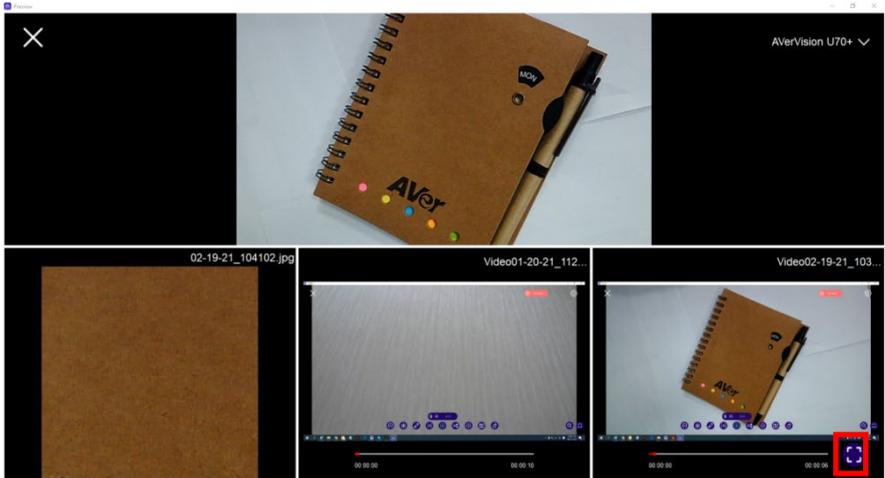
12. For images, user can use the tool bar to zoom in/out, rotate, enlarge, and exit the screen.



13. For videos, user can use the tool bar to enlarge and exit the screen.



14. User can click the Show/Hide Toolbar icon to open/hide the tool bar to use annotation, take a screenshot, record, snip, and split screens.



15. If you intend to record in the split screen mode:

1. Select **Record** on the bottom toolbar on the live view page.



2. Select **Split Screen** on the right-hand side toolbar and repeat the aforementioned steps (step 1-10). Only **Mute** microphone and **Screen record** are supported in the split screen mode.



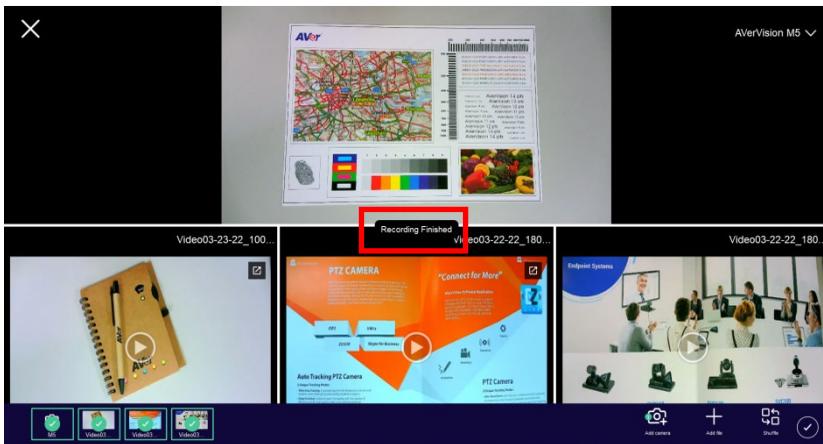
Click  to mute the microphone.

Click **Screen record**  to record the desktop.

Click  to pause recording.

Click  to stop recording.

The message “Recording Finished” in the center of the screen indicates the recording is saved.

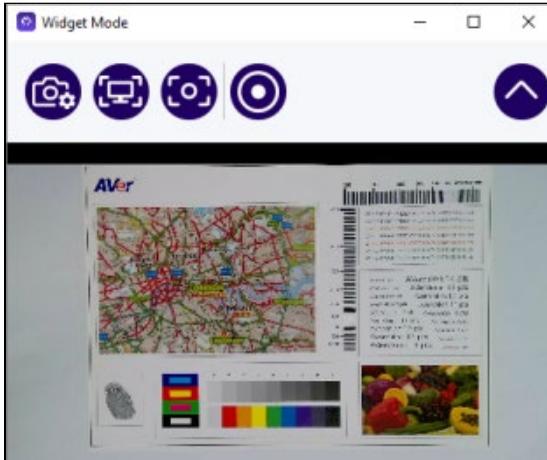


Widget Mode

1. On the camera live view, you can select  to access the widget mode.



2. You will see a small pop-up dialogue.



- Click  to access **Camera Control** functions.

