Setting up the Document Camera

1. Raise the camera arm and pivot the camera. If the camera arm is laying down, raise it into position by pressing the button on the base of the arm in the direction indicated by the arrows, while simultaneously lifting the arm up. Turn the camera until the lens is pointed down.

2. Move the lamp arms into position. If you will be using the arm lamps (for paper documents and objects), raise the lamp into position by lifting the arms toward the back of the unit, and rotating the lamps so the light is shining on the base. (The arm lamps are not needed for transparencies, slides or negatives.)

3. Touch **Doc Camera** on the touch panel. This will turn the device on. If it doesn’t, press the power button on the document camera itself.

   **Note:** The document camera has a slight delay when turned on. The power button will be green if on or red if off.

4. From the **touch panel**, select your lamp option.
   - **Arm** - turns on the side arm lamps.
   - **Base** - turns on the lower base lamp.
   - **Lamp** - cycles through the lighting options from side arm lamps on (for paper documents and objects), base light on (for transparencies, slides or negatives), or all off. The upper lamps will turn on by default.

5. Operate the Document Camera, using the touch panel.

   **Tip!** You can also use the buttons on the document camera panel itself. See “Using the Document Camera Panel” on the reverse for the function of each.

*Continued on reverse.*
Using the Document Camera Panel

**Power** - turns the device off or on. The light will be red if off or green if on.

**Freeze** - takes a snapshot image. Press once to take the image and display it. The image will remain on the screen until the freeze button is pressed again.

**AWC** - automatically adjusts the color to the lighting in the room.
*Tip: Only activate AWC with a white surface (printed text is okay), for best results.*

**Zoom** (- and +) - controls the image size. Press “-” for farther away or “+” for a closer view.

**TXT/IMG** - changes the mode from viewing text, to viewing images or objects.
*Tip: Books and documents display best in text mode. Charts, graphs, photos, slides and objects, display best in image mode. When in doubt, please try both options to determine the mode that works best for you.*

**Rotate** - changes the visual orientation. The image will rotate 90 degrees clockwise each time “rotate” is pressed.

**AF** - automatically focuses the camera.
*Tip: Keep the object stable during auto-focus. If blurry, press AF to refocus.*

**Lights for EXT1 and EXT2** - No image will project on the screen, unless both of these lights are off. If either is on, press the INT/EXT button until they cycle off.

**INT/EXT** - NOT AVAILABLE for classrooms. If either of the EXT1 or EXT2 lights are on, press this button until both cycle off. No image will be displayed until they are off.

**Lamp** - cycles through the lighting options. For transparencies or slides, turn the lower light on. For any object, book or paper with text on it, the upper lights need to be on. The upper lamps will turn on by default.
*Tip: If you are experiencing glare, turn the lamps off.*

**IRIS** (- and +) - adjusts the brightness.
*Tip: If there is a “hot spot”, or a portion of your display with a bright glare, use the “-” button until the glare is reduced.*

Playing Audio

If you would like audio to play while using the document camera do the following:

1. Touch **Doc Camera** on the touch panel, a selection of audio sources appears.
2. Touch the **audio source** (e.g., DVD, CD Player, etc.) you would like to use and adjust the volume as needed.

Using the Software

Software installed on large classroom and auditorium computers, gives you the option to save, freeze, and rotate document camera images. For more information, visit [www.cmu.edu/computing/mediatech/help/](http://www.cmu.edu/computing/mediatech/help/).