# DOC CAMERA STARTUP

This document will go over how to use the document camera located on the teacher station. This document will go over several features and functions of the doc camera and how to use them during a class session.

## TURNING ON THE DOCUMENT CAMERA

1. Sanitize the doc camera
   a. Approved wipes will be located within the classroom.
   b. Wipe down the document camera controls, neck, and document area. **Avoid wiping the camera lens.**
2. Unfold the document camera slowly until it clicks into place.
3. As the camera is unfolded, the power light should turn on automatically.
   a. If you do not see the power light check to make sure the camera is fully extended.
   b. You can also turn the document camera on by pressing the power button located at the top of the device.
4. Materials that you would like the students to view should be placed on the document plate.

## SETTINGS ON THE CAMERA

1. **Zoom** (Scroll Wheel)
   a. Moving the wheel upwards, w the camera to zoom in.
   b. Moving the wheel downwards will zoom the camera out.
2. **Present** will put the camera into defaulted positions
3. **Freeze** will keep the current frame saved until it is unfrozen.
4. **AF** will make the lens find a focal point
5. **Source** this function is currently unavailable. **Do not use**.
6. **Power** this will turn the power on and off regardless of camera position
7. **Light** this button will turn the document camera light on and off



## USING DOCUMENT CAMERA IN ZOOM

1. In your Zoom session click the **Share Screen** button located in your meeting controls.
2. Click on **Advance**.
3. To use your document camera, you will need to select **Content from a 2nd Camera**
4. Click the **Share** button on the bottom right corner.
5. Your document should now display as the shared screen.
   a. If you do not see your document click Switch Camera on the top left corner to cycle through the camera sources.

## USING DOCUMENT CAMERA IN WEBEX MEETINGS

1. In a Webex session click on **Audio,** located on the top menu bar.
2. Under audio click on **Speaker, Microphone, Camera…**
3. Once you see the window to select camera, click on dropdown menu and select **Wolfvison**.
   a. If you are using a different document camera look for its name instead.
   b. *This only works with **USB-connect** document cameras.*
4. To lock the video view, you must have at least one participant in the session. Within the session, click on the **thumbtack** located in the middle of the screen.
5. On the **Lock Video View** panel, click on **Everyone**.
6. Select your name as the person to lock the camera view on. This will allow your students to see the document camera during the Webex session.