


Lumens Document Camera DC260 or DC120

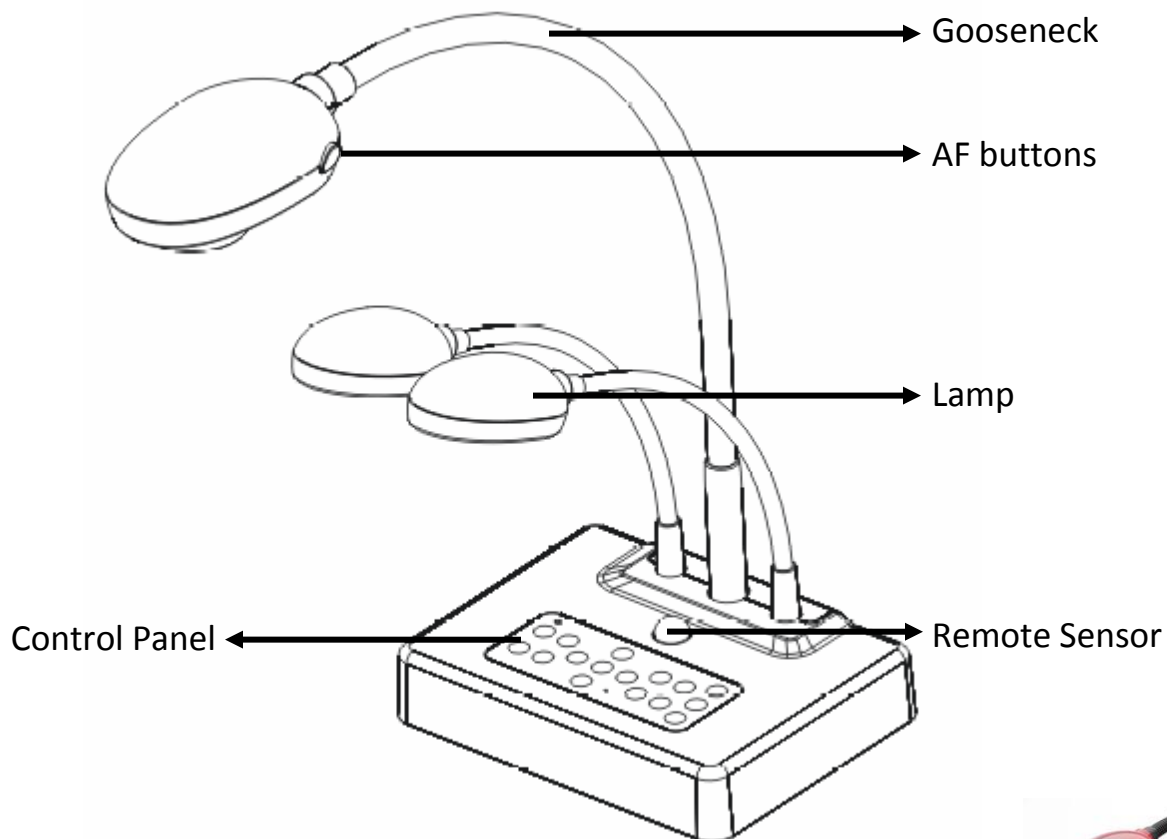




Proper Set Up

The gooseneck arm should be tilted over the LadiBug control panel (not to the side of it or behind it). The arm can be moved and adjusted down toward the object or to the side of the object (for side viewing).

Using the Document Camera for Viewing Items

1. Turn on the  **Power** button to the camera. Press and hold the power button for 2 seconds to turn it on (either on the panel or the remote).
2. Place the object to display under the lens.



