recordex**



Document camera and presentation software for AFX, LBX, and SimplicityCam document cameras by Recordex.

Training Resource

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RecordexUSA 10-50 46th Avenue Long Island City, NY 11101 718-392-5380 www.recordexusa.com

NOTE: References to hardware specifications reflect functionality for camera models SC5i+, SC5z, and SC5z AF that shipped after 9/1/2013. Specifications are subject to change without notice. Your camera may differ from those depicted in this guide.

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Please Read First

This training guide is supplemented with training videos of the application. You will find these videos very helpful in quickly mastering the software. The videos are hosted on YouTube.com. This link is to a playlist for all the XSight training videos on our channel: https://www.youtube.com/playlist?list=PLJPmvEnrFMlixwwXoz4CSAW1QyREXX08K When you click the link from within the PDF you may be warned about clicking links. This is to protect you from links that might take you to a site you don't want to go to. You can click on the links in this PDF with confidence knowing they link only to content that we created and are hosted on YouTube.

Wherever you see an icon like this you can click for video instruction that goes along with the section you just read.

Introduction to XSight HD Viewer

The XSight HD Viewer software from Recordex is included with every Recordex document camera. XSight is loaded with all the top requested features yet maintains an incredibly simple user interface that is designed to be used with interactive whiteboards and wireless tablets. Controls are button activated and easy to use with touch devices as well as traditional pointers.



Click <u>here</u> for a quick 3-minute introduction video to XSight HD Viewer.

What this guide will cover.

This guide will cover all the basic features of XSight HD as well as some of the more advanced features. You'll not only learn how to use the software but we hope you will also encounter some new ideas and strategies for using your document camera in the classroom.

Key sections of this guide:

- Software installation and activation
- Setup and configuration
- Interface overview
- Key features
- Examples of instructional uses for the camera
- Other uses of the camera

Software Installation & Activation

Your organization may limit software installation rights and XSight HD Viewer installation may need to be approved first by your network administrator. Please follow all local network policies regarding software installation.

To install XSight HD Viewer on your computer you must be running a copy of Microsoft Windows (version XP or later). Inside the box along with your document camera you will find a quick start guide. The quick start guide includes two key pieces of information:

Activating the software

Simply follow the on screen steps for activating your software. You will not be required to enter any information other than the License ID and Activation Code found on the product quick start guide. In order to activate the software the computer must be connected to the Internet. Activating the software will enable you to receive free upgrades for all future releases without needing to re-register the software. The activation process is a one-time process and should not need to be repeated.



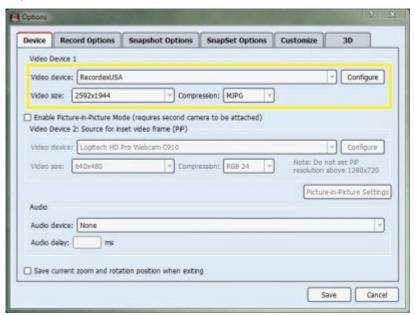
Click <u>here</u> to watch the installation and activation video.

Setup & Configuration

Now that the software is installed and activated you are ready to begin using your document camera. First, please be sure to connect your Recordex document camera to your computer using the supplied USB cable. Your computer will automatically load the necessary USB Video drivers and within a few seconds to a few minutes you should see a notice in the lower right corner of your screen that new hardware was installed successfully. After the initial driver installation any future connections will occur almost instantly, so if you disconnect and reconnect your camera it will be ready for use almost immediately after you plug in the USB cable.

Selecting your document camera

When XSight opens for the first time it will ask you to select a camera to use. This is done by selecting a video device from the drop down list.



Selecting the right resolution

Perhaps the most important setup step is choosing the correct resolution (or video size) for the task at hand. The resolution you select will depend on the type of action you plan to perform. Here are some general rules of thumb to follow when selecting a resolution:

Your generation three SimplicityCam 5 is equipped with a 5MP MJPEG camera sensor that utilizes MJPEG compression for high quality images with excellent frame rate. Higher resolution will give you more detail and a crisper image. Lower resolution will give you less detail but a faster smoother video frame rate.

