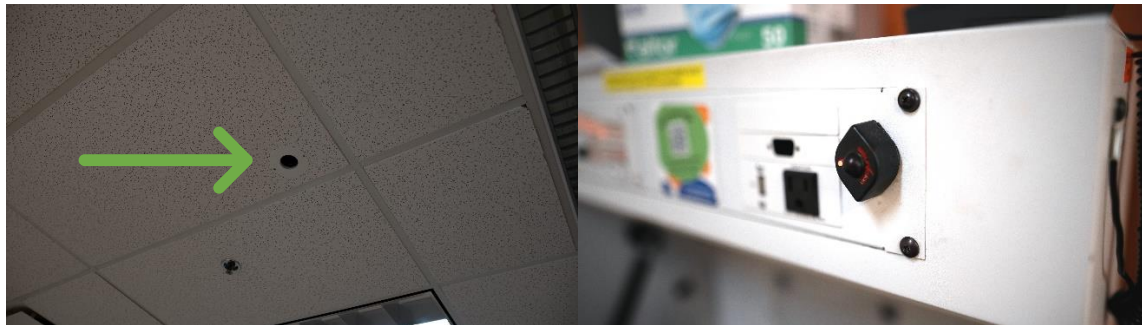# Getting Started

Around the campus you will find a variety of different document cameras that support different features depending on your room configuration:

These cameras are meant to be direct replacements to the classic overhead projector and offer features like zoom, focus, and illumination to aid in presenting written or text content to a class on a projector.

You'll first want to locate and identify which camera you are using before moving on to the remainder of this document. Many can be found tucked away on the side of the instructor station.

Others (some WolfVision models) can be found mounted on or in the ceiling – in this case, locate the remote and IR receiver on the instructor station to power it on.

The standard input on the projector for document cameras should be INPUT 3; in Standard classrooms with button panels as well as in HyFlex classrooms with touch panels you can press the Document Camera to get to the appropriate input.

If you need help with this step, please refer to the Classroom Help website under the Identify Your Classroom section or contact the support line for immediate assistance at extension 4040.
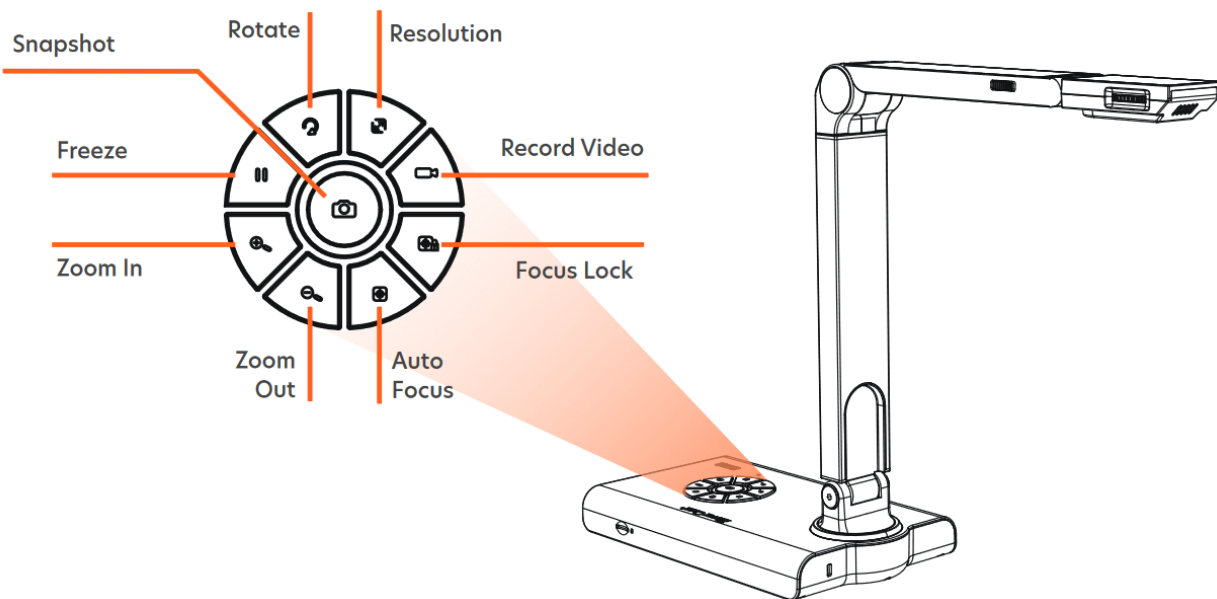
HoverCam Document Cameras

These will be the most common cameras you'll come across; you might even find some on carts or set aside in different classrooms for mobility. There are two types of these: Duo and Ultra.

