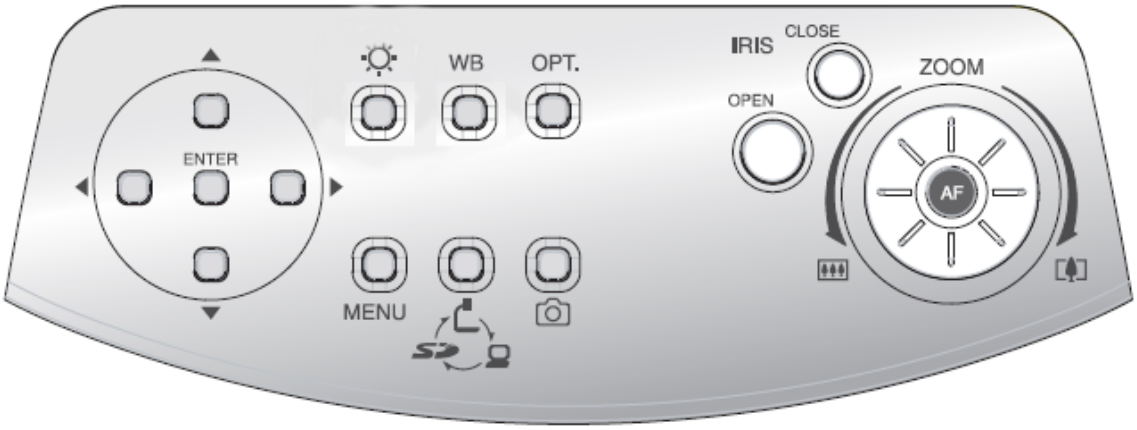
University of Arkansas Libraries
Performing Arts and Media Dept.

Operating the Elmo – Room 372B

Note: Please do not pile heavy materials or place beverages and food on the document plate.

Turning on/off the Elmo

The on/off switch for the Elmo is located on the back right of the document plate.



Operating the Elmo

- Place the object face up on the document plate where you can read it normally if you are standing facing the control panel.
- To *turn on the lamp* – It is not necessary to turn on the lamp for every application. To make the image brighter, to view 3D objects or to see color more accurately, press .
- To *adjust the size of the image* – Use the zoom dial. Zooming to the right enlarges the image. Zooming to the left makes the image smaller.
- To *adjust the focus of the image* – Press the [AF] button in the center of the zoom dial.
- To *adjust the brightness* – Press the [IRIS Open] or the [IRIS CLOSE] buttons
- To *adjust white balance* – Press the [WB] button

To ***freeze an image*** currently being shown so that you can place another document on the plate while the previous document is still being projected

- Press the “Opt.” button (top left center of the control panel) to freeze the current image.
- Press the “Opt.” button a second time to unfreeze the image.