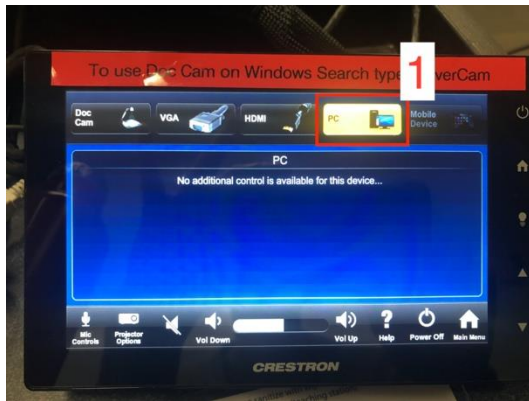
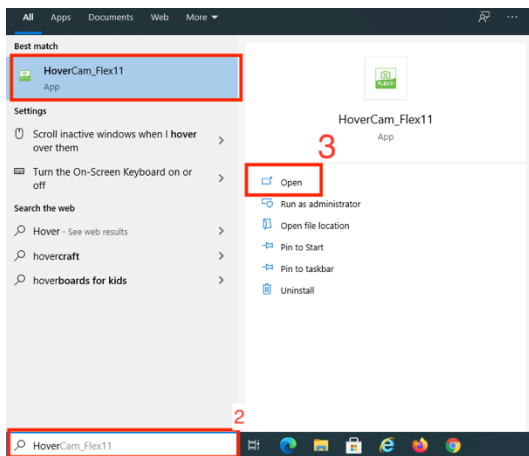


1. Log into the computer and Crestron system within the classroom. Be sure the Crestron controller is displaying as "PC" which will display the computer within the classroom (1).



2. In the taskbar search (located in the bottom left hand corner of the computer screen), search "HoverCam" (2). To start the HoverCam\_Flex 11 program, double click on the app or select open (3).
  - a. The HoverCam program allows you do many things with the documents you are sharing, such as annotate documents on the screen, zoom in and out of documents with precision, crop documents, take screenshots of documents and display/share them, etc. To learn more about the HoverCam program, please go to [Flex 11 Software for PC Users](#). Training videos for Mac are coming soon.



3. The HoverCam is working when the blue light appears on the camera. If there is no blue light, check to ensure the computer is on (camera's power source) and the camera cable is securely plugged into the right-side portal at the back of the camera.



4. To change the orientation of the document by 180 degrees, select the following button on the camera (4) or the view option within the HoverCam\_Flex 11 program.
5. To change the orientation of the document by 90 degrees, use the toggle on the top of the camera (5) or select the view option within the HoverCam\_Flex 11 program.
6. To use the Zoom feature, use the buttons on the camera (6) or use the Zoom button and increase or decrease the slide bar in the HoverCam\_Flex 11 program.
7. To autofocus the document, select the autofocus button on the camera (7) or access the three ways to focus in the focus menu in the “HoverCam\_Flex 11 program.
8. To lock the autofocus (helps to ensure the focus stays on the paper and not on the objects moving in the document camera), select the autofocus button on the camera (8) and once the image is in focus, select the Autofocus Lock button on the camera (see image). To refocus the image, select the Autofocu button the it will unlock and refocus the image.



## Sharing HoverCam document within a Collaborate Ultra Session

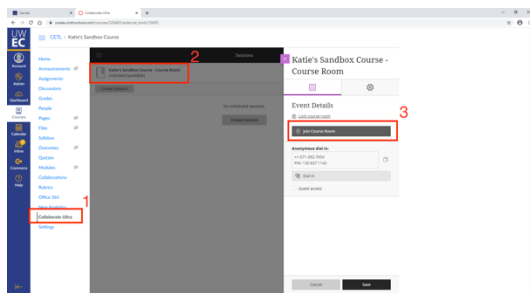
The student experience in class and online can be set up several ways. Please read through the setup options below and decide which student experience works best for your particular class and content.