➤ You can click  to **Zoom In**

➤ You can click  to **Zoom Out**

- You can click  for **Zoom Reset** and change the live view image back to its original zoom ratio.
- You can click  to **Freeze**: the live view image will be protected.
- You can click  to turn the camera image view 90 degrees anticlockwise.

- Click  to take a desktop screenshot and save the file.
- Click  to take a live view photo and save the screenshot.
- Click  and a recording control menu will pop up.



Click  to mute the microphone.

Click **Camera record**  to record the camera live view.

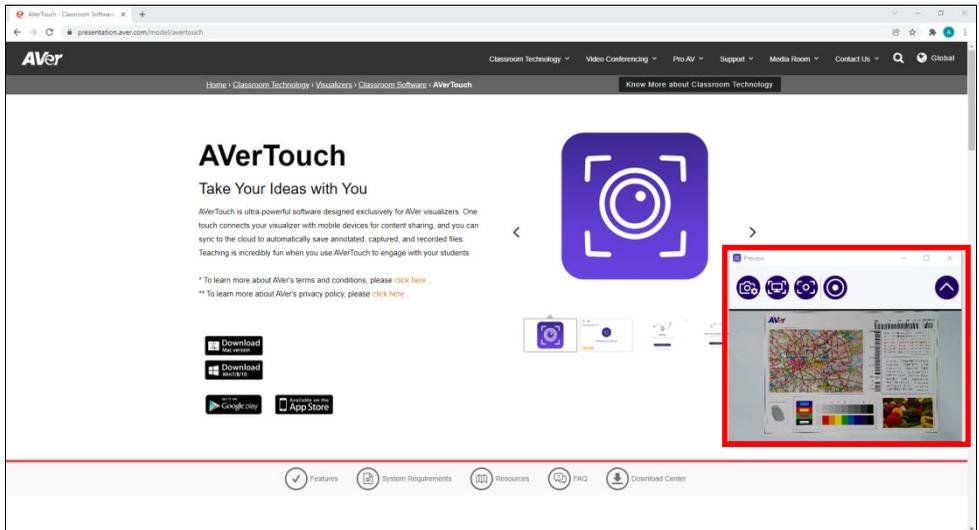
Click **Screen record**  to record the desktop.

Click  to pause recording.

Click  to stop recording.

- Click  to hide the live view. You can drag the small dialogue box anywhere on your desktop for later.

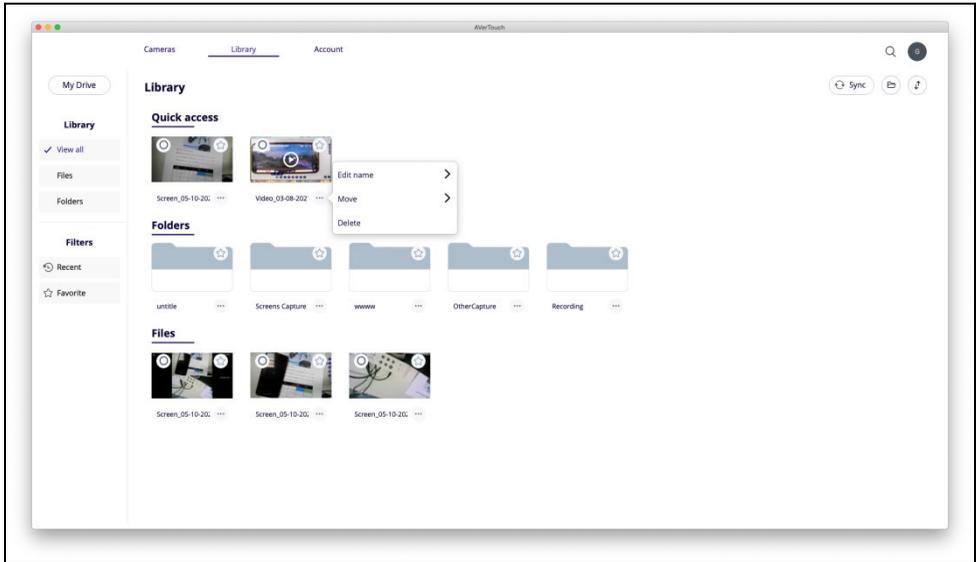
With widget mode, you can have AVerTouch ready for use while you browse the webpage for other teaching materials.



Library Page

Mac

Library is the place where all the media – Photos, Videos & PDF documents – is organized in one place.



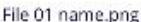
- i. User can go for quick access of files and folders those were previously

Quick access

visited.

