

Using the Aver U50 Document Camera

Connecting the Document Camera to the Computer

Aver U50 document cameras have been installed in all classrooms of Withers. The cameras can be found hanging on a hook on the wall near one of the computers in the classroom.

**Note that the location is different in each room.



To use the Aver document camera, remove the camera from the hook on the wall and lay it flat on the table. Gently unravel the camera from the outside of the base. The neck of the document camera is flexible which allows it to wrap around the base for easy storage.



Fully extend the document camera from its stand and position the camera so it is flat above the surface of the table. Place the document or object to project flat on the surface of the table.



To connect the document camera to the desktop, take the small black USB 3.0 cable from the desktop station, and connect it to the USB 3.0 port on the document camera. The correct port is closest to the base of the neck.

**Note that you will need to fully extend the neck of the camera to do this since the USB port is behind the neck of the camera when it is wrapped around the base.



There are 3 controls in the head of the document camera that allow you to make some adjustments.

1. Capture – Pressing this camera button allows you to take a screenshot of the document or object you are viewing.

**You can also make these adjustments from the software.

2. LED – Pressing this button turns on the LED lights for better illumination of the document.

3. AF – Pressing this button auto-focuses the camera to the document.



When you are finished using the camera, please be sure to wrap the neck back around the base of the document camera. Tuck the head of the camera into the space for it on the right side of the base.

Please be sure to hang the USB cable from the hook as well.



Sphere2 Software

Once you have connected the document camera, open the **Sphere2** software from the desktop.



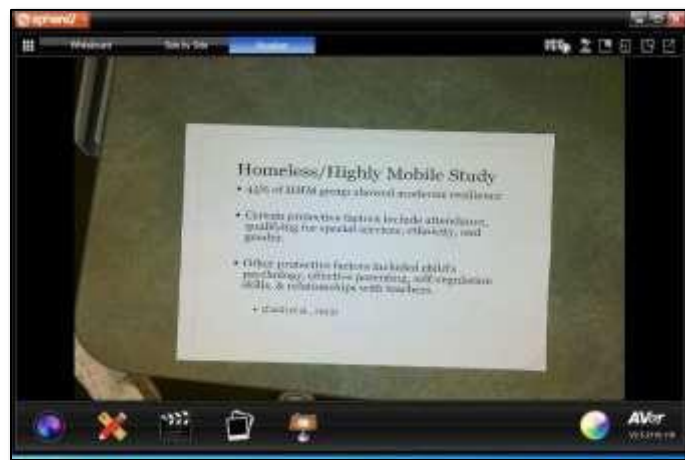
If the camera is not connected properly, or you haven't connected the camera yet, Sphere2 will look like this, and there will be a message that the document camera (visualizer) is not connected yet.



Troubleshooting Tips:

- Check to be sure the USB cable is plugged into the document camera
- Check to be sure the USB cable is plugged into the computer
- Wait up to 60 seconds for the computer to recognize the document camera
- Restart the computer

The document under the display of the Aver will appear in the Sphere2 window once the camera is connected.



Tools in Sphere2

Camera Menu

Clicking the “Camera” icon at the bottom of the screen in Sphere2 opens up this menu.



In the “Camera” menu, in order of the available options, you can:

- Pause
- Auto Focus
- Auto Adjust – this feature does not appear to do anything.
- Zoom In
- Zoom Out
- Zoom Reset
- Rotate Image Right
- Rotate Image Left
- Image Adjustment – clicking on this opens up a new menu, with the following options:
 - Brightness
 - Contrast
 - Auto Adjust
 - Tint



Annotate Menu

Clicking the “Annotate” icon at the bottom of the screen in Sphere2 opens up this menu.

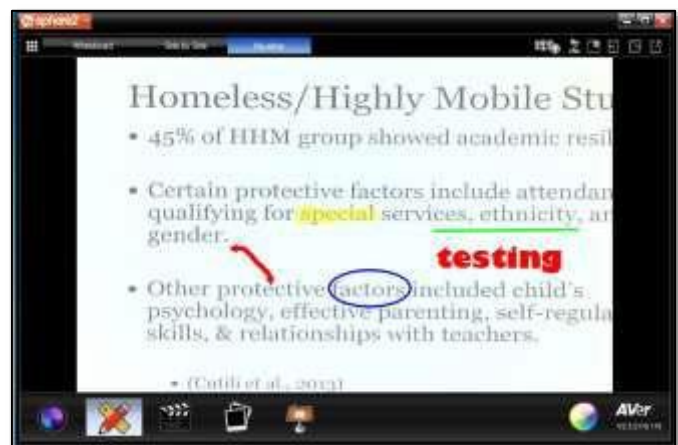


In the “Annotate” menu, you can:

