Document Camera Quick-Start guide

Purpose: This document provides quick-start instruction on how to use the document camera on top of the LTS lectern in many classrooms. The document camera is a tabletop camera attached to a gooseneck for height adjustments. This device replaces the antiquated transparency projector and allows you to display documents, text books and 3D objects as part of your presentation.

You can find a quick-start guide for other LTS specific devices under TCC Training Documents at: http://www.tcc.edu/faculty/av/training.htm

When you enter a classroom you will see either a gray or a red document camera resting on top of the LTS lectern. There are slight differences in the functionality of these two units, and these minor differences will be highlighted in this document.

On the red document camera the power button is the red button on the upper left hand side of the control panel, on the gray document camera the power button is in the center of the control panel. Both of the power buttons are red.

Once you have selected document camera on your LTS touch panel, you will need to press the power button appropriate for the camera in your classroom.

Once you have powered on your document camera, place the object you wish to display under the camera head. The camera head is on a goose neck, lower or raise the camera head to the height desired to display the image you wish the camera to display.
Once the camera head is at the correct height, you may need to adjust the focus to best display your object or paper.

The gray document camera has a manual focus control around the lens on the underside of the camera head, simply twist the black focus knob to focus the lens.

The red document camera has “Focus” buttons on either side of the camera head. Once you have adjusted the goose neck to the desired height, press either button and the camera will auto-focus to best display an image from the desired height.

If you encounter any problems you can submit a help desk request for the LTS in your classroom through e-mail to helpdesk@tcc.edu