



QUICK GUIDE:
USING WEBEX WITH HOVERCAM CAMERA AND MICROPHONE FOR HYFLEX CLASSES

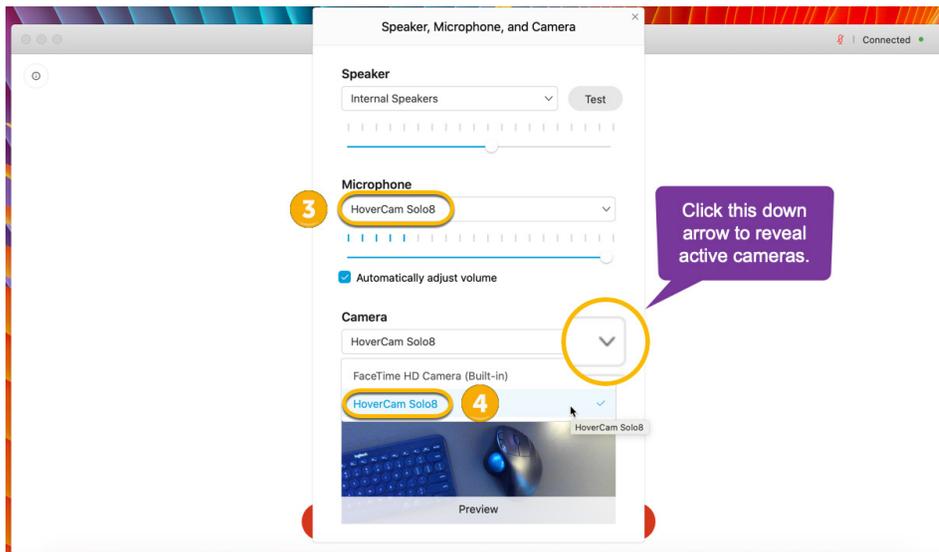
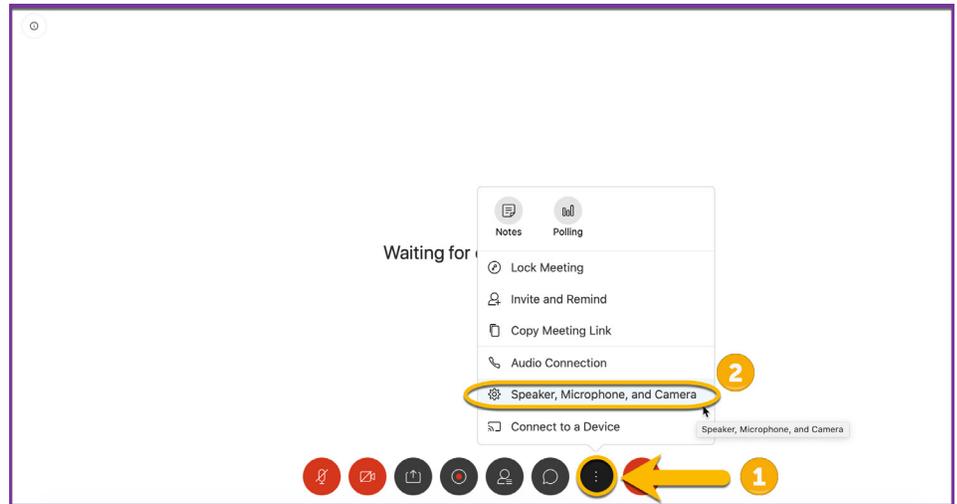


Overview

You can use the HoverCam Solo8 not only as a document camera but also as an alternative camera and microphone in the classroom when using videoconferencing software like Webex. It is highly recommended to schedule your Webex meeting prior to coming to the physical classroom. More information about using Webex can be found at: <https://guides.lib.jmu.edu/onlineteaching>.

Step 1. Navigate to your Canvas course and join your pre-scheduled class session. After Webex launches, click "Start Meeting" and start the meeting. Next, find and click the the "three-dot" menu icon on the bottom of the page.

Step 2. Select "Speaker, Microphone, and Camera."



Step 3. Navigate to the Microphone field and click the down arrow to select "HoverCam Solo8." Your remote students will now hear what is said within 8ft of the HoverCam.

