

Tech Tips for Teachers
Document Cameras



Instructions

Most document cameras will be set up in one of the following two ways. **The way the document camera is set up will determine how you use it. Use the diagrams below to determine how the document camera in your classroom is set up.**

SET-UP

(Two VGA cables connected to document camera)



In this configuration, the information never goes through the computer, so **you won't use a computer program to show the document camera.**

To project:

- Turn projector on
- Turn document camera on
- Press "Source" button on document until document camera image shows on screen, this will help you toggle between projecting your document camera or your computer screen.

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Tech Tips for Teachers

Document Cameras (continued)



Instructions (continued)

Types of Document Cameras:



Epson



AverMedia

Common Buttons

Troubleshooting

I pressed the power button on the document camera, but it still will not turn on.

Make sure the document camera has power. Make sure the power plug is firmly plugged into a power outlet or power strip. If it is plugged into a power strip, make sure the power strip is plugged into a power outlet and is set to "reset" not "off."

I want to display the document camera, but the projector is showing the computer screen.

-Make sure the document camera is powered on. Press the "Source" or "Camera/PC" button on the document camera.

The document camera image is out of focus.

Press the "focus" or "auto-focus" button on the document camera. The focus button is sometimes found on the base of the document camera, and sometimes on the "head" of the camera. If you cannot find a button, look for a knob on the head of the document camera to manually focus the image.

I see a document camera in the classroom, but I don't know if it is usable.

Check to see if the document camera has cables attached to it (see first section of this tutorial). If it does have cables connected, and the cables are plugged in to the computer and/or projector cable, you should be able to use the document camera! Note: even if the document camera is far away from the teacher's desk, it might still be connected and usable.

Do you still need help?

Call the Help Desk (4444) or contact the
Tech or Coach in the school.