



2021

CLASSROOM EQUIPMENT TUTORIALS

DOCUMENT CAMERAS

CLASSROOM EQUIPMENT TUTORIALS SERIES
WASHINGTON UNIVERSITY IN ST. LOUIS
CENTER FOR TEACHING & LEARNING

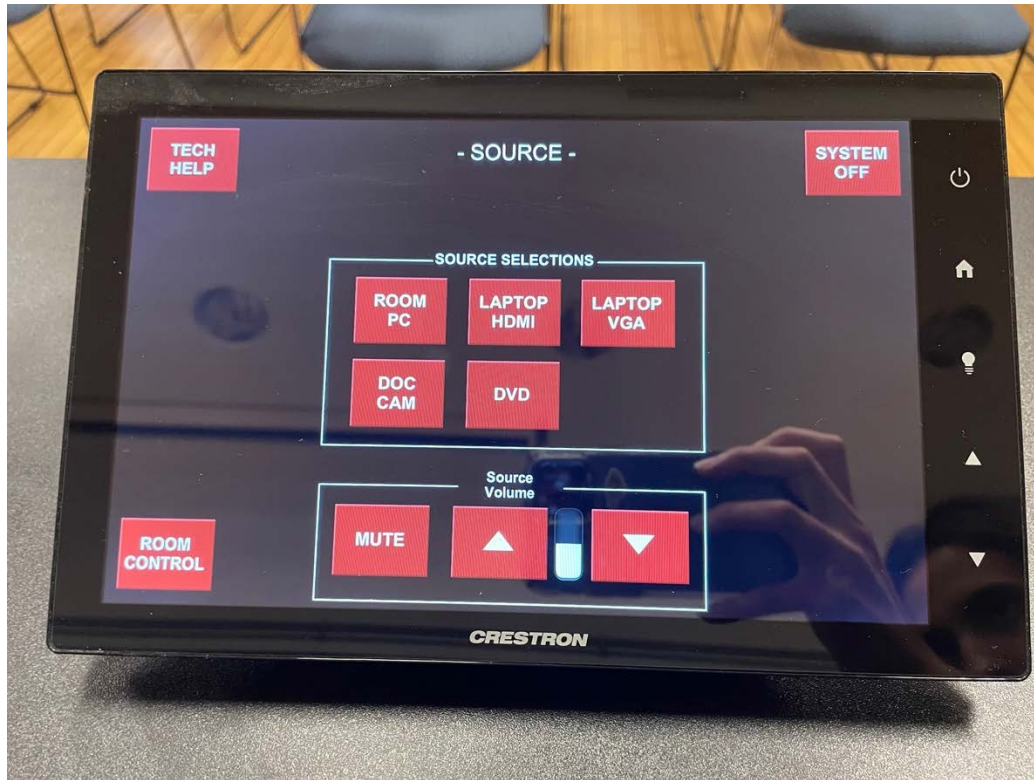


TABLE OF CONTENTS

- I.** How to Project the Document Camera Image
- II.** How to Control the Document Camera through the Touch Panel
- III.** How to Control the Document Camera Directly
- IV.** How to Share Document Camera image on Zoom or Kaltura

