

## Valley Road Classroom Equipment



### Document Camera Operations (Tiered Classrooms)

**Step 1:** Make sure the [projector\(s\)](#) is/are turned on and the [screen\(s\)](#) is/are down.

**Step 2:** Touch the picture of the "Document Camera" on the Crestron Display, located on top of the podium.



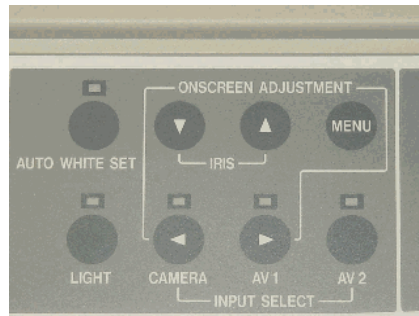
*Document Camera*

**Step 3:** Turn the Document Camera power on, located towards the rear of the equipment on the top surface.



*On Button*

**Step 4:** Press the "Camera" button, located on the lower portion of the Document Camera.



*Camera, Light, & Iris Buttons*

**Step 5:** To project a 3D object or a hardcopy, press the "Light" button once. The light will be displayed from the side lights onto the hardcopy.

**Step 6:** To project a transparency, press the "Light" button twice. The light will be displayed below the transparency.

**Step 7:** When finished using the Document Camera, please turn the Document Camera power switch off.



*Zoom, Auto, & Focus Buttons*

- \* If the projected image is too dark or too light, adjust the brightness by using the "Iris" buttons.
- \* To zoom in or out, use the zoom "Tele" or the zoom "Wide" keys.
- \* To autofocus, press the "Auto" button located in the "Focus" section.
- \* To focus manually, use the buttons in the "Focus" section; either, "Near" or "Far".