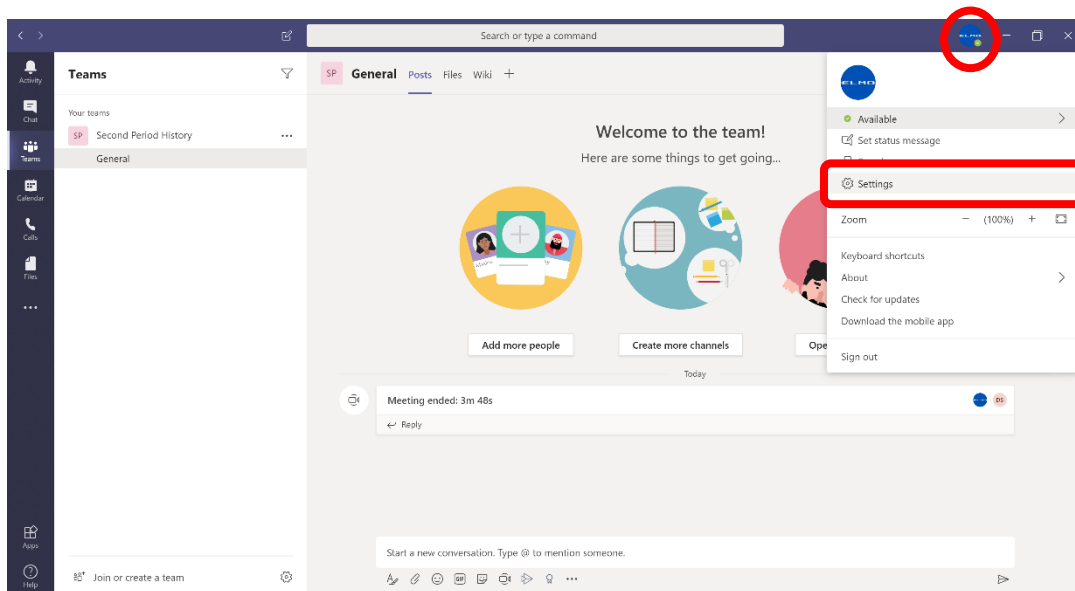


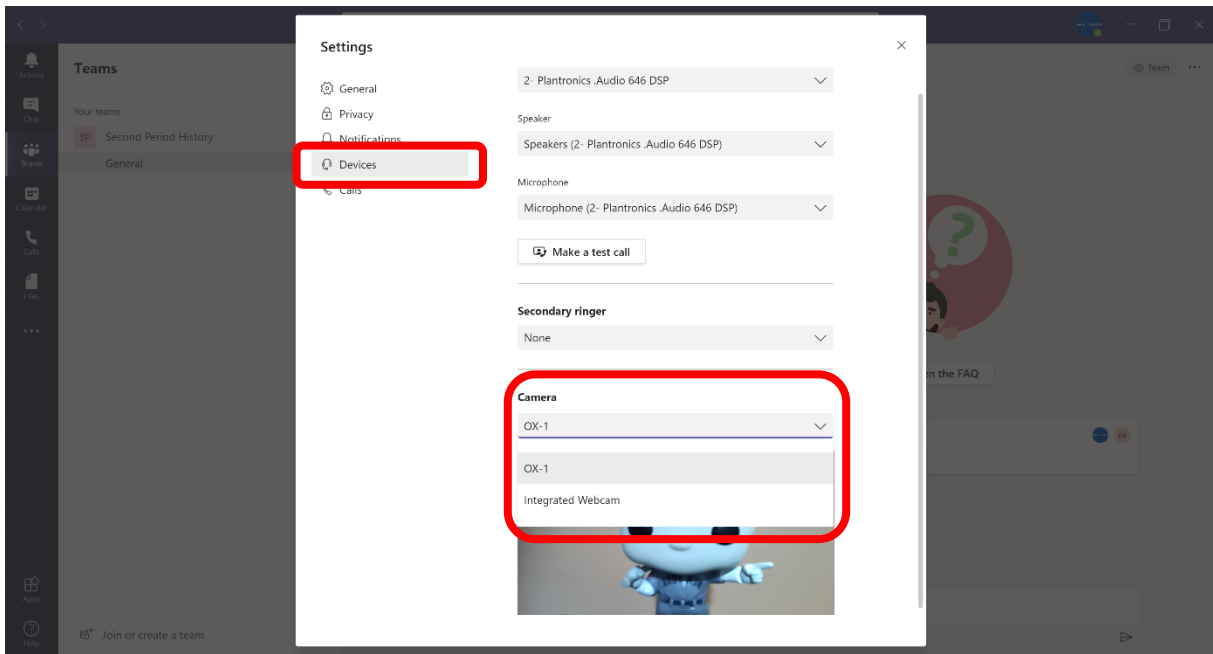
Using Your ELMO Document Camera with Microsoft Teams

This guide will cover the basic connections and setting required to use your ELMO Document Camera with Microsoft Teams. Not all ELMO Document Cameras will be able to be seen as a camera within Microsoft Teams. In this case, you will need to use the method noted in section 6b.

