

Document Camera Instructions – Environmental Science AVerVision CP355

Instructions available online at www.baylor.edu/astc/instructions

Setup and Shut Down

1. Remove the document camera, power cord, and VGA cable from the bag.
2. Lift the camera head and bend the flexible arm into place with the camera pointed downward. The camera head can be rotated, but do not rotate it more than 90°.
3. Connect the power cable to the right side of the document camera and a wall outlet.
4. Connect one end of the VGA cable to the RGB OUTPUT port on the back of the document camera and the other end to a VGA port on the projector. You may have to unplug the VGA cable from the computer.
5. Press POWER to turn on the document camera.
6. Ensure that the projector is set to the correct input.
7. To turn the document camera off, press and hold the POWER button.
8. Make sure to plug back in any VGA cables you had to unplug to connect the document camera.



Adjusting the Image

- Use the switch on the camera head to turn on the image light, laser pointers to indicate the image area, or both.
- Press the red LASER button on the remote to use the laser pointer.
- Make the image larger or smaller by rotating the wheel on the control panel or the remote. Rotate the wheel clockwise to zoom in and counterclockwise to zoom out.
- Press FREEZE on the control panel or the remote to keep the current image on screen while you prepare the next document. Press again to release.
- Press REVERSE on the remote to turn the image on the screen 180°. Press again to return to the starting position.



Image Capture Features

The AVerVision document camera can enhance lectures using captured images. Some of those advanced features are listed below:

- Capture a single still image to display later on the document camera.
- Capture a series of still images at a specified interval.
- Display a saved still image and a live image side-by-side.
- Export the saved images to the computer.

For more information and training on these advanced features:

- Contact the staff of the Arts & Sciences Technology Center:
(www.baylor.edu/artsandsciences/technology/index.php?id=68136)
- Send us your question using our online form:
(www.baylor.edu/artsandsciences/technology/index.php?id=76041)
- Access the AVerVision instruction manual online:
(www.baylor.edu/content/services/document.php/112571.pdf)

For rapid assistance, or to ask any questions regarding this equipment, please contact CTS, Classroom Technology Services at: (1) ext. 1466 or 709-2131 or (2) ext. 4694 or 709-9766