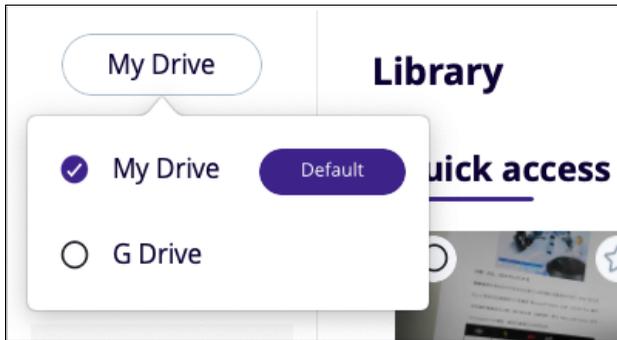
- ii. User can sort files and folders  alphabetically as well as date added.
- iii. User can tap on  present on top-right corner of image thumbnails to make any file and folder as Favorite in Local drive.

iv. User can view **Favorite** files and folders under 

v.   On tap of 3 dot icon, you will see options to delete, rename & move a file.

Drive Selection

In Library screen, you can click on drop down to bring out Drive selection pop-up as shown below,



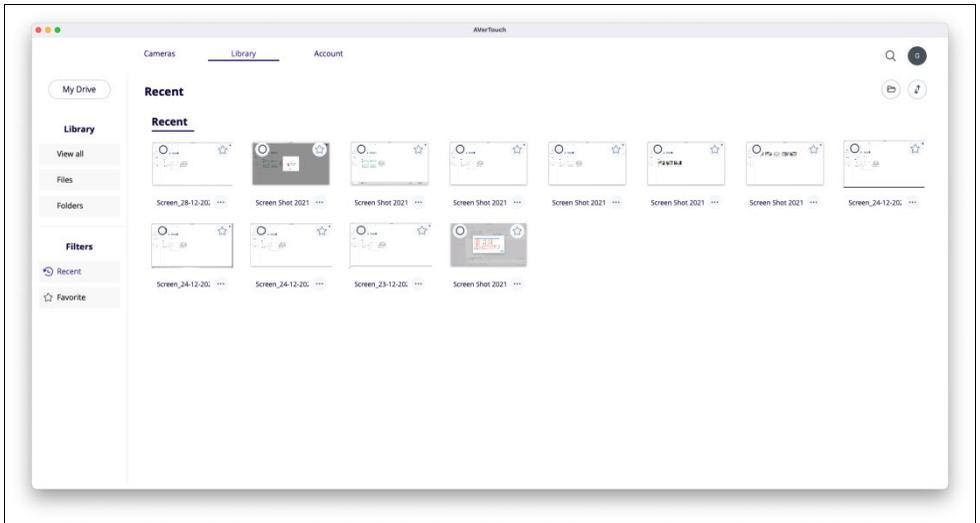
You will find options for

- My Drive (Device Local filesystem),
- G-Drive (Google Drive),

If you select G-drive, then respective Login page will open. Up on successful sign-in the data from cloud drive will be loaded into the library page.

Recent Section

Click **Recent** icon to show you all the recent files accessed over past 7 days.



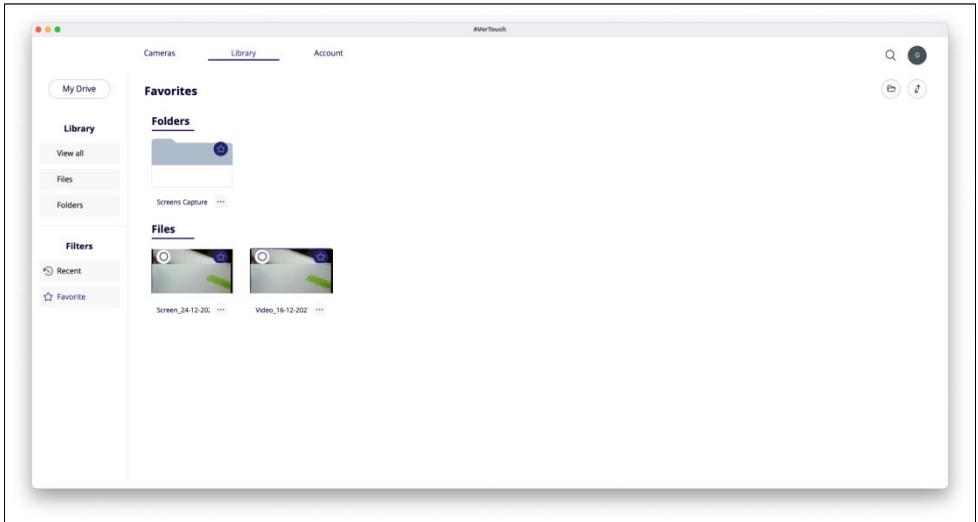
Favorite Section

Click **Favorite** icon to show all the Favorite files and folders for a user. If you have signed in the application, all your **Favorite** files will be saved even after logging out from the application.