- Select part of the image
- Freehand draw
- Highlight
- Draw a line
- Insert a Text box
- Insert a Shape – insert a shape outline, or filled shape
- Erase – click to eraser to remove one annotation at a time
- Clear All – click the broom to remove all annotations from the screen
- Color Change – change the color of the freehand, highlighter, and shapes. Click “Select a Color” to open the color pallet to be able to choose more colors.
- Line Style – change the thickness of the line or change line to an arrow
- Undo/Redo



Example of the various tools in the Annotate menu. Lines, shapes, highlighter, and text.



Recording Menu

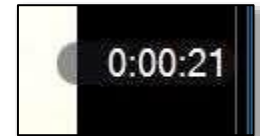
Clicking the “Record” icon at the bottom of the screen in Sphere2 opens up this menu.



In the “Record” menu, you can:

- Record/Stop Record
- Pause
- Mute Voice
- Slow Motion Mode

During a recording, a recording timer will appear in the bottom right hand corner of the software screen.



During a recording, to make notes or add annotations, click the “Annotate” icon and choose appropriate tools. The recording will capture your voice and other noise in the room unless you mute the microphone before recording.

Capture Menu

Clicking the “Capture” icon at the bottom of the screen in Sphere2 opens up this menu.

This is where you can take pictures of the items under the document camera. **This is equivalent to using the camera button on the head of the document camera, but using this menu gives you a few more options to modify the images.



In the “Capture” menu, you can:

- Capture an image from the document camera
- High Quality Capture – larger image size, high quality resolution
- Area Capture – select the area to be captured
- Continuous Capture – capture events in progress; select how often and for how long to continuously capture images.

Presentation Tools Menu

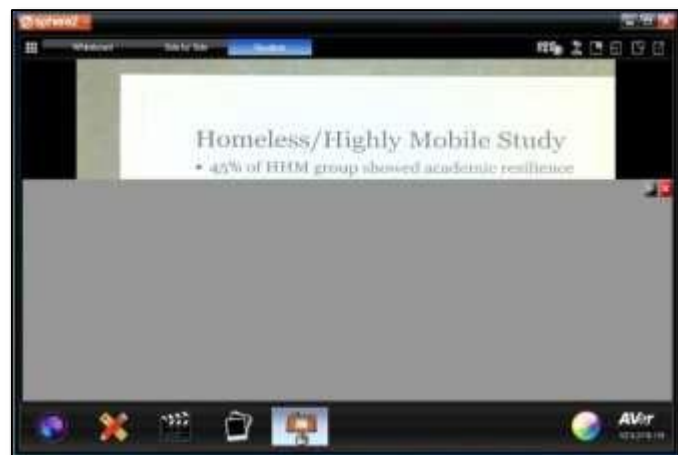
Clicking the “Presentation Tools” icon at the bottom of the screen in Sphere2 opens up the Presentation Tools menu.

In the “Presentation Tools” menu, you can:

- Spotlight – Choose an area to focus on. Change the transparency of the grey space by clicking on the small icon in the corner of the image. Click and drag the sides of the shape to change the size of the spotlight. This feature is similar to the one in SMART notebook.



- Visor – hide a portion of the screen. Click and drag from the top, bottom, or the sides to show the class. Click the small grey menu to change the transparency of the visor. This feature is similar to the one in SMART notebook.



Accessing Saved Image or Video Files

When you click the picture button on the document camera head or when you capture images from the Capture Menu using the Sphere2 software, the images are automatically saved into the Sphere2 software.

** Note that this is done by user, so you will not see other professor's images.

Viewing Images

To access the images you have taken, click the 3x3 Grid icon in the upper left corner of the Sphere2 screen.

Saved images appear in the Image tab in the new tab that opens.

Here you will see thumbnail images of the pictures you have captured.



To view saved video recordings, select the "Video" tab.

Here, you will see thumbnails of the videos you have taken.



To create a new folder for video or image files, click the “New Folder” icon in the bottom of the Media Library panel.