### Face-to-face and online interaction within a Collaborate Ultra Session:

For online and face-to-face student interaction, the Collaborate Ultra session will want to be displayed on the projection screen in the classroom. This will allow face-to-face students to see chats from the online participants as well as see the document being displayed in the document camera. This experience limits what the instructor can do within the HoverCam program, because the Collaborate Ultra session will use the HoverCam as a webcam.

### To share the HoverCam as a camera during a CU session, please do the following:

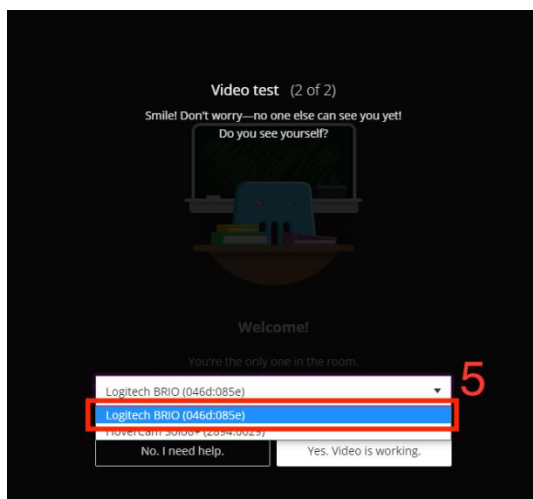
- 1 Using Chrome as the preferred browser, log into Canvas, go into the desired course, select “Collaborate Ultra” (1), select the session desired (2), and “Join Session” (3).



- 2 Once you join the session, you will be prompted (for the first time only) to allow Chrome to access your microphone and computer. **For the best experience for your students, select the Logitech BRIO webcam for the microphone and camera.**
  - a. To allow your microphone, select “allow” in the pop up that asks for Chrome’s permission to access the microphone. **In the audio test dropdown, select “Logitech BRIO” as the choice microphone (4).** Once the purple test bar detects sound, hit “Yes. Microphone is working.”



- b. To allow your camera, select “allow” in the pop up that asks for Chrome’s permission to access the camera. **In the dropdown relating to the camera, select “Logitech BRIO” as the choice camera (5).** Once the camera image appears, hit “Yes. Video is working.”

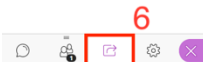
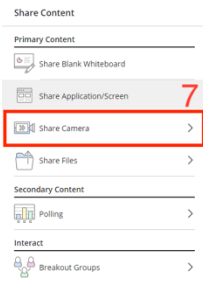


**NOTE:** If online students are experiencing poor audio, the incorrect microphone may be selected. To change audio while inside the session, do the following:

1. Open the Collaborate Panel by clicking on the purple icon in the lower right-side of the screen.

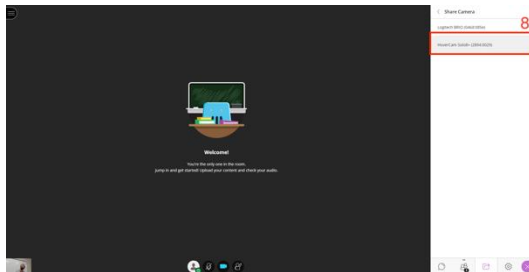
2. Next select the My Settings button (gear icon) and select “Set up your camera and microphone”. This will get you to the audio and video test area. **Remember to select “Logitech BRIO” as your microphone and camera option.**

3 In Collaborate Ultra, open the “Collaborate Panel” (Purple icon in lower righthand corner), select the “Share Content” icon (6) and select “Share Camera” (7).



4 Select “HoverCam” option as the camera to be shared (8) and a preview of the selected camera will appear. Check to ensure the document camera appears within the preview and select “Share Camera”.

- If the HoverCam is not allowing a preview or an error message appears, be sure the HoverCam\_Flex 11 software is closed.



