



Step-by-step guide

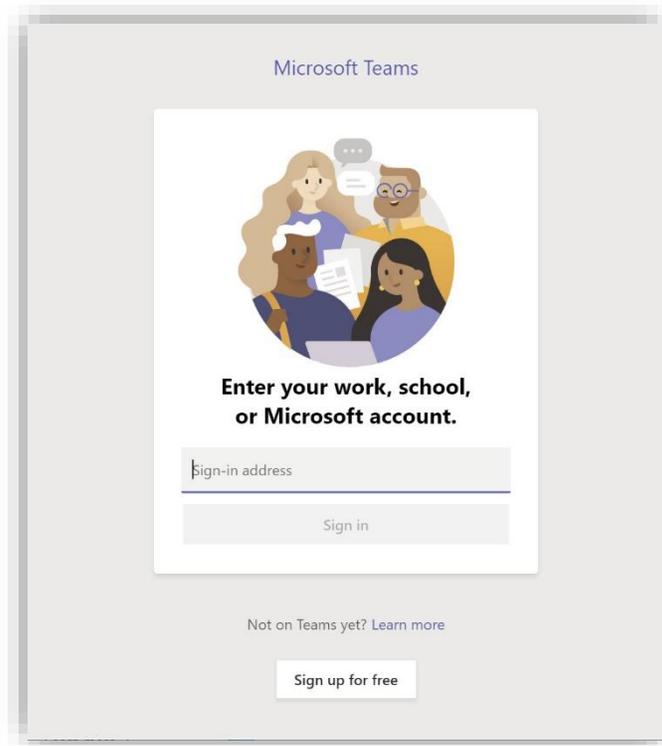
Connecting your AVer document camera with Microsoft Teams

What you need:

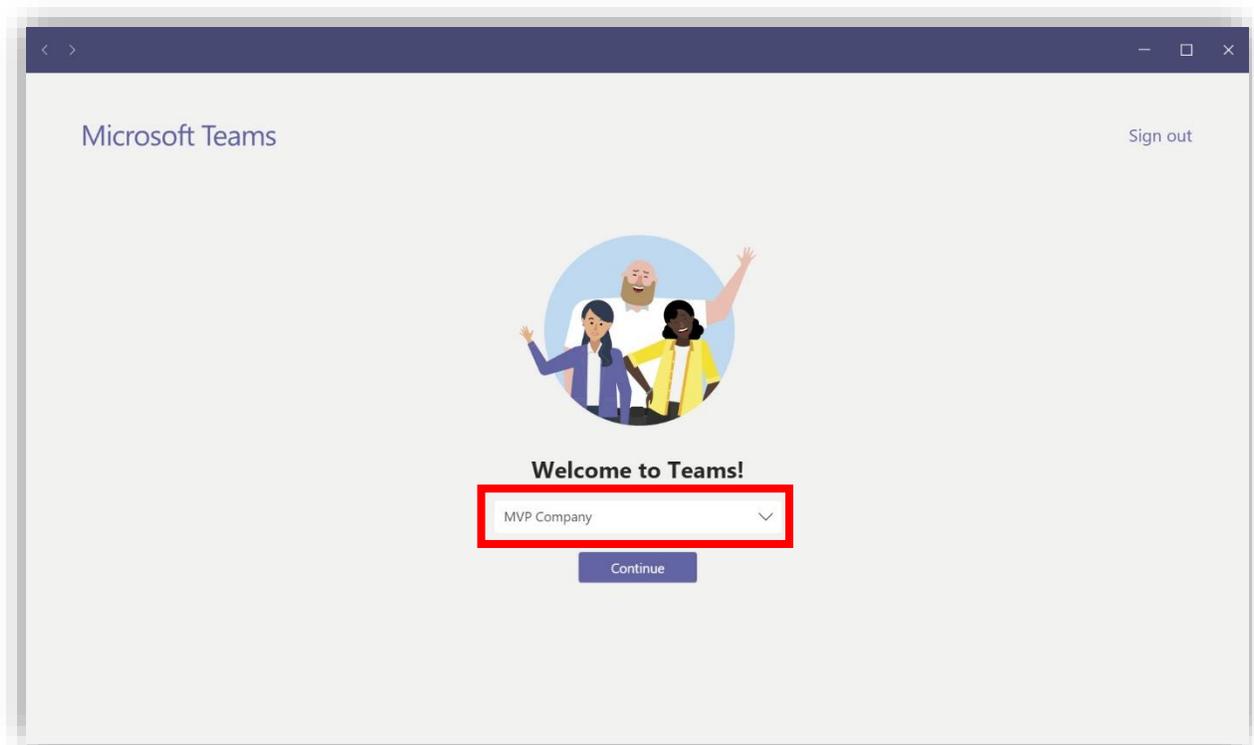
- AVer document camera
 - USB cable
 - Desktop/laptop computer
 - Account for Microsoft Teams
1. Connect your AVer doc cam to your computer using the included **USB cable**. Depending on your document camera model, some may need to be plugged in and powered on while others will be powered by the USB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