- In general lower resolutions will have faster frame rates but lower image quality, especially when viewed at larger sizes.
- Higher resolutions provide better image quality, this means the image will appear more crisp, sharp and details will be easier to see. A higher resolution also means you'll see better zoom performance. However, at higher resolution your computer will have to work harder to process the image and the frame rate is slower.
- A good all around resolution is 1280x720 for good combined video and document imaging quality. If you want maximum zoom and image quality and you are not concerned with video frame rate then bump the camera all the way up to 2592x1944 and enjoy a full 5MP resolution image.
- The best thing to do is play around using different resolutions. This way you'll have a feel for the pros and cons of each and you will be able to select the right resolution for what you are doing.

Here is a chart comparing all available camera resolutions.

| Camera Model SC5i+, SC5z, SC5z Duet | Video (frame rate) | Image Quality | Zoom Quality | Typical Use |
|--|--------------------|----------------|--------------|--|
| MJPG - 640x480 | 30 fps (max) | * | \bigstar | Recording video. |
| MJPG - 1024x768 | 30 fps (max) | ☆ ★ | \bigstar | Recording video. |
| MJPG - 1280x720 | 30 fps (max) | * * * | * * | Recording video and still image capture display |
| MJPG - 1920x1080 | 30 fps (max) | ☆ ☆ ☆ ☆ | ☆ ☆ ☆ | Recording video. |
| MJPG - 1600x1200 | 15 fps (max) | * * * * | * * * * | Document sharing, zooming in on documents/objects. |
| MJPG - 2048x1536 | 15 fps (max) | * * * * | * * * * | Document sharing, zooming in on documents/objects. |
| MJPG - 2592x1944 | 15 fps (max) | * * * * | * * * * * | Document sharing, zooming in on documents/objects. |

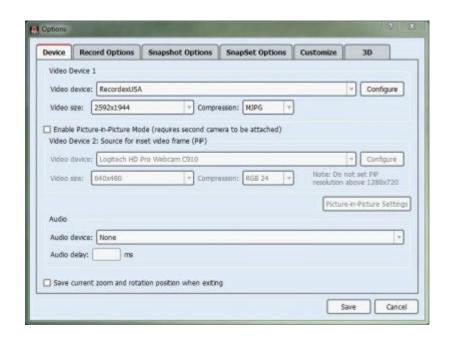
NOTE: The highest quality zoom will be achieved by actually moving the camera head closer to the document or object being viewed. This type of zoom is called Mechanical Zoom and it can provide extremely good 'close up' views.

Other software configuration settings

While most users will prefer to use the default configuration settings others may wish to customize and tweak the software configuration options.

First, to access the options tabs click on the gear button at the lower left of the application's main window. The button will look like this:

and will open this options window.



Here you can set and configure options using the 6 tabs:

Device. Set your primary camera, secondary camera (if equipped for picture in picture mode), and microphone. You also have the option to save your current zoom and rotation position when exiting the application.

Record Options. Set video recording options including the video format used when recording and the default save to location, etc.

Snapshot Options. Set the snapshot (still image) option such as image type, quality and the save to location.

SnapSet Options. Configure the SnapSet options for saving a set of snapshots into a single PDF.

Customize. Change the application appearance and add your own image or logo to the application.

3D. Configure the 3D depth and alignment.

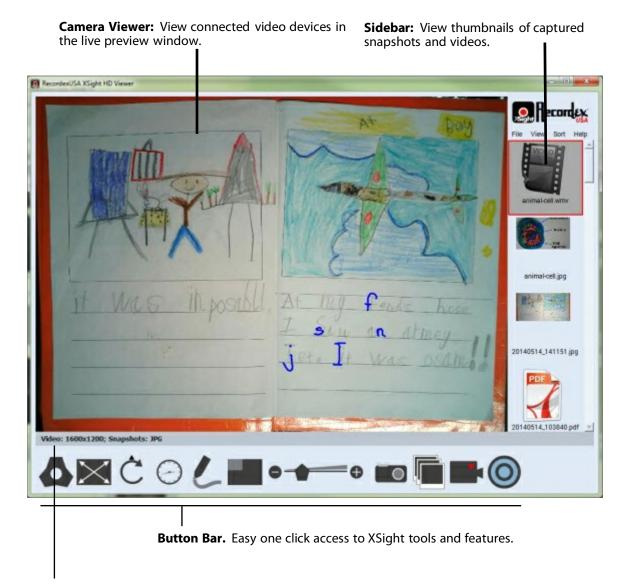
The options settings for each tab will be covered in detail in the relevant sections of the manual where the feature is covered.



