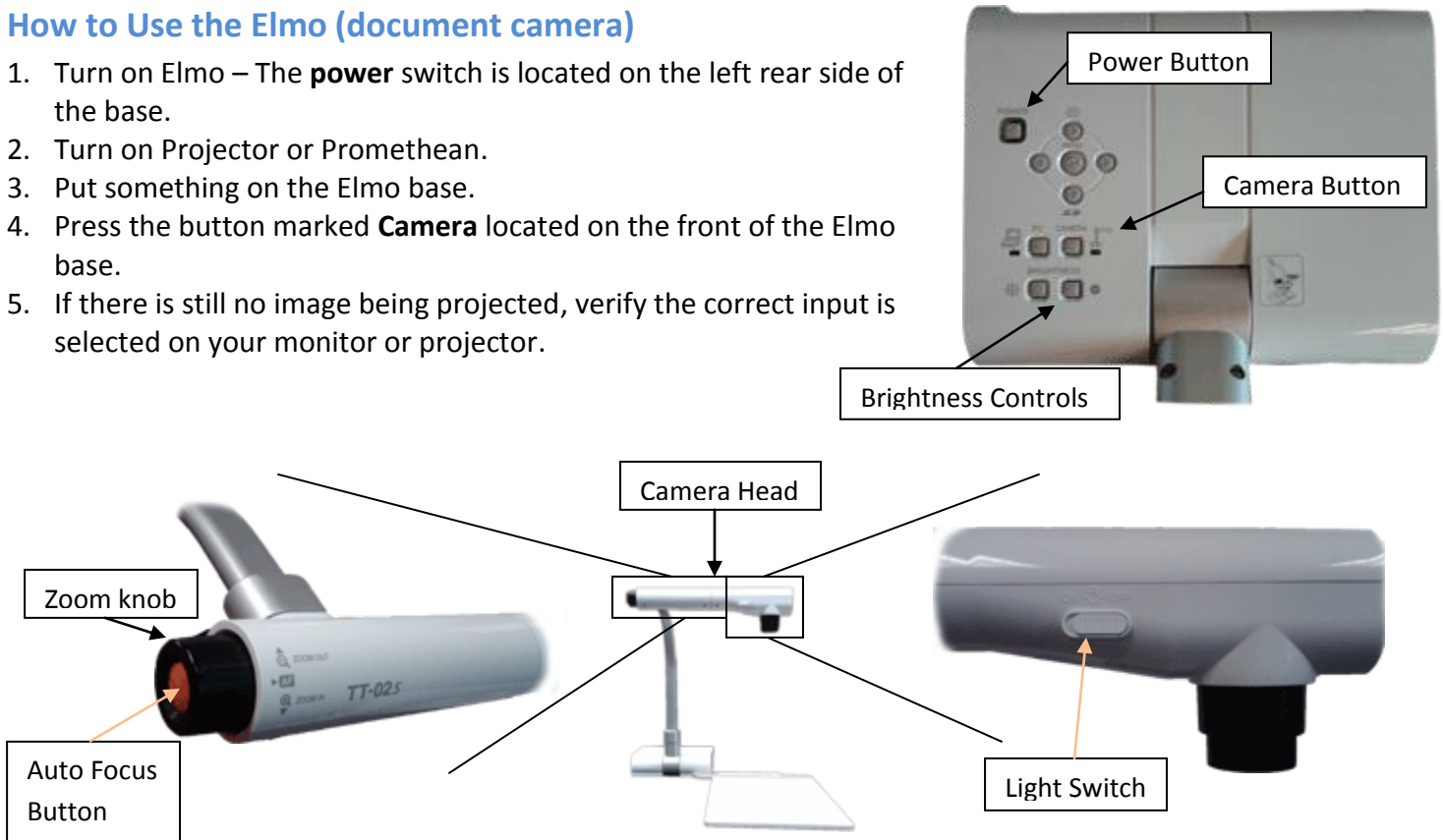


Elmo Document Camera Quick Tips

How to Use the Elmo (document camera)

1. Turn on Elmo – The **power** switch is located on the left rear side of the base.
2. Turn on Projector or Promethean.
3. Put something on the Elmo base.
4. Press the button marked **Camera** located on the front of the Elmo base.
5. If there is still no image being projected, verify the correct input is selected on your monitor or projector.



Using Books, Notes, or 3-D Objects with Elmo

1. Place item on Elmo Base.
2. Turn on the lamp – On the camera head, slide the lamp switch left, to the “On” position.
3. Adjust lamps for best light.
4. Adjust Zoom – Zoom in or out using the black zoom knob on the left of the camera head.
5. Adjust Focus – Press the orange button labeled “AF” (auto focus) located in the center of the zoom knob.

Making annotations with the ELMO

1. Make sure Elmo is on and that PC is chosen on the ELMO.
2. When you are in ActivStudio, click on the "Annotate Over Windows" Icon from your toolbar
3. From the School Menu, navigate to "5. Windows Accessories" and double click on the "Image Mate for Presentation - ELMO" shortcut to launch the ELMO software (it looks like a P)
4. When the software launches click on the Play button to view what is on the ELMO, and hit the Full Screen button and the Promethean tool bar over the image.

Additional Resources

- **Elmo TT-02rx Feature Overview**
<http://www.youtube.com/watch?v=9oAcMNSrz60>
Key points in the video:
 - Remote Control Features @ 1 minute 48 seconds
 - Panel Button Features @ 3 minutes 36 seconds

- **Connecting and Elmo to a Projector**
<http://www.youtube.com/watch?v=hnR91s6Q3X0>
Key points in the video:
 - Elmo range of motion @ 20 seconds
 - Connecting to a projector @ 40 seconds

- **Using and Elmo with a Microscope**
<http://www.youtube.com/watch?v=4XF0vpffygA>

Troubleshooting

For the issues described below, please follow the suggestions in order. If you are unable to correct your issue, or you have an issue that is not listed below, please contact your ITSS.

| Problem | Suggestions |
|--|--|
| No Power | Make sure unit is plugged into cart and/or wall outlet. If plugged into a cart, verify the extension cord is plugged into a wall outlet. You may have a defective Elmo. Contact your ITSS or the Help Desk. |
| Unit turned on but nothing is displayed on the projector or Promethean board | Make sure video cable is connected between video out of document camera and video input of the projector or Elmo Verify the button on the base with the Elmo icon is illuminated. Check the output selector on the left side of the base. Verify it is switched to toward the picture of an LCD Projector. You may have a defective Elmo. Contact your ITSS or the Help Desk. |
| Lights on Elmo aren't on | Verify the lamp switch on the camera head is switched on. You may have a defective Elmo. Contact your ITSS or the Help Desk. |
| Image not in focus | Press the auto focus button. You may have a defective Elmo. Contact your ITSS or the Help Desk. |
| Image too dark or too light | Adjust the brightness using the brightness controls on the base of the Elmo. |
| Power light blinks continuously | Blinking 5-7 times after power-on is normal; it is focusing. You may have a defective Elmo. Contact your ITSS or the Help Desk. |