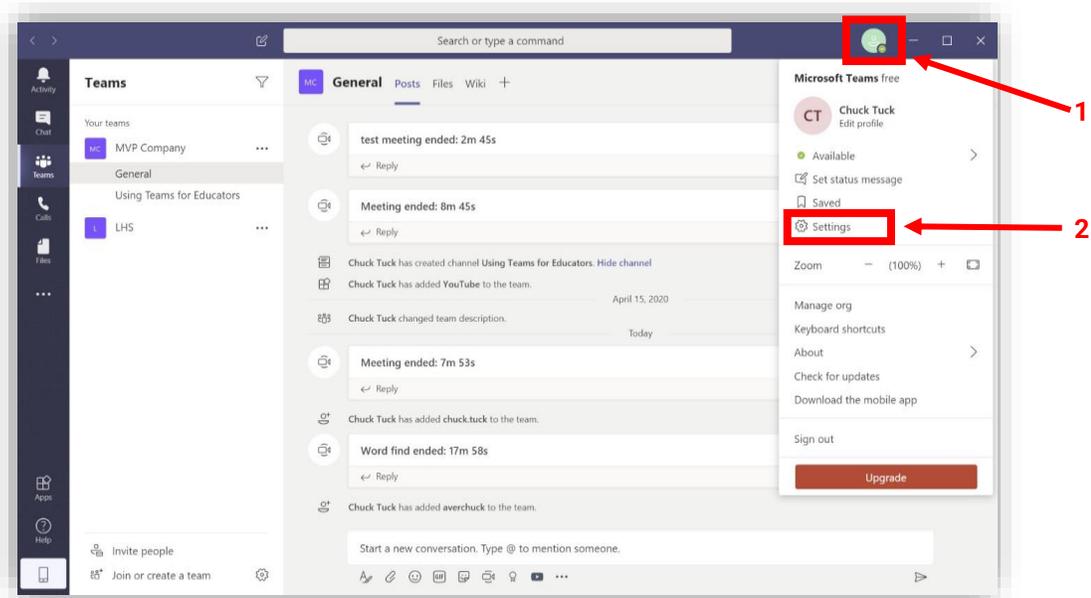
2. Sign in to your **Microsoft Teams** account from your desktop or laptop.