You can remove any file from the **Favorite** screen by clicking blue star icon



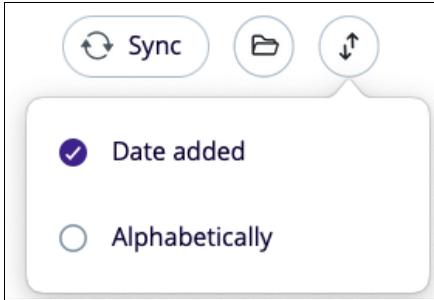
Once a file is made un-favorite, the star icon color will change to white color



Sorting

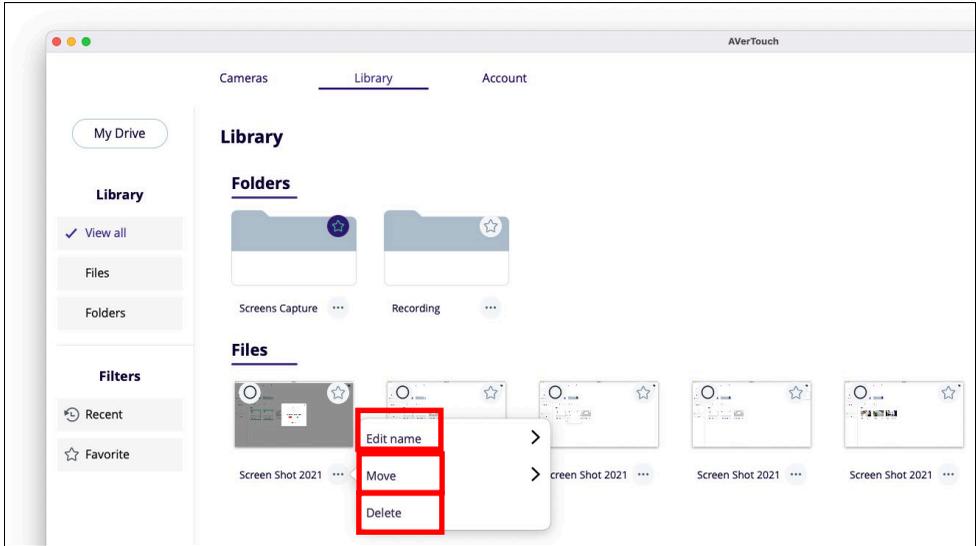
In Library Screen, the files can be sorted for ease of viewing as required. Click on the  icon to show up sorting options,

- Sort by Date
- Sort Alphabetically



Overflow Menu – Delete, Rename, Move

In Library Screen, you can delete, rename and move a file or folder.



Edit name: Rename the selected file.

Move: Move the selected file to a different folder.

Delete: Delete the selected file.

Sync Library

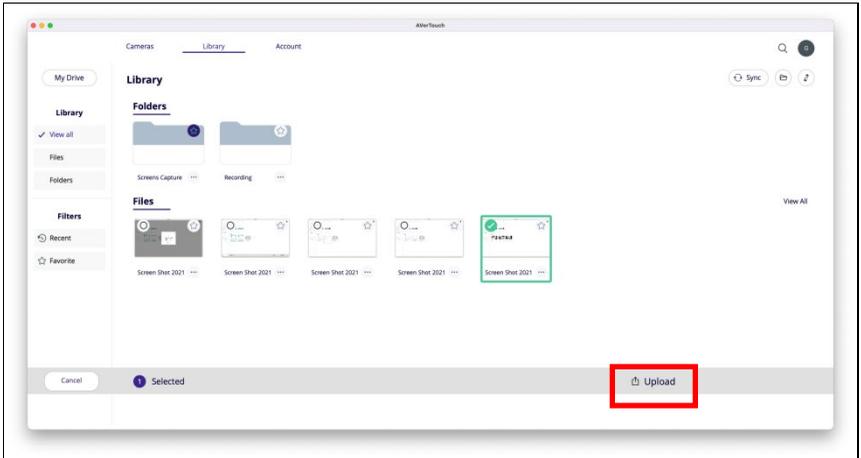
In Library screen, you will find one refresh icon as highlighted next to drive

selection.   