The main difference between these two is in their controls. The Pro line will contain button setting while the Ultra uses a touch display to adjust settings.
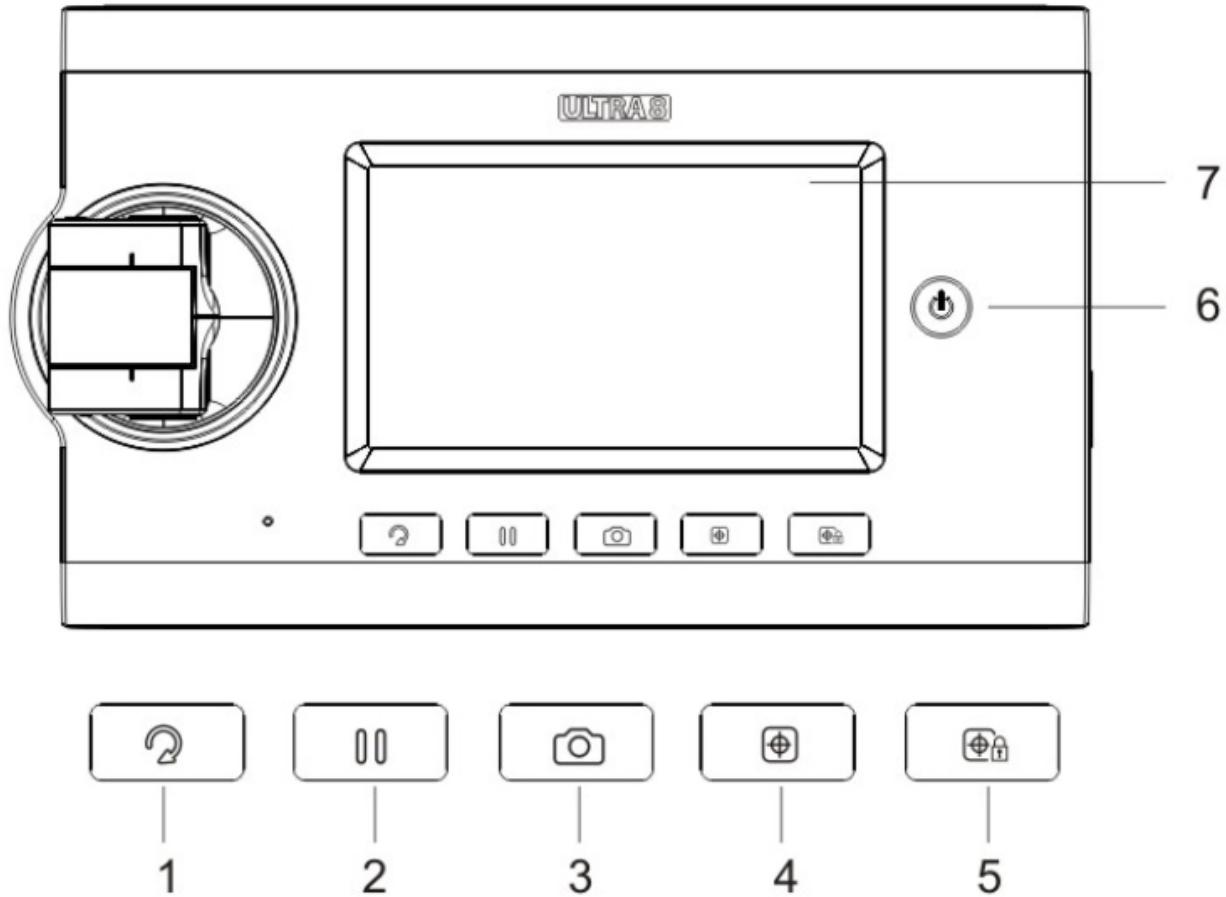
HoverCam Duo Controls