Click here to watch the application options video.

The Application Interface

The XSight HD Viewer application window has four primary areas:



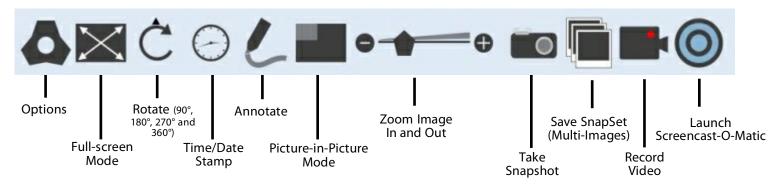
Status Bar: View at a glance the video size and snapshot type selected. When recording the status bar will show the elapsed recording time.



Click <u>here</u> to watch the application user interface video.

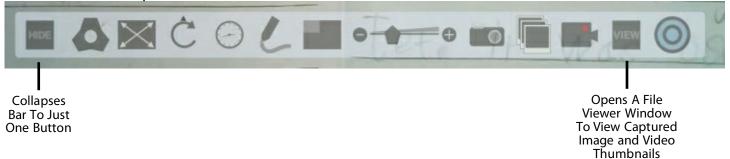
The Application Button Bar

XSight HD Viewer uses a large button bar at the bottom of the application to make all the commonly used features and controls easily accessible at all times. The large buttons are designed to make it easy to use the application whether you are using a mouse, touch screen, interactive whiteboard, or interactive pad.



The Application Button Bar In Full-Screen Mode

In full screen mode the application button bar is partially transparent and floats over the full-screen image. The bar can be dragged and repositioned on the screen. The bar can also be mostly hidden by clicking the hide button which will collapse the bar down to just one button, the show button, which when clicked will expand the bar to full size.



The Annotation Toolbar Interface

XSight HD Viewer has three annotation tool bars: Annotation Toolbar, Presentation Toolbar, and Image Effects Toolbar. All three toolbars have a common user interface.



Key Features

XSight HD Viewer is equipped with many of the most advanced document camera software features available and this section will take you through each feature and briefly describe each one. The easiest way to learn how to use XSight is to just practice using it with your own camera. We've also included links to several videos showing how to use each feature. Video tutorials are an effective and quick way to learn how to use software applications.

Full Screen Button



When clicked the Full Screen Button will switch the application into full screen mode. In this mode the Video Preview window will fill the entire screen and the button bar will switch to a floating bar that hovers over the bottom center of the screen. To exit full screen mode simply click the Full Screen Button again or press ESC on your keyboard.

Rotate Image Button



When clicked the Rotate Image Button will rotate the image in the preview window by 90 degrees. Each time the button is clicked the image will rotate. There is small arrow on the Rotate Image Button showing the current image rotation position. To return the image to 0° simply click the button until the little arrow is pointing up.

Date Time Stamp Button



The Date and Time Stamp Button acts as a toggle button and will turn on or turn off the date and time stamp feature. When clicked one time the date and time will be displayed in white, when the button is clicked again the date and time will switch to black and if clicked a third time the button will toggle off the date and time stamp.

Zoom Control



The image zoom can be controlled in several ways. First, you can click the - or + on the zoom control to move the zoom in or out. Second, you can click and drag the zoom control slider. Third, you can zoom in or out using the scroll wheel on your mouse or the scroll slider on your wireless tablet (if equipped).



NOTE: The other buttons on the main button bar (annotation, picture in picture, snapshot, SnapSet, Recording and Screencast-O-Matic) are covered in detail in



Click <u>here</u> to watch a quick tutorial video showing how to use the full screen, rotate and date/time stamp buttons.



