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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-8light

→ **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.

→ **Power**: 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.