

Clausen Center (CC)

CC 108 Document Camera Instructions for Spring 2019

1. Make sure the power cable (ziptied to the lock cable) is plugged into the document camera.
 2. Press the **On** button on the Extron control panel.
 3. Wait for the projector to finish turning on and for the projection screen to finish lowering.
 4. Press the **VGA** button on the Extron control panel.
 5. Plug the room's VGA cable into the document camera's VGA port (labelled **THIS VGA ->**).
 6. Press the power button on the side of the document camera.
 7. You're good to go! When you're done, press the **Off** button on the Extron control panel to turn off the projector, and hold the power button on the side of the document camera to turn it off.
- Adjust the position of the doc came by manipulating the document camera's arm.
 - Rotate the image by rotating the lens.
 - Press the **SUN** button on the side of the document camera's head to turn on its spotlight.
 - Zoom in/out using the **ZOOM** button on the document camera's base.
 - Refocus the image using the **FOCUS** button on the document camera's base.

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