Click <u>here</u> to watch a quick intro to the annotation, picture-in-picture, zoom and snapshot tools. (More detailed videos follow later in the quide)



Click <u>here</u> to watch a quick intro to the SnapSet, record, and screencast tools. (More detailed videos follow later in the guide)

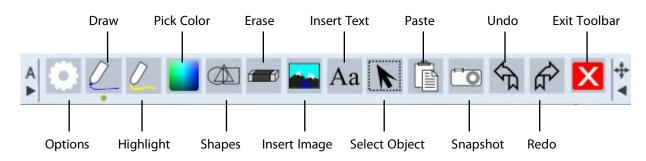
Annotation Button



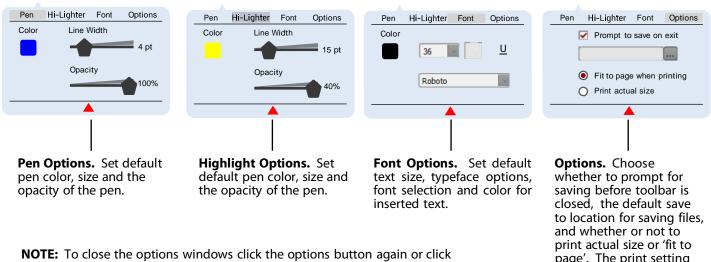
XSight HD Viewer is equipped with three annotation toolbars: Annotation Tools, Presenter Tools, and Image Tools. All three toolbars are accessed through either right clicking on the preview window or by clicking the Annotation Button on the button bar.



Annotation Toolbar



Options (Pen, Highlight, Font, Other Options)



on the red arrow at the bottom of the fly-out window. Use the tabs across the top of the fly-out window to access the four options windows.

page'. The print setting affects print function for the toolbar Snapshot tool.



Click here to watch a quick tutorial video on how to set and adjust the annotation toolbar options.

Pen and Highlight Tools

The pen and highlight tools allow you to draw over the live camera image. By clicking the pen or highlight button the pen or highlight tool is made active. A little green dot will appear under the active tool. Clicking the pen or highlight button will turn on free hand drawing. Use the mouse, interactive whiteboard, or interactive pad to control the cursor and free-hand draw over the image.



Pick Color

The pick color button will bring up a small fly-out menu with some common colors and a color pallet tool. If you don't want to use one of the common colors simply click the rainbow color block and the color pallet selection window will appear.



Shapes Tool

The shapes tool will allow you to quickly draw perfect shapes. When you click the shapes button it will help you draw shapes using the pen tool. If you'd rather draw shapes with the highlight tool simply click the highlight tool first then click the shapes tool. The shapes tool will open a small fly-out menu with some common shapes: Straight Line, Arrow, Triangle, Ellipse, or Quadrilateral. TIP: holding down the CTRL key when drawing the shape will result in drawing a shape with fixed angles resulting in a perfect isosceles triangle, circle, and square.

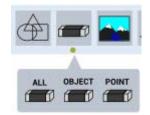




Click <u>here</u> to watch a quick video on how to use the pen, highlight and shapes tools.

Erase Tool

The erase tool when clicked will open a fly-out menu with three erase options: all, object, and point. Erase all will remove all annotation from the screen. You will be asked to confirm this choice when selected. The erase object tool deletes a drawn or placed object (I.e. Line, shape, text box, inserted image). The erase point tool erases only where clicked and dragged.





Click here to watch how to use the erase tools.

Insert Image Tool

The insert image tool allows you to insert any saved image (.bmp, .gif, .png, .tiff,, .tif, .jpg) onto the preview window. For example you may want to insert a saved image of a previous snapshot and place it in the upper corner of your live preview window. In this way you can look at a saved image next to a live image in a picture-in-picture format. After inserting the image you can change to size, rotation, position and opacity of the image by using the select tool to click on the image, select it and apply changes. See the video for a quick overview on how to do this.

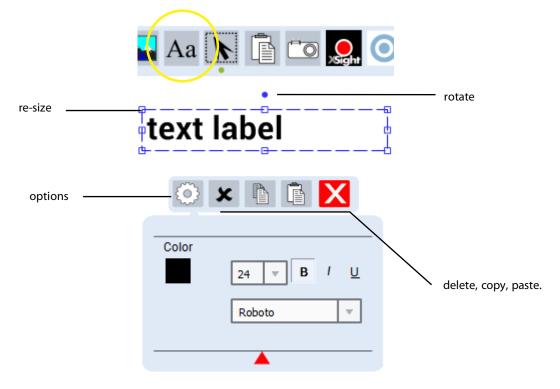




Click here to watch how to use the insert image tool and the select tool to modify the image placement, size, rotation and opacity.