Name	Function	Operation
	Turn on and off the visual presenter.	Remote control or Control Panel
	Move up, down, left or right to select the needed function.	Remote control or Control Panel
AF	Automatically adjust focal length on an object.	Remote control or Camera Head
Auto Tune	Automatically adjust the image to have the best brightness and focusing performance.	Remote control (DC260) or Control Panel
BRT+/-	Manually adjust the brightness of the image.	Remote control or Control Panel
Capture	Capture the image to the SD card (priority) or internal memory.	Remote control or Control Panel
Delete	Delete the image stored in the SD card (priority) or internal memory.	Remote control (DC260) or Control Panel
Enter	Enter/Activate functions.	Remote control or Control Panel
Focus +/-	Manually adjust focal length on an object.	Remote control (DC260) or Control Panel
Freeze	Freeze the current image to temporarily stay on the screen. Press again to unfreeze.	Remote control or Control Panel
Half Page (for DC260)	Turn on/turn off the Half Page function. Pressing Half Page once will display the upper half of the live image, while pressing Half Page twice will show the lower half of the live image. Press Half Page again to exit this function.	Remote control or Control Panel
Lamp	Turn the lamps on or off.	Remote control (DC260) or Control Panel
M Scope	Enter the microscope mode. Press again to return to the previous mode.	Remote control (DC260)

Menu	Activate the setting menu function/exit menu.	Remote control or Control Panel
Mode	Select general/slide/negative/microscope mode.	Remote control (DC260)
PBP	PBP (Picture by picture): Compare live images with captured image files.	Remote control
Photo/ Text	Select photo, text or grayscale image mode.	Remote control (DC260)
Record	Record motion images. Press Record to record images to SD card (priority) or internal memory; press Record again to stop recording.	Remote control or Control Panel
Rotate	Rotate the image by 0°, 90°, 180° or 270°.	Remote control or Control Panel
Slide Show	Show the photos or videos stored in the SD card (priority) or internal memory in slide mode.	Remote control
Source	Switch between different sources of signals: 1. Live images (default) 2. SD card (priority) or internal memory 3. Computer	Remote control or Control Panel
Zoom +/-	Increase or decrease the image size.	Remote control or Control Panel

Frame it, focus it, teach it.

Lamps

The lamps are on by default. Press the **LAMP** button on the control panel to turn off the lamps. If using the remote, press **MENU**, press the ► right arrow to go to the **Setting** menu. Press the ▼ down arrow to move to the **Lamp** and then the arrows again to switch between ON and OFF.

Adjusting the Zoom

There are three types of zoom: **optical** zoom (via the lens) which is 6x. **Digital** zoom is the other type of zoom, however you need software installed on your pc to be able to use the digital zoom. The last type of zoom – **mechanical** – is when you physically move the lens closer to your document or object. The document camera has a 6x zoom. Use the **Zoom+** or **Zoom-** push buttons to adjust zooming (either on the control panel or the remote).

Focus

Use the **Auto Focus** button (AF) to adjust the focusing (press once, wait for focus, press again if needed). There is an Auto Focus (AF) button on the remote and control panel. There is also a Focus button (white) on the camera head unit.


Auto Tune

Press the **Auto Tune** button on the control panel to automatically adjust the brightness and focus settings for best image. Remember . . . Auto Tune is your best friend!

Freezing the image

An image can be held for a period of time. Freeze should be used when switching items underneath the camera or moving the camera lens. Press **FREEZE** on the control panel or remote.

Turning Off the Document Camera

Press and hold down the  **Power** button on the control panel or on the remote (red button) and it will power down. The white light next to the power button will blink due to it still being plugged in.

Switching Between Image Sources

The default of image source is **Live Image**. Press [SOURCE] on the **remote control** or the **control panel** to switch to Live Image (Default) and computer in turns.

Using the Document Camera to Capture Images

The document camera may be used to take a snapshot image of what is in the camera view. The unit has built-in storage for images.

Capture an image

Set the focus and zoom on the image. Then, press the **Capture** button on the control panel or the remote. A little hourglass will appear in the upper left-hand corner of your screen to indicate that the image is being saved.

Displaying images

To display images saved using the document camera, press the **SOURCE** button on the control panel or remote. Thumbnail images will be displayed. Use the left and right direction arrows to select the image to enlarge and press the enter button. The arrow buttons can be used to move through the other images. Press the **PLAYBACK** button again to return to the thumbnail images and press the **MENU** button to exit the playback mode.

