



# Step-by-step guide

## Connecting your AVer document camera with Google Hangouts

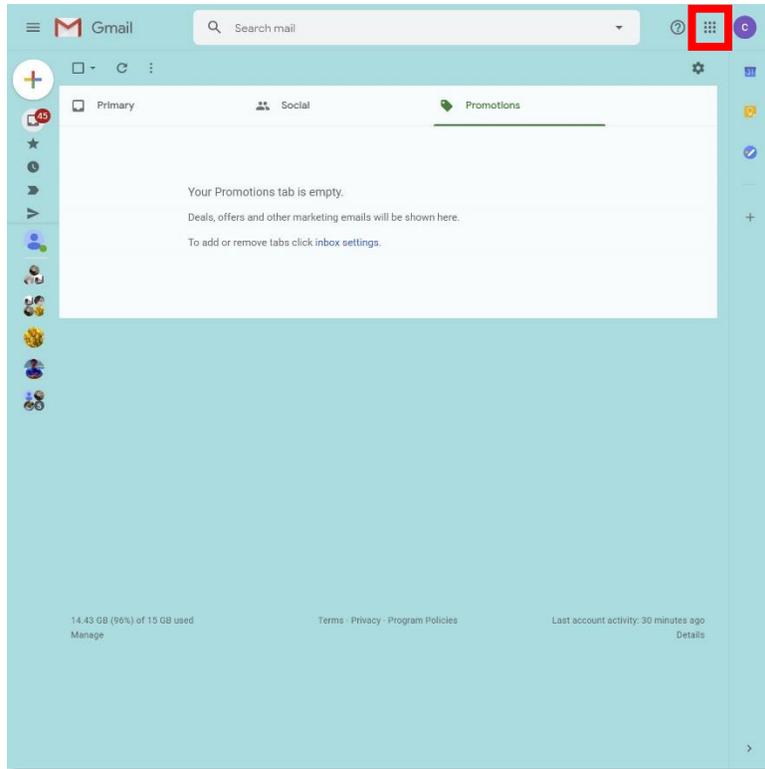
### What you need:

- 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.