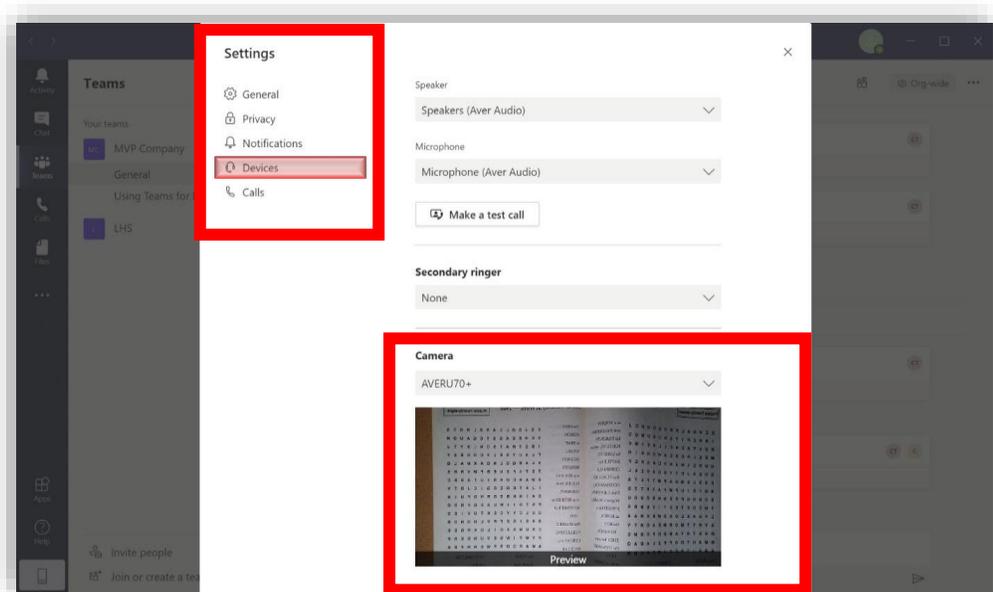
3. If you have setup multiple Teams (classrooms) select the appropriate one here.



4. Once you have signed in to your account, click your **profile photo** (1), then settings (2) located in the drop-down list.

