Using the Document Camera

1. **TURN THE DOCUMENT CAMERA ON.**
   a. You must wait until the blue ring stops flashing before continuing.

2. **TURN ON THE VIDEO PROJECTOR AND SELECT THE DOC CAM INPUT SOURCE.**
   a. On the video projector control switch, press the button labeled “DOC CAM”. For further instructions on using the video projector controls, see the “Video Projector Controls” tab.

3. **FULLY EXTEND THE CAMERA ARM.**
   a. See troubleshooting page (opposite) for picture of extended arm.

4. **USE TOGGLE OUTPUT (#7 above) TO CHANGE FROM HDMI TO RGB MODE.**

5. **PLACE OBJECT TO BE DISPLAYED UNDER CAMERA.**
   a. If classroom lights are off, press the document light button (#2 above).

6. **USE THE ZOOM BUTTON (#4 above) OR AUTO FOCUS (#6 above) TO ADJUST IMAGE.**

7. **WHEN FINISHED, TURN OFF DOCUMENT CAMERA AND RETURN CAMERA ARM TO CLOSED POSITION.**

8. **TURN OFF VIDEO PROJECTOR.**