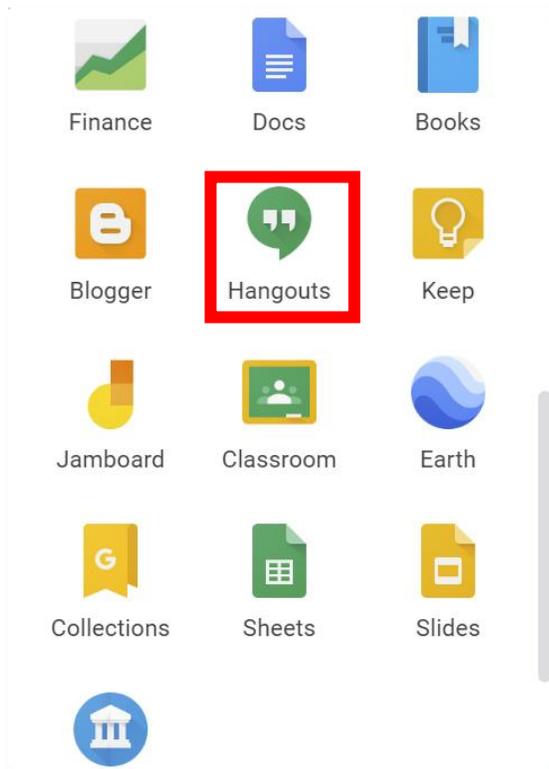


2. Sign in to your **Gmail account** from your desktop or laptop.

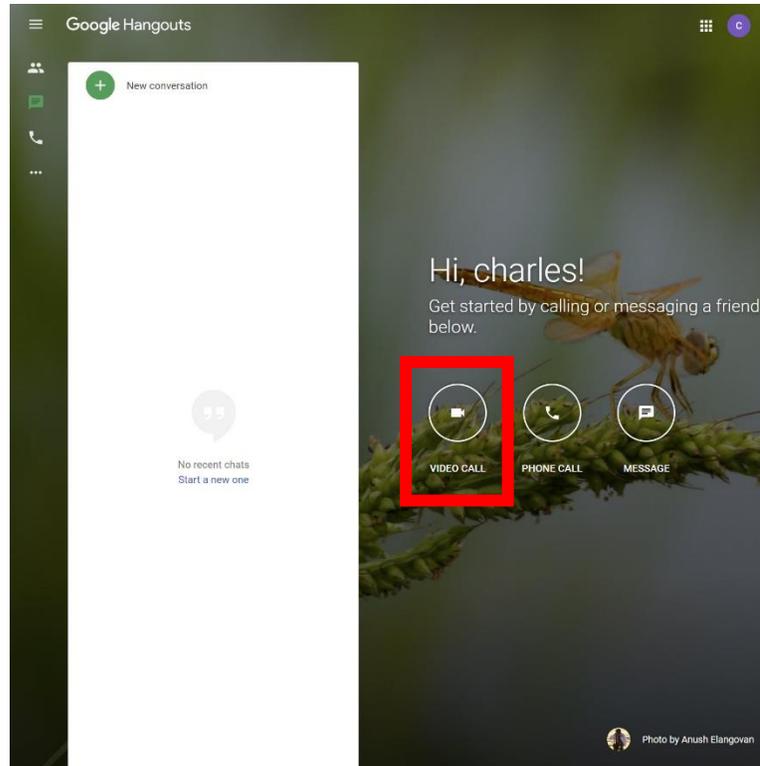
3. Once you have signed in to your account, click the **settings icon** located in the upper right-hand corner.



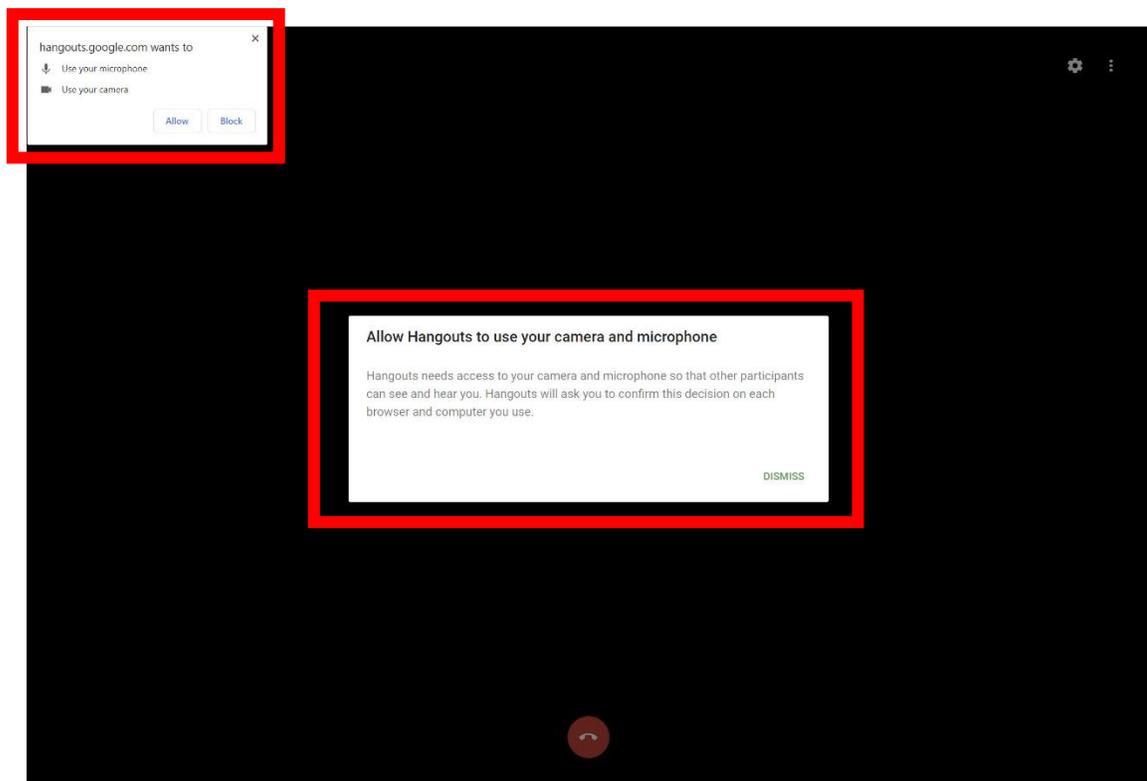
4. Now locate and select **Hangouts**.



