How to Use a Document Camera to project any item (e.g., books, worksheets, artifacts, etc.)

To see if your classroom has a document camera, search The Teaching Center’s Classroom Directory.

**Step 1:** On the touch-panel control screen, select source menu, then **Doc Cam.** The projection screen should automatically lower, and the projector will begin warming up.

**Step 2:** Locate the document camera, which will either be installed 1) in the ceiling above the instructor’s desk or 2) stored in a drawer **on the side of the desk.** (If it is in a drawer, open the drawer and carefully raise the arm of the camera.)

**Step 3:** For the ceiling-mounted camera, place the item(s) that you want to display **directly on** the instructor’s desk (please see top of next page).

Or, in the case of the desktop-drawer camera, place the item(s) on the camera bed, as seen here:
When using the **ceiling-mounted document camera**, place object directly on the instructor’s desk:

*For ceiling-mounted document cameras, a laser light can be turned on to help you adjust the view of the item you are showing by pressing **Laser On**.*

**Step 4: Adjust the Focus and Zoom**

**Auto Focus**: this button should already be on. If not, press the **Auto Focus** button on the touch panel to automatically focus the image you are projecting.

Use the **Zoom In** and **Zoom Out** buttons to adjust the image.

If you need assistance or would like training on any of the multi-media equipment found in University-managed classrooms, please contact [The Teaching Center](mailto:teachcen@wustl.edu) at: (314) 935- 6810 or via email at teachcen@wustl.edu. The Teaching Center is located in EADS Hall, Room 105 on the Danforth Campus.