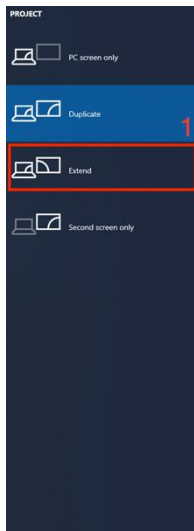
Student experience in class and online



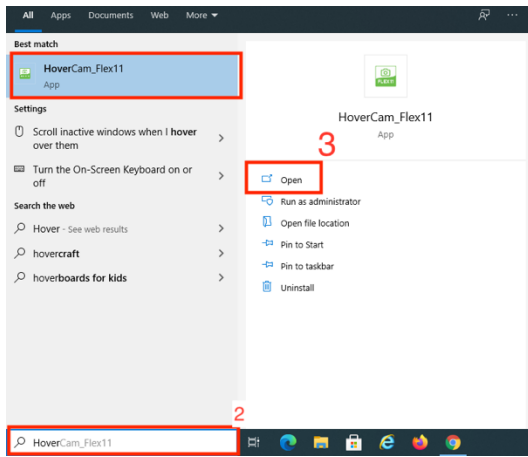
### Limited Face-to-Face and Online Interaction:

For face-to-face students to see just the HoverCam document on the projection screen and the online students to see the HoverCam document through Collaborate Ultra, then you will need to extend your screen. This option will limit the face-to-face students' ability to interact with their peers online, but the instructor will be able to monitor chat and online engagement on the computer monitor. Please note: Extending screen may not be an option for all classroom configurations.

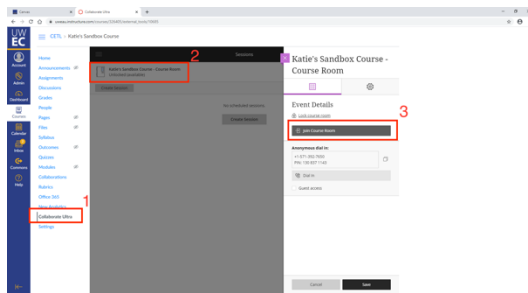
1. On the classroom computer, hit "Windows key" + "P" and select "Extend Screen" (1).
  - a. Extending your screens will allow you to move and manipulate any window/application from your first screen (the computer monitor) to the second screen (the projection screen). For these purposes, the projection screen will display the HoverCam document and the computer monitor will display the Collaborate Ultra session.



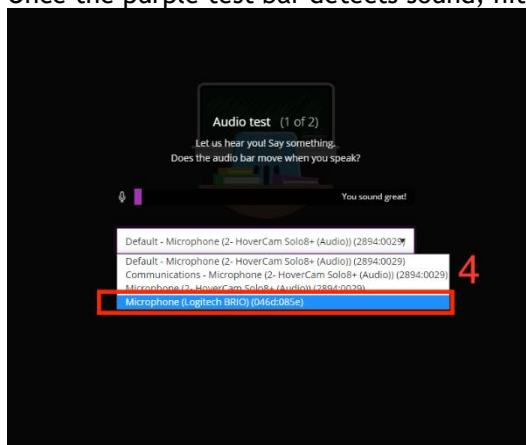
2. In the taskbar search (located in the bottom left-hand corner of the computer screen) and search "HoverCam" (2). To start the HoverCam\_Flex 11 program, double click on the app or select open (3).
  - a. The HoverCam program allows you do many things with the documents you are sharing, such as annotate documents on the screen, zoom in and out of documents with precision, crop documents, take screenshots of documents and display/share them, etc. To learn more about the HoverCam program, please go to [Flex 11 Software for PC Users](#). Training videos for Mac are coming soon.



