

HoverCam

SOLO 8

Document Camera

Basic User Guide

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Additional Resources:

- [HoverCam Flex 11 User's Manual](#)
- [Solo 8 Quick Start Guide](#)



Possible Uses:

- Project live video feed on to the classroom monitor of an object such as a textbook page, calculator or any other learning object.
- By turning the camera toward a person or group it can be used as a video camera with online communication applications such as WebEx.
- Record a speaker by using the Document Camera as the video feed in conjunction with Mediasite, the college's video creation application.

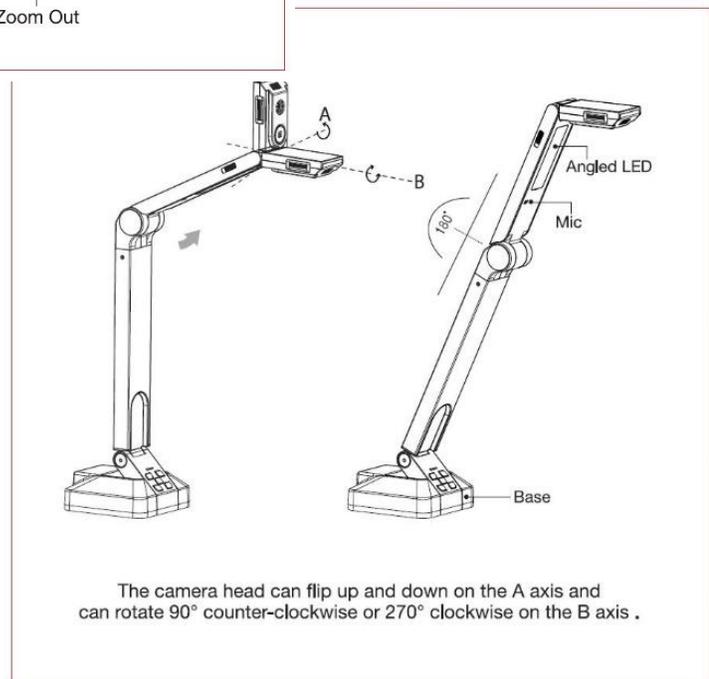
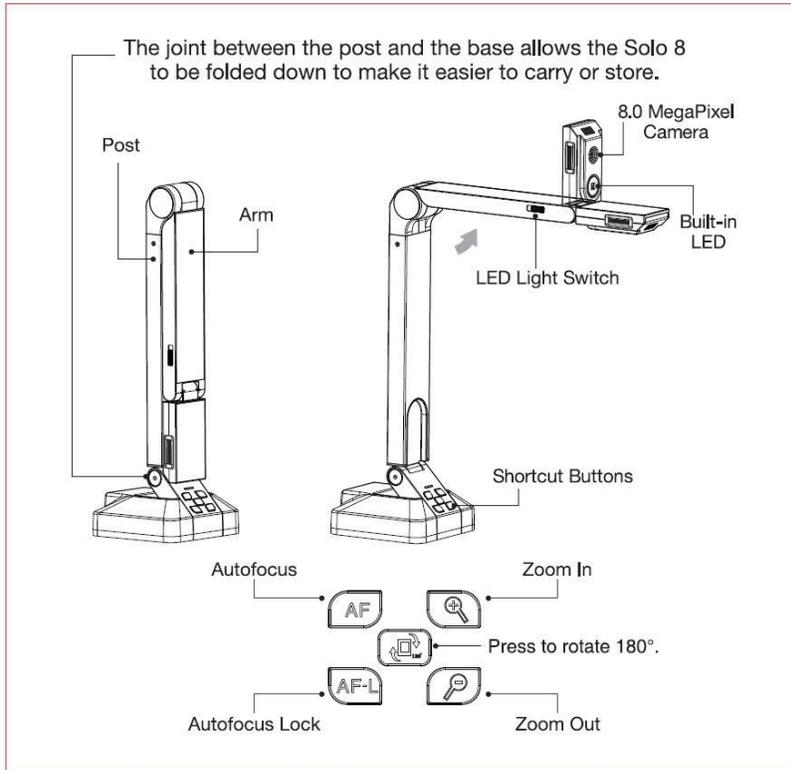
To Open:

Log on to the classroom Desktop computer and turn on the monitor from the wall mounted panel.

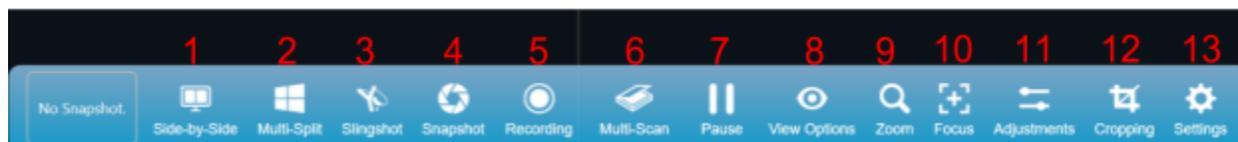
Select the Document camera icon from the desktop computer or double tap the icon on the monitor.