Insert Text Tool

The insert text tool is great for adding labels and marking up a document. To insert text click the text tool and then click and drag a text box in the preview window wherever you want to position the text. Then enter the text you wish to insert by using your keyboard or an onscreen keyboard. By clicking the options button on the context menu you can easily and quickly change the font properties. You can also click and drag on the text box handles to resize, rotate or reposition the box.





Click <u>here</u> to watch how to use the text entry tool.

Object Select Tool

The object select tool is used to select an object and move it or edit it. For example if you want to reposition a text label you would use the select tool to click the text box to make it active, and then you could drag it to an new location.





Click <u>here</u> to watch a video on how to use the object select tool.

Paste Tool

The paste tool will paste text or an image that has been copied to the system clipboard onto the XSight preview window overtop of the live image.



Snapshot Tool

The snapshot tool will save an image of the live camera view. You have the choice of saving the full image, or a selected part of the image using either a freehand or rectangular selection box. After the selection has been made you have the option to save the selection as an image, a PDF, or to print the selection or copy t to the system clipboard to be pasted into another application.



Click here to watch a video on how to use the snapshot tool.

Undo/Redo Tool

The undo and redo tool will undo and redo recent changes on the page.



Capture

Full Page

Capture

Freehand

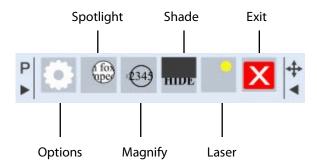
Selection

Capture

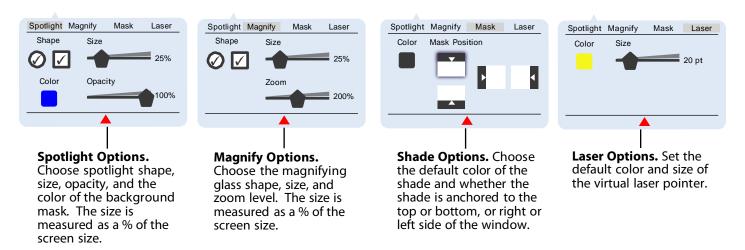
Rectangle

Selection

Presenter Toolbar



Presenter Toolbar Options



NOTE: To close the options windows click the options button again or click on the red arrow at the bottom of the fly-out window. Use the tabs across the top of the fly-out window to access the four options windows.



Click <u>here</u> to watch a quick tutorial video on how to set and adjust the presenter toolbar options.

Spotlight

The spotlight tool is excellent for focusing attention on a specific point of reference on the screen. Use the spotlight tool to hide the image except for the area where the spotlight is pointed.

Magnify

The magnify tool is a fun and easy way to zoom in on a focused area of the image.

Mask

The mask is used to hide and then reveal a portion of the page. This is very helpful if you want to hide subsequent questions on a quiz or list. It is useful anytime you want to keep the attention focused to just the active part of the document.

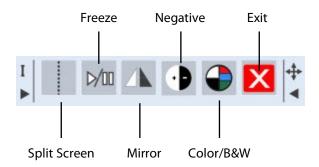
Laser

The laser pointer is just another way to draw attention to an area of the screen.



Click <u>here</u> to watch how to use the presenter tools.

Image Effects Toolbar



Split Screen

The split screen button divides the current image into two equal parts by dividing the window down the middle. The right side is frozen and the left side remains active. Use this to freeze a view and then continue to compare against the live image.

Freeze

The freeze button pauses the preview window. This is good for freezing the image for discussion and it is a great way to move between objects without having the transition occur on screen.

Mirror

The mirror button displays a mirror image of the camera view.

Negative

The negative button will switch the camera view into a negative image. This can also be used to switch an original document that is in negative (I.e. Film/slides)

Color and Black and White

The color/black and white button toggles the view back and forth from color to black and white.



