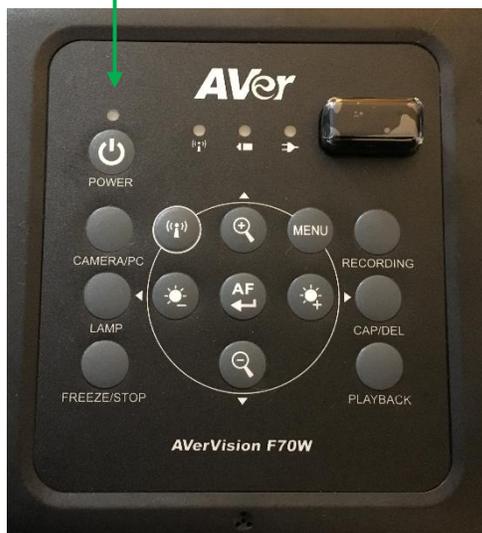# Plainedge Document Camera Connection Guide

1. Look at the light directly above the button labeled 'Power'. Refer to the key on the bottom left that shows you all possible power light colors and their meaning. After reading the key, continue to step 2.

2. The power button must first be solid red before starting the camera up. The camera must be charged or plugged in first to have the light solid red. After this is done, press the power button once more to start the camera up.

   The power button will flash red for 60 seconds indicating it is starting up. The WiFi light (directly to the right of power) may flash amber as well, while the camera is starting up. Once the camera is turned on and connected to the WiFi network, the WiFi light will turn blue. Once the power light is green and the WiFi light is blue, the camera is fully turned on.

Note: If the battery light (two lights to the right of the power) is blinking red, the camera must be charged before use. Please let the camera charge for approximately 20 minutes before unplugging it. After unplugging it, press the power button once.
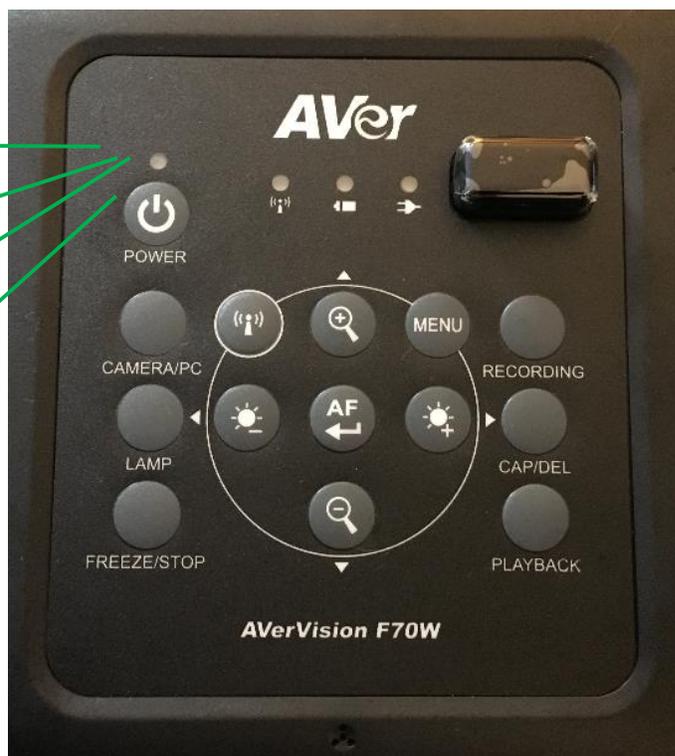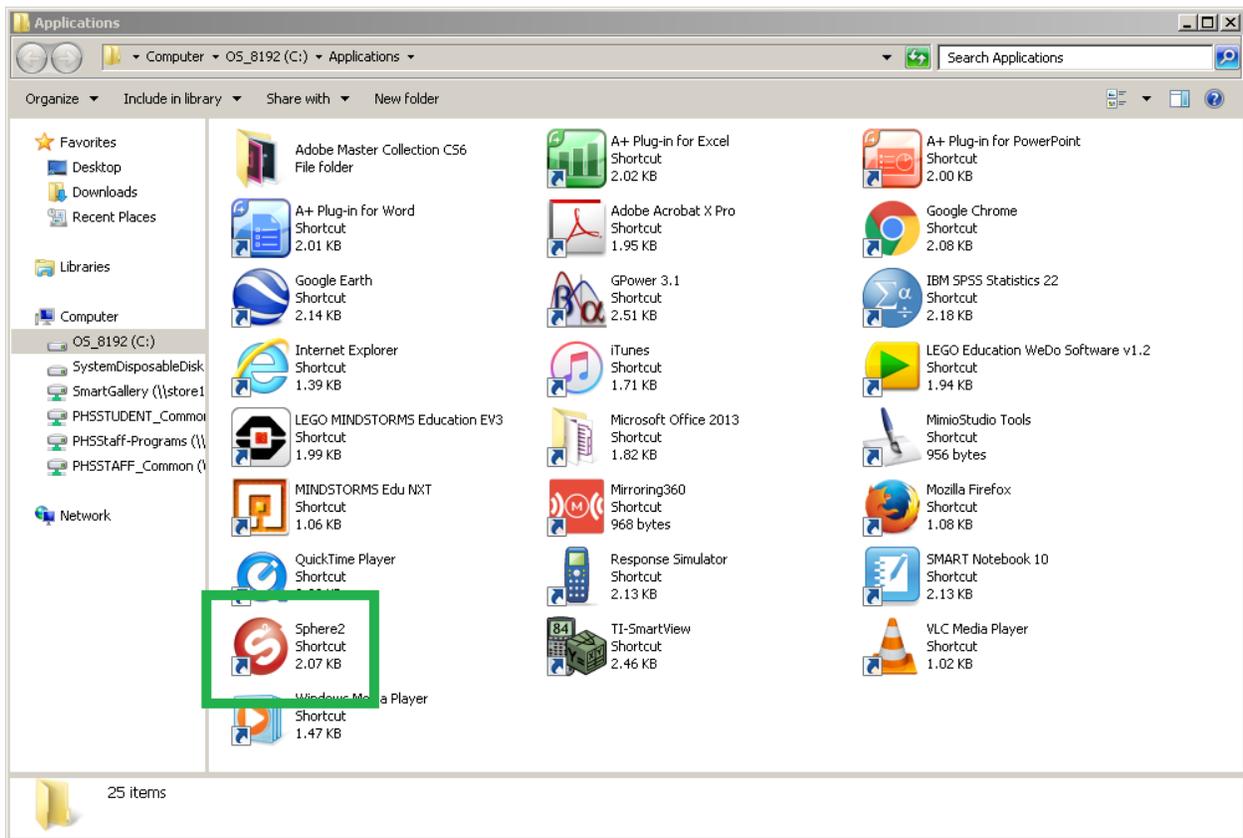
Key

