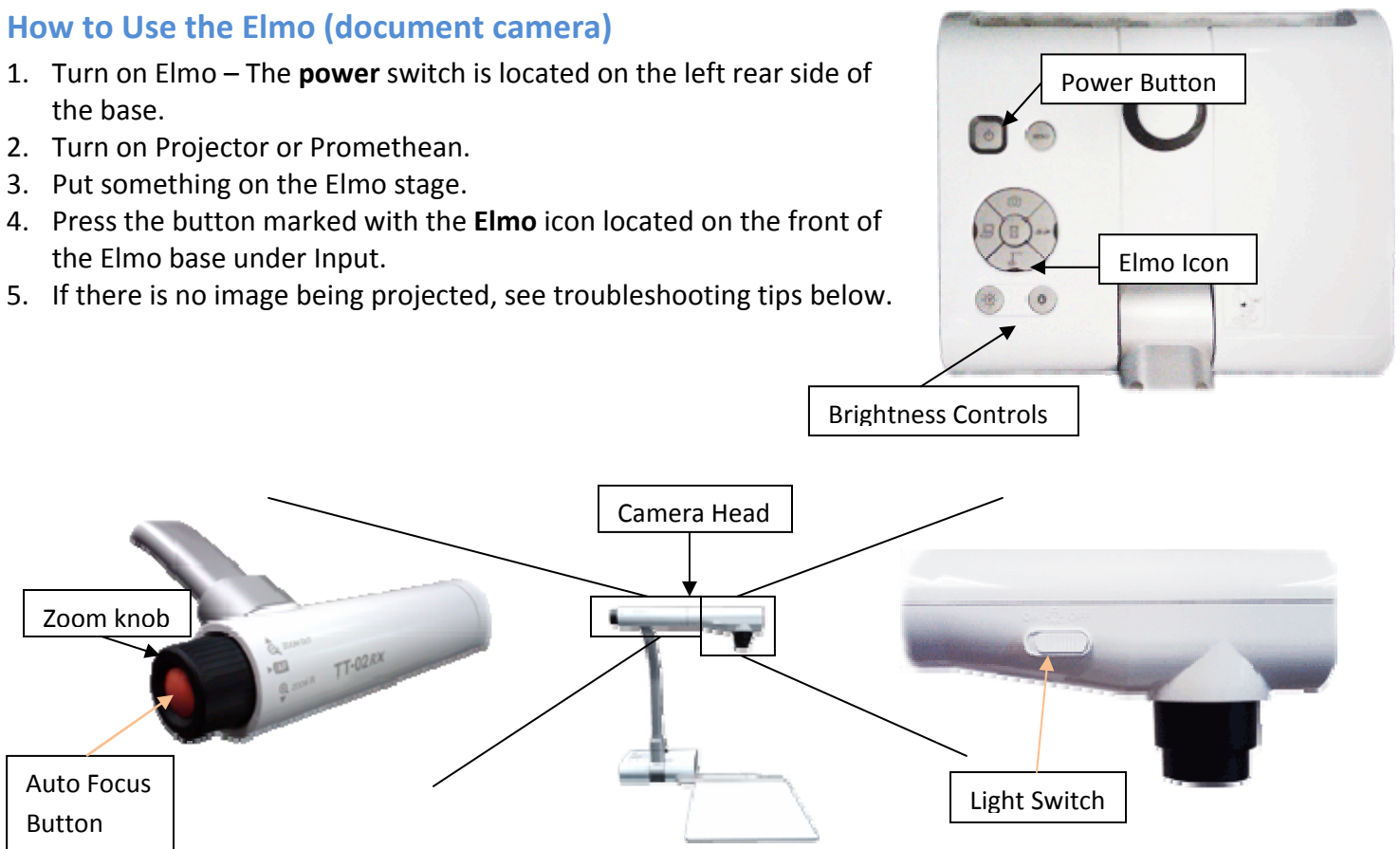# Using the Elmo Document Camera

This document pertains to the ELMO TT-02rx

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 stage.
4. Press the button marked with the **Elmo** icon located on the front of the Elmo base under Input.
5. If there is no image being projected, see troubleshooting tips below.

Power Button

Elmo Icon

Brightness Controls

Camera Head

Zoom knob

Auto Focus Button

Light Switch

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

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

Making annotations with the ELMO (Only if your ELMO is connected to the computer via a USB cable)

Make sure Elmo is on and that PC is chosen on the ELMO.
If you are in ActivInspire, click on the "Annotate Over Windows" Icon from your toolbar
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)
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-02s Feature Overview**
  http://www.youtube.com/watch?v=r6L6ELQIw3Y
  Key points in the video:
  - Pivot Points @ 1 minute 20 seconds
  - Zoom/Auto Focus Functions @ 1 minute 40 seconds
  - How to use the Menu @ 2 minutes 7 seconds
  - Using the ImageMate Sofware @ 3 minutes 25 seconds

- **Connecting and Elmo to a Projector**
  http://www.youtube.com/watch?v=hnR91s6Q3X0
  This video uses a previous version of the Elmo. There are a few aesthetic differences, but the cable connects in the same place, and the same general principles apply.
  Key points in the video:
  - Elmo range of motion @ 20 seconds
  - Connecting to a projector @ 40 seconds

- **Using an Elmo with a Microscope**
  http://www.youtube.com/watch?v=4XFOvpffygA&feature=PlayList&p=A863BE250625F099&index=0&playnext=1

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 blue 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.
My ELMO is not connected to my computer (e.g. it is on a cart)	This must be done by your ITSS the first time. Plan ahead and put in a help desk request to have this done a week or two ahead of time. Once this is done once, you will be able to connect the ELMO with the USB cable yourself for future uses.