Basic Functions:



Document Camera Screen Functions



1. **Side-by-Side: Split screen.** This mode will allow you to display a previous snapshot image next to your current live video feed, allowing you to compare documents side-by-side with your current live feed. Select the Side-by-Side icon again to return to full screen
2. **Multi-Split:** The multi-split button functions similarly to the side-by-side function but allows you to split the screen into as many as 16 separate images (including the live feed.) The live feed will always display in the top left window. When you select multi-split, an option box will pop up. You can adjust the number of columns and rows that will display by selecting the corresponding up or down arrows. Select the Multi-Split icon again to return to full screen.
3. **Slingshot:** The Slingshot feature allows you to insert the currently displayed image (and/or another stored image from your recent archive) into another software application, such as a Word document, interactive whiteboard software or file folder by dragging and dropping. Multiple images may be pasted into your other program with one click of the Slingshot icon. Once you select the Slingshot button, the document camera image will immediately minimize and a small window showing your current image will appear near the upper left portion of your screen. Drag the image into the application that you want it to go. To return to the camera select the arrow at the top left.
4. **Snapshot:** Once the live video image is adjusted to your liking, save a picture of it by clicking on the Snapshot icon. Your most recent snapshot will be shown in the “previous snapshot” box. It will also appear in the pullout panel on the left. Your snapshots are stored in the archive, select the arrow on the left and then select “Go to Archive”.
5. **Recording:** This option is not recommended, to record use the college’s standard video recording application.
6. **Multi-scan:** Scan multiple images (great for stop motion) to archive as JPG (PDF option available). Manually set scan interval and max images. The images are saved in the archive section, select the arrow on the left of the screen to view the images and select “Go to Archive” to be able to move the images to another location like an h-drive by using the export option. For a combined document with all the images select the PDF option.
7. **Pause:** Pause recording (See 5).
8. **View Options:** Open view options menu. Controls include rotate left/right, mirror left/right, visor (hides screen), full screen, picture-in-picture, project, and warp.

9. **Zoom:** Open zoom option slider.
10. **Focus:** Open focus options menu. Controls include selective focus, auto-focus, and autofocus-lock.
 - Selective Focus: allows you to click on specific areas of the live video display for the lens to focus on.
 - AF (auto focus): when selected, the camera lens will automatically determine the optimal focal point. As the display field changes, the camera will continue to automatically readjust the focus. To prevent the camera from continuing to readjust, select AF-L (auto focus lock).
 - AF-L (auto focus lock): when selected, the camera lens will auto focus then “lock” and remain on the same focal point regardless of any changes to the camera’s field of view.
11. **Adjustments:** Open adjustments menu. Controls include brightness, contrast, saturation, focus, exposure, and white balance.
12. **Cropping:** Open cropping function. Pinch to zoom and adjust size. Controls include snapshot, copy to clipboard, OCR text recognition, focus, tilt, and show/hide grid.
 - Clipboard: saves the cropped image to your active clipboard so that you can paste the image into other programs. (similar to the “Slingshot” clipboard described on)
 - OCR (optical character recognition): The OCR feature converts a snapshot of a page of text into a text file which can be edited and copied into another program. When selected, a snapshot of the cropped plane will be taken and automatically converted into text in the right-side column under “OCR Results.” You can edit the text directly using a mouse and keyboard. Clicking the green “Copy to Clipboard” button will copy the scanned text to your active clipboard, allowing you to paste it directly into other applications such as a word processor or PowerPoint.
 - OCR Usage Tips:
 - OCR works best when scanning a non-reflective paper surface.
 - Adjust your cropped plane to crop out as much of the surrounding surface as possible.
 - If you’re experiencing inaccurate scans of your texts, try using the “Gridlines” and “Straighten” features (described below) to align and level the text as much as possible before taking the OCR scan.
 - Insure the cropped plan is in focus by using the “auto-focus” button described below.
 - Auto-Focus: When selected, the camera will automatically adjust its focal settings to bring the current field of view into focus.
 - Straighten: When selected, a gridline overlay will be placed over the cropping plane and an alignment slider will open inside the tool bar. This slider will allow you to adjust the tilt of the cropping plane.
 - Close: closes the cropping pop-up tool bar
13. **Settings:** Open settings menu. Controls include input selection, microphone selection, resolution selection, file naming, extension formatting, frame rate and save location options.

14. **White Board** (not shown above): Not recommended. For a digital whiteboard, use the college's recommended option.

