

Document Camera

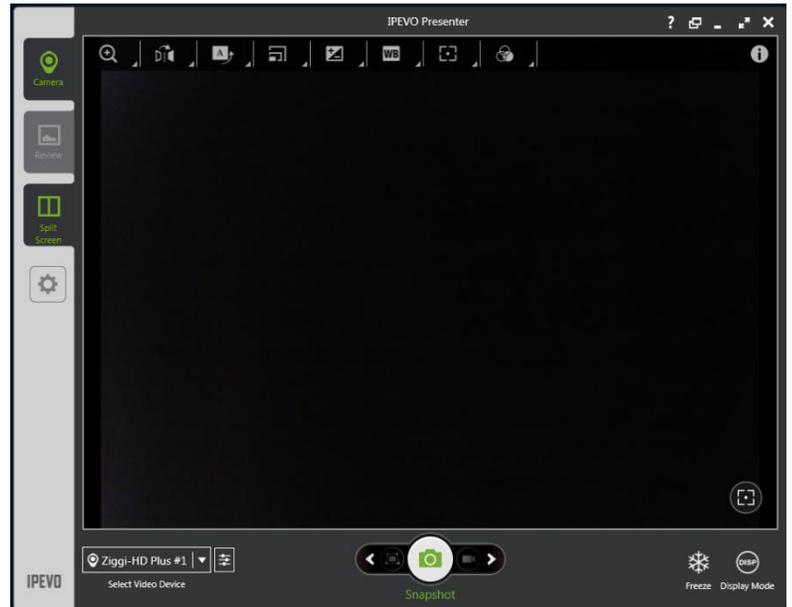
To Open the Document Camera Screen:

Plug the USB cord on the Document Camera into your computer.

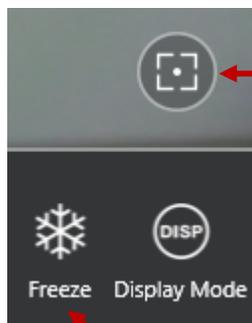
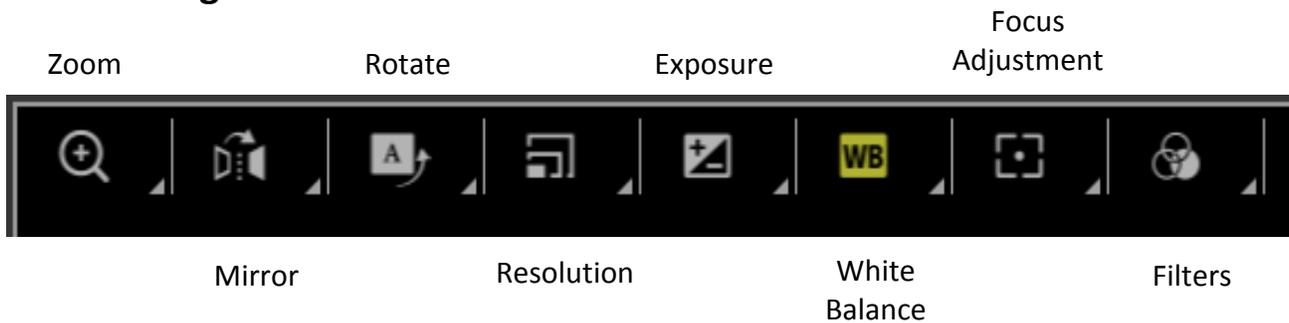
Click on the Applications icon on your desktop and open Presenter.



*NOTE: The document camera does not have a power button. When you open Presenter, it is automatically displayed.



Camera Settings in Presenter:



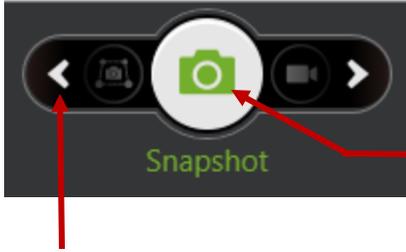
Manual Focus

Allows you to Freeze the image while you make changes to the camera area. To unfreeze, click the Freeze button again.



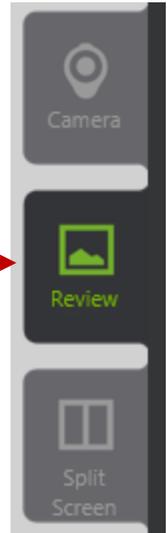
Turn on Full Screen View

Turn off the document camera



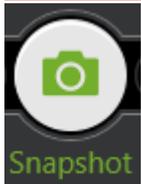
Take a snapshot or a video of the camera area. You can then review your snapshots by clicking on the **Review mode tab** on the left. Media files will be presented as thumbnail images sorted by date.

You can use these arrows to toggle for more options.



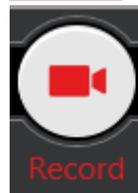
OPTIONS:

SNAPSHOT:



Take a picture of the camera area. Snapshots can be found in the Review tab.

VIDEO:



Take a video of the camera area. Videos can be found in the Review tab.