1. Connect the document camera to your computer using an appropriate USB cable.
2. Log in to your Microsoft Teams account.
3. Located the Settings menu by clicking on your user icon in the top right corner.



4. Click on the Devices menu in the left margin. You can now choose from available cameras.

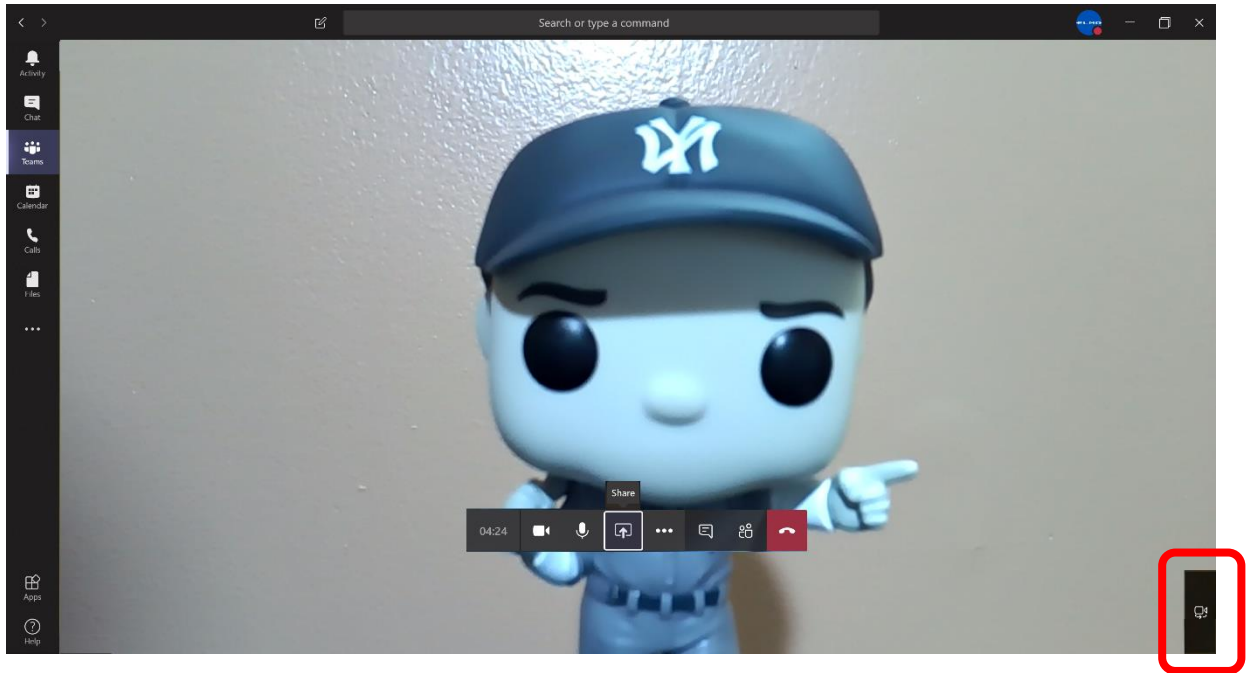


5. If you select the ELMO Document Camera and you're using a document with images or text it may appear mirrored to you. It will be correct to your audience.

