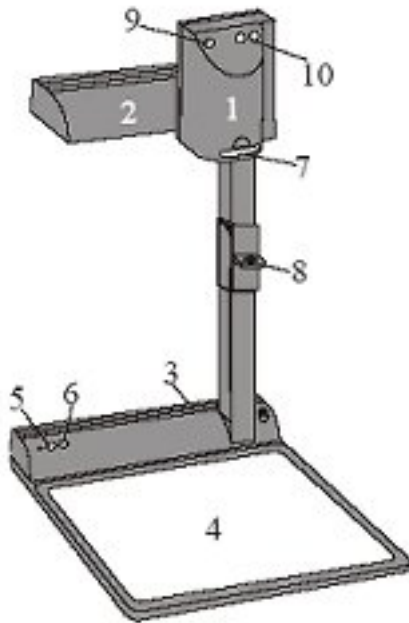




## What is a document camera?

It looks similar to an overhead projector but does so much more. It scans and projects still or moving objects. The objects can be two- or three-dimensional.

## Document Camera Instructions & Controls



- #1 Camera Head
- #2 Light
- #3 Connectors (on the back)
- #4 Working surface
- #5 Power on/off Key
- #6 Light key (also works as White Balance key if pressed for 3 seconds)
- #7 Close up lens for camera
- #8 Pull ring
- #9 Auto focus on/off key (AF)  
(A light above this key shows that the auto focus is on)
- #10 Zoom keys (if the Zoom keys are pressed simultaneously with the Auto focus key (9) they work as manual FOCUS keys.)

## How can using a document camera support teaching?

All students in the class can see what you are showing at the same time, rather than having to pass an object around the room. Students can focus attention on what you are showing as you talk about it.

There is no distracting light. The light is focused on the work surface so no one (instructor or student) is blinded by the light cast into the room.

## How can using a document camera help you?

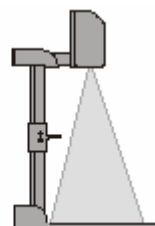
**You can place a regular sheet of paper** or even a blank transparency sheet on the working surface of the document camera instead of using the chalkboard, to write notes. There is no need to make transparencies in advance to accompany your lecture. (If you already have transparencies, you can still use them with the document camera. You might need to turn the light off to eliminate reflections.)

### Shooting area on the working surface:

#### Eliminating reflections

In order to eliminate reflections (on high gloss photographs etc.) just turn the light backwards slightly.

Please note that reflections can also be caused by the room light.



## You can display:

- Text
- 3-D objects as small as a thumbtack or as large as a book

### Text

You can show any document, i.e. book and newspapers. When creating a document to project with a document camera use big simple text. Fonts without serifs, like Ariel, are easiest to read. **Font size should be 14 or larger.** If you show text from documents with smaller type, zoom in on the words you are showing instead of showing the whole paper.

On the camera head:

- Press the button with one person shown to **zoom in.**
- Press the button with 3 persons to **zoom out.**



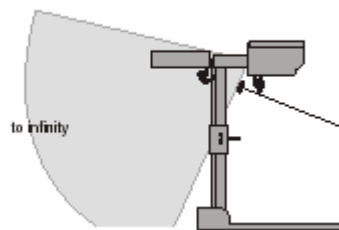
### 3-D Images

The document camera allows you to do many things that an overhead projector can't.

- Show 3-dimensional objects that students otherwise would not be able to see clearly.
  - One professor puts a lizard on the working surface and helps the whole class observe how the lizard moves.
  - A statistics professor rolls dice on the working surface so students can view the results.
- If objects need to be seen from the side (like a glass of liquid) or are too big to be placed on the working surface, the camera head and the light of the document camera can be turned toward them. Hold the object (space permitting) in front of the desk and tilt the camera head towards it. Whatever the head is pointed at is projected for the class. In this way a document camera can be used like a video camera on a tripod, for recording people, large graphics, pictures or charts in a room.



### Shooting area outside of the working surface:



Turning the light backwards  
In order to enable recordings with illumination outside of the working surface, the light of the Visualizer can be horizontally turned an angle of up to 250 degrees.

(You may need to remove the close-up lens to focus on objects a long distance from the camera. To remove the close-up lens, just pull down on it. It can't get lost because it remains attached to the unit.)

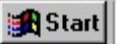


**You can capture images.** Capturing only works with the digital Wolfvision VZ 8 Light model. To find out the model look next to the power on/off key.

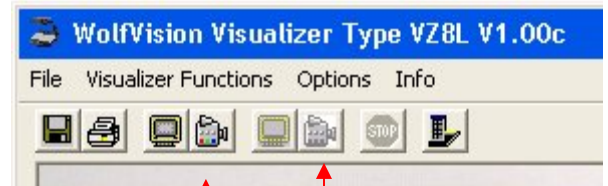






### To capture and save:

To capture the image from the Document Camera to a graphic file on the

computer, open  /All Programs/Wolfvision/Wolfvision USB. Once the Visualizer software is running you may capture an image using the toolbar buttons or the menu items.

- To capture a picture from the Document Camera select **Save Picture** from the **File menu**, or click on the disk icon.
- To preview a captured picture, select one of options from the **Visualizer Functions** menu or from one of the icons. If icons are grayed out, click on the stop sign icon which will then turn red:



-  **Full view** - view a full resolution view of the Document Camera
-  **Continuous Full View** - full resolution view that constantly updates (motion is jerky) It does not save each movement.
-  **Preview** - view a low resolution view of the Document Camera
-  **Continuous Preview** - low resolution view that constantly updates (motion is very smooth)

- To change the resolution of the captured picture select **Options|Save Picture Format** The default resolution (Native) is 1024x768 but you can choose any of the others listed.
- You can then save them directly to:
  - the classroom computer
  - a CD,
  - USB fresh memory,
  - USB flash drive.

(Not all classroom computers allow you to save to the network.)

- You can save the files in one of three formats:
  - Windows Bitmap (.BMP)
  - JPEG Compressed format (.JPG)
  - Tagged Image File Format (.TIF)

## Set-up



**Step 1:** Gently lift up on the teal colored ring to erect arm.



**Step 2:** Rotate the camera head.

**Step 3:** Turn on the unit by pressing the on/off button above the working surface.



The document camera auto focus (AF) is automatically turned on when the unit is turned on. Auto focus is on when the green light is illuminated.

To manually focus, press the AF button, hold it down, and focus by pressing the zoom buttons on the right.

## Closing down



**Step 1:** Turn off the unit.



**Step 2:** Pull the teal ring until the unit is folded.

**FOR HELP DURING CLASS, CALL 5-1976**