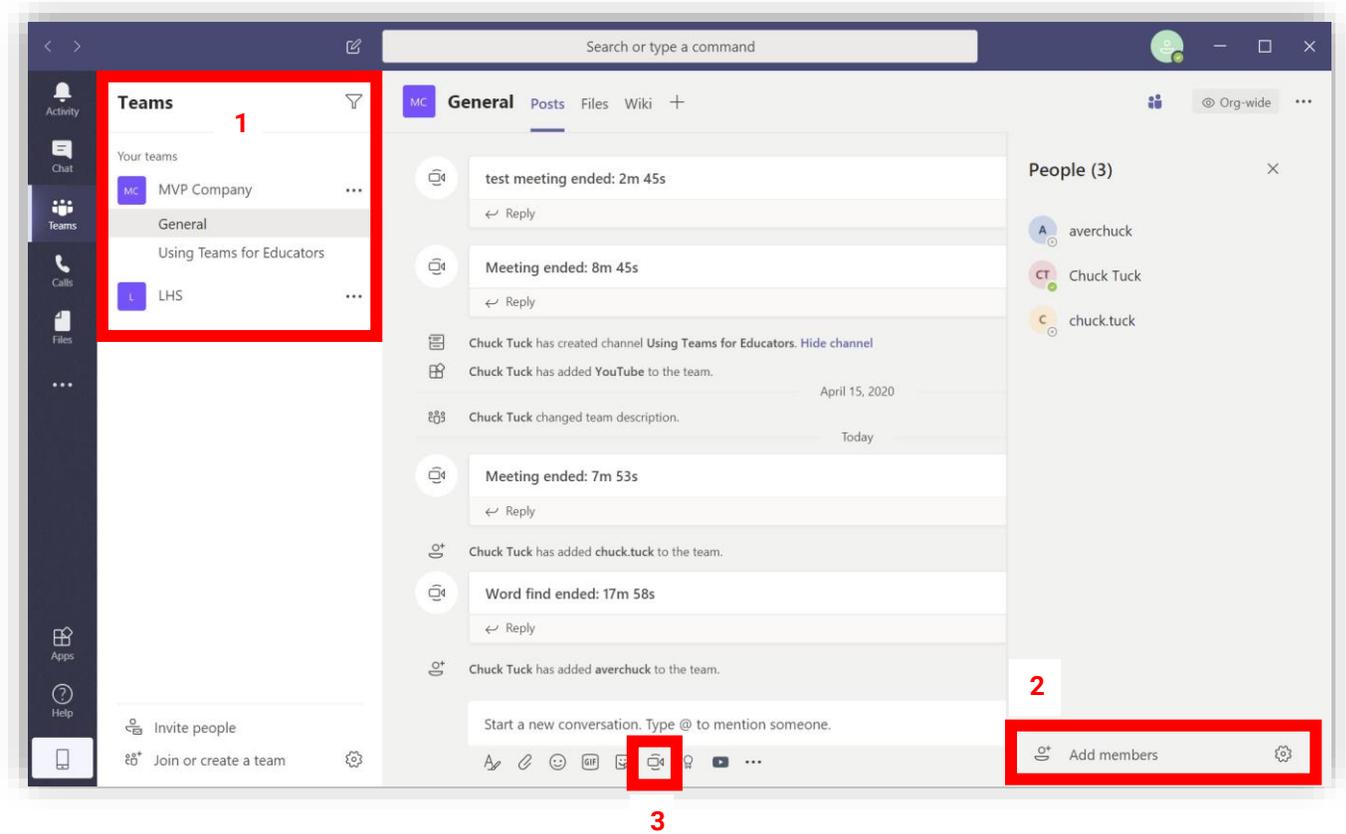


5. In the setting tab, select **Devices** then camera to choose your AVer doc cam.

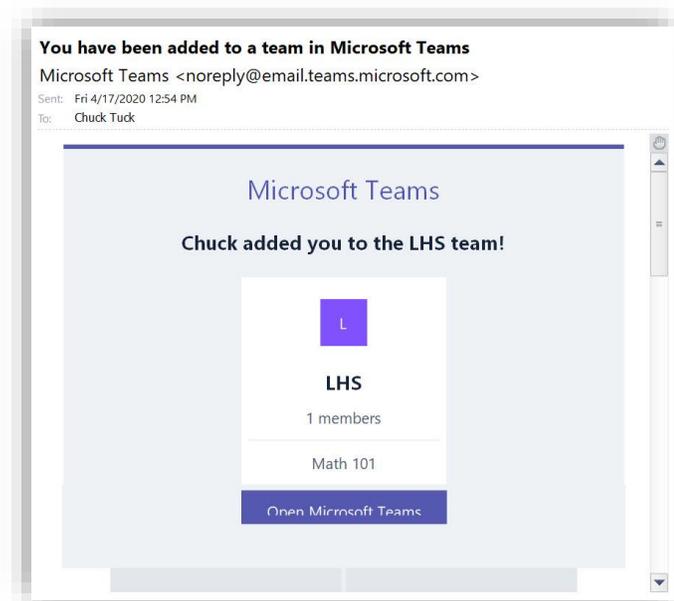


Your preview image may be mirrored, but your attendees will see the correct orientation

