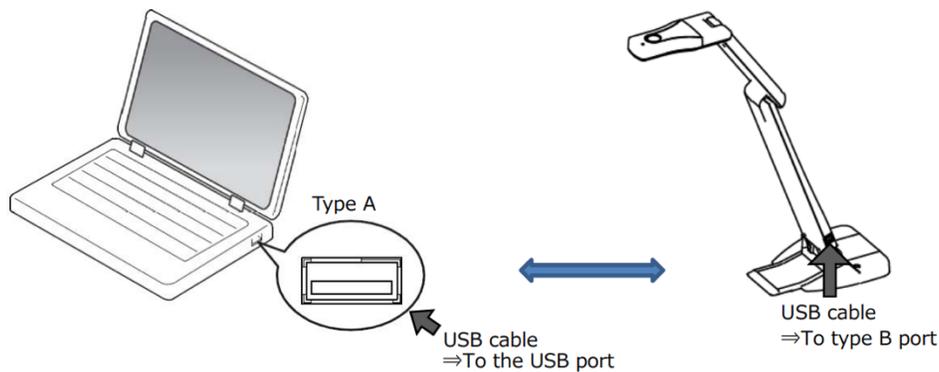


## Elmo OX-1 Document Camera Directions for Zoom and Echo360

To use the camera with or without the document camera remove from the packaging and setup the camera on a level surface.

Locate the USB port on the Document Camera- plug in the USB B port to the camera, then plug the USB A to the laptop. Note if your computer does not have a USB input you may need an adaptor- please contact [it-classtech@umb.edu](mailto:it-classtech@umb.edu) if you need assistance locating the correct adaptor to purchase and we can assist.



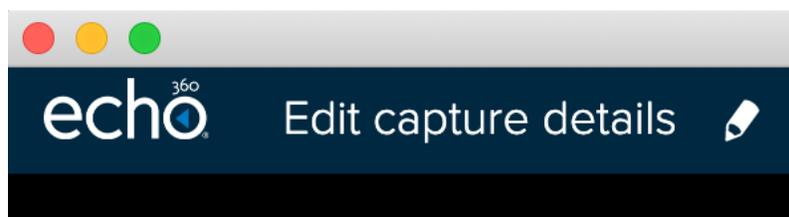
The camera will not power on until connected to a program- do not be alarmed.

Open the software you would like to utilize – for this guide we will focus on **Echo360 Universal Capture** and **Zoom**.

### Echo360 Universal Capture:

-Open Universal Capture and login if prompted using your UMB email and password.

-Click edit capture details on the upper left side of the program:



**-Input the information regarding your capture and if you want to publish directly to course or library.**

- Note: you can edit a capture that was sent directly to course after- please see [editing directions](#).

Capture Details

Title  
Untitled

Description  
Description

Tags (separated by commas)  
Tags

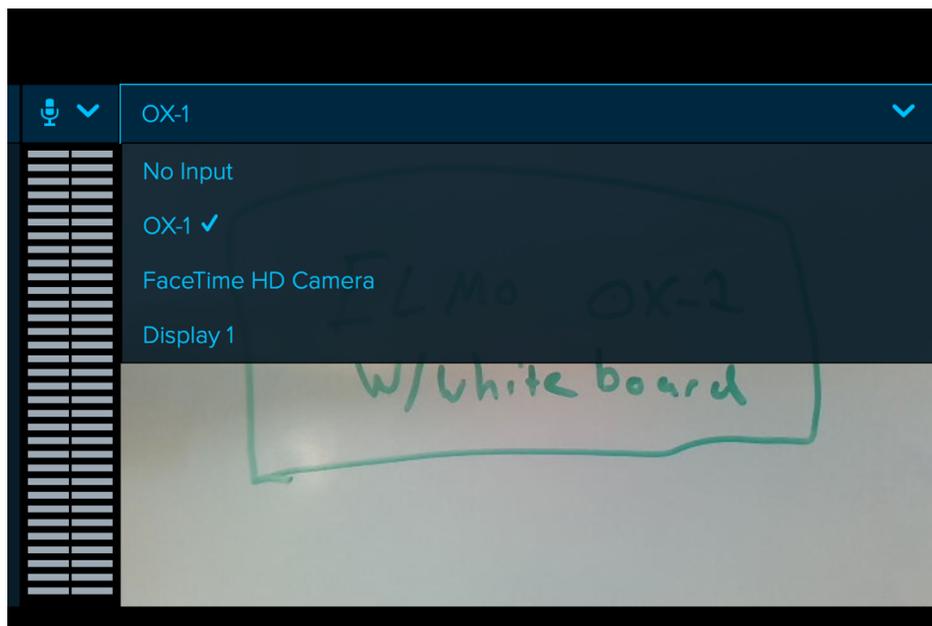
Publish To...  
Library

Class  
Select...