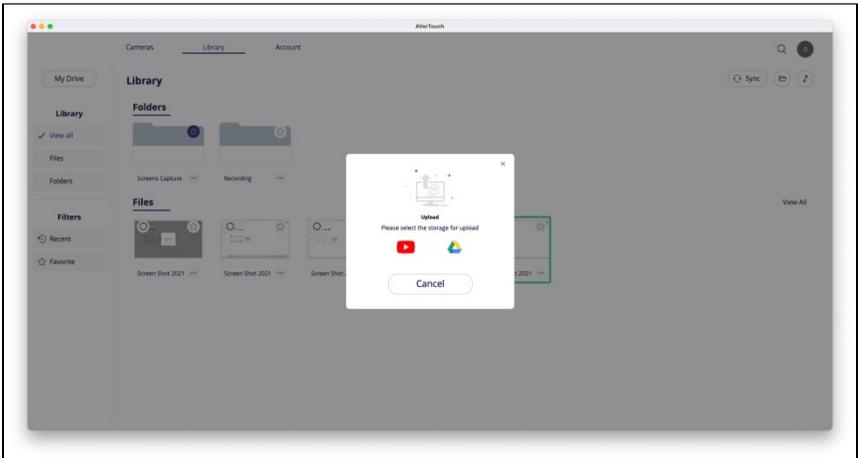
Clicking **Sync** icon will refresh the Library screen by fetching the recent data from the drives.

Upload a File to your Google Drive or Youtube Account

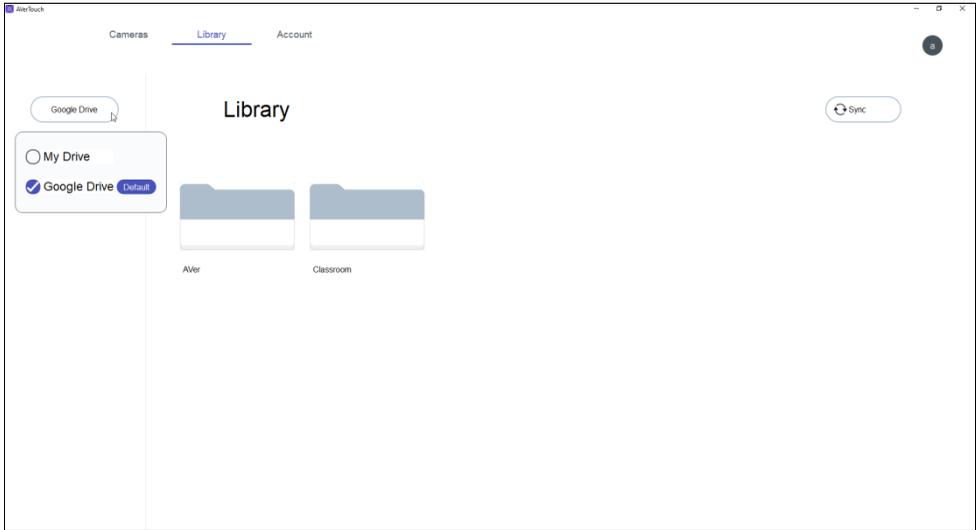
- 1 In Library screen, there is an option to upload files to your Google drive or Youtube account. Select the file you want to upload to your Google drive or Youtube account and click **Upload**.



- 2 Select whether you are uploading the file to your Google Drive or Youtube account.



Windows



Google Drive

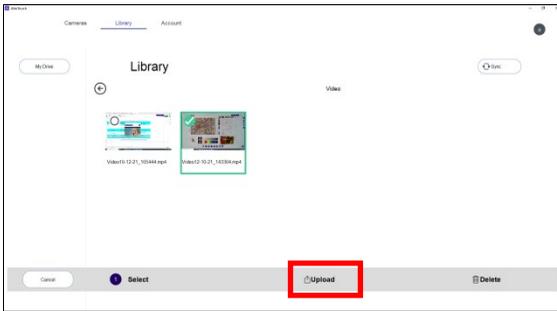
In Library, you can access folders and files in your Google Drive.

