Introduction
An electronic device used to display objects in real time. The document camera can be connected to a computer and or a data projector. Images or video can be captured and saved to an SD card.

Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>RGB</td>
<td><em>(Red Green Blue)</em> All TV, computer and electronic display screens create color by generating red, green and blue (RGB) lights.</td>
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<td>HDMI</td>
<td>High Definition Media Interface used for transmitting audio and video data in one cable.</td>
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<td>Capture</td>
<td>Any process that converts the image on the screen to a graphics file.</td>
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What’s in the bag

- Document camera
- USB to Mini USB cable
- HDMI Cable
- Mini HDMI adapter
- AC Adapter & power cord
- HDMI Extension
- AV Instructional Guide
- RGB cable
- SD card (4MG)

Care

- Dropping or bumping digital equipment can cause serious internal damage.
- Keep away from extreme temperatures, heat, cold and moisture.
- Never carry the Document camera by the camera head or arm.

Get familiar with these parts of the equipment

- Power button
- Operating Panel
- SD Card slot
- Camera head
- Connection ports
Basic Operation - Connecting the Document Camera to a Data projector

**Step 1**  
Connect the AC adapter and power cord to the document camera.

**Step 2**  
**Connect using RGB cable:**  
Connect one end of the RGB cable to RGB OUT on the document camera. Connect the other end of the RGB cable to RGB IN on the data projector. Depending on the projector, this connection may be COMPUTER IN.  
**Connect using HDMI cable:**  
Connect one end of the HDMI cable to HDMI OUT on the document camera. Connect the other end of the HDMI cable to HDMI IN on the data projector. Depending on the projector, this connection may be COMPUTER IN.

**Step 3**  
Power on the Data projector by pressing the **Power button** unit illuminates blue.

**Step 4**  
When the power button stops flashing, press the **Input Selection button** to select RGB, or HDMI.

**Step 5**  
**Raise the arm** on the Document camera and adjust the **camera head**.

**Step 6**  
Place the object you want to project on the surface under the camera head.

**Note:**  
Depending on the data projector, It may also be necessary to select the source on the data projector. To do this, press the **Source button** on the data projector and use the up and down arrow buttons to select the correct source – until the image from the document camera is projected.

Connecting the Document Camera to a Computer

**Step 1**  
Go to [https://www.elmousa.com/software/](https://www.elmousa.com/software/), download and install the Elmo Interactive Toolbox software.

**Step 2**  
Connect the Mini-USB end of the USB cable to the document camera, and the other end of the USB cable to the computer.

**Step 3**  
Turn ON the computer.

**Step 4**  
On the document camera, press and hold the **Power button** until it illuminates blue.

**Step 5**  
On the document camera, press the **Input select button** to select USB.

**Step 6**  
Launch the Elmo Interactive Toolbox software.

**Step 7**  
**Raise the arm** on the document camera and adjust the **camera head**.

**Step 8**  
Place the object to project on the surface under the camera head.

**Note:**  
Power to the Document camera is via USB cable, however if connected to a laptop ensure the laptop is plugged in to avoid draining the battery.

Capture & Save images or Video

Use the Elmo Interactive Toolbox software to capture, save and images or video.
Connecting the Document Camera in a KPU classroom

**Step 1** On the desk, locate the HDMI, RGB cables & power cord. Locate the Extron Display control on the desk. Note the laptop labels.

**Step 2** Connect the AC adapter and power cord to the document camera. Connect the other end of the power cord to the power cord on the side of the desk.

**Step 3** Connect Using the RGB cable
Connect the Laptop #1 RGB on the desk to RGB OUT port on the document camera.
**OR**
Connect Using the HDMI cable, Mini HDMI adapter & HDMI Extension
Connect the HDMI extension cable to the Laptop #2 HDMI cable on the desk.
Take the other end of the HDMI extension cable and attach the Mini HDMI adapter and connect to the Mini HDMI Out port on the document camera.

**Step 4** On the document camera, press and hold the Power button until it illuminates blue.

**Step 5** On the document camera, press the Input Selection button to select RGB or HDMI.

**Step 6** On the Extron Display control, press ON and press laptop 1 for RGB or laptop 2 for HDMI

**Step 7** Raise the arm on the document camera and adjust the camera head.

**Step 4** Place the object you want to project on the surface under the camera lens.

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

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

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone</th>
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<tr>
<td>Cloverdale</td>
<td>(604)598-6041</td>
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<tr>
<td>Langley</td>
<td>(604)599-3209</td>
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<tr>
<td>Richmond</td>
<td>(604) 599-3350</td>
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<tr>
<td>Surrey</td>
<td>(604) 599-2216</td>
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