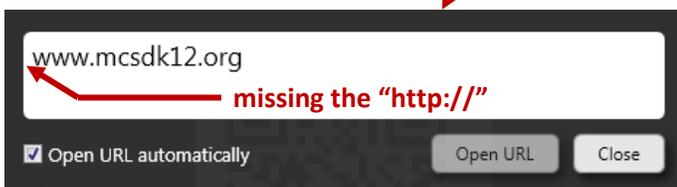
SCAN QR CODE:



Place the printed QR Code inside the square region and press the Scan QR Code button.

The website will automatically open.

***NOTE:** When making the QR Code, you **MUST** copy and paste the web address to ensure that you use the **ENTIRE URL** which includes the "http://". If you do not, the QR code that is generated will not work with the document camera software. It will only display the web address and will **NOT** open the Internet site.

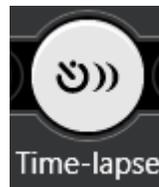


You are able to take pictures while videoing.

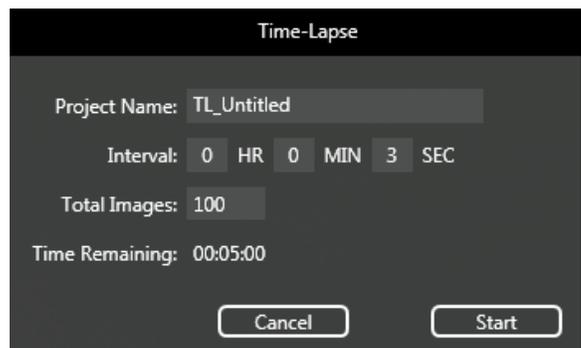


Recording will automatically begin. Press the STOP button when you are finished.

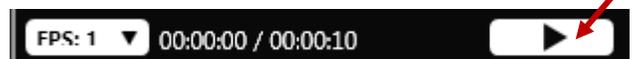
TIME LAPSE:

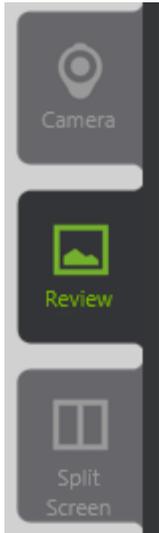


Allows you to take a sequence of pictures. Choose how much time you want between snaps and the total number of pictures to be taken.



When watching the time lapse photos in the Review tab, they will play as a movie.

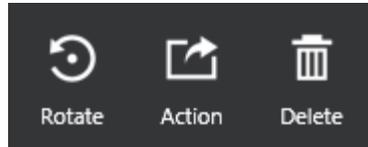




You can view all videos, snapshots, and time lapse photos in the **Review Tab**.

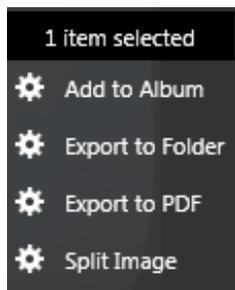


You can easily view certain items by clicking on the category you are looking for.

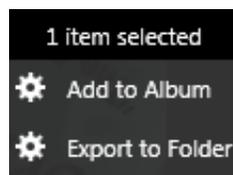


When viewing a video/snapshot, these options are available in the bottom left corner.

Action Options for Snapshots:



Action Options for Videos or for Multiple Items Selected:

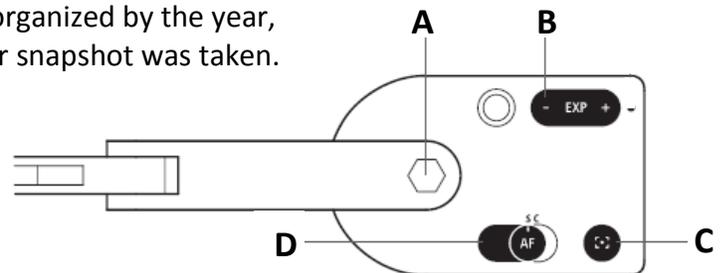
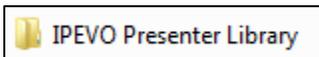


To Highlight Multiple Items:

If the pictures and/or videos are next to each other, click on the first item to select it. Hold in the **SHIFT** key and click on the last picture.

If the pictures and/or videos are **NOT** next to each other, click on the first item, hold in the **CTRL** key and click on the other items that you would like to highlight.

***NOTE:** Pictures and videos will be accessible in Presenter even after you log off of the computer. They are actually being stored in your Z drive in a folder called **IPEVO PRESENTER LIBRARY**. They are organized by the year, then the month, and finally the day that the video or snapshot was taken.



Settings on Document Camera:

A: SWIVEL HEAD – In addition to the joints of the stand, you can further customize your image by swiveling the camera 270° (180° clockwise and 90° counterclockwise).

B: EXP +/- (EXPOSURE VALUE) – This toggle allows to you to increase or decrease the exposure of the image making it brighter (+) or darker (-).

C: FOCUS BUTTON – Press this button for sharp focus of your area. This same function is also available in the Presenter program.



D: AUTOFOCUS (AF) SWITCH – Set your focus to one of two modes. Continuous (C) causes the camera to constantly determine the best focus for your image. This is ideal for “set it and forget it” convenience and also if the distance between the camera and the subject will be changing. Single (S) mode will stay at a single focal length and will not try to constantly adjust itself. This mode is for items that are laid on the table and will not be moving.