1. Connect your INS-1 document camera to your computer via the USB cable.

2. Open ZOOM, then click on New Meeting in Zoom’s Home Page.
3. Direct the head of your INS-1 document camera towards the speaker’s face.

4. If your image is upside down, change the image orientation by simultaneously pressing both the brightness(+) and the brightness(-) buttons.

5. Click on *Invite* to invite your guests.
6. **Invite** guests by **Contacts**, **Emails**, or **Copy URL**.

![Image of the invitation interface](image1)

7. Your session will automatically begin when your guests join in.

![Image of a Zoom meeting](image2)
8. You may also use the **Documate** app with your webinar (via **Share Screen**) to further enhance your online session. **Documate** provides powerful features such as digital zoom, hue adjustment, rotate, snap shot, annotation, and video recording. To use **Documate**, please do the following:

8-1. Click on **Share Screen**.

8-2. Select your **Screen**, then click on **Share**.

.Peek When a green frame surrounds your screen, it means you are in screen sharing mode.

![Screen Sharing](attachment:image.png)
8-3. Then, open your **Documate** application. Once **Documate** is opened, your screen should look something like this:

If there is no image on your screen, first, stop the video in **ZOOM** by:

1. moving your mouse toward the **Meeting ID** to trigger **ZOOM** toolbar
2. then click on the **Stop Video** button to stop your video.

And then, activate the camera on **Documate** application by:

1. **Click on the setting ( ) button**
2. **Make sure Document Camera is selected as Device.**
3. **Click on Start Preview.**
8-4. Before starting your session, adjust your camera head and make sure it is pointing towards the right direction.

8-5. If you want to stop sharing your screen with your guests, first click on the ❌ button at the upper right corner on Documate, then click on the [Stop Share] button afterwards.
Click on **Start Video** button to activate the camera if the image is not displayed on ZOOM after stopping screen sharing.

9. When you are done with your session, click on **[End Meeting]** at the bottom right corner to end it.