

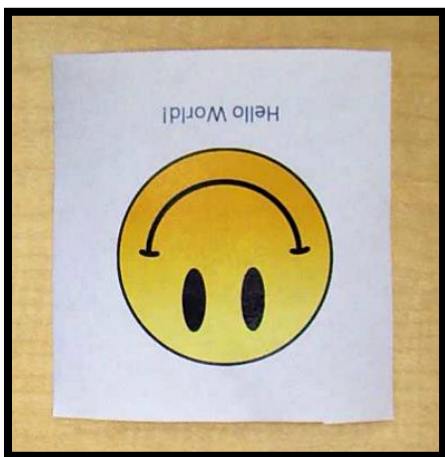
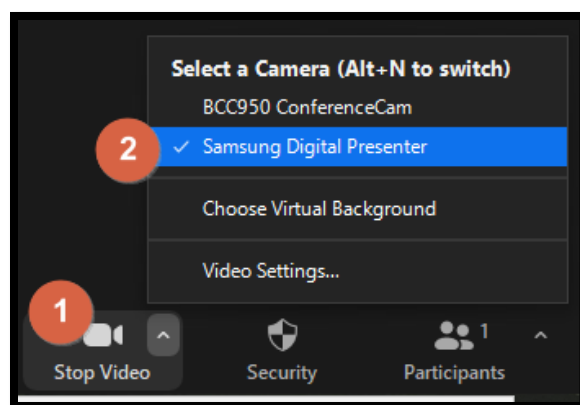
How to use a document camera with Zoom

Zoom is designed to use multiple cameras, which makes it easy to show Zoom meeting attendees images from a document camera in addition to images from a web camera. This document presents two different methods for sharing images from a document camera in a Zoom meeting and it gives instructions on how to configure a document camera for first-time use with Zoom. This document is intended for use in traditional classrooms. These instructions do not apply to Distance Education classrooms.

First time setup for the document camera

The first time you use a document camera with Zoom, you will *probably* need to change its display configuration. By default, Zoom shows a mirror image of the video feed on the source computer (it is not mirrored on the receiving computers) and some models of document cameras need the imaged rotated by 180°. Below are instructions on how to check for these issues and make corrections.

1. In a Zoom meeting (this can be a practice meeting when you are the only participant), click on the video camera icon (1) and select the document camera (2) from the list of available cameras (Note: camera names will change from classroom to classroom).

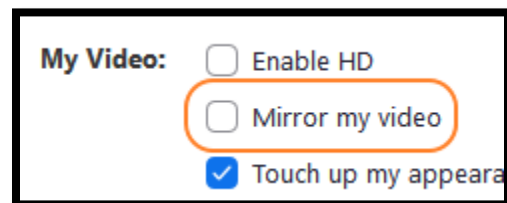
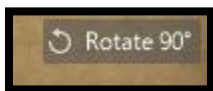


2. The image from the document camera will now show in Zoom. If your image is normal and corrections are not needed, you should reset the primary camera to the web camera by clicking the camera icon and selecting your web camera. If your image is rotated 180°, mirrored, or both rotated and mirrored like in the image to the left, the next few steps explain how to correct the image.

3. Within a Zoom meeting, make sure the document camera is set as the primary camera, then click on the caret next to the camera icon. When the context menu appears,

select "Video Settings."

4. If your image is rotated 180°, click the "Rotate 90°" button, which is located at the top right-hand corner of the preview image, twice (NOTE: Some document cameras, but not all, have a button on their control panel that will let you rotate the



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image that you can use instead of the rotate option in Zoom). If your image is mirrored, uncheck the option under "My Video:" labeled "Mirror my video."

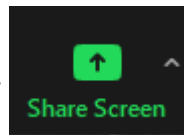
5. Close the settings window and reset the web camera as the primary camera by clicking the camera icon and selecting your web camera from the menu.