My Drive

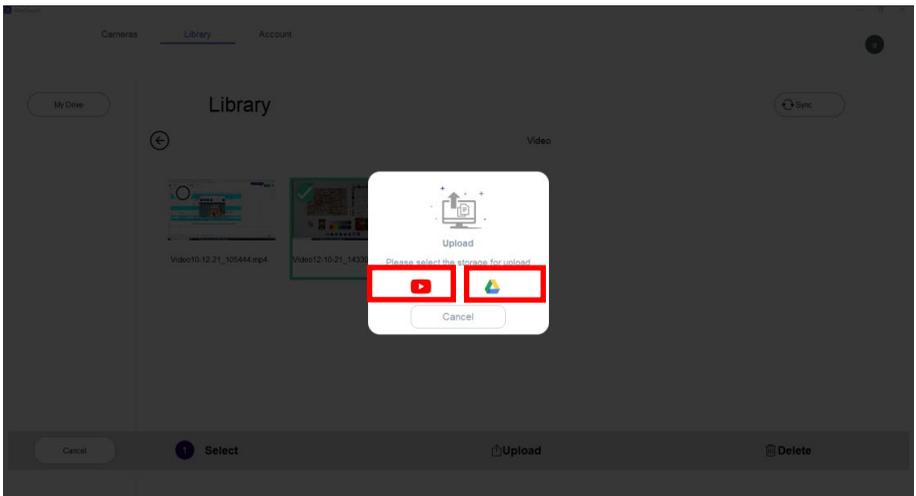
When accessing screenshots and videos captured in AVerTouch, click **My Drive**. You can click the **Google/My Drive** button to switch between **Google Drive** and **My Drive**.

Uploading Files to your Google Drive or Youtube account

1. Click on the file you intend to upload to your google drive. Click **Upload**.

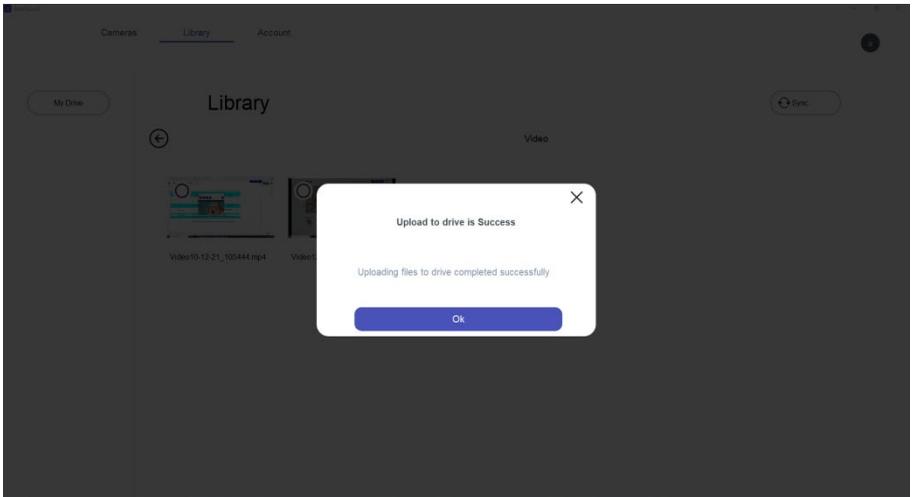


2. Select whether to upload your files to your Youtube account or Google Drive.



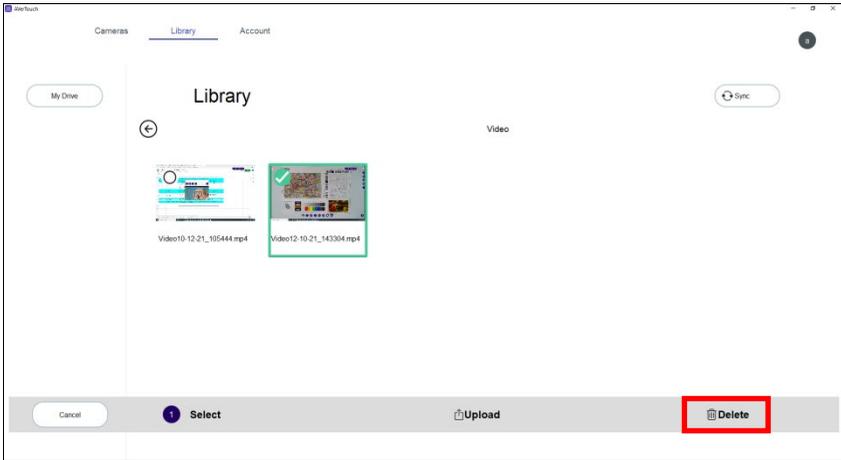
[Note] If you did not log in your Google account on AVerTouch previously, you will be asked to log in your Google account here.

