



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



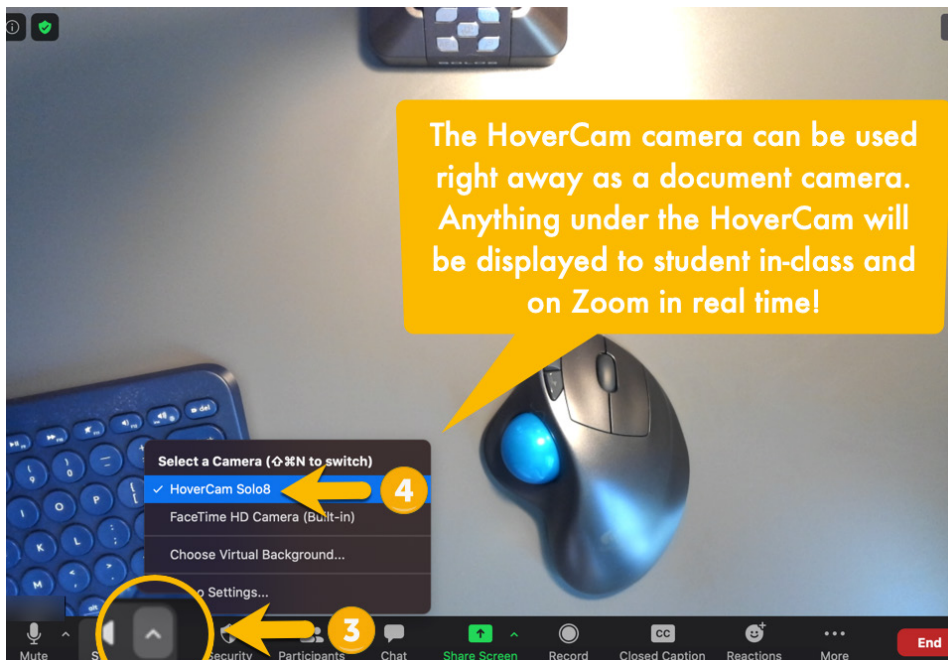
Overview

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 Zoom. It is highly recommended to schedule your Zoom meeting prior to coming to the physical classroom. More information about using Zoom can be found at:

<https://guides.lib.jmu.edu/onlineteaching>.

Step 1. Navigate to your Canvas course and begin your pre-scheduled session. Click "Join with Computer Audio" and start the meeting. Find the microphone icon and click the up arrow to "Select a Microphone."

Step 2. Select "HoverCam Solo8." You are now using the HoverCam's Microphone so the students who are not present can also hear your audio remotely through Zoom.



Step 3. Navigate to the video icon and click the up arrow to "Select a Camera."

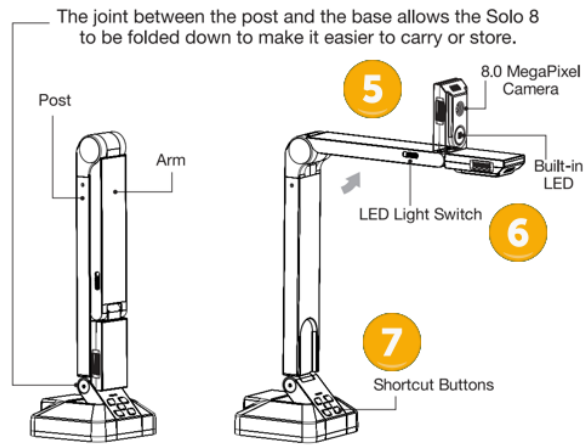
Step 4. Select "HoverCam Solo3" from list. Anything under the camera including print materials will now be displayed to students in the class and attending via Zoom online.

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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.

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.



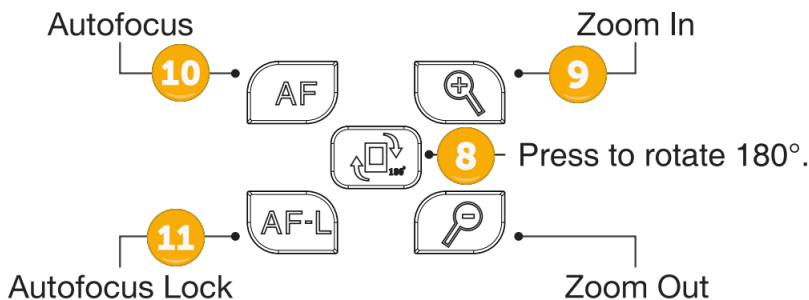
After adjusting lighting, rotation, zoom-in, autofocus, and autofocus lock.

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 prevent further autofocusing until you press the button again.



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.