The Annotation Wheel

The annotation wheel will automatically open on the right side of the screen when the document camera launches. The wheel can be expanded or collapsed by clicking on the orange icon in the center. You can also drag and drop the wheel to different locations on the screen.



Pen tool

The pen tool allows you to mark free-hand annotations. When selected, a pop-out window will display your four most recent pen settings. Holding a long click on any of the pen icons will open customization options for that pen allowing you to change the color, transparency, and thickness of the selected pen.



Eraser tools - Clicking on the eraser icon will open a pop-out window with the three eraser tools.



Undo - This button will undo the previous action



Redo - This button will restore the previously "undo" action.



Canvas Select - Once selected, you can use your mouse or touch pen to trace a dotted line around specific annotations you wish to adjust. Once the annotations are selected, a dotted outlined box will appear around the selected annotations as well as a red "close" button on the top right corner. You can now drag the selected annotations and move them to a different location on the screen. You can also delete the annotations by selecting the red "close" button.



Text Tool - Creates an editable text box. You can use your keyboard to type in text. You can access customization options by clicking and holding on the text tool icon. From here you can change the color, transparency, size, and font style of your text.



Insert Shapes - This button allows you to insert shapes onto the plane. When selected, the shapes pop-out window will be displayed. From there you can select your desired object. Holding a long click on any of the objects will open customization options for that object. This allows you to change the color, transparency and thickness of the selected shape.



Archive

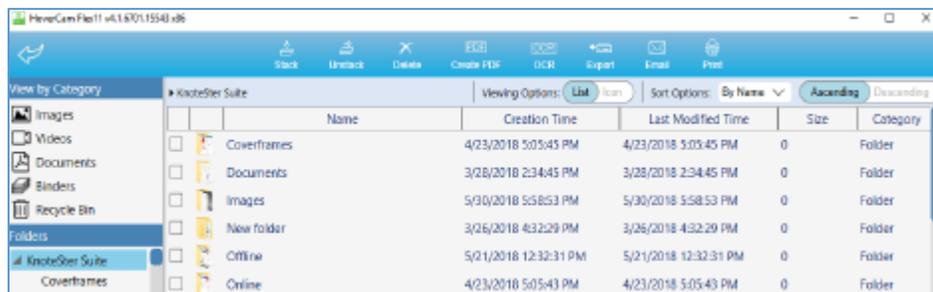
The Archive feature allows you to view your saved image and video files, as well as PDF files you have created. The files may be organized, printed, deleted, renamed and moved to different directories.

Click the pull-out tab on the left side of the main screen and the recent snapshots will be displayed in a panel, along with an arrow icon at the top of the panel labeled "Go to Archive". As you move your mouse over each image on this panel, a red "X" will appear in the upper right corner of the image. You can delete the image easily by clicking the red "X".

If you double-click on one of these images, side-by-side mode will launch, and the image will appear on the left window.



Click the “Go to Archive icon” and the Archive screen will appear as shown below:



Stack - The Stack feature lets you organize files by allowing you to group similar files together into one file called a “stack”. This is very convenient for emailing a group of images or for creating a virtual booklet of your scanned documents. To stack items, simply select all files that you would like to include in a group by highlighting them or clicking on the box to the left of each file, then clicking the Stack icon. The files will be bundled into one file. The filename of the new file will be the filename of the first file in the stack. There will be no file extension.

Unstack - Use the Unstack button to ungroup a stacked group of files. Simply select the stacked file and click the Unstack button.

Delete - The Delete button allows you to delete selected files. Deleted items are moved to the “Recycle Bin”. Click on a file to select it, then click the Delete button. You will be asked to confirm the deletion.

Create PDF - This handy feature saves your selected image(s) as a PDF file. Select one or more image files, then click the “Create PDF” button. Your new .pdf file will be saved in the “Images” subdirectory. It will also be shown when you click on the PDF file type on the left side of the screen.

OCR (Optical Character Reader) - The OCR feature is for converting an image of a page of text to an actual text file. It could take a minute or two depending on the print quality of the original image.

Export - The Export feature allows you to copy one selected file from your library and save it as a JPG, PNG, BMP or TIFF file elsewhere on your computer. Select a file, then click the “Export” button. A dialog box will prompt you for the location, new filename and file type to save. This dialog also displays a thumbnail of the image that will be exported. Click OK to proceed or Cancel to abandon the export. If you specify more than one file, only the first file listed is included in the exported file.

Email – (may not be applicable in the classroom) The email feature allows you to email your archived files directly to an email address. Select a file, then click the “Email” button. Your default email application will launch a new composition window with the file already attached.

Print - (may not be applicable in the classroom) Print files by selecting them and then clicking the Print button.

Annotations - If you double click on a file within the archive manager, the image will open within the archive editor, and you can add annotations using the annotation tool bar. To exit the editor, select the black close circle at the top right corner: