Document Camera

**Before Class:**

1. Turn on the projector by pressing the **ON button** located on the upper right corner of the smart panel.  
   *Note: The projector warms up in about a minute.*
2. Open the cabinet.
3. Press and hold the camera’s **red ON button** for 1-2 seconds (a blue light will flash).
4. Minimize the amount of light in the room (sunlight and ambient light will distort the projected image).
5. Use the auto focus buttons (white buttons).
6. You can zoom in and out using the green buttons on the base of the camera.

**After Class:**

1. Turn off the projector by pressing the **OFF button** located on the upper right corner of the smart panel.  
   *Note: You will need to press and hold the off button for 1-2 seconds.*
2. Turn off the camera: press and hold the **red ON button** for 1-2 seconds (a red light will flash).
3. Replace and secure the equipment inside the cabinet.