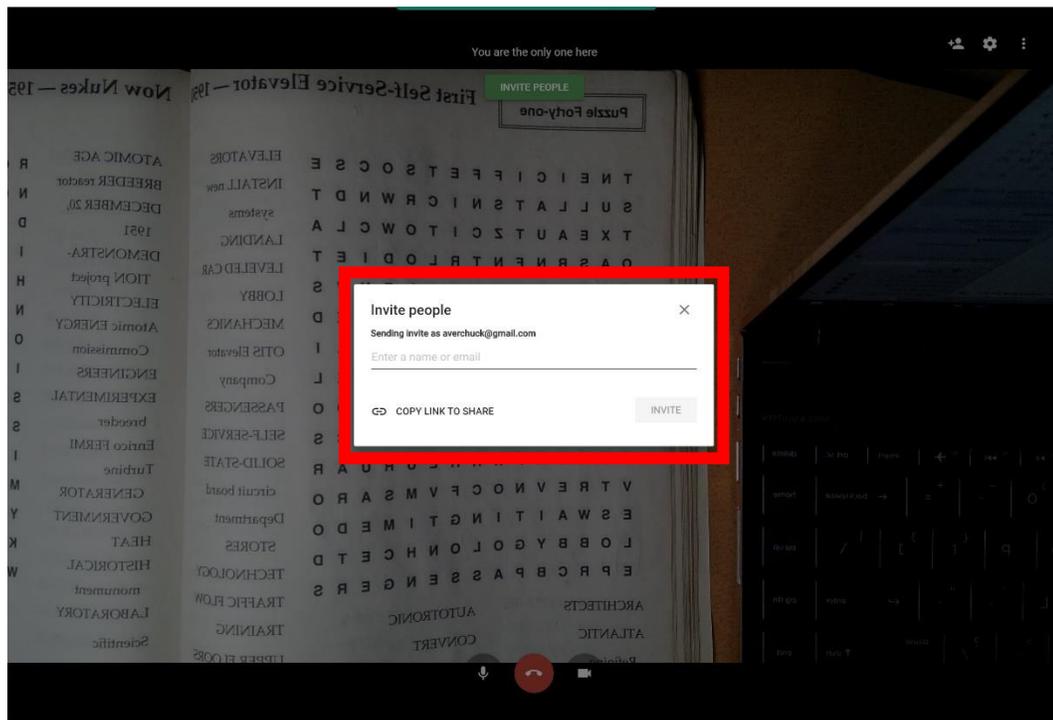
5. Select video call to use your **AVer document camera**.



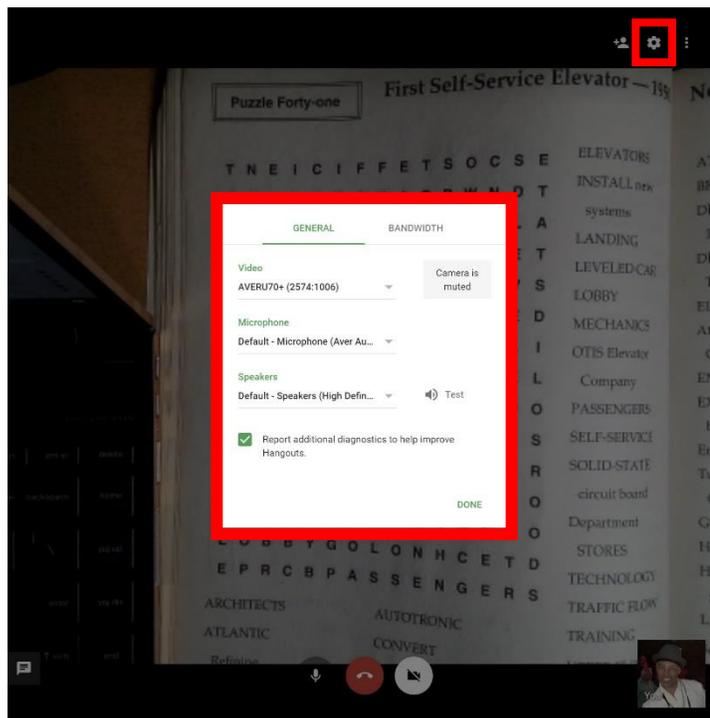
6. If this is your first time using **Google Hangouts**, this screen will prompt you to allow access to your microphone, webcam, and doc cam.



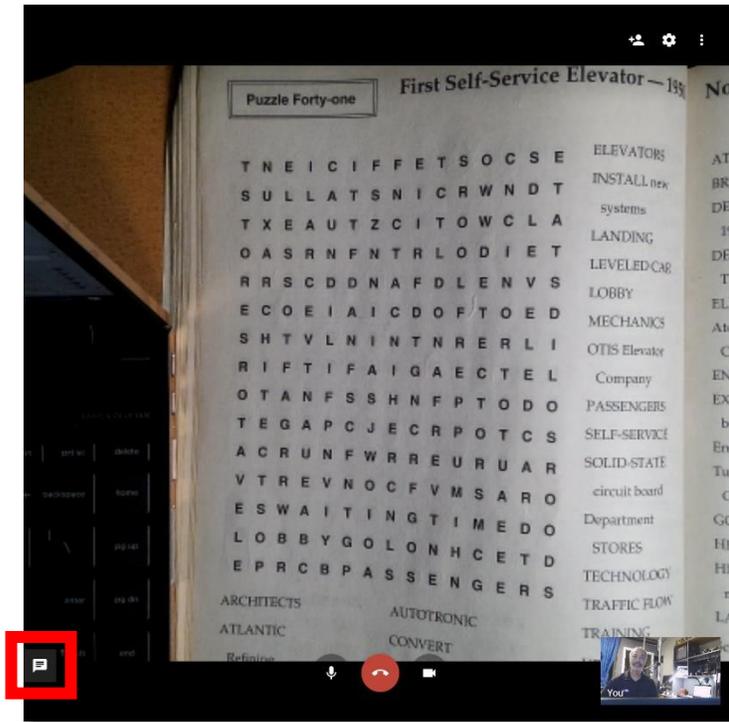
7. You are now ready to **invite** your students.



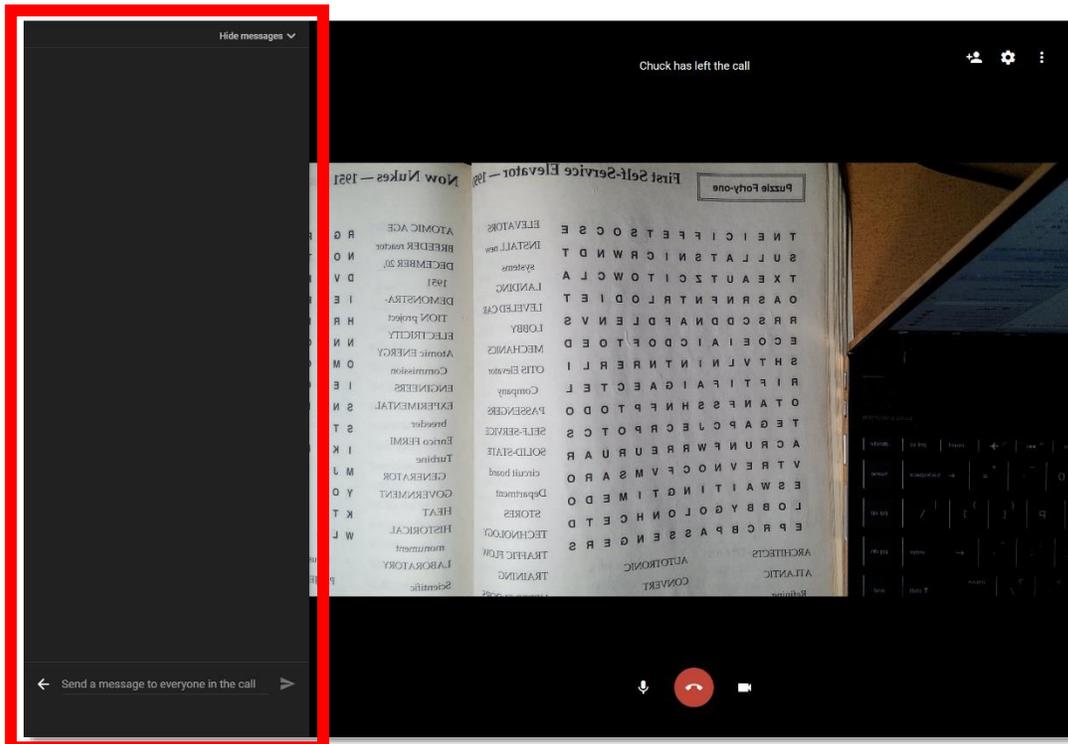
8. Select settings to change from your webcam to your **AVer** document camera.



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)



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

