Quick User Guide to the
Document Camera

Preparing the Camera for use

1. Log on to the computer at the instructor table.
2. Close or minimize the Smart Notebook program if you will not be using the Smart Board.
3. Slide out the tray holding the Document Camera. It is in the left wall of the instructor table.
4. Find the small gray sliding button at the base of the Camera’s arm. Slide the button towards you and down, and raise the arm of the camera until it stops.
5. Point the camera lens straight down to the camera’s base.
6. Place the object you wish to project onto the center of the camera’s base.
7. Raise the two light fixtures on each side of the Camera and point them toward your object.
8. Turn the camera on by pressing the green Power button.
9. If the light fixtures do not come on, press the gray Light button and pause. Continue pressing the button and pausing until the lights come on. This switch cycles through three light settings, so you should have to press the Light button a maximum of three times. Adjust the fixtures until the object is well lit.

Displaying your Object

1. A black video screen with the word Panja written on it is built into the instructor table. It is called the Presentation Control Monitor. If its screen is off or displays the Lasell College logo, press your finger anywhere on the screen to start it up. When the white Lasell College screen appears, tap the screen again.
2. Press the Local Presentation option.
3. When the teal Local Presentation Mode screen appears, select Doc. Camera. Your object should now be projected onto the large screen at the front of the classroom.

How To Focus and Zoom

1. There are two buttons on the right front of the camera base below the word Zoom. The button with the arrow pointing up zooms OUT to give you a wider picture. The button with the down arrow zooms IN to give you a closer picture of your object.
2. Focusing works the same way with two gray buttons below the word Focus.

Shutting Down

1. At the end of your presentation, remove your object from the camera base and press the green Power button. Press down gently on the two lamp arms to lower them.
2. Turn the camera lens to be parallel with the ground. Slide the gray button on the lens arm towards you and down, and lower the arm of the camera until it stops. Release the button.
3. Slide the camera drawer back into the instructor’s desk.
I can’t see any detail on my 3-D object; it appears all black

Dark objects that do not entirely cover the camera’s white display area on the base may lose their definition. The white area around the base acts like the sun behind someone in a photograph and washes out the object you wish to display. To correct the problem, place a dark mat under your display object (the bottom of a mouse pad is a good choice).

The camera looks like it is working, but I get no image on the big screen

Generally this is due to the wrong input source being selected on the Presentation Control Monitor. Walk through the steps in the section titled Displaying your Object on page 1.

I tried the previous suggestion, but there still is no image.

The overhead projection unit has gone into “sleep” mode. Press Stop on the Presentation Control Monitor to stop your tape from playing, and Rewind if necessary. To “awaken” the overhead projection unit, press the Exit button on the Presentation Control Monitor, and Yes, to Shut Down System. Then tap the white Lasell College screen and select Local Presentation Mode. The overhead projection unit will come back on during the System Initializing message. At the teal screen, select Doc. Camera and resume your presentation.

I have exhausted all the suggestions above and there still is no image.

Call the iTeam Help Desk at extension 2253. There is a phone located near the door to the classroom. If no one answers the phone, leave a voice-mail informing the Help Desk that the projector is not working in the Sargent Lecture Hall. Someone will arrive shortly to address the problem.

iTeam Help Desk x2253