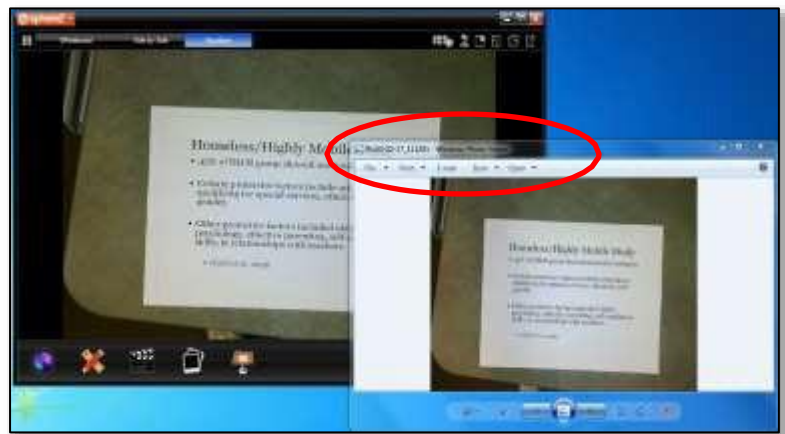


To upload images or videos, select the image you want to upload. It will be outlined with orange. Then, click the pink arrow icon, and select where you want to upload your image.

Options from Sphere2 include uploading to: YouTube, Google Drive, Dropbox, and Facebook.

Screenshots and videos recorded save to Sphere2’s media library and open in Windows Photo Viewer and Windows Movie Maker.

From Windows Photo Viewer, you can save images to a specific location by clicking “File” in the top left hand corner, and “Save As.” There is also the option to “Print” or “Email” the image.



If you want images to follow you from computer to computer, create a folder on your Z Drive to store the images.

Other Tools in Sphere2

Full Screen

In the top right hand corner of Sphere2, you will find extra settings and information about Sphere2 software, and camera hardware.

Selecting the “Full Screen” icon opens the viewing screen to full screen so only what is displayed under the document camera is shown. Press the “ESC” key to exit full screen.



Whiteboard Tab

In the top left corner of the Sphere2 viewing screen, you can click “Whiteboard” to bring up a blank whiteboard screen where you can add items.

**Note, this could be helpful if you want to record the screen, but not necessarily record in a Smartboard whiteboard using the Smartboard record tools.

The tools at the bottom of the whiteboard screen include:

- Select
- Freehand
- Highlight
- Line
- Textbox
- Shape
- Eraser
- Clear All
- Colors
- Line Style
- Undo/Redo
- Record
- Capture

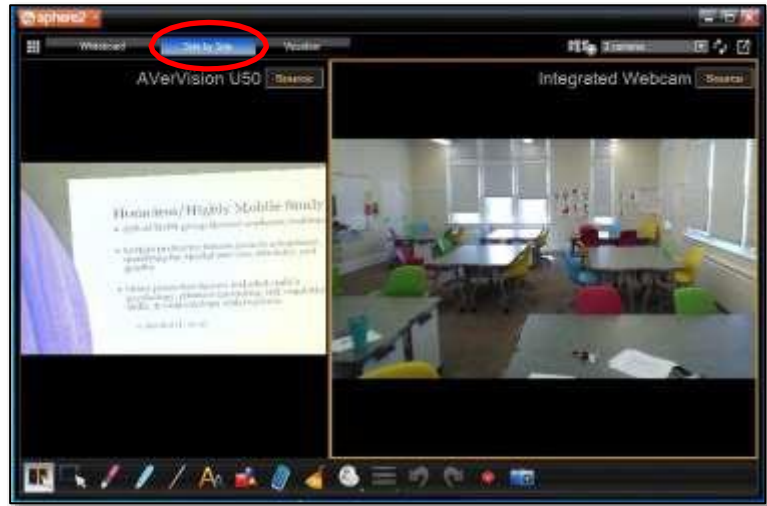


Side By Side Viewing

In the top of the Sphere2 viewing screen, you can click on “Side by Side” to compare images from the Aver document camera and the built-in webcam on the desktop.

This might be helpful if you are having a class discussion and want to capture that along with what is displayed under the document camera.

To change the size of each viewing screen, click on the video – it will be outlined in an orange line. Click and drag the side of the video screen to the desired size.



In the tool menu on the bottom of the Side by Side viewing screen, you can:

- Select an area
- Annotate
- Highlight
- Line
- Text Box
- Shape
- Erase
- Clear All
- Color Change
- Line Style
- Undo/Redo
- Record
- Capture

Widget Mode

In the bottom corner of the Visualizer screen, pressing the rainbow circle icon will initialize Widget Mode.

The Widget displays the same document, and overlays other open programs or applications like a web browser or spreadsheet. To exit Widget mode, click the rainbow icon again.