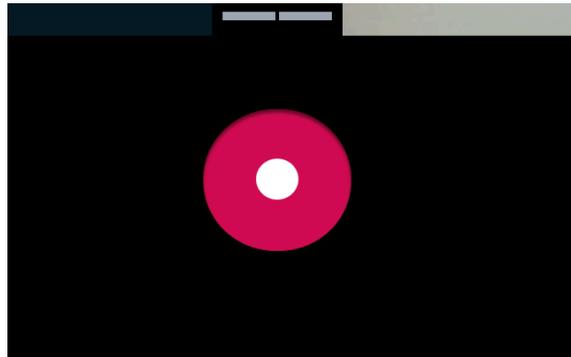
Live Stream  
 Live stream maximum duration is 4 hours

CANCEL SAVE

**-After you have titled your recording click save then select your inputs. Select OX-1 for document camera for the right side input- this will make it the source when published. If you do not use a camera it does not matter which side you select OX-1 for the input.**

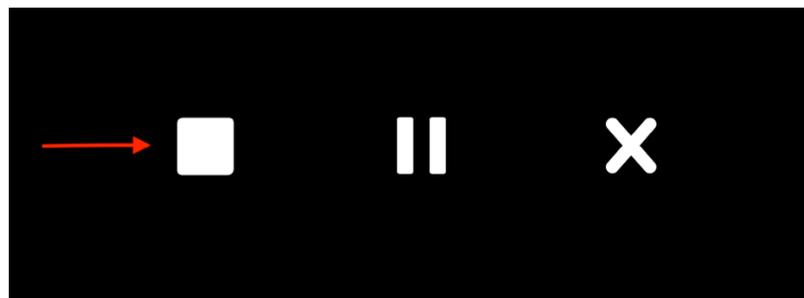


**-Click the red circle icon to start recording once you have confirmed your microphone is working and the inputs such as camera and document camera are selected.**



- please note that while using camera and document camera Echo360 will not minimize like it does when using screen capture, you may also notice it is a lower frame rate- this should be OK and nothing to worry about, however you will want to do a test capture to assure your computer does not have any issues with multiple inputs and meets the [minimum specifications](#).

**-When you are satisfied with your recording click the white square to stop recording, the double vertical lines to pause or the X to cancel the recording.**



**Once you stop the recording the video will be automatically uploaded to Echo360, you will then get an email to view the recording and edit as needed. Please do not close Echo360 Universal Capture down until the upload has been completed.**

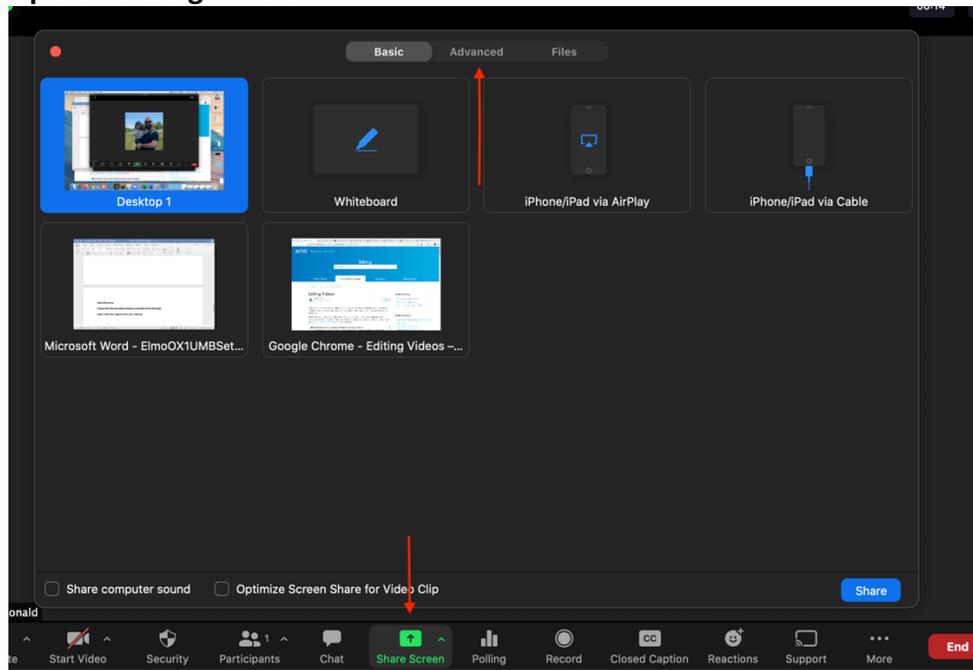
Please contact [echo360@umb.edu](mailto:echo360@umb.edu) if you would like a quick overview or further training on Universal Capture.