3. After you select a platform for your file, the upload starts immediately and the process will be completed soon.

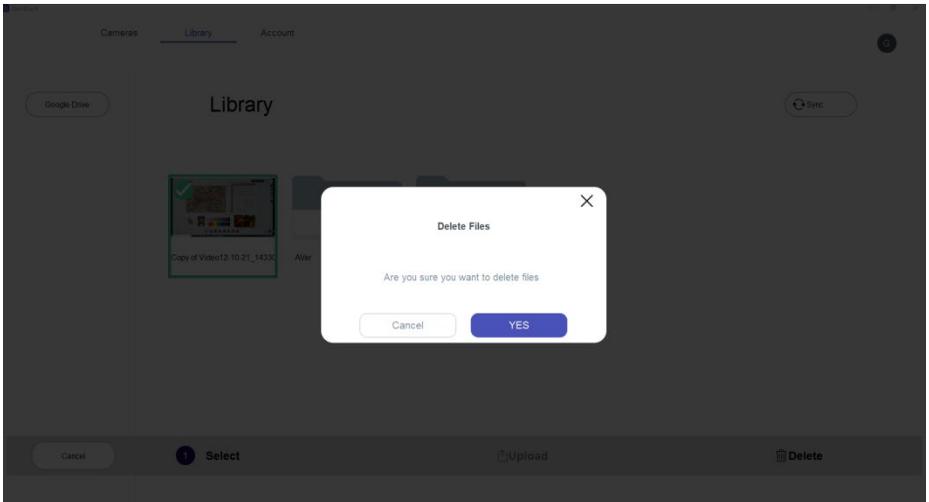


Deleting Files in My Drive or Google Drive

1. Click on the file you intend to delete in your Google drive or My Drive. Click **Delete**.



2. Your file will be deleted successfully.

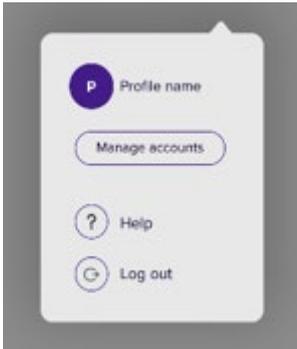


Account Page

Account page contains information about the user and the various settings user has done in his account.

Manage Accounts (Mac/iOS/Android only)

If you have signed-in to the application, click **Manage accounts** button to go to account details.



To manage account, select from profile popup or overflow view.

You can edit the required information listed in **Edit Account** page and save it.

0:41 AM 100%

← Edit account 🔍 ⚙️ P

Username
Username

Email address
User@email.com Change

Password Change

School name
Enter School

School Location
Enter School Location

Teacher of
Middle School ▾

Subject
English × ▲

In **Edit account**, user can change:

- **Username**
- To change **Email address**, select **Change** button.

The screenshot shows the 'Edit account' screen of a mobile application. At the top, there is a back arrow, the title 'Edit account', a search icon, a settings gear, and a profile icon. The form contains the following fields and buttons:

- Username:** A text input field with the placeholder 'Username'.
- Email address:** A text input field with the placeholder 'User@email.com' and a 'Hide' button on the right.
- New email:** A text input field.
- Current password:** A text input field with a toggle icon on the right.
- Update email:** A purple button.
- Password:** A text input field with a 'Hide' button on the right.
- New Password:** A text input field with a toggle icon on the right.
- Current Password:** A text input field with a toggle icon on the right.
- Save Password:** A purple button.

At the bottom of the screen, there is a link: 'Forgot your password? Reset by email'.

ssword, select **Change** button.

- To change **Teacher**, select any one from dropdown list.
- **School name** - To change school name.
- **School Location** - To change school location.

