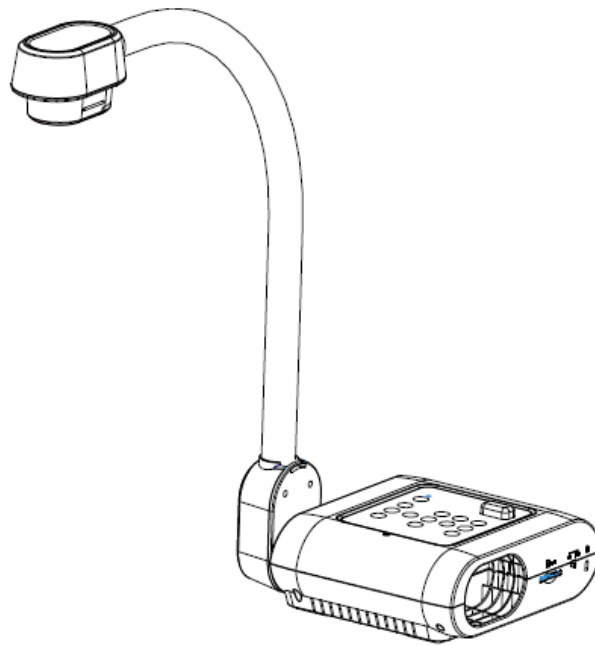


DOCUMENT CAMERA

USER INSTRUCTIONS




AVER F17 (SOFTWARE INSTRUCTIONS)

(LAST UPDATED: 3RD FEBRUARY 2016)

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Control the document camera

1. On the lectern Crestron control panel, select **PC** for the projector(s) that need to show the document camera output.
2. **Basic operations:** Use the buttons on the document camera control panel.
3. **Advanced features:** Open  **Sphere 2** on classroom PC desktop.

Set up your display



Basic setup

1. Set the switch on the right hand side of the document camera to **RGB**.
2.  Turn the document camera on. The power light turns solid green.
3. Place your item on the display surface.
4. Adjust the document camera as required:

Position	Move the camera head as needed
Brightness	Use the  and  buttons
Light	Press the LAMP button
Focus	Press  to autofocus
Zoom	Use the  and  buttons


Advanced display settings

Adjust your contrast, white balance, exposure and other display elements:




1.  Click **Camera Control**.
2.  Click **Image adjustment** to access the image settings.
3. Adjust the settings as required.

Manipulate your image




Manipulate your image

1.  Click **Camera Control**.
2. Click each icon to adjust your display image as required – e.g. freeze, rotate 90°, zoom.


Hide parts of your image

1.  Click **Presentation Tools**.
2.  Click **Visor**.
3. Drag the visor to move or resize it.
4.  Click **Menu** to adjust visor transparency.

Emphasise parts of your image

1.  Click **Presentation Tools**.
2.  Click **Spotlight**.
3. Drag the spotlight to move or resize it.
4.  Click **Menu** to adjust the spotlight shape and transparency.

Annotate your image

1.  Click **Annotation Tools**.
2. Use the **Pen**, **Highlighter**, **Line**, **Text** and **Shapes** tools to add annotations to your image.
Annotation tools can be customised further.
3. Use the **Eraser** to erase an annotation, or **Clear all** to remove all annotations.
4. To save your drawing, see the *Capture images* section below.

Draw something new

1. Click the **Whiteboard** tab near the top of the screen.
2. Use the tools provided to draw.
3. To save your drawing, see the *Capture images* section below.

Capture, view and copy images and video

What kind of media do I need to bring?

You can capture images and videos using the document camera. If you don't need to keep these captures, don't bring any media. If you do need to keep them:

- Bring a flash drive with enough free storage space.








Caution

If you don't bring your own media, captures will be deleted after your class and cannot be recovered later on.

1. Set up your storage media

1. Plug your flash drive into an available USB port connected to the classroom PC.


2. Capture images

1.  Click **Capture**.
2. Select relevant capture type:
 -  Standard quality snapshot
 -  High definition snapshot
 -  Section of your image
 -  Series of images at custom-defined intervals




3. View images

1. On the classroom PC, open **Documents – Aver – Media Library – Picture**.
2. Double-click each image to open it.

4. Show images side by side

1. Click the **Side by Side** tab near the top of screen.
2.  Click **Media Library**.
3. Drag up to six captured images from left panel into right hand section of screen.

5. Record video

1.  Click **Record**.
2.  Click **Mute** if you don't want to record sounds.
3.  Click **Record**.
4. Use the recording controls to **Pause** or **Stop** recording.


6. Save images and video onto your own media

1. On the classroom PC, open **Documents – Aver – Media Library**.
2. Copy **Picture** and **Video** folders to your flash drive*.



*This method copies *all* captures. Alternatively, copy only the individual items you need. Everything else will be deleted when you log out of the classroom PC.

Packing up

1.  Turn the document camera off.
2. Remove your flash drive and pack away your display items.
3. Leave the camera head as is (i.e. do not stow it away).

Support

For assistance, use the phone on the teaching wall to contact classroom support.