How to Project the Document Camera Image

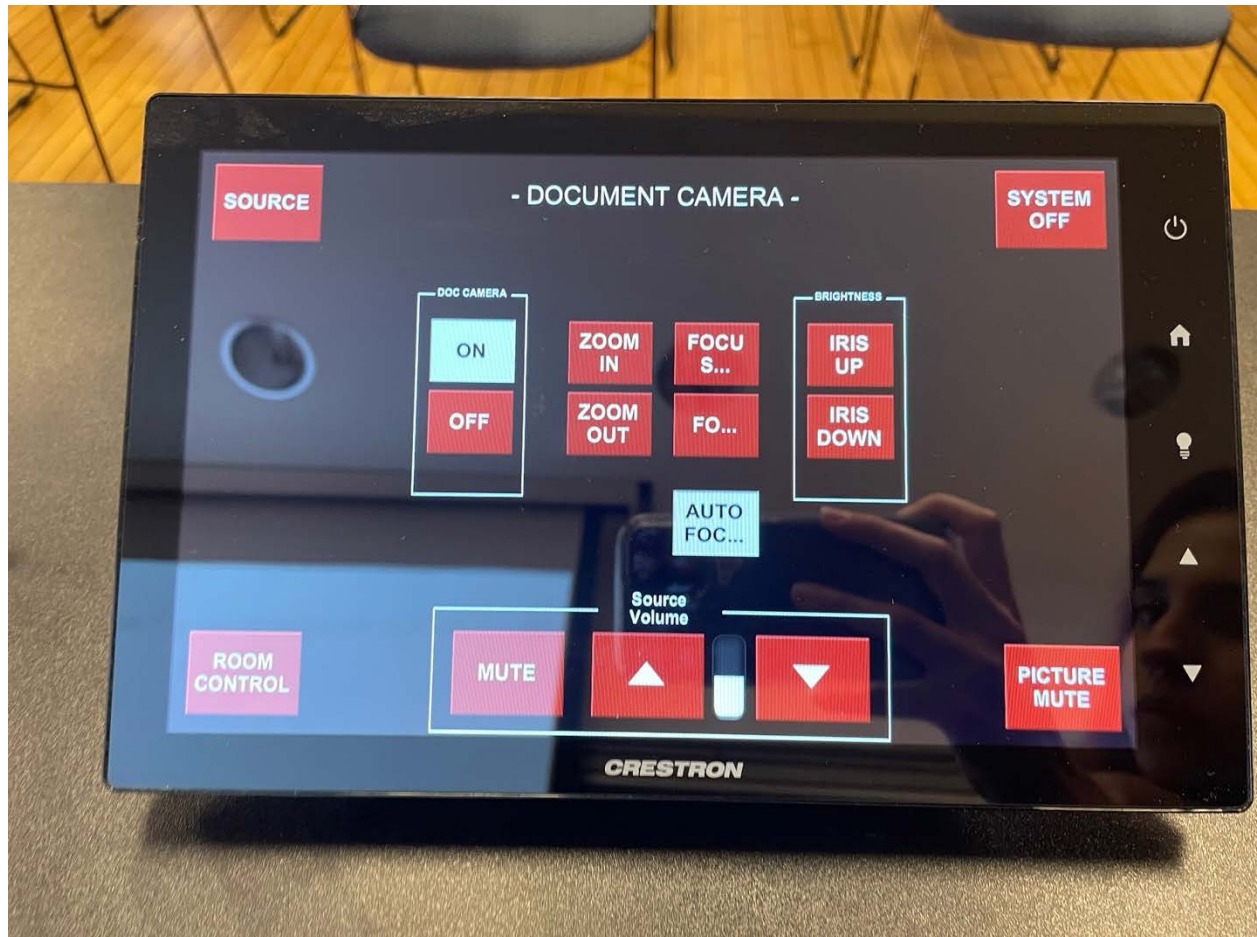
- The first step on using a Document Camera is to click on the Touch Panel's screen and then click on "SOURCE" and then select "DOC CAM":



- Depending on the room you're in, the Document Camera might need to be pulled out of the drawer on the side of the desk.
- Touch Panels may differ however all of them will have the "SOURCE" button present.

How to Control the Document Camera through the Touch Panel

- Once you select “DOC CAM” as the source, you will be brought to this page:



- **ON/OFF**: Turns camera on and off.
- **ZOOM IN/ZOOM OUT**: Zooms the image in or out.
- **FOCUS IN/FOCUS OUT**: Adjusts the focus accordingly.
 - Alternatively, you can select “AUTO FOCUS” and the Document Camera will automatically focus.
- **IRIS UP/IRIS DOWN**: Adjusts brightness accordingly.
- **PICTURE MUTE**: Makes Document Camera image stop showing.

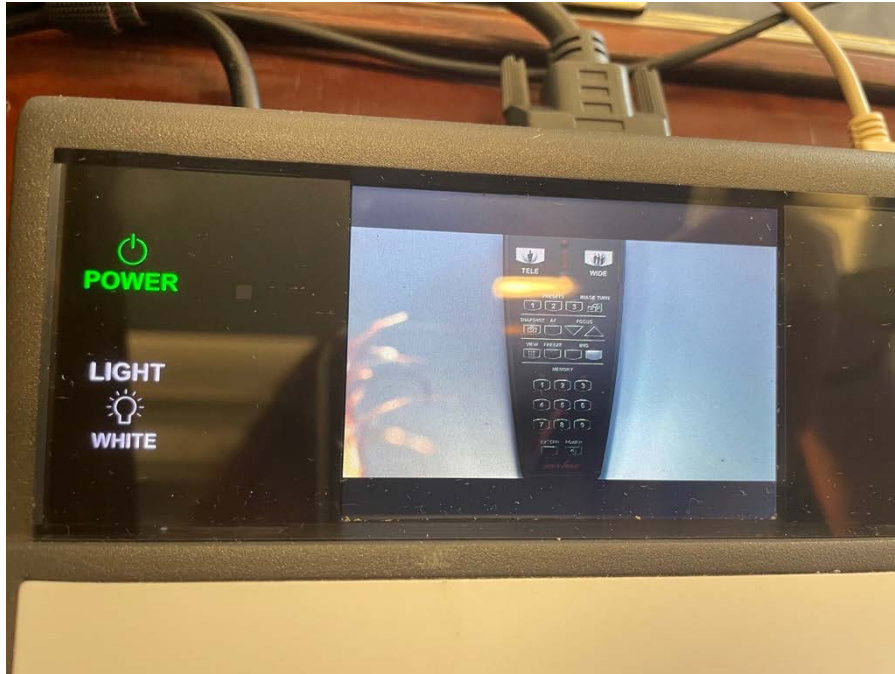
How to Control the Document Camera Directly