Deleting images

While in the display mode, highlight the thumbnail image. Press the **DELETE** button on the control panel. Arrow over to **Yes** to confirm the deletion.

Press the **MENU** button and use the arrow keys to move to the Storage Setting menu. Use the down arrow to move to the **Delete** action and press enter.

Delete all images

All images can be deleted with one command from the **MENU**. Press the **MENU** button on the control panel or remote. Use the arrow keys to move to the **Storage Settings** menu. Move down to the **Delete All Images** selection and arrow to change it to **Yes**, then press **Enter**.

Using the Document Camera for Picture-by-Picture (PBP)

Capture the image(s) you want to use for the PBP. Then, using the PBP button on the remote, press it to view the captured images. Highlight the image you want to use and press Enter to accept it. Your captured image will show on the left and the “live image” will be on the right. You can pan the captured image by using the arrow keys on the control panel or the remote. The live image can be zoomed in and out. To get out of PBP mode, press the **Source** button.

Using the Document Camera for a Slide Show

With your captured images, you are able to make a mini PowerPoint. You will need to set the slide show effect in order to play your show. To do this, you will need to:

1. Press **Menu** on the **remote control** or **control panel** to enter the setting menu.
2. Press **►** or **◄** to access the **Storage** menu.
3. Press **▼** to find the **Slide Show Effect**.
4. Press **►** or **◄** to select image switch mode between **Off / Shutter / Right / Down / Side / Open**.
5. Press **Menu** to exit.

To set the delay time

1. Press **Menu** on the **remote control** or **control panel** to enter the setting menu.
2. Press **►** or **◄** to access the **Storage** menu.
3. Press **▼** to find the **Delay**.
4. Press **►** or **◄** to select image switch mode between **1 Sec / 3 Sec / 5 Sec / 10 Sec / Manual**.
(If you use “manual” as a transition, then you’ll need to use **Enter** to advance the slide.)
5. Press **Menu** to exit.

To stop a slide show

On the remote control:

1. Press **Slide Show** to start playing.
2. Press **Slide Show** again to stop playing.

On the control panel:

1. Press **Menu** to enter the setting menu.
2. Press **►** or **◄** to access the **Storage** menu.
3. Press **▼** to find **Slide Show**
4. Press **Enter** to play.
5. To stop playing, repeat steps 1 to 4.

Using an SD card

While an SD card is inserted into the SD slot, the card becomes the default “hard drive”. As long as the card remains in the slot, all captured images and videos will be saved to the card.

Inserting an SD card

When you insert an SD card, the screen will display **Copy to SD card** and asks if you would like to copy the files saved on the DC260 to the SD card. When the message pops up, press **►** or **◄** on the **Control Panel** to select **Yes** or **No**.

Ejecting an SD card

****Turn the power off before ejecting the SD card to avoid damaging the SD card.****

Using the Document Camera to Record Audio and Video

Recording videos

1. Press **Record** on the **remote control** or **control panel** to start recording videos.
2. Simultaneously record sounds with the built-in microphone of the control panel or the microphone connected to the MIC port on the back panel of the base uni.
3. Press **Record** again to stop recording.

Playing videos

1. Press **Source** on the **remote control** or **control panel** to display thumbnails of all video recorded.
2. Press **▶** or **◀** or **▼** or **▲** to select the thumbnail you want you view.
3. Press **Enter** for full-screen play.
4. Press **▶** or **◀** to turn to the previous/next video.
5. Press **Source** to exit.

Using the Document Camera for Skype (webcam)

The DC 120 and DC260 can be used as a **webcam** for **teleconferencing** software such as **Skype** and **MSN**. The following instructions use Skype as an example.

1. Open **Skype** and go to **Tools ▶ Options**
2. Select **Video Settings ▶ webcam ▶ Visual Presenter V2** and check **Start my video automatically when I am in a call**, as shown to the right.
3. Start calling your contact. When both sides are connected, **Skype** will display the video screen.

