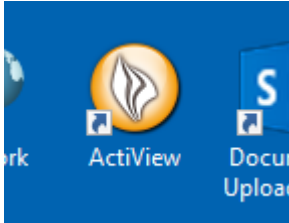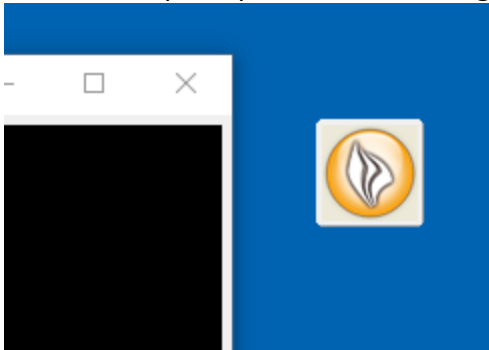# Using the ActiView Document Camera

1. ActiView Document Cameras are easily connected to computers with a USB cord and power cord. Once connected to the computer, the ActiView software must be installed. Please place a work order for this software to be installed if it is not currently on your computer.

2. On your desktop, double click the ActiView software icon:

3. This will open up a flame on the right side of your desktop screen. Click the flame.

4. Once you click the flame, you will see a grid of options. Click the one that has a magnifying glass hovering over a document:

5. This will display your live document. Make the screen bigger so you can see the document in full. Other areas within the grid will now be enabled.

6. Each icon on the grid gives you a different capability:

a. If you click the car, it will auto-focus or tune your image.
b. The light bulb will turn the light on your document camera on and off.
c. The red button is your power button. The power light on your document camera must be BLUE for it to work.
d. The purple magnifying glass with the plus sign allows you to zoom in and out of your document.
e. The sun icon adjusts the brightness of the image.
f. The clipboard shows you the make and model of the document camera.
g. The hand with the pencil allows you to write on the image from the Promethean Board.
h. The snowflake freezes your image.
i. The green rolodex icon opens a screen with other options including the ability to rotate your image.
j. The black square allows you to reveal the image one line at a time.
k. The camera allows you to take a picture of the document or the screen. You can also point the document camera out to the students to take pictures of your class.
l. The camcorder allows you to record videos.
m. The blue and black circle allows you to take time lapse pictures.
n. The black square with an orange square inside of it allows you to spotlight a particular part of the image.

Think of ways in which you can allow your STUDENTS to use the document camera. The goal of using technology in the classroom is to engage students by allowing them to work interactively and collaboratively.