There are two models of Document Cameras:

- **WolfVision VZ-9plus³**



- **ZOOM:** Press and hold the Zoom wheel while moving it up or down to Zoom in or out.
- **FREEZE:** Pressing freeze will freeze the Document Camera image.
- **FOCUS-/FOCUS+:** Adjust focus accordingly.



- **POWER:** Turns Document Camera on and off.
- **LIGHT WHITE:** Changes the warmth of Document Camera light.

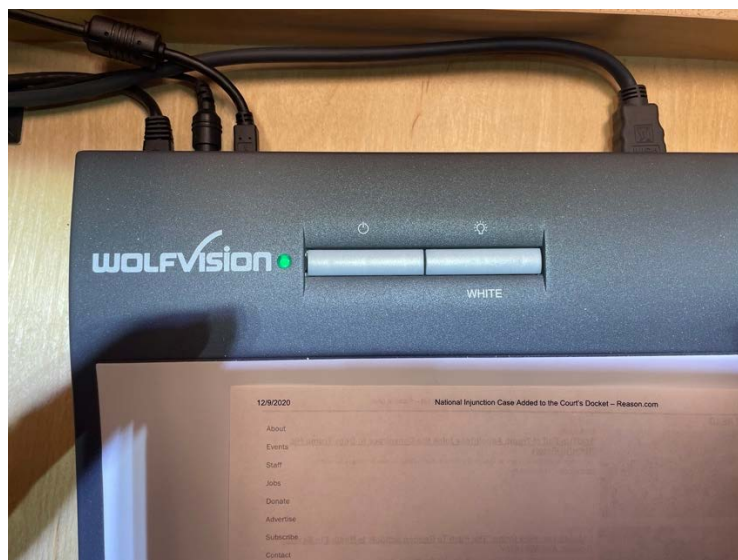



- Use the **PULL** lever to close the Document Camera.

- **WolfVision VZ-8light⁴**



- **Zoom Wheel:** Press and hold the Zoom wheel while moving it up or down to Zoom in or out.
- **FREEZE:** Pressing freeze will freeze the Document Camera image.
- **FOCUS-/FOCUS+:** Adjust focus accordingly.



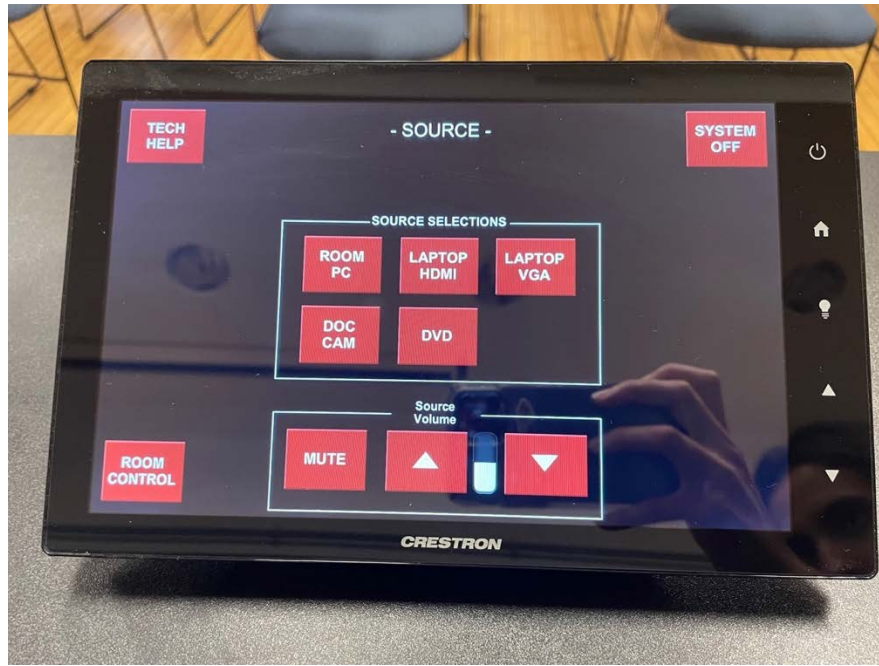
- : Turns Document Camera on and off.
- **WHITE:** Changes the warmth of Document Camera light.



