

# USER TUTORIAL FOR ELMO DOCUMENT CAMERA

## Table of Contents

1. Displaying documents
  - A. Setting up your ELMO unit
  - B. Resizing your image
  - C. Focusing your image
2. Displaying the computer screen
3. Capturing images

### *I. Displaying documents*

#### A. Setting up your ELMO unit:

In order to properly display documents using the ELMO document camera you must do the following:

1. Turn your overhead projector on
2. Turn your ELMO document camera on using the power button on the ELMO unit.
3. Press the CAMERA button on the ELMO unit.

*NOTE: If you experience no results, or only a blue screen, the video mode on the overhead projector might be on the wrong setting. Press the VIDEO button on your overhead projector's remote control to switch to the proper setting.*

#### B. Resizing your image

To resize your display image, do the following:

1. Find the black knob on the left side of the camera arm.
2. Turn the knob AWAY from you to ZOOM OUT.
3. Turn the knob TOWARDS you to ZOOM IN.

#### C. Focusing your image

If your image is blurry or fuzzy, do the following:

1. Find the orange button on the side of the black knob.
2. Press the orange button to perform an auto focus.

If the image is still out of focus:

1. Press the MENU button.
2. Use the arrow keys to go to the FOCUS menu.
3. Press the right arrow button.
4. Use the arrows to focus the image.

## *II. Displaying the computer screen*

In order to display the contents of your computer screen on the overhead projector, do the following:

1. Find and press the button labeled "PC"

That's it. Your computer's display will be shown on the screen.

## *III. Capturing images*

You can capture digital snapshots with the ELMO document camera. You will need to run the ELMO software in order to do this:

1. Select GO from your toolbar at the top of the screen.
2. Select Applications
3. Find the folder named ELMO Utility Software (VHM) and open it.
4. Select the Image Mate for Presentation (VHM)

With the Elmo software utility running, you will have a thin toolbar with several features.

The first thing you should make note of on this toolbar is the last box on the right. If your ELMO Document Camera is connected properly, this box should say "Camera: Ready". If it says "Camera: Not found" check your connections from the ELMO device to the computer.

- A. To capture a snapshot of your document, do the following:
  1. Switch your ELMO document camera to CAMERA mode.
  2. Place the image or document under the camera as you would when showing the image on the overhead projector
  3. On your computer, click the icon with the picture of a dog-eared paper and a camera. This will take a snapshot of your image.
- B. To draw on a captured image to highlight sections, make points or otherwise emphasize the image of the document you capture:
  1. Once you have an image on your screen, select the Draw tool, which has a picture icon of a white box and a green pencil.

2. A new window will open with the Draw tools inside. Choose from free drawing, directional lines, vertical lines and horizontal lines. You can also choose an eraser to clear the drawing. Choose what thickness of pencil you want by choosing from the 3 box sizes.

Common questions:

1. *Can I take images of things other than documents?*

A: Yes. The ELMO Document Projector works as a digital camera would. Use discretion while using the device and do not put it near any harmful materials.

2. *Can I use overlays on this device?*

A: Yes, as long as they are written clearly and visibly, you shouldn't have an issue.

3. *Does the ELMO device have audio?*

A: No.