

# **HI-TECH CLASSROOM REFERENCE MANUAL:**

## **Document Camera**

**AVT-ITL  
486-1774  
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## Overview

The document cameras provided in the Hi-Tech Classrooms are capable of projecting both transparencies and standard documents, i.e. they have both base lighting and upper lighting settings that can be changed by buttons located at the front of the machine. An additional feature of the newer digital models is the *Freeze* button. This option allows the user to take a “snap-shot” of a document and continue to project that image until the button is pushed a second time, at which point the image returns to whatever the camera is viewing. All models of the document cameras have both focus & zoom capabilities located on the front control panel.

## Accessing the Document Camera

### Push Button Classroom

Select the button labeled “DOC” or “DOC CAM” from the row of white source buttons. Controls for the unit are found on the front of the Document Camera.

*Note: If no image appears on the preview monitor, verify that it has been properly set to view this signal type via the signal switch button on the preview monitor.*

### Fixed Touch Screen Classroom

Touch the button labeled “Doc Cam” from the source buttons. Controls for the unit are found on the front of the Document Camera.

### **TIPS:**

- *It is best to use a 32 or higher font size when creating documents for use on these systems, this will ensure that individuals farther away from the projection screen will be able to see the words clearly.*
- *Printing in landscape format will allow the whole sheet to fit into the viewing frame of the camera; portrait tends to have the bottom 1/5 cut out of the viewable area.*
- *To focus the older models of document cameras (the ones with white housings), zoom all the way in on a bit of writing and then press the auto focus button. The camera will now be in focus at all zoom levels.*