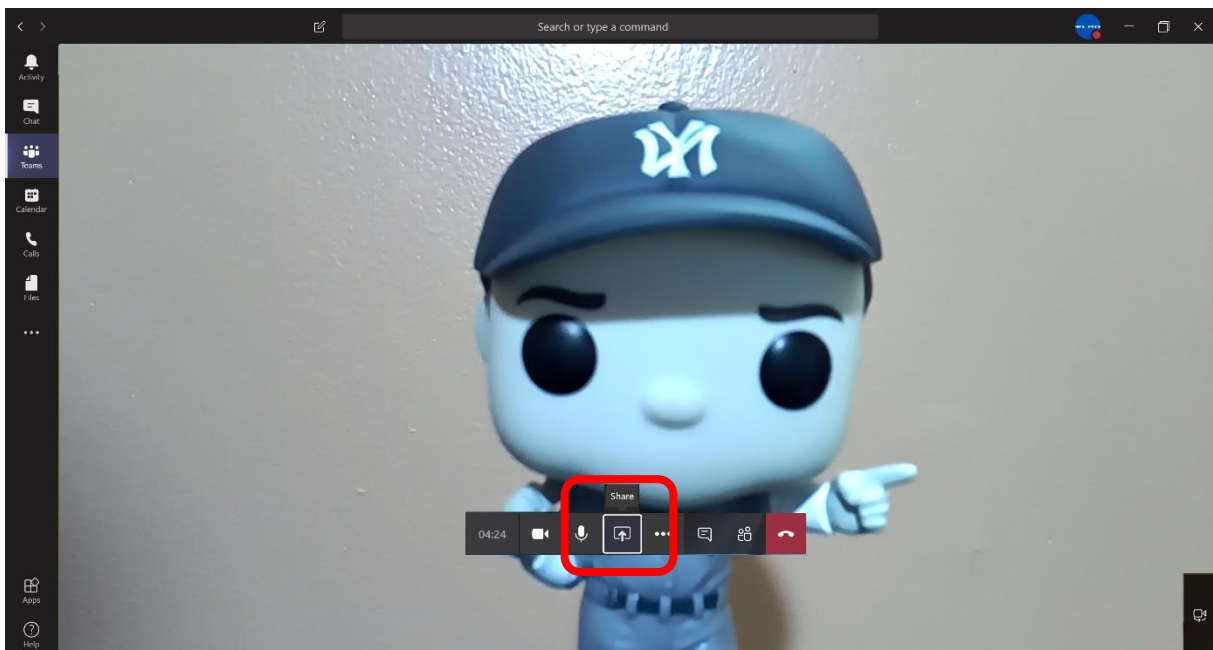


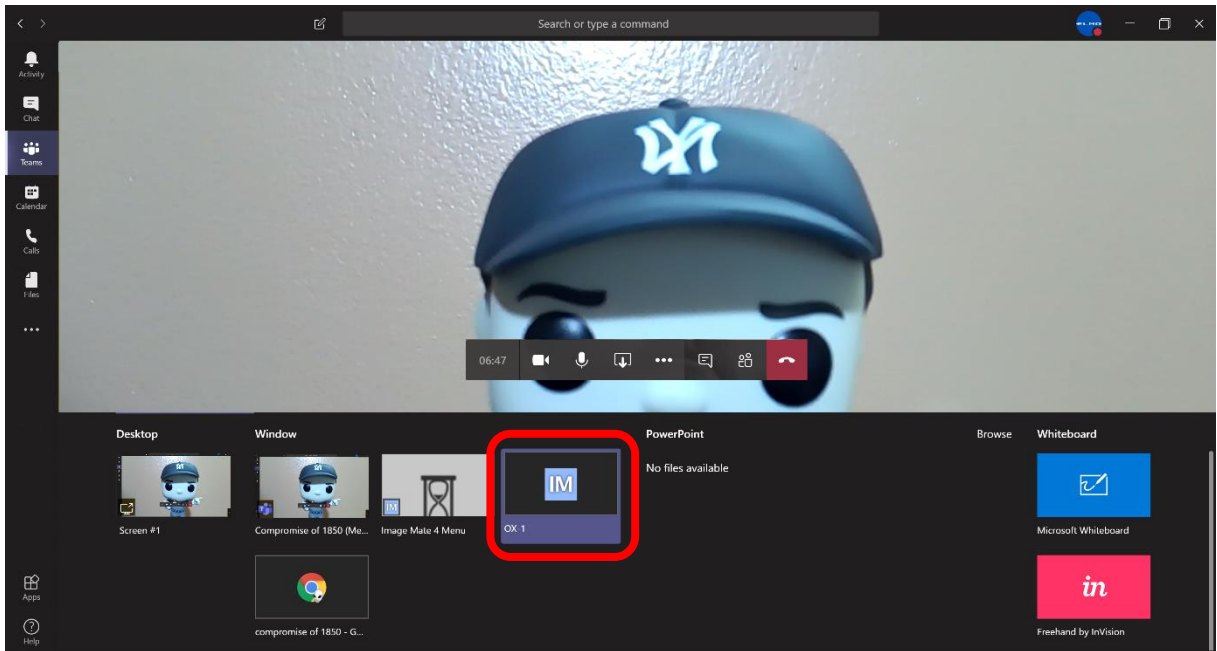
6. There are different options for presenting using Microsoft Teams.

- a. You can choose to show your webcam or the document camera by clicking the Swap Camera icon in the bottom right corner.



- b. Your audience can see a software that you share that contains the ELMO Document Camera Image. Click the Share icon and choose the ELMO software window showing your content.





Some older camera are not able to be recognized as webcams. For these you will require ELMO Image Mate or ELMO Interactive Toolbox software. Visit www.elmoussa.com/software for the appropriate software for your camera. For these you will share the software window.

For assistance with any of these steps please reach out to ELMO Technical Support or your regional sales office.