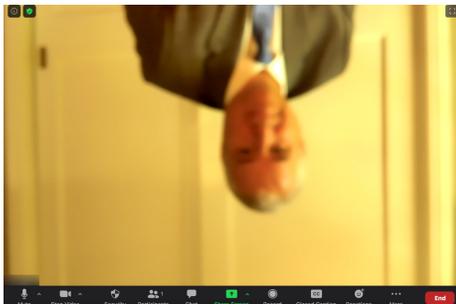
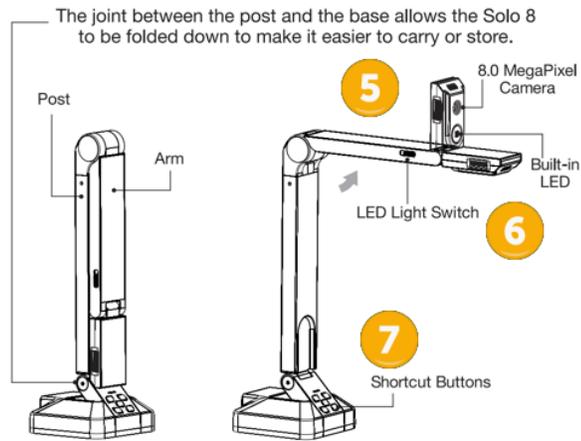
Step 4. Move to the Camera field and click the down arrow. Select "HoverCam Solo8" from list. Anything under the camera, including print materials, will now be displayed to students both in the class and attending virtually via Webex online. If an in-person student speaks you may need to repeat the question.

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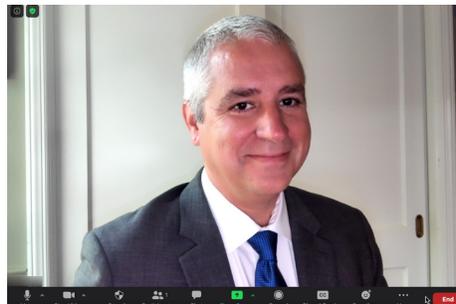
Step 5. To use the document camera for your video, gently unfold the Hovercam so it is facing you.

Step 6. If you would like a better picture quality, you can adjust the lighting on your face with the LED Light Switch on the side of the document cam.

Step 7. You can now adjust the picture with the Shortcut buttons located on the HoverCam.



Before adjusting lighting, rotation, zoom-in, autofocus, and autofocus lock.



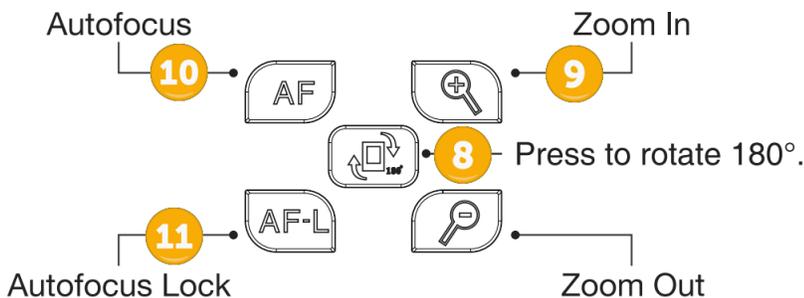
After adjusting lighting, rotation, zoom-in, autofocus, and autofocus lock.

Step 8. In most cases your picture will be upside down. Locate and press the center “Rotate” button (8.) until you appear right-side up.

Step 9. Once you have the correct orientation, you are free to get up and even write on the board. Use the Zoom In and Zoom Out buttons depending on your proximity to the HoverCam.

Step 10. You’ll notice the camera will automatically autofocus on the closest object to the camera. Press Autofocus once to focus. Press again to pause autofocus

Step 11. If you are not moving much during class you can click “Autofocus Lock” to autofocus once and then prevent further autofocusing until you press the button again. This works particularly well for printed materials.



Shortcut Buttons

During Class Once you are comfortable using the HoverCam as your video camera and microphone, you can easily re-adjust the camera to be a document camera by pointing the camera back at the podium, pressing the rotate button, zooming in, and pressing the AF-L (11.) to lock the autofocus. You can easily switch between yourself and the document camera as many times as you need to during the same class. When you are done with your meeting you can simply turn off the light on the document camera and return it to its original position for the next class.