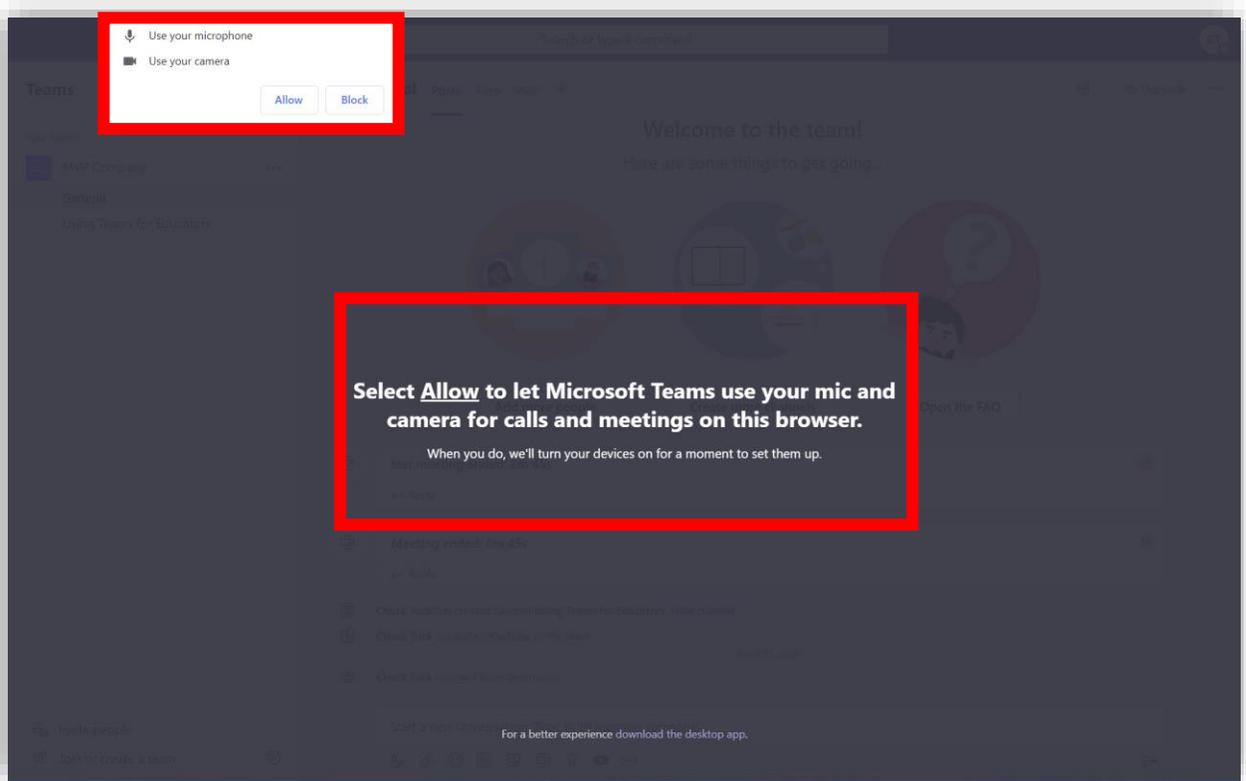
6. Go back to the home screen, select your **Teams (1)**, **Add members (2)**, then select the **camera (3)** icon at the bottom center