Option 1: Sharing an additional camera

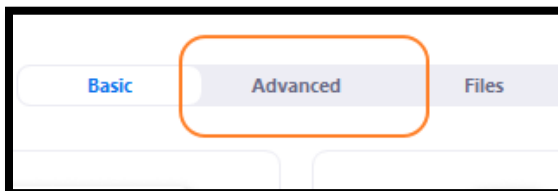
The protocols Zoom uses to transmit supports multiple video channels Each channel is optimized for different types of displays. Using the "additional camera" option lets you set the document camera to a channel that is optimized for images that do not change much and benefit from a higher resolution. The "additional option" setting is ideal for showing handwritten information or printed information.

1. Turn on the document camera. Most models of document cameras have a blue or green light to indicate it is on. If you are in a classroom that has an AV control system, **do not** set the video source to "Document Camera" (setting the AV control system to use the document camera will route only the document camera to the projector and the computer. Zoom will not capture document camera images).

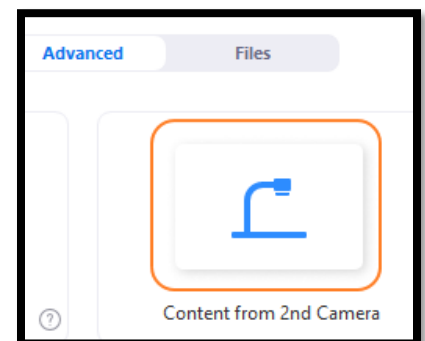
2. In Zoom, click on the "Share Screen" icon.



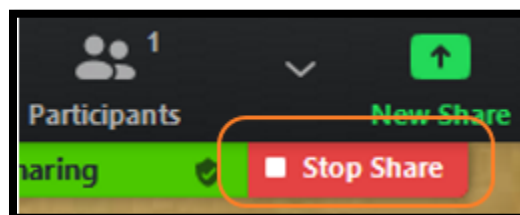
3. At the top of the window that opens, click on the "Advanced" option.



4. Click on "Content from 2nd Camera." This should change the display so the images from the document camera appear on your monitor. You will see the Zoom controls at the top of the window and you will get a floating window showing the meeting's participants.



5. To end sharing images, click "Stop Sharing" at the bottom of the Zoom controls or press the "Alt" and "S" key at the same time.



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Option 2: Using the Windows Camera App

Windows 10 includes a built-in application for working with cameras. You can share images from the document camera with this app in Zoom like you would with any other application.

1. Turn on your document camera. Most models have either a blue or green light to indicate it is on. If you are in a classroom that has an AV control system, **do not** set the video source to "Document Camera."

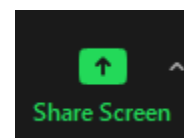
2. Start the Camera app by clicking the windows flag in the lower left-hand corner of your screen (1) and scrolling to the Camera app (2), or by typing "Camera" in the search box and pressing the "Enter" key.



3. If the video displayed in the Camera app is not from the document camera, click the camera icon to change the input to the document camera.

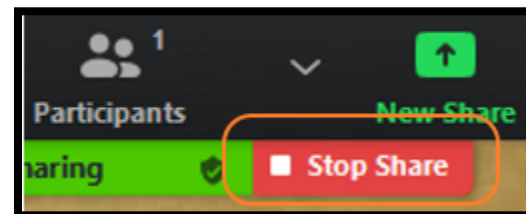


4. In Zoom, click the "Share Screen" icon.



5. On the "Basic" tab, click on the Camera application option and then click the "Share" button in the lower right-hand corner.

6. To stop showing the camera application and document camera, click the "Stop Sharing icon" at the bottom of the Zoom controls.



Note: Setting the primary camera to the document camera

Although setting the document camera to the primary camera is the easiest method of showing its contents to Zoom meeting participants, it is not recommended. The video from the primary camera is optimized to include motion. Using some models of document cameras as the primary camera will result in pixelation or other video artifacts that reduce the quality of the image. The following directions are given in case it becomes necessary to set video options on the document camera.

1. Turn on your document camera. Most models have either a blue or green light to indicate it is on. If you are in a classroom that has an AV control system, **do not** set the video source to "Document Camera."

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2. In Zoom, click on the video camera icon (1) and then select the document camera (2) from the list of available cameras (Note: camera model names will change from classroom to classroom).
3. When you are done sharing the document camera, click on the video camera icon, and select the web camera from the list of cameras.