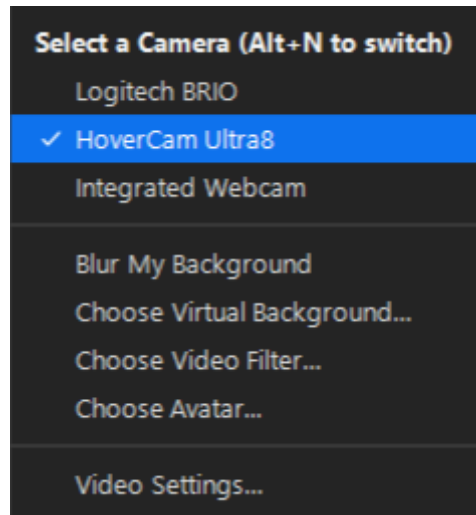| Rotate	This button rotates the image being displayed on the projector in 90-degree increments
Resolution	This button allows you to change the resolution of the camera (only press this if you either don't see your document camera showing on the projector or the image looks blurry – any issues should be reported to the support line)
Record Video	Used for recording video onto a micro-SD card
Focus Lock	Locks the auto focus settings so the camera isn't constantly self-adjusting (use this if you notice the camera going in and out of focus constantly)
Zoom Out	Zooms the image out
Zoom In	Zooms in to the center of the image
Freeze	Lock the screen at its current position so you can keep a particular section up for people to take notes while you prepare the next section
Snapshot	Used for taking a picture of the current image being displayed onto a micro-SD card

CalPolyPomona

Document Camera Reference
Need Help? (909) 869-4040 ext:4040
www.cpp.service-now.com/ehelp

HoverCam Ultra Controls

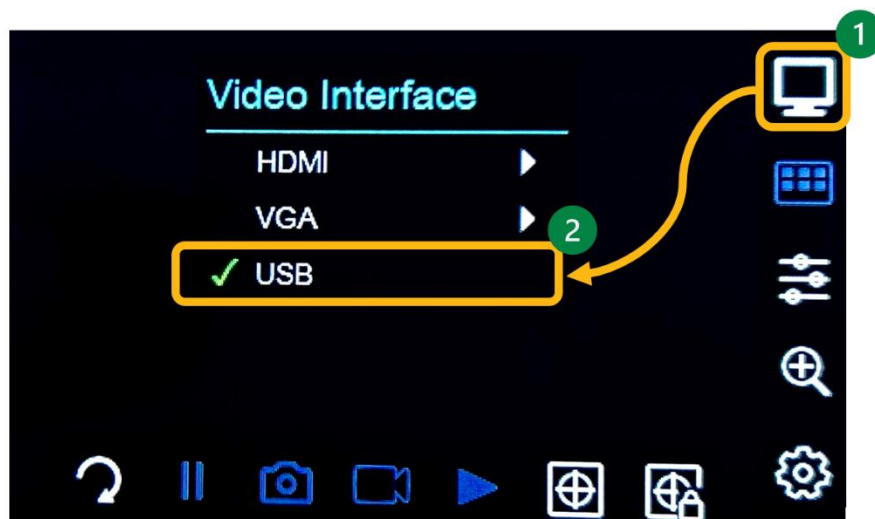| 1	Rotate	Rotates image in 90-degree increments
2	Freeze	Lock the screen at its current position so you can keep a particular section up for people to take notes while you prepare the next section
3	Snapshot	Used for taking a picture of the current image being displayed into the Flex 11 software
4	Auto Focus	Starts the auto focus mode for the camera
5	Focus Lock	Locks the auto focus mode for the camera
6	Power Button	Turns the camera on and off
7	Touch Screen	Control surface for additional functions like resolution, output mode, and others (this is where the settings can be changed to use this camera with Zoom Video Conferencing)

Using a HoverCam with Zoom Video Conferencing

The neat thing about Hovercam's is that they can be used for presenting documents over Zoom during hybrid or online classes; this can be accomplished with or without the Flex 11 software by simply selecting the device by name (HoverCam Duo or HoverCam Ultra) from the video button in Zooms lower settings bar.

For HoverCam Ultra models, you will need to switch the display mode from the Touch Display to USB before you will see this name come up in the list in Zoom.

If you still can't find HoverCam shown in the list, it may be that the camera is not connected to the instructor station computer. Please contact the support line for assistance with getting the camera connected.

About the Flex 11 Software for HoverCam

Flex 11 is an additional program that can be found pre-installed on all classroom computers. This program allows you to record directly to the computer and gives you access to features like annotation, a digital whiteboard, screen recording, capture, and other useful tools.

For video guides and more information on how to use this software, please visit the HoverCam website (www.hovercam.com/flex11).

WolfVision Document Cameras

These cameras were the first to come to Cal Poly Pomona and are different from HoverCam models in two different ways:

- They do not support use with Zoom Video Conferencing
- Ceiling mounted cameras can be used for larger documents or even scale models.