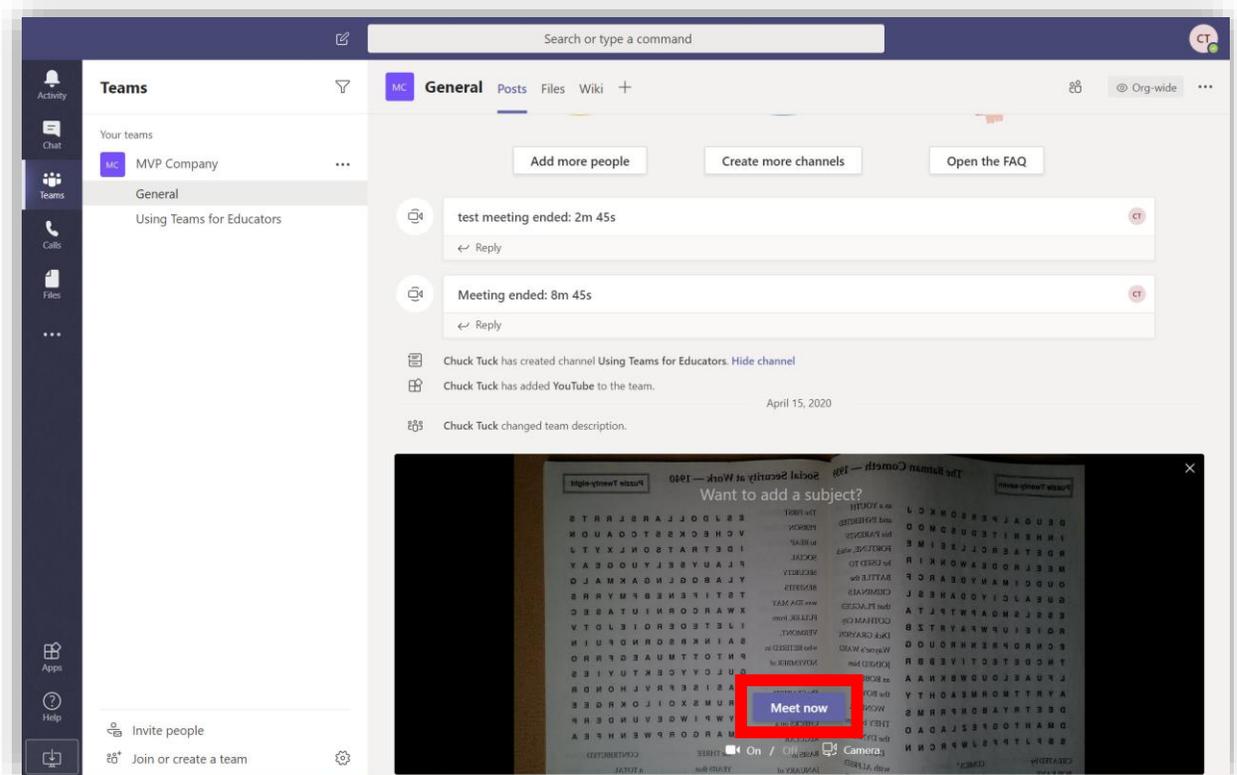
7. Your students will receive this **message** the first time you send an invite.



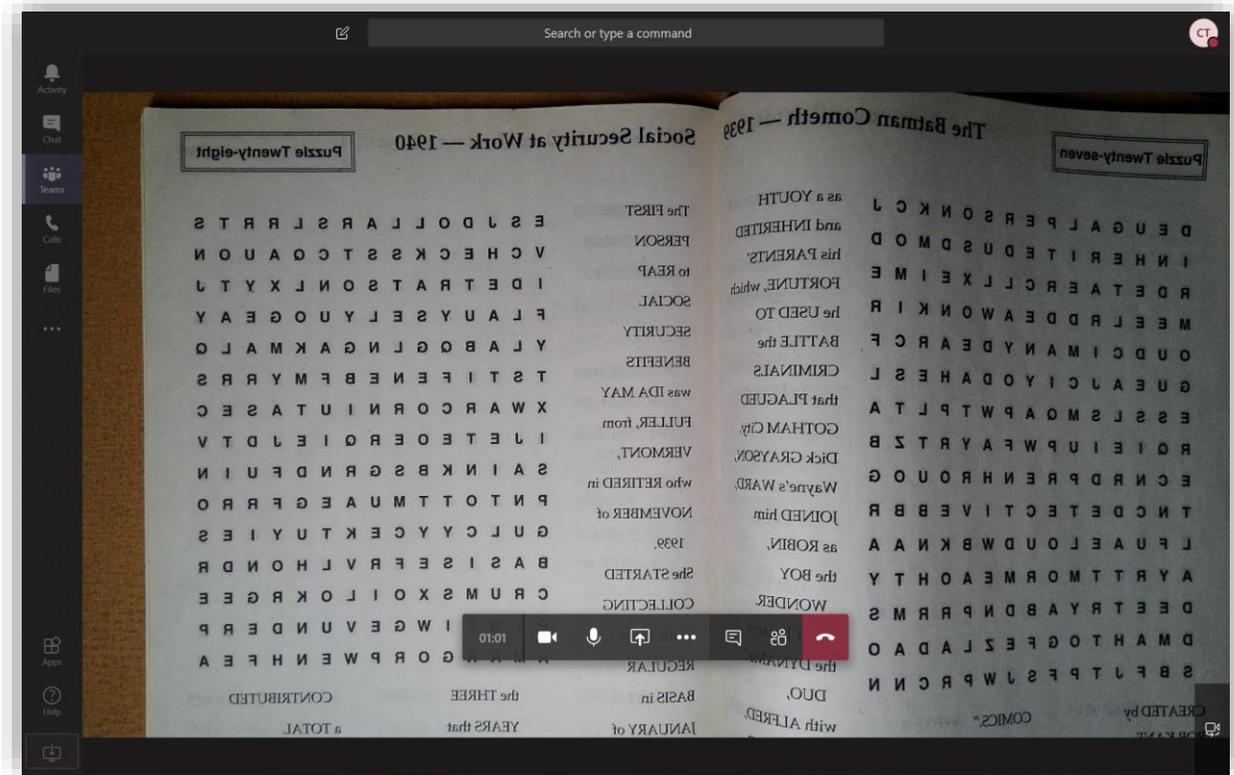
8. If this is your first time using **Microsoft Teams**, this screen will prompt you to allow access to your microphone, webcam, and doc cam.



