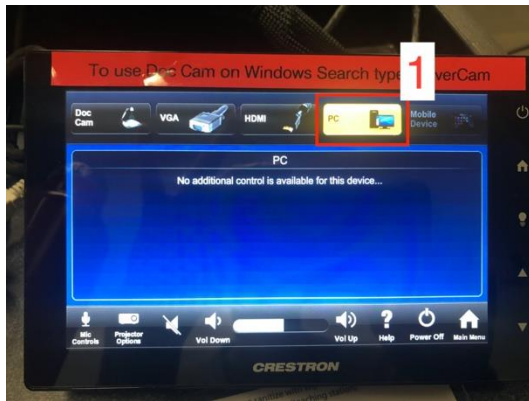1. Log into the computer and Crestron system within the classroom. Be sure the Crestron controller is displaying as "PC" which will display the computer within the classroom.

2. **On the desktop, double click the HoverCam_Flex 11 icon found under the Recycle bin.**
   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 wheel 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, a feature that 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 (7) and once the image is in focus, select the Autofocus Lock (AF-L) button on the camera (8). To refocus the image, select the Autofocus button.
   a. To check if AF-L is engaged, select the zoom icon in the HoverCam_Flex 11 program. The small lock within the zoom icon signifies the AF-L is engaged.