Click <u>here</u> to watch how to use the image effects tools.

Picture-in-Picture

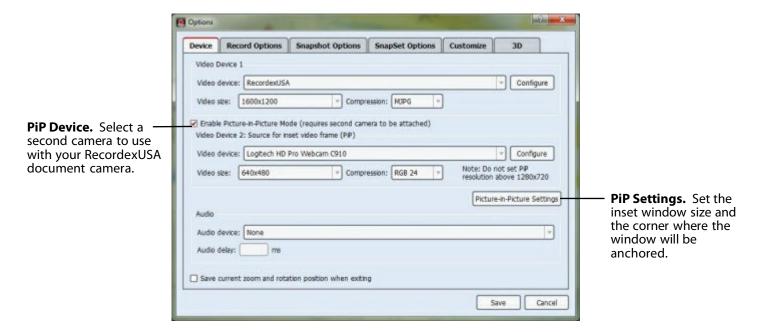


Picture-in-picture (PiP) mode allows you to view two live camera sources at one time. Some Recordex USA models include two cameras but even our models that do not can still be used with a webcam for picture-in-picture presentation. The first time the PiP button is clicked the application will open the Device Options tab so that you can configure the PiP device. Here you'll select the Video Device, Video Size and Compression (if applicable) of

the second video device. You can also change the size and location of the PiP inset window by clicking the Picture-in-Picture settings button.

There are a few general guidelines to keep in mind when operating in PiP mode:

- 1. You'll get better video performance if you lower the video size of Device 1 to 1600x1200 or lower (some computers can not show two camera images at once. They do not have the USB processing capability to do so).
- 2. The video size for Device 2 should not be set above 1280x720.
- 3. Typically, you will want to use the lowest resolutions acceptable for your application in order to get the best performance out of the Picture-in-Picture mode.
- 4. Picture-in-Picture mode is heavily dependent upon your computer's processor and not all computers will be able to effectively record in PiP mode.
- 5. There are limits to the amount of data your computer can process over USB. If you are having problems with PiP mode try disconnecting some other USB devices.





Click <u>here</u> to learn how to present and record or capture snapshots in picture-in-picture mode.

2D|3D MultiView Mode

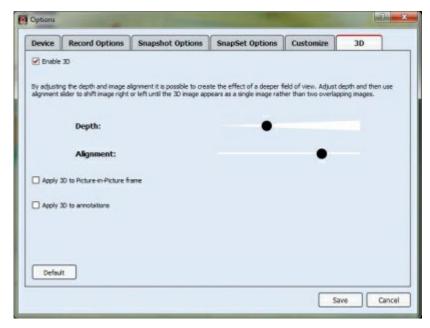
2D|3D MultiView Mode turns your document camera into a 3D visual presenter. For maximum 3D effect it is recommended to use the camera on a high resolution display. Simply press the 3D button to turn on 3D MultiView mode and use your red/cyan anaglyph 3D glasses to view the image in 3D. While in 3D MultiView mode any snapshots captured or videos recorded will be in 3D and can be viewed later or played back later in 3D format.

Note: not all displays are capable of creating an anaglyph 3D image. Especially certain video projectors will have difficulty producing the proper color separation for the Cyan/Red glasses to work properly.

Configuration and presentation tips:

- 1. The 3D image depth can be adjusted to your preference by using the adjustment slider on the 3D Options tab. To access the 3D options click the option button and then the 3D tab. After changing the depth you will want to use the alignment slider to bring the red and cyan images into alignment. Do this while wearing the glasses.
- 2. For maximum impact we recommend leaving the 'apply 3D to annotations' check box UN-checked. This will result in the annotations appearing as if they are floating up above the document.