Solid red: Camera is ready to be turned on, charging or charged. Refer to step 2.

Solid green: Turned on.

Flashing red: Starting up, wait for solid green light.

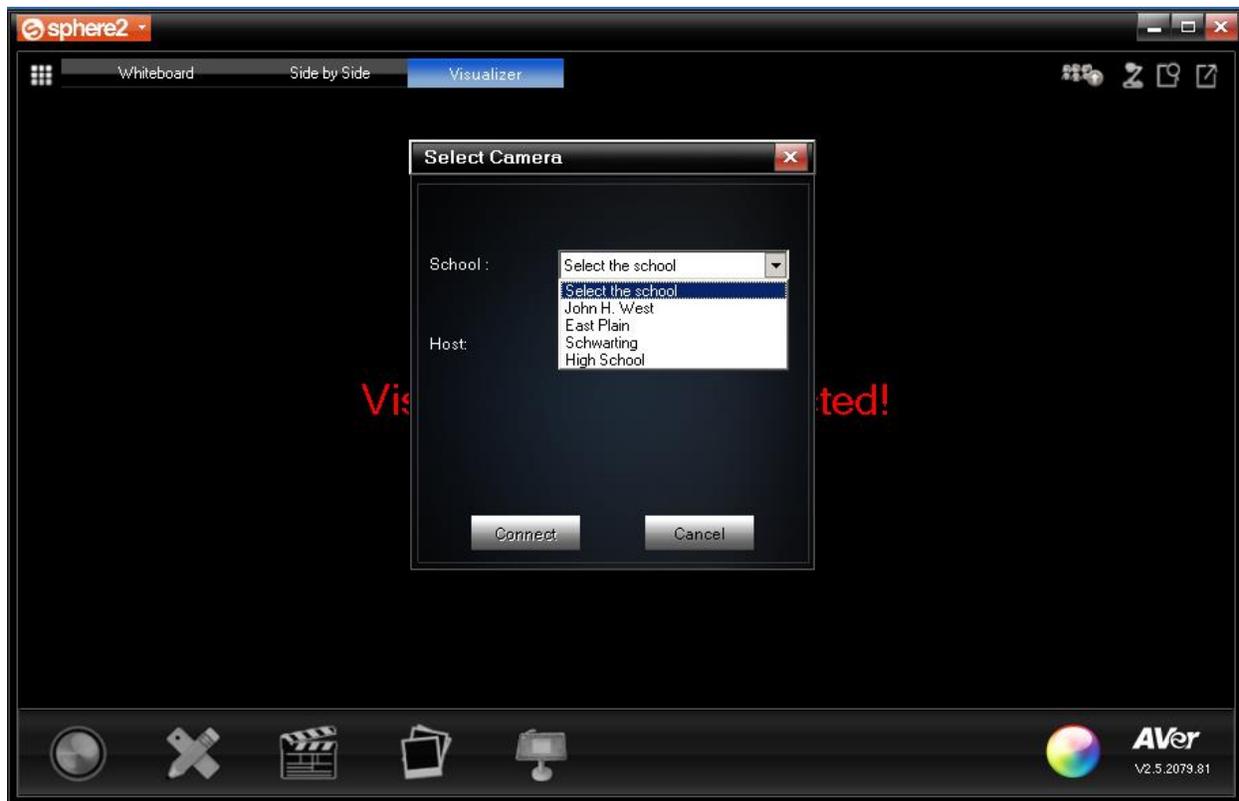
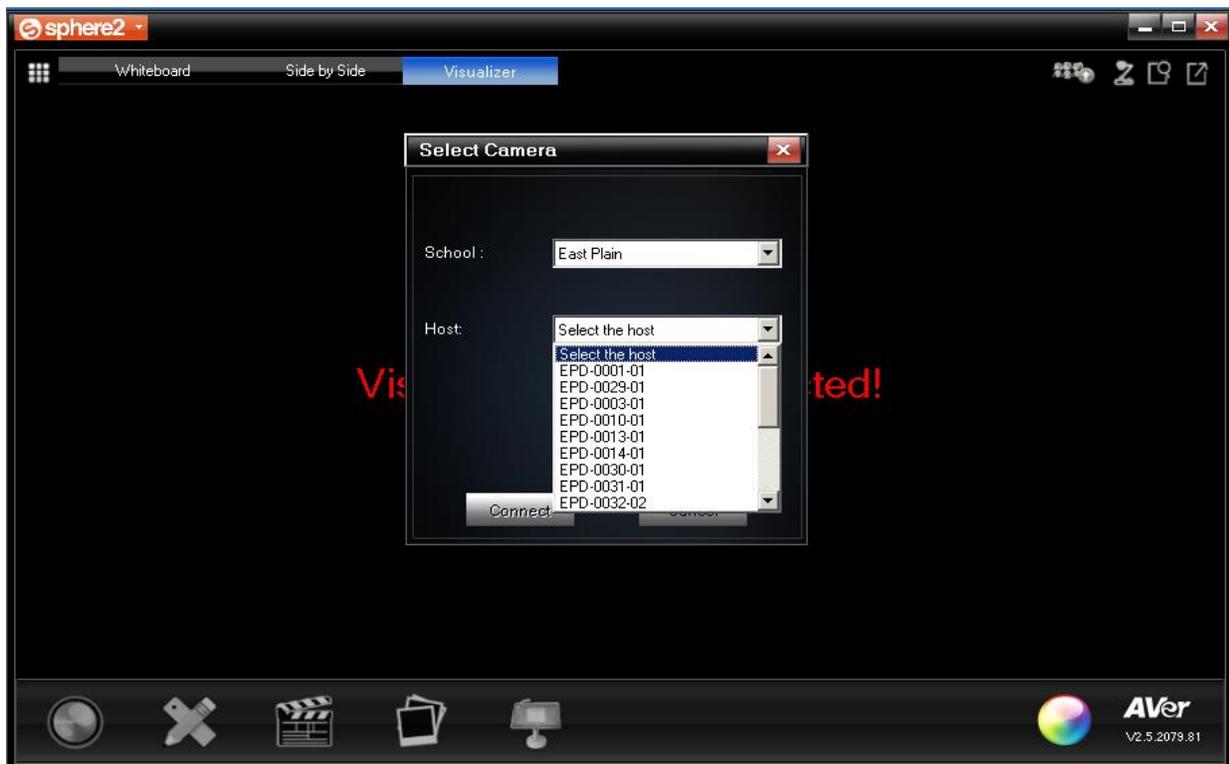No light: Turned off or no charge.