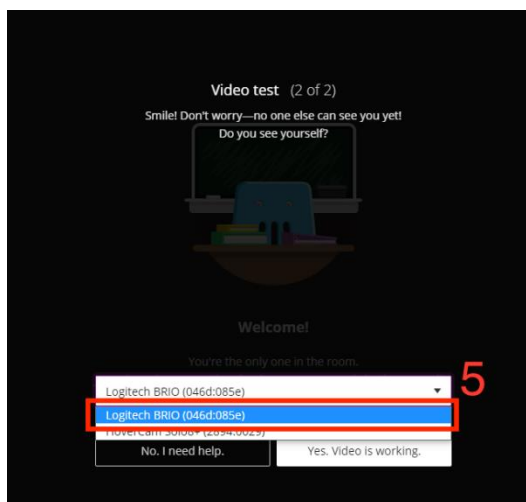
3. From the computer monitor, maximize the HoverCam\_Flex 11 program screen and drag it to the projection screen.
4. Open a Chrome window and ensure it displays on the computer monitor.
5. Using Chrome as the preferred browser, log into Canvas, go into the desired course, select “Collaborate Ultra” (1), select the session desired (2), and “Join Session” (3).



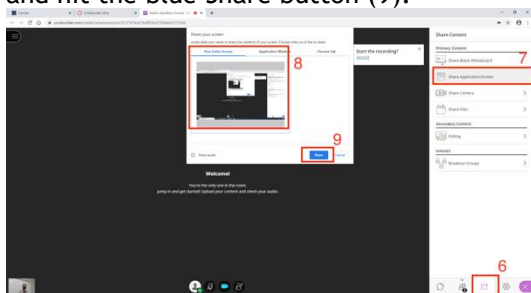
6. Once you join the session, you will be prompted (for the first time only) to allow Chrome to access your microphone and computer. For the best experience for your students, select the Logitech BRIO webcam for the microphone and camera.
  - a. To allow your microphone, select “allow” in the pop up that asks for Chrome’s permission to access the microphone. In the audio test dropdown, select “Logitech BRIO” as the choice microphone (4). Once the purple test bar detects sound, hit “Yes. Microphone is working.”



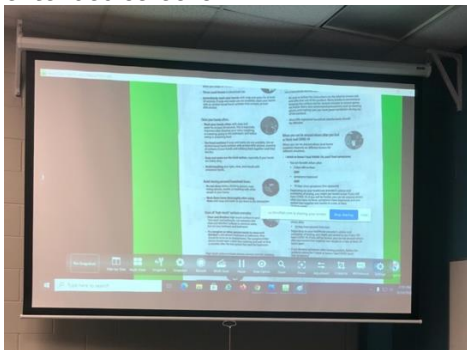
- b. To allow your camera, select “allow” in the pop up that asks for Chrome’s permission to access the camera. In the Video test dropdown, select “Logitech BRIO” as the choice camera (5). Once the camera image appears, hit “Yes. Video is working.”



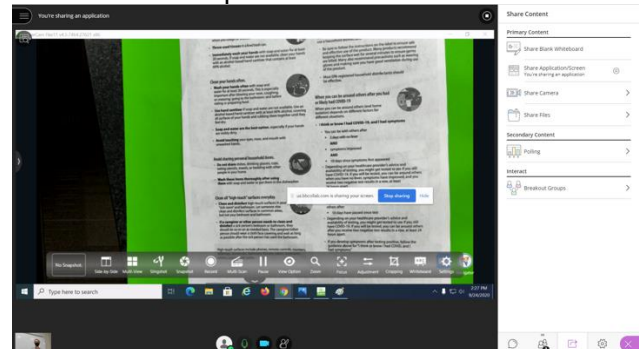
7. In Collaborate Ultra, open the “Collaborate Panel” (icon in lower right-hand corner), click the Share Content icon (6) and select “Share Application/Screen” (not pictured).
8. In the Share your screen popup, select “Your Entire Screen” (7) and select the image displaying the HoverCam document (either screen 1 or screen 2 depending on how the computer display is configured) (8) and hit the blue Share button (9).



Face-to-face student experience with extended screens



Online student experience with extended screens



**NOTE:** If you are using multiple applications, such as toggling between a PowerPoint presentation and the HoverCam document, then be sure to drag every application over to the projection screen to ensure your online students can see the applications.

9. When you are done teaching, select “Windows” + “P” and change the display back to duplicate screens.