

## Step-by-step guide

## Connecting your AVer document camera with Google Hangouts

What you need:

- AVer document camera
- USB cable
- Desktop/laptop computer
- Google/Gmail account for Google Hangouts
- 1. Connect your AVer doc cam to your computer using the included **USB cable**. Depending on your document camera model, some may need to be plugged in and powered on while others will be powered by the USB connection to your computer.



2. Sign in to your **Gmail account** from your desktop or laptop.

3. Once you have signed in to your account, click the **settings icon** located in the upper right-hand corner.

1 =	M Gmail	Q Search mail			•	⊘ Ⅲ	C
+	□- C :					\$	11
-	Primary	Socia	al	Promotions			
*							0
0		Your Promotions tab is	empty.				
>		Deals, offers and other ma	arketing emails will be shown	n here.			+
2,		To add or remove tabs clic	sk inbox settings.				
20							
88							
-							
- 🐍							
	14.43 GB (96%) of 15 GB us Manage	ed	Terms - Privacy - Program P	olicies	Last account activity: 3	0 minutes ago Details	
							>

4. Now locate and select Hangouts.



5. Select video call to use your **AVer document camera.** 



6. If this is your first time using **Google Hangouts**, this screen will prompt you to allow access to your microphone, webcam, and doc cam.



7. You are now ready to invite your students.



8. Select settings to change from your webcam to your AVer document camera.



9. You will see a **mirrored image** in your preview window, but the attendees will see the correct orientation.



10. You can also participate in group **messages**. (see previous photo- bottom left corner to activate)

Hide messages 🗸				
		Chuck has left the call	+2.¢≎ :	
	Now Nukes - 1951	Puzzie Fonty-one First Self-Service Elevator - 18		
	BRFEDER reactor DECEMBER 20, N 0 1951 D V DEMONSTRA- I E TION project H R	T N E I C I F F F I S O O I N S N I C R W N D T T X E A U T Z C I T O W C L A O A S R N F N T R L O D I E T I LANDIXC R R S C D D N A F D L E N V S IDWE		
	ELECTRICITY N A Atomic ENERGY O M Commission O M ENGINEERS I E EXPERIMENTAL S N breeder c	E C O E I A I C D O F T O E D MECHANI SH T V L N I N T N R E R L I OTIS Ferator A I F T I F A I G A E C T E L Company T E G A P C I F C O D O PASENCISS		
	Enrico FERMI Turbine I K GENERATOR M J GOVERNMENT Y 0 HEAT K T	A C R U N F W R R E U R U A R V T R E V N O C F V M S A R O Generation E S W A I T I N G T I M E D O Generation F O R C R U A R C R O Generation F O R C R C R C R C R C R C R C R C R C R	$ \begin{array}{ c c c c c c c c c c c c c c c c c c c$	
	HISTORICAL W L monument LABORATORY Scientific P	EPRCBPASSENGERS ARCHITECTS AUTOTRONIC TRAFFIC FLOW ATTANTIC CONVERT RAINING CONVERT RAINING	initial 1000 ± weeklik Z ∈	
← Send a message to everyone in the call ►		*		

11. Click here for other different **options**. (you can do this prior to step 5)