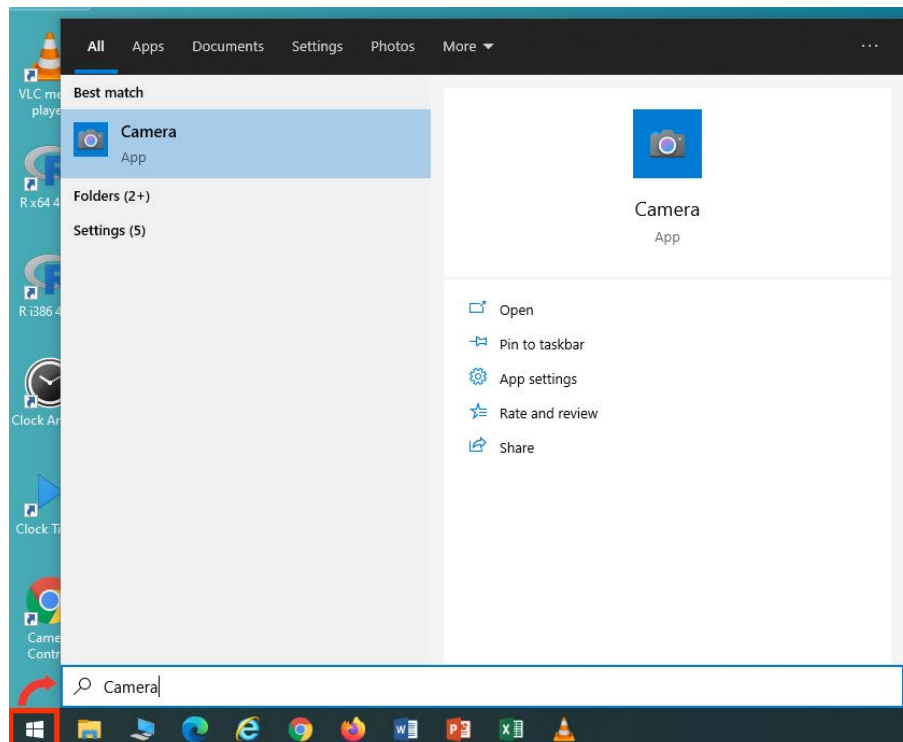
→ Use the lever to close the Document Camera.

How to Share Document Camera image on Zoom or Kaltura

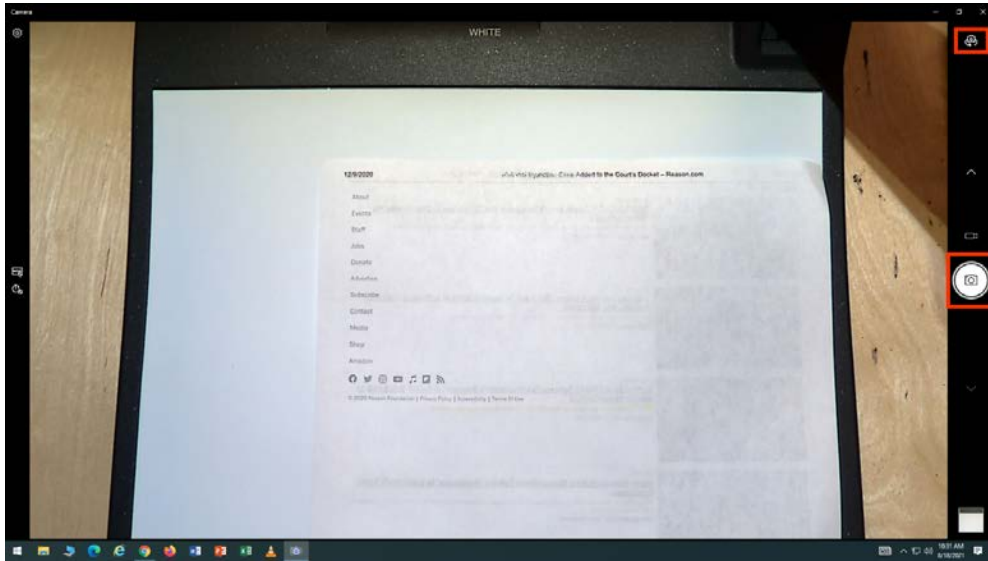
- Click on the Touch Panel's screen, then click on "SOURCE" and then select "ROOM PC":



- Search for "Camera" on the search bar and select the Camera app:



- Make sure you're on Picture mode and click the Flip Camera icon if the image isn't displaying:



- You will then be able to screen share the image on Zoom or record the screen through Kaltura Capture.