Document Camera Instructions – MFL Elmo TT-02RX

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

Setting Up the Document Camera

1. Remove the document camera, power cord, and video cable from the bag.
2. Connect the power cable to the back of the document camera and plug it in to an open outlet on the cart.
3. Rotate the camera arm 180° so the camera is away from the base. Twist the camera head up so that the camera is pointing straight down. You can also angle the camera arm or rotate the camera head if needed.
4. Connect one end of the RCA cable to the VIDEO jack on the back of the document camera and the other end to the VIDEO IN port on the projector. (If using the LAC cart, you will have to unplug the RCA cord from the DVD/VCR to use the document camera.)
5. Press the ⏻ (POWER) button on the base or the remote.
6. Set the projector to the VIDEO input by pressing INPUT on the projector until VIDEO is selected or by pressing VIDEO on the projector remote.

Adjusting the Image

- Use the switch on the camera head to turn on the image light.
- Use the wheel on the end of the camera head to make the image larger or smaller. Turn the wheel clockwise to zoom in and counterclockwise to zoom out. You can also zoom using the ⊕ and ⊖ buttons on the remote.
- Press the orange button on the end of the camera head or the remote's center button to auto-focus if needed.
- Press the ⊠ button on the base to keep the current image on screen while you prepare the next document. Press again to release.

Image Capture Features

The Elmo document camera can enhance lectures using captured images. Some of those advanced features are listed below. A user-supplied SD card is required.

- Capture a still image to display later on the document camera or export to a computer.
- Display a saved still image and a live image on the same screen.

Storing the Document Camera

1. Press and hold the ⏻ (POWER) button to turn the document camera off.
2. Rotate the camera arm back to the storage position and put the camera and cables in the bag.
3. Plug back in any RCA cables you had to unplug to connect the document camera.

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 Elmo instruction manual online: (www.baylor.edu/content/services/document.php/114768.pdf)

For immediate assistance or to report a problem, call/text 254-307-1614 (Classroom Technology Services).
For other questions, suggestions, or training, email ASTC@baylor.edu (Arts & Sciences Technology Center).
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