### AverMedia Document Camera

#### Connecting to the Computer

1. You will need 3 items from the box:
   a. Power Supply Cord (some have 2 pieces)
   b. Gray USB Cord
   c. AverVision 3 Software CD
2. Plug the document camera in using the power supply cord.
3. Connect the camera to the computer using the gray USB cord.
4. Install software – unless you have Windows 7

**NOTE:** If you have Windows 7, *you already have AverVision 3 installed on your computer.*
   a. Go to **Start** → **Programs** → **AverVision3**.
   b. You can right click the program and **Send** to → **Desktop**

#### Using the Document Camera

When you want to simply show something under the document camera, you will need to follow these few steps:

1. Turn your document camera on
2. Double click the AverVision3 icon
3. Maximize your screen to enlarge the image
4. Click the yellow arrow on top left to hide Aver tools

**NOTE:** Often there is a very slight delay between the time you change something under the camera and when it happens with the software.

5. To Exit, press **ESC**.

#### Using your Document Camera with Promethean ActivInspire

1. Open ActivInspire.
2. Choose the **select tool**
3. Select **Annotate Over the Desktop** from the main tool bar.

#### How to use your tools

1. You can now use your Promethean tools over what is under your camera.
2. You can change tools, colors, etc. You can do almost anything you can in a flipchart.
3. If you would like a clean page, simply use the next arrow to get a fresh page.

#### A few helpful tips

1. It is best to think of **Annotate** as a transparency over your computer screen. As you move to a next page, it is like changing to a blank transparency or turning the roll of transparency film.
2. You can **Annotate** over anything on your computer!
   - Word Documents
   - PowerPoints
   - Internet Explorer
   - If it opens on your computer, most likely you can **Annotate** over it!
3. Your **select tool** will act as your mouse. Use it when you would typically be clicking your mouse.