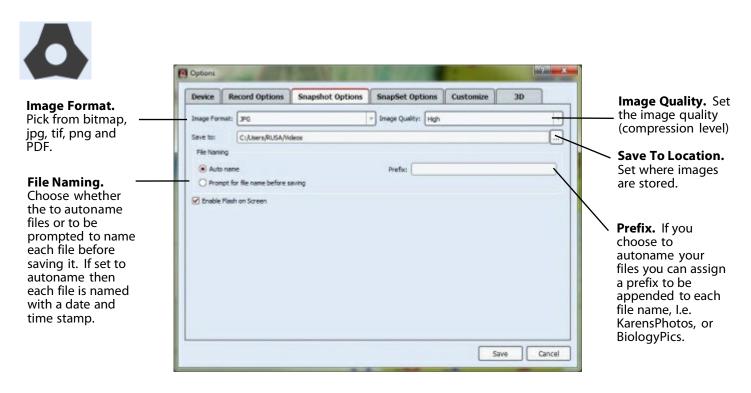
Click <u>here</u> to watch how to configure and use 3D MultiView.

Take Snapshots

Capture images of the preview video window by clicking the snapshot button. A flash will appear on screen to indicate that the snapshot has been taken (this can be turned off under snapshot options). The snapshot will include any on-screen annotations that have been applied. By default the snapshots are saved to the 'My Videos' folder for the currently logged on user. After a snapshot is taken a thumbnail of the image will appear on the right hand side-bar of the application.

Snapshot Options

To access the snapshot options click on the main options button and then the Snapshot Options tab.





Click <u>here</u> to see how to take snapshots and configure snapshot settings.

ImageShare - Drag and Drop Images

There isn't a button for this feature so it remains hidden to many, but at any time you can drag a snapshot thumbnail from the side-bar and drop it into most windows applications. You can also drag an image from the live preview window into another application (will not work if you are zoomed in). This is a super easy way to get images into your interactive whiteboard software.



Click here to watch the ImageShare feature.

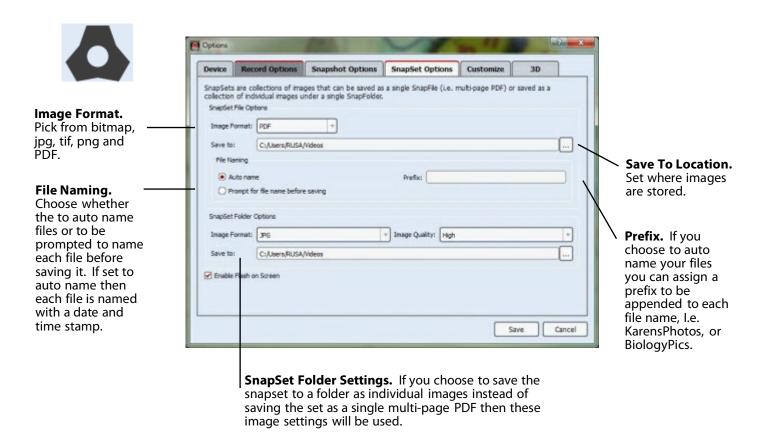
Create Multi-Image SnapSets

The SnapSet feature allows you to quickly take several snapshots and save them as a single multi-page PDF file or as a set of individual images in a folder. SnapSets can be created through time-lapse image capture or through manual image capture. SnapSets can be thought of as a photo-album of snapshots.



SnapSet Options

To access the SnapSet options click on the main options button and then the SnapSet Options tab.





Click here to watch how to use the SnapSet Feature to create a multi-page PDF file.

Record Video

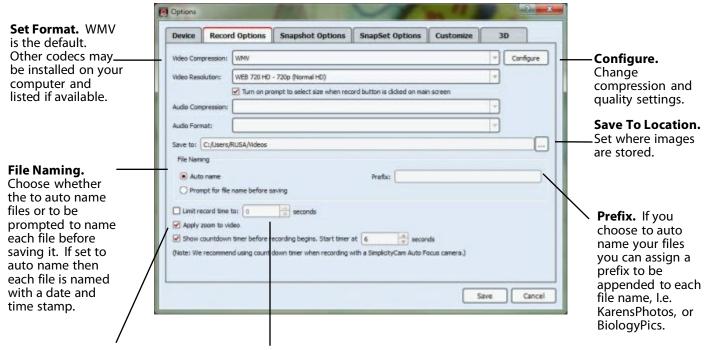
To record video click the recording button. This will record the live image to a video file. Video can be recorded with or without audio. Video can also be recorded with or without any added on-screen annotations. Recording video while zooming and while annotating requires a lot of computer processing power. Some users may find that their computer is not capable of zooming while recording a video which is why this is a user configurable option.



