What Will You Need?

**Initial Set Up**

**Items You Should Have:**

- Document Camera
- Power Cord
- USB Cable

**Before You Begin**

Before you begin setting up your document camera, you’ll need to install the software that works best with your document camera. For most document cameras purchased by LCISD, this means you’ll need to install Sphere.

To begin installing district purchased software, visit [http://helpdesk.lcisd.org](http://helpdesk.lcisd.org) -- or double-click the LCISD Help Desk icon on the desktop of your computer.

1. Enter your **district credentials**.
2. From the left side-bar, click **Downloads**
3. Select the **software title** “Sphere”
4. Scroll down to the bottom of the page, and click the **Install** button

**NOTE:** It may take a few moments for installation to begin, so be patient. When installation is complete a notification pop-up window will appear, and the Sphere software icon should appear in your Start menu.

**Connect to the Computer**

- **After you have installed the Sphere Software:**
  1. You will need:
     - Document Camera
     - Power Supply Cord (some have 2 pieces)
     - USB Cord
  2. Plug the document camera in using the power supply cord.
  3. Connect the camera to the computer using the USB cord. *(Side A=Computer, Side B=Document Camera)*
  4. **Wait a few moments for your computer to load the document camera’s drivers.**
  5. Open the **Sphere** software on your computer.
  6. Right-click on the Sphere icon, in your taskbar and Select “Pin to Taskbar” for easy access to the software.

The image displayed by your document camera should appear within the Sphere software.

**Using the Document Camera**

- **When you want to show something under the document camera:**
  1. Turn your document camera on
  2. Click the **Sphere** icon from your desktop
  3. Maximize your screen to enlarge the image
  4. Use the **Annotation** tools to write on top of the projected image, using your Promethean/Smart pens
  5. Use the **Presenter** tools to hide/reveal content shown through your document camera.

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