## Zoom Directions:

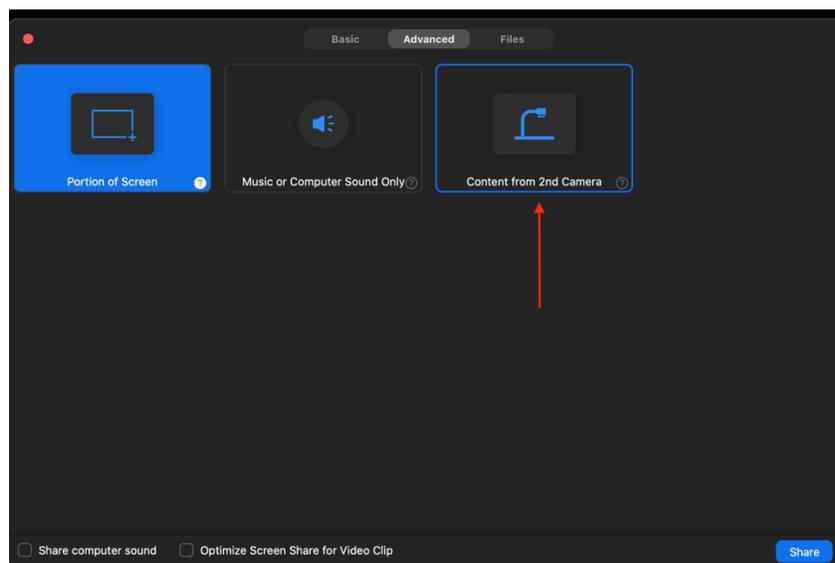
Connect the Elmo Document Camera as directed on the first page.

Login to the Zoom app and start your meeting.

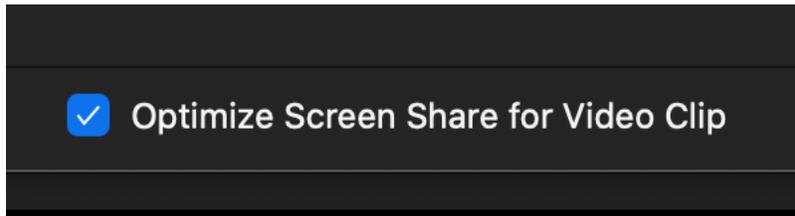
Click the Green “Share Screen Icon” at the bottom of the Zoom client then click ***“advanced”*** on the upper option sharing menu.



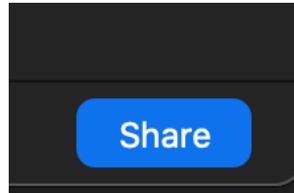
Then select ***“Content from 2<sup>nd</sup> Camera”***



Then Click **“Optimize Screen share for Video Clip”** in the lower corner. Unchecking share computer sound for use with the document camera.



Then click **“Share”**:



**You will then see your document camera being shared and your students will as well.**

Please note if you are using Blackboard Collaborate for classes please use a Chrome browser and navigate to this page: <https://imagemate-c.com/> for viewing and allow Chrome to access your camera. Please contact [Elearning@umb.edu](mailto:Elearning@umb.edu) for more information sharing a browser with Blackboard Collaborate