

# AV INSTRUCTIONAL GUIDE

## *Using a Document Camera in an E-Classroom*

### Introduction

Real time image capture device for displaying an image to an audience, when connected to a digital projector and or computer.

### Terminology

Term	Definition
Iris Volume	<i>Adjusts the brightness or darkness of the image.</i>
Camera switch	<i>Turns the camera on/off</i>
Lamp switch	<i>Turns the lamp on/off. Use in a darkened room, the lamp also lessens a shadow cast by the camera head.</i>
Copy Stand	

### What's in the bag

- ✓ Document Camera
- ✓ Power cord
- ✓ Video cable
- ✓ Lens cap
- ✓ Document Camera

### Care

- ✓ Do not force to adjust anything on a camera. Camera controls should work smoothly.
- ✓ Ensure camera is securely fastened to guidepost of copy stand.

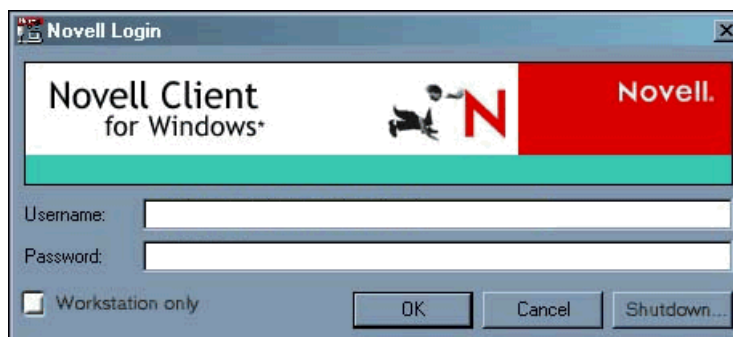
### Get familiar with these parts of the Equipment

- ✓ Iris Volume
- ✓ Lens
- ✓ On/Off
- ✓ Focus
- ✓ Lighting Unit
- ✓ Lamp switch
- ✓ Raising the main column and extending the sub column

### Basic Operation

#### Turn On the computer

- Step 1** At the Novell Login  
Faculty: enter your 9-digit employee number & password  
Staff / Guests: Contact the IET Service Desk for login information.



## Projector Control Panel

- Step 2** Press Projector ON.  
**Step 3** Then press PC to view the PC image



## Setup the Document Camera

- Step 4** Spread the folded legs.  
Raise the lighting unit.  
Raise the main column, and the camera head  
Extend the Sub column

## Connecting the Document camera to the projector/computer

- Step 5** Locate the Document camera **VGA cable**, and connect it to the **VGA cable** on top of the instructor station. Connect the other end of the **VGA cable** to the **rear panel on the camera**.  
**Step 6** Remove the lens cap. Turn ON the document camera main switch & light switch.  
**Step 7** If you don't see a projected image, check the **AverTV Box3**, the power light should be **RED**.

## Disconnecting the Document camera and Shutting down the computer

- Step 8** Turn off the camera, and camera light.  
**Step 9** The computer should be at the desktop.  
**Step 10** Turn off the projector - from the **Start Button**, select **programs/Projector/control/Projector Off**.  
**Step 11** Disconnect the camera cables, and fold the camera for storage:  
**Step 12** Collapse the sub-column  
**Step 13** Fold the main column and camera head  
**Step 14** Lower the lighting unit  
**Step 15** Close the legs.

## Operating Tips

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- ✓ If the image of the object is not properly bright, turn the iris volume to adjust the brightness. Turn the focus ring to adjust the focus.
- ✓ The iris volume is located on the side of the camera head
- ✓ The focus ring is the black ring around the lens
- ✓ You may find that your image is projected by adjusting the lights in the classroom.

## Troubleshooting

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Please call the Audiovisual Technician at the campus nearest you, or return the camcorder to the Audiovisual Technician for assistance.

## Training

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If you would like to book a training session, please call the Audiovisual Technician at the campus nearest you to setup an appointment.

An Audiovisual Technician is available Monday – Friday 8:30 am – 4:30pm.

Cloverdale campus	(604)598-6041	Richmond campus	(604) 599-2582
Langley campus	(604)599-3209	Surrey campus	(604) 599-2216