How to use PTZ cameras in classrooms
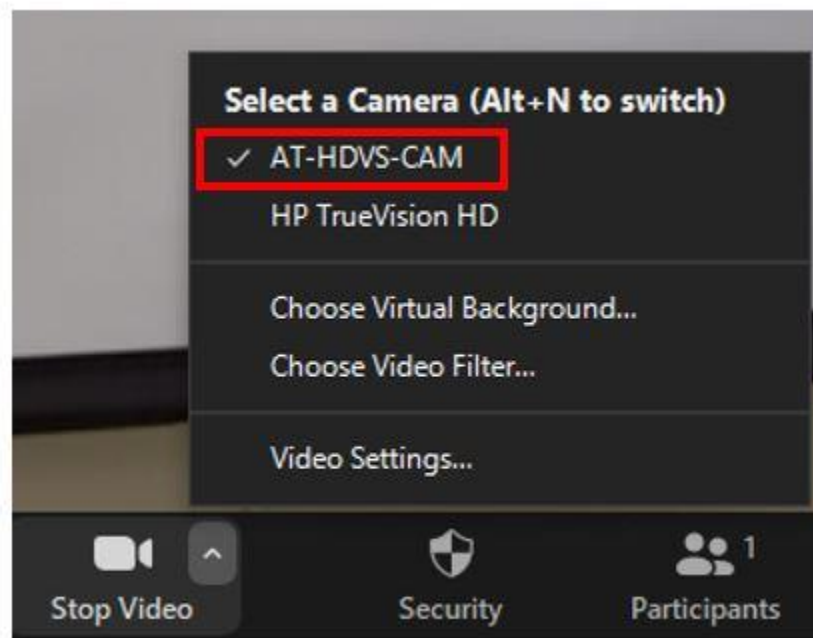
This tutorial will show you how to use the webcams in your online classes.

Contents

If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

Open Zoom or the service you are using in the classroom. Make sure you are using the classroom camera.

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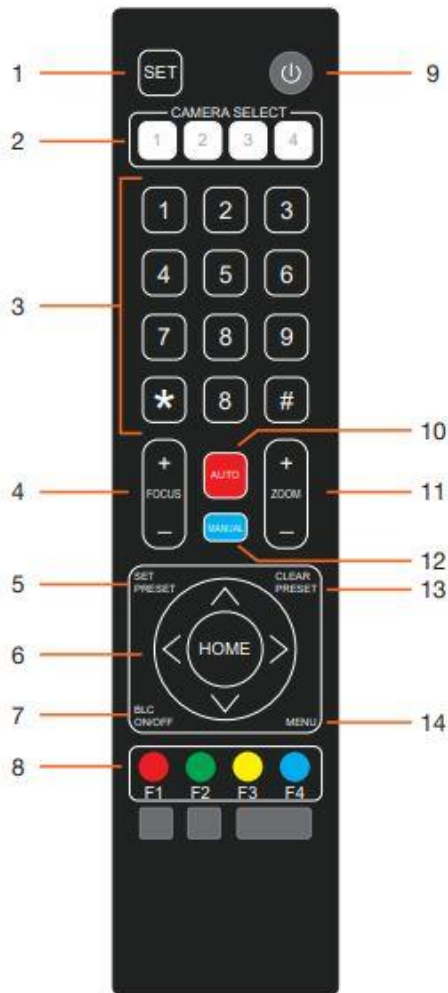
P a g e 2 o f 5

The PTZ remote has three camera presets. You can also manually zoom in and out for other angles.

Make sure you aim the remote at the green light on the camera.

- Camera Select should always be #1 (White Button)
- When selecting the preset options hit the BLACK button on the remote for the numbers.
    1. Camera on the Instructor
    2. Camera on the Whiteboard
    3. Camera showing the entire front of the room

The AT-HDVS-CAM comes with an IR remote control for full control of the camera and use of the OSD menu.
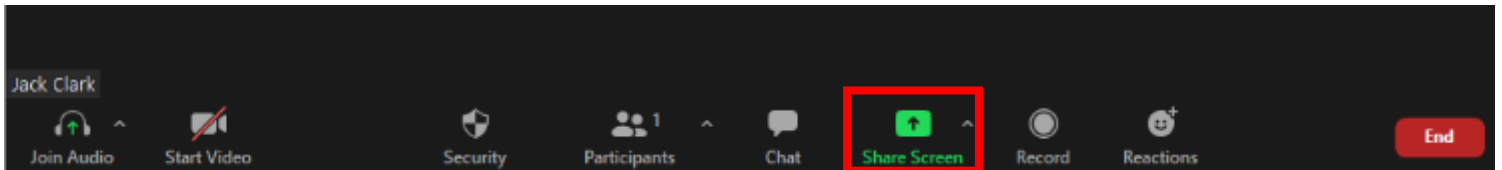

1. **SET**
   As of this writing, this key is not defined.

2. **CAMERA SELECT**
   Press these button to select which camera is being controlled.

3. **Keypad**
   Numbers 0 through 9 are used to select define/recall presets, and other functions.

4. **FOCUS**
   Press this rocker switch to adjust the focus. Pressing the "+" to focus on objects that are near. Press "-" to focus on objects that are far.

5. **SET PRESET**
   Assigns a preset for the current camera position. Refer to Managing Presets (page 20) for more information.

6. **Cursor Controls**
   Press these buttons to control the position of the camera. Press the left-arrow or right-arrow to rotate the camera left or right. Press the up-arrow or down-arrow to tilt the camera up or down.

7. **BLC ON/OFF**
   Enables or disables Back Light Compensation (BLC). Refer to Backlight Compensation (BLC) (page 19) for more information.

8. **Camera Remote Controller Address buttons**
   As of this writing, these buttons are not defined.

9. **Power button**
   Press this button to toggle power on or off. Press and hold this button for three seconds to place the camera in standby mode. Refer to Standby Mode (page 19) for more information.

10. **AUTO**
    Press this button to enable auto focus mode.

11. **ZOOM**
    Press this rocker switch to adjust the zoom. The camera lens has a zoom of 10X (4.7 mm to 47 mm). Press "+" to increase the zoom factor. Press "-" to decrease the zoom factor.

12. **MANUAL**
    Press this button to enable manual focus mode.

13. **CLEAR PRESET**
    Press this button to clear a preset. Refer to Managing Presets (page 20) for more information.

14. **MENU**
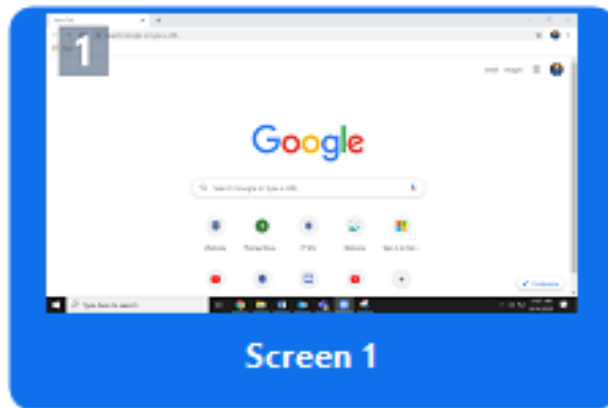   Press this button to display the On-Screen Display (OSD) menu system.

To share your screen with the option to "Share Screen"

Select the screen you would like to share to everyone that is in your meeting