WolfVision cameras can be found in three different varieties around the campus:

- Mounted in the instructor station.
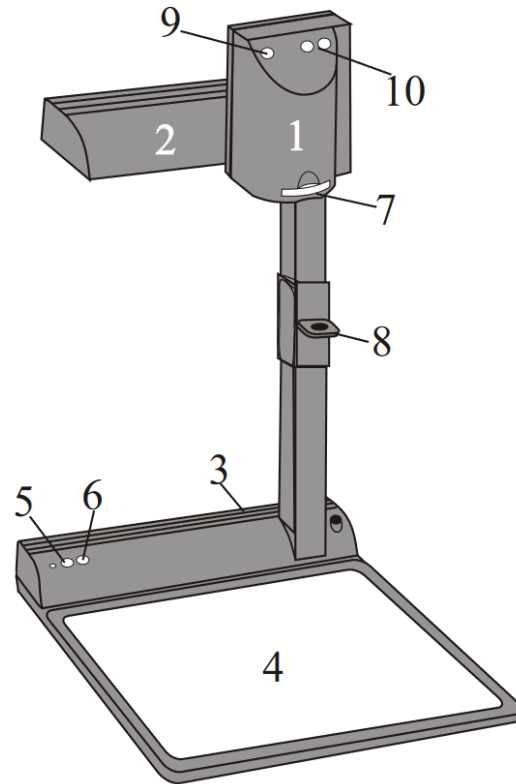- Mounted on the ceiling.
- Mounted in the ceiling.

Those mounted in the ceiling can be a little difficult to spot at first but if a document camera isn't obvious – locate the remote control and receiver mounted to the instructor station to start using it.

Keep in mind that with the ceiling mounted cameras there is also a receiver mounted to the instructor station that you will need to point the remote towards to change settings, presets, or power it on and off.
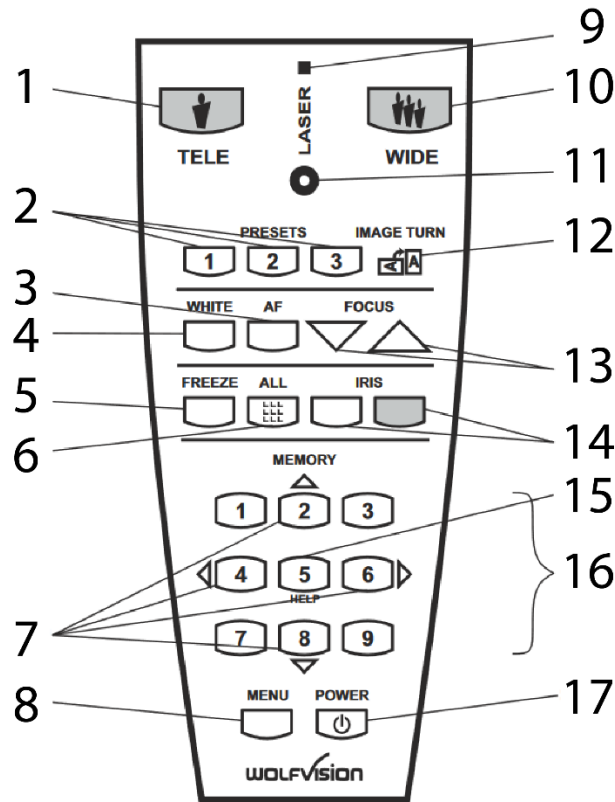
Instructor Station WolfVision Cameras

1	Camera Head
2	Light
3	Connectors
4	Working Surface
5	Power ON/OFF Button
6	Light ON/OFF Button
7	Close-up Lense for Camera
8	Pull Ring
9	Auto Focus ON/OFF Button
10	Zoom IN/OUT Buttons

CalPolyPomona

Document Camera Reference
Need Help? (909) 869-4040 ext:4040
www.cpp.service-now.com/ehelp

Ceiling Mounted WolfVision Cameras

1	Zoom IN
2	Camera Presets (press and hold to set)
3	Auto Focus
4	White Balance Adjustment
5	Freeze Current Frame
6	ALL Key (split screen of last 9 saved pictures)
7	Select Keys (for navigating through on-screen menu)
8	Menu Button
9	Laser Indicator (point this side to the WolfVision Receiver on the instructor station)
10	Zoom OUT
11	Laser Pointer Key
12	Rotate Image 90-degrees
13	Manual Focus
14	Manual IRIS Adjustment
15	Help / Reset Key
16	Memory Keys 1-9 (for saving and recalling pictures)
17	Power ON/OFF