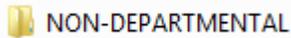
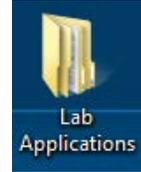
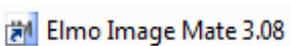


Recording Video with the Elmo Document Camera (for PC)

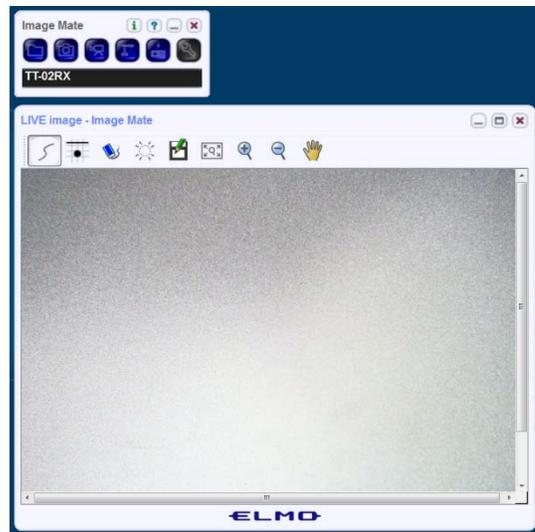
1. Power “On” the Elmo document camera on the instructors workstation.
2. Login to the instructor’s PC and double click the “Lab Applications” folder on the desktop.
3. In the window that opens, scroll down and double click the “NON-DEPARTMENTAL” folder.



4. Double click the “Elmo Image Mate” folder. 

5. Double click the “Elmo Image Mate 3.08” shortcut to launch the application. 

6. A live image from the Elmo document camera will appear in a display window. Position your document (or blank piece of paper) under the camera and make any needed adjustments.



7. In the Image Mate menu bar select the “Recording Tools” button to display the recording tools.



8. In the Recording Tools window select the red “Start Recording” button next to the video camera icon to start recording. This is the Normal Recording mode.



NOTE: There are two recording methods. You can use “Normal recording”, which records live images as a movie (Recording Using Normal Recording), or you can use “Long-time recording”, which records images at times (interval times) set beforehand (Recording Using Long-Time Recording). In “Normal recording”, audio from a microphone connected to the computer can be recorded along with the live image. In “Long-time recording”, you can select a recording method from movie or still image. Audio from a computer cannot be recorded during long-time recording.

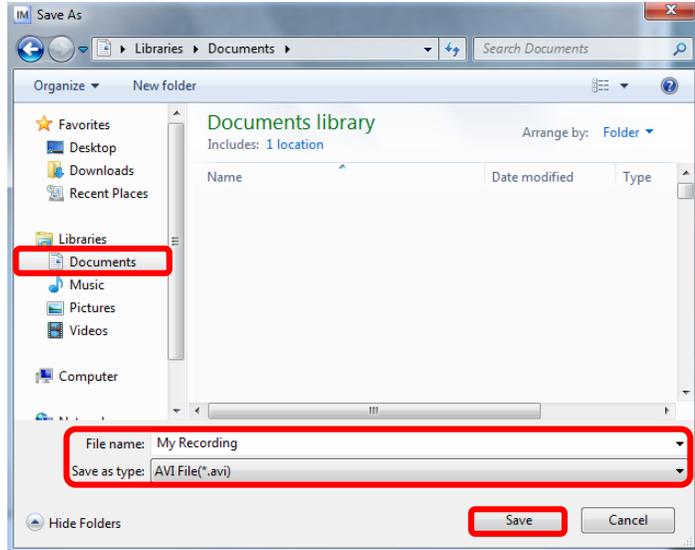
9. In the “Save As” dialogue window that opens:

A. Navigate to a save location on your computer. You can use the Desktop, an external USB drive or your “N” drive’s “Documents” folder. *NOTE: If you save the file to the Desktop be sure to copy it to “N” drive before logging off.*

B. Rename the file in the “File name” window, if necessary.

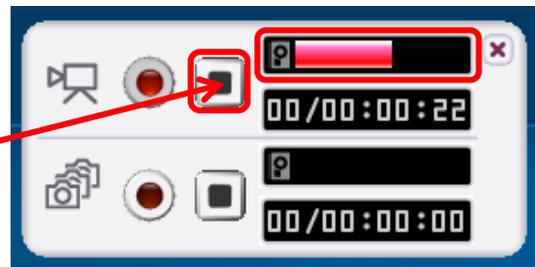
C. Click the “Save as type” dropdown menu and select “AVI File(*.avi)” as the video recording file format.

D. Click “Save”.



10. Your recording will immediately begin as indicated in the Recording Tools window.

11. Click the “Stop Recording” Button to stop the recording and automatically save your video file.



12. To playback your video, navigate to the save location on your “N” drive, right click the video file and scroll down to “Open with”. Click either “QuickTime Player” or “Windows Media Player” to begin playback.