3. Next, double-click the Application Shortcuts folder (located on your Desktop), and double-click on the 'Sphere2' icon (highlighted in green).
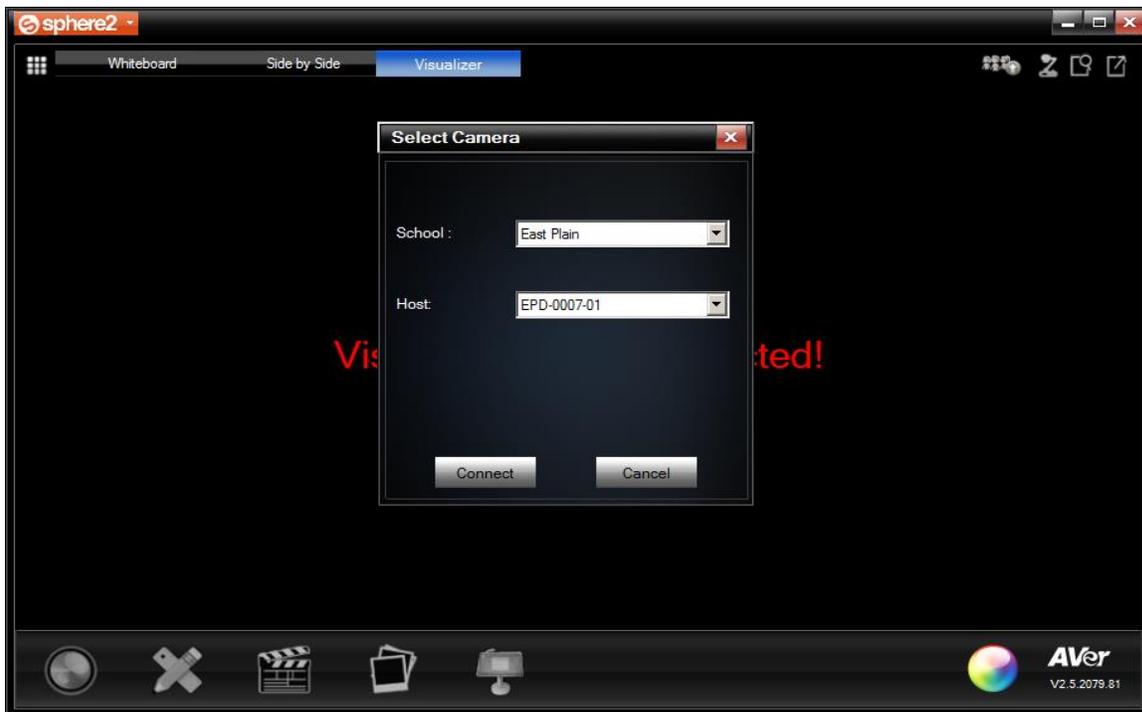

4. Upon opening up Sphere2, the screen above will be displayed.

5. First click on the drop-down menu 'Select the school'. Then move the mouse to your school and click the left mouse button once. The window will now show your school name.

6. Then click on the drop down menu 'Select the host'. The host is the same name as the label on your camera (ex: for Room 7 at East Plain, the host is shown as 'EPD-0007-01'). Move the mouse to your host name and click the left mouse button once. The window will now show your school name and host (camera label) name.

7. Click on 'Connect'. Please wait up to 15-20 seconds while the camera connects. It is normal to see the message 'Visualizer is not connected' while your camera connects. If you see an error message after clicking 'Connect', please submit a support ticket with your building, room number and error message. Please refer to the next page for controls (zoom, capture image, rotate image, etc) that can be used in Sphere2.

The above screen shows the camera connected. Controls for the camera are listed below.

8. To turn the camera off, close out Sphere (red X), then press and hold the power button until the power light turns off.

Zoom out

Zoom in

Auto adjust

Auto focus

Pause

Reset zoom

Rotate image right

Rotate image left

Image adjustment

Shapes

Text

Line

Highlighter

Free hand

Select

Eraser

Clear all

Colors

Line styles

Undo

Redo

Continuous Capture

Area capture

High Quality capture

Capture

Visor

Spotlight