

Set-up and Use of the Elmo

How to Set-up the Elmo

The Elmo visual presenter is used when someone requests a transparency (overhead) projector or a document (opaque) projector for use in room 104. Follow smart podium instructions for basic operation.

Note: The Document Camera (DOC CAM) controls on the Remote Panel will not operate the device remotely.

- Unlock the podium drawer
 - Click on “Lectern Doors – Side” button on the touch panel
 - Lower the side door on the right of the podium
 - Pull out the Elmo shelf
- Unfold the lamp arms on the Elmo.
- Press the camera arm lock button and raise the camera arm until it relocks (make sure that it fully locks).
- Turn the camera lens down toward the document plate.
- Power on the Elmo.
- When the Elmo is first powered on, it will be set to document projector mode (overhead lamp lights on) and should default to the “Main” input.
- To change to transparency projector mode, press the Lamp button at the far right of the control panel (it will take a couple of seconds for the lamp under the base to light up).
- To change back to document projector mode, press the Lamp button twice (pressing the lamp button only once turns both lamps off).

Ways to Use the Elmo

The Elmo (often known as a document camera or visual presenter) is a versatile piece of electronic equipment. It can function as a document projector, a transparency projector, and a document camera.

How to Close down the Elmo

When a presentation is done that used the Elmo, it is important to stow the Elmo away.

- Turn off the power switch to the Elmo.
- Turn the camera head so that it faces the front of the Elmo.
- Press the column lock button and fold down the main column until it locks again.
- Fold down the lighting arms (side closest to the computer first).
- Push in the Elmo shelf into the podium
- Raise the lectern door until the magnetic lock engages
- Power down the podium

Operating the Elmo as a Document Projector

Use “Document Projector” mode when showing **opaque items** such as books or papers.

- When the Elmo is powered on it defaults to document projector mode.
- Place the object face up on the document plate where you can read it normally if you are standing facing the control panel.
 - By facing the document this way, the image that is projected on the screen will be oriented correctly.
 - If for some reason you need to place the object in a different orientation, use the rotate an image instructions below.
- To **rotate an image** so that it is correctly oriented.
 - Press the “Image Rotation” button (upper right of the control panel) to rotate the image 90° counterclockwise.
 - Press the “Image Rotation” button to rotate the image farther (in 90° increments).
- To **adjust the image size** so that it may be seen more clearly and easily.
 - Press and hold the “Tele” button (lower center of the control panel) to zoom in on an image.
 - Press and hold the “Wide” button (right of the Tele button) to zoom out from an image.
 - Watch the monitor to correctly set the appropriate zoom setting.
- To **focus an image** so that it is as clear as possible.
 - Press the “AF” button (lower right center of the control panel) to auto focus.
 - Auto Focus function only works up to 3 ¾ inches above the document plate when the “Tele” button is set to maximum.
- To **sharpen an image** so that it is even more easily read.
 - Press the “Contrast” button (lower right of the control panel) to sharpen image.
 - Press the “Contrast” button again to turn off the “Contrast” function.
- 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 “Pause” button (top left center of the control panel) to freeze the current image.
 - Press the “Pause” button a second time to unfreeze the image.

Operating the Elmo as a Transparency Projector

Use in “Transparency Projector” mode when showing transparencies or **transparent items** such as film negatives.

- Press the Lamp button to set the Elmo to transparency projector mode.
- Place the transparency face up on the document plate.
- Place the object face up on the document plate where you can read it normally if you are standing facing the control panel.
 - By facing the document this way, the image that is projected on the screen will be oriented correctly.
 - If for some reason you need to place the object in a different orientation, use the rotate an image instructions below.
- To **rotate an image** so that it is correctly oriented.
 - Press the “Image Rotation” button (upper right of the control panel) to rotate the image 90° counterclockwise.
 - Press the “Image Rotation” button to rotate the image farther (in 90° increments).
- To **adjust the image size** so that it may be seen more clearly and easily.
 - Press and hold the “Tele” button (lower center of the control panel) to zoom in on an image.
 - Press and hold the “Wide” button (right of the Tele button) to zoom out from an image.
 - Watch the monitor to correctly set the appropriate zoom setting.
- To **focus an image** so that it is as clear as possible.
 - Press the “AF” button (lower right center of the control panel) to auto focus.
 - Auto Focus function only works up to 3 ¾ inches above the document plate when the “Tele” button is set to maximum.
- To **sharpen an image** so that it is even more easily read.
 - Press the “Contrast” button (lower right of the control panel) to sharpen image.
 - Press the “Contrast” button again to turn off the “Contrast” function.
- 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 “Pause” button (top left center of the control panel) to freeze the current image.
 - Press the “Pause” button a second time to unfreeze the image.
- To **show a negative film** with the Elmo in transparency mode.
 - Press the “Posi/Nega” button to place in “Negative Mode” (upper right of the control panel).
 - Press the “Posi/Nega” button again to turn off the “Negative Mode.”
- To change back to document projector mode, press the Lamp button twice (pressing the lamp button only once turns both lamps off).