Using a Document Camera
ELMO MO-1

Library Equipment & Media Service

Need Help?

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

Cloverdale 604 598 6041
Langley 604 599 3209
Richmond 604 599 3350
Surrey 604 599 2216

Introduction
A document camera is an electronic device used to display objects in real time to a large audience. 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
- **VGA cable**: Video Graphics Array. Transmits video only.
- **HDMI**: High Definition Media Interface. Transmits video and audio.
- **Capture**: Any process that converts an image on the screen to a graphics file.

Care & Handling
Never carry the Document camera by the camera head or arm. Keep away from extreme temperatures, heat, cold and moisture.

Get Familiar With
- **Power button**
- **Operating panel**
- **SD card slot**

- **Camera head**
- **Connection ports**
- **Various cables**
**Advanced Features**
Use the Interactive Toolbox software to Capture & Save images and Video.

**Basic Operation**
1. Connect the AC adapter and power cord to the Document camera.
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 HDIM IN on the data projector. Depending on the projector, this connection may be COMPUTER IN.
3. Power on the Data projector by pressing the **Power button** unit illuminates blue.
4. When the power button stops flashing, press the **Input Selection button** to select RGB, or HDMI.
5. **Raise the arm** on the Document camera and adjust the camera head.
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 in a KPU Classroom**
1. On the desktop, locate the HDMI, RGB cables & power cord. **Note the laptop labels**
   - Locate the Extron Display Control on the desk.

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.
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.

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

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

6. On the Extron Display control, press **On** and press Laptop 1 for RGB or Laptop 2 for HDMI.

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

8. Place the object you want projected on the surface under the camera lens.

**Connecting the Document camera to a Computer**


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.

3. Turn **ON** the computer.

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

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

6. Launch the Elmo Interactive Toolbox software.

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

8. Place an object on the surface under the camera lens.

   **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.