

Document Camera

The document camera varies from room to room. The style and appearance will vary but the basic functions are the same.

Depending on the model, the ON switch can be on the top, back or left side of the Doc Cam by the arm.

The main control panel on the front of the Doc Cam serves many functions, including:

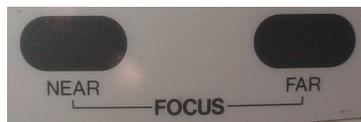
Lights – There are up to two light options, depending on the model.



Zoom- Press the Tele or Wide buttons.



Focus – allows you to manually adjust focus using the Near and Far buttons.



The document camera should always be on the Internal setting on the control panel – if it is not, the picture will not display.

Remote Mouse

The remote mouse allows you to advance PowerPoints. There are two main models, Mindpath and RF, shown below.



To advance the PowerPoint slides, press the > key on the remote.

To go to the previous slide, press the < key on the remote.

The circular button on the remote can be used to function as a mouse.

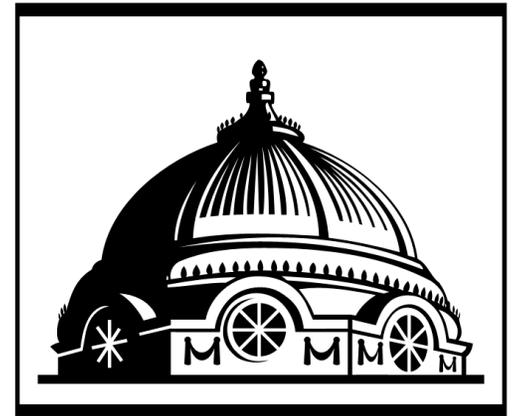
If you use the laser feature (found on the RF remote), make sure to only point it at the screen.

There is a trigger on the back of the RF remote that also advances the slides.

Make sure the computer program for the remote is left open (it can be minimized).

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Southeast
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Dempster
Classrooms
Operation
Guide

Lights

The set of light switches by the door and the set by the instructor station operate the same lights.

The can lights are dimmed or brightened by sliding the dimmer switch (by instructor station) up or down.

Rack Power

Make sure that the rack is on. This can be done by ensuring the Rack Power Switch in the black rack is set to the ON position.

Contact 651-2112 (HCB Faculty) or 651-2267 (all other users) if you do not have a key to the rack.



Computer Log-in

Make sure the computer is on and that you log in using your SEKey.

If you do not have an SEKey, call the HELP DESK at 573-651-4357 to arrange for a guest log-in.

Please log off the computer at the conclusion of your class.

Projector

To turn on the projector, take out the grey NEC remote found in the black rack (see below). The remote should be connected to a black cable at all times.



Press and hold the ON button. You do not have to aim it at the projector.

To turn off the projector, press and hold the OFF or STANDBY buttons.

Projector screen

Press UP or DOWN on the silver wall switch near the instructor station to raise or lower the projector screen.



The middle position stops either upward or downward movement. The switch should be moved to the middle position after each use.

Input Selection

There is a switcher found in each black classroom instructor rack. There are a couple of styles, as shown below.

Each switcher has 4 input buttons. Pressing one of these will change the inputs that are displayed through the projector.



Input Guide

1. VCR = VCR/DVD
2. CAM = Doc Cam
3. Not Used
4. PC= Computer

Additional Media Needs

For any additional media needs, such as laptops, mp3 players, etc, please call technical support at 986-6880.