Username

Username

Email address

User@email.com Change

Password Change

School name

Enter School

School Location

Enter School Location

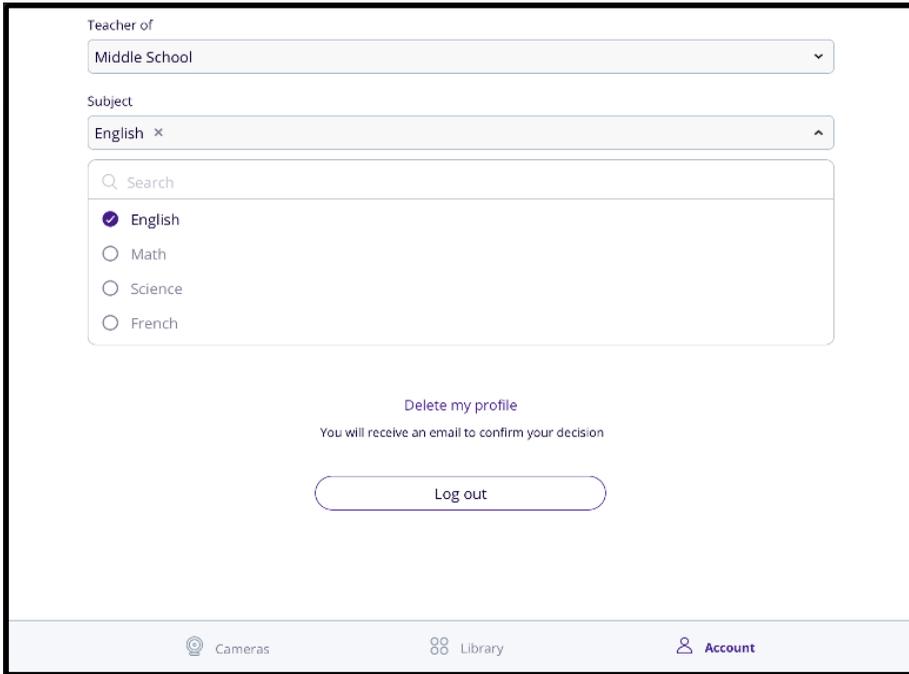
Teacher of

Middle School

Subject

English

- To select one or more subject, user can search in **Search box**.
- To delete profile, select **Delete my profile**.
- To log out, select **Log out**.



Manage Drives

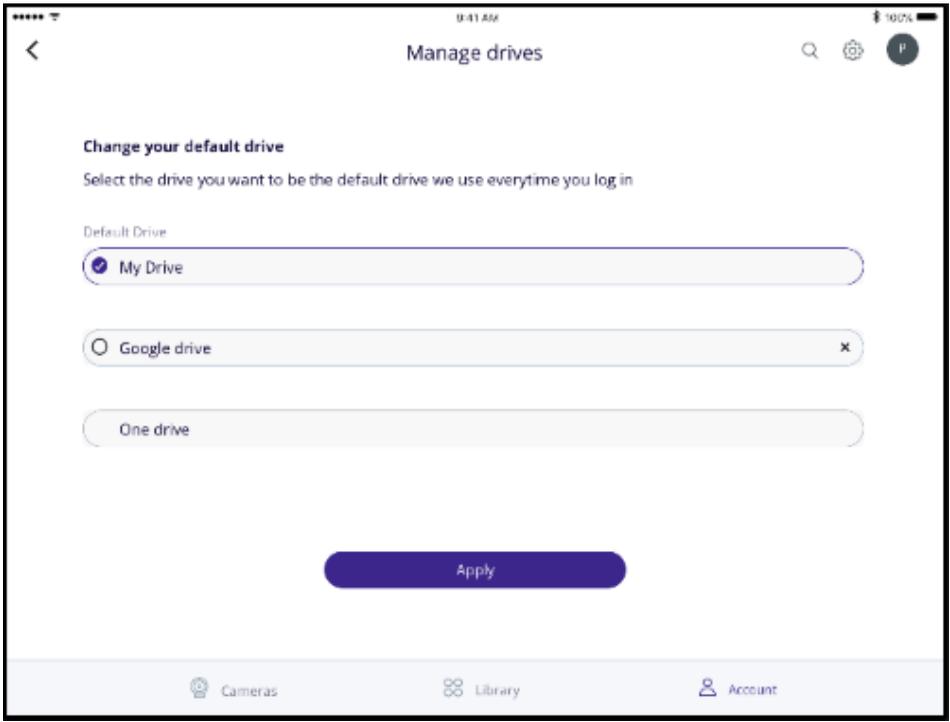
Manage drive option provides facility to the user to make any drive of one choice as default drive for uploading files. The default drive selection will be useful when one takes screenshot or record a video from the camera and these files then seamlessly gets uploaded to default drive behind the scene.

By default,

when you sign in via Google account, Google Drive is default drive.

when you sign in via Microsoft account, One drive is default drive (iOS/Android only).

[Note] For One drive, you will be required to sign in separately even if you have logged in via Microsoft account.



Help Guide

Help Guide option will show up this current document. You can refer the document to get help on relevant topics.

DocCam Tour

DocCam Tour option will show up a series of screens covering the important features of the application.

Version

This shows the current version of software. Click **Check for updates now** button to check if this version is up-to-date.

Languages

This shows the options of languages. Click the language of your choice.

[Note] You can manually select a language on Windows Operating System from Microsoft. If you are accessing AVerTouch using Mac Operating System, the language will automatically be switched to that of the Mac Operating System.

Privacy Policy

This shows the Privacy Policy associated with the application.

Terms of Service

This shows the Terms of Service associated with the application.