Introduction

The WolfVision Document Camera is used to project images of documents, books, transparencies, etc. on the screen. The document camera takes the place of an overhead projector.

Log into the Sympodium

1. Log onto the Sympodium just as you would your office computer.
2. Press any key on the keyboard to wake up the computer. The power indicator light located in the upper right corner of the Sympodium will glow blue.
3. Press CTRL+ALT+DEL on the keyboard.
4. Click OK.
5. Type your User Name and Password.
6. Click the right over arrow or press ENTER on your keyboard.
7. Two dialog boxes will appear on your screen relating to MicroSoft Life Cam. Click the Close X button in the upper right of each dialog box to close.

Turn on the Crestron

The Crestron is the panel located beside the Sympodium and in the right corner of the instructor's station. This product provides complete control of the electronic and mechanical devices in the classroom through clearly marked buttons and a touch screen display.

1. Push the START button (Fig 1, 1) on the Crestron. The Towson University logo should appear on the screen. If the logo does not appear, press the Crestron screen with you hand.
2. Press the PROJECT button (Fig 1, 2) on the Crestron to turn on the projector. This will take 30-45 seconds to warm up.
3. When the projector turns on, push the **Source** button (Fig 1, 3) on the **Crestron**. A variety of different options will appear on the **Crestron** screen.

4. Touch the **Document Camera** button (Fig 1, 4) on the **Crestron** screen itself under **Left/Single Image**. The **Controls** button will appear.

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**Set-up the WolfVision Document Camera**

1. Open the drawer on the right side of the instructor’s station to reveal the document camera (Fig 1).
2. Pull the arm upwards by using the **pull tab** (Fig 2, 1).

3. Turn the **camera head** to a working position by rotating it up so you can see the display panel on the camera head (Fig 3, 1).

4. Power on the **WolfVision Document Camera**. The power switch is located at the back of the WolfVision surface (stage) (Fig 4, 1).

5. Place whatever you wish to project (document, book, transparency, etc.) on the WolfVision surface (stage) (Fig 5, 1).
Use the Document Camera Controls

1. On the Crestron, press the Controls button beside Document Camera (Fig 3, 1).

2. The Document Camera Control Page will appear (Fig 4). You have the following options:
   - Lamp - Turn the Lamp On and Off as needed by pressing the appropriate button (Fig 4, 1).
   - Zoom - Press the In button under Zoom to zoom in further. Press the Out button under Zoom to zoom out further (fig 4, 2).
   - Focus - After Zooming in and out on an object, it may be necessary to focus. If you press the Auto Focus button (Fig 4, 3), the WolfVision will focus automatically. You may also press the + and - to focus manually (Fig 4, 4).

3. Press the Previous Page button (Fig 4, 5) to return to the SOURCE page on the Crestron.
Use the WolfVision Utility Software

If you wish to make annotations on the projected document, you must open the WolfVision Connectivity software to do this.

1. Press the **SOURCE** button on the Crestron. Press **Computer** under Left Single Image on the Crestron screen.

2. On the computer, click the **Start** button. Point to **All Programs** in Vista and **Programs** in XP.

3. Click **WolfVision** and then click **WolfVision Connectivity Software**. The **WolfVision** dialog box will open (Fig 1). The **remote** may appear. Click the **X** to close it.

4. Click the **Still Image** button at the top of the screen (Fig 1, 1). Your image will become visible in the **WolfVision** dialog box (Fig 1, 2). Each time you place a new document on the stage, you must click the **Still Image** button to see it in the **WolfVision Visualizer** dialog box.

5. Click the **Start Continuous** button (Fig 1, 3) if you wish to take documents on and off the stage area and have the document camera automatically refresh itself on screen.

6. If you wish to take your image to Full Screen, click the **View** pull down menu and the click **Full Screen Mode** (Fig 2, 1).

7. Press the **ESC** key on your keyboard to get out of Full Screen view.
Use the Smart Notebook with the Document Camera

While projecting your image from the document camera, you may write on the image using the Sympodium interactive pen display. You may also save any annotations you make in the SMART Notebook.

Note: If you want the SMART Notebook to be projected to the audience instead of the document camera, you must press the Source button on the Crestron and then press Computer under Left/Single Image.

1. Pick up the tethered pen (stylus) from the cradle at the top and behind the Sympodium.
2. At the top of the Sympodium, select one of the digital ink colors by pressing that button (Fig 1, 1). Your mouse will become a pen. You may choose to use either the mouse or the tethered pen (stylus) to make annotations on your Word document. (If you use the mouse, you will only be able to make annotations in black ink).

3. Begin to draw on the document by dragging the tethered pen (stylus) or the Mouse across the area of text (Fig 2). Please note the following:
   - To Erase Annotations: Press the Erase Digital Ink button and then begin to drag the tethered pen across the annotation you wish to erase.
   - To Change the Color of the Ink: Press another Digital Ink color button.
   - To Change back to a Mouse Pointer: Press the Arrow button. By pressing the arrow button, your mouse performs normally and the tethered pen (stylus) performs as a mouse as well.

Save Your Notes

You can easily save the annotations that you have made on your Elmo image.

1. Click the Save Ink Notes icon (Fig 2, 1) which will appear around the outside parameter of the window. The SMART Notebook will launch.
2. Each time you click on the **Saving Ink notes** icon, it will save a new page in the SMART Notebook (Fig 3, 1).
3. You may then save these annotations as a SMART Notebook file. Do this by clicking on the **File** pull down menu and clicking on **Save As**. Give the document a name and click the **Save** button.

![Figure 3](image)

**Turn off the WolfVision**

1. Turn off the **WolfVision Document Camera** by pressing the power switch which is located at the back of the WolfVision surface (stage).
2. Pull the **pull tab** towards you to collapse the arm (Fig 1, 1).
3. Rotate the camera head down.
4. Push the drawer back in.

![Figure 1](image)
Log off of the Sympodium and the Crestron

1. Close and save all open documents.
2. Close all open software packages.
3. Double click the Logoff icon on the desktop.
4. Place the tethered pen (stylus) back in the cradle behind and at the top of the Sympodium (Fig 1, 1).
5. Touch the Crestron screen to wake it up.
6. Press the Finish button on the Crestron.
7. Touch Yes on the screen.
8. The message System is powering off will appear on the Crestron screen. Give the system 90 seconds to power off. The computer will remain on.