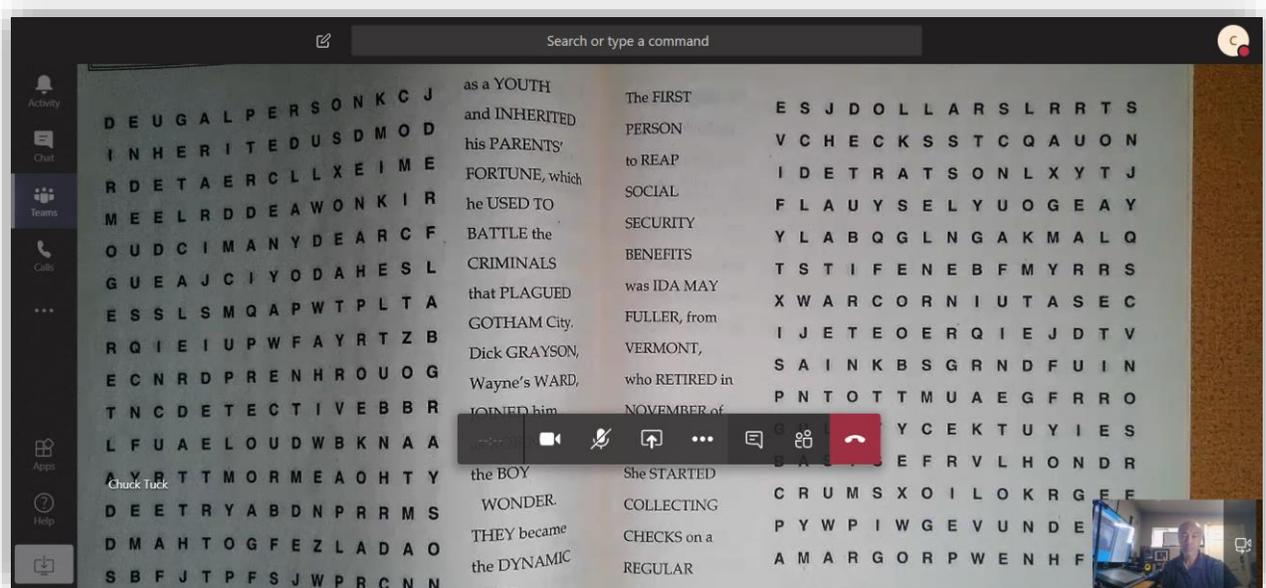
9. Click Meet now to broadcast to your students



Your image may be mirrored, but your attendees will see the correct orientation



10. This is what your **students** will see.



You are now ready to begin your lesson.