Video Recording Options

To access the Recording options click on the main options button and then the Record Options tab.





Apply Zoom to Video. Applying zoom to video requires a lot of computer processor resources. If your computer does not seem to handle recording video while zooming then uncheck this box.

Limit Record Time. You can limit the record time to prevent your hard disk from filling up if the camera is accidentally left recording for extended periods of time.



Click <u>here</u> to watch how to record videos.

Video Recording Tips

- 1. Lower resolutions will record at better frame rate. Do not record at video sizes larger than needed. For example if you plan to post the video on your blog or web site then consider recording in smaller video size such as 320x240 or 640x480 or 1024x768 or 1280x1024. These sizes will produce a more fluid image (higher frame rate) and will still look good when viewed in a small video window. If you plan to show the video on large screens then you may want to try recording at higher resolutions but you might experience slower frame rates.
- 2. MJPG compression (available on some models) is often preferred for video recording.

Screencast-O-Matic Link



Screncast-O-Matic is a very popular screencasting software application made by the team at Screencast-O-Matic.com. We love their software and they gave us permission to link to it from within our software. If you need to create screencasts, recordings of from XSight or just about anything else that is happening on your desktop then Screencast-O-Matic is an excellent, affordable, and easy to use solution. With over a million users it is a proven screencasting solution.



Click <u>here</u> to watch how to use Screencast-O-Matic to record.

Examples of Instructional Uses for the Camera

A document camera is a wonderful tool in the classroom. There are many instructional uses for the camera. This section will highlight some common uses and will include some videos highlighting these uses.

Sharing Resources and Viewing Models

As budgets for resources shrink more and more teachers are using their document camera to share resources with the entire class. Texts, photos, maps, models, and more can be shared under the camera for everyone to see. Not only does this save on buying copies for everyone, and save on the time and distraction involved with passing around an object or huddling around a desk, the document camera also ensures that everyone is seeing the same thing at the same time.

Labeling and Diagramming

With the built in annotation features of XSight it is simple to label and diagram with the camera. Resulting diagrams and labels objects can be saved as snapshots to be reviewed later in preparation for assessment. Images can even be inserted into tests so that the student is tested on exactly the same material reviewed in class.

Recording Lessons

Recording a lesson can serve many purposes: easy way to review concepts later, help absent students catch up on work, deploy a flipped classroom, or even record for self-assessment purposes. It is also common to allow students to record their own presentations.

Demonstrate Under The Camera

Whether you are programming a calculator, folding a paper airplane, or showing how to count coins or using other manipulatives the document camera is perfect for showing the entire class at once.

Microscope Camera (if equipped)

Some RecordexUSA document cameras can be equipped with an optional microscope adapter to enable the microscope image to be shared with the entire class.



Click here to see some sample recordings of various ways to demonstrate under the camera.



Click <u>here</u> to see how to use the SimplicityCam with a microscope.

Other Uses for the Camera

Document cameras have replaced many pieces of equipment in the classroom.

- Scanner
- Opaque Projector
- Overhead Projector
- Digital Camera
- Video Camera

A Few Tips & Tricks

- When recording videos use smaller video size and it will make your videos look more fluid during playback. Also, when playing back videos be sure to play them in their native size. If you stretch them out and make them bigger than the recorded video size then the quality will suffer.
- Contrast can play a big part in image quality. If you are showing a small object and it seems washed out try putting it on a darker or lighter background for more or less contrast between the object or document and the background.
- If you share a computer with others or just want to be able to take your snapshots and videos with you when you leave consider making your save to location for the snapshots and videos a USB thumb drive. Put the thumb drive in your computer then change the save to location for XSIght to point to your thumb drive. You can also select a cloud storage folder to save your images to the cloud.



Watch <u>here</u> to learn how to save to the cloud or a thumb drive.

A Couple Reminders

- Recording videos can take up a huge amount of storage space. Running your computer out of storage space is a bad thing and can make your computer stop working. Before recording a lot of video or a really long video take a minute to record a shorter video and check the resulting file size, then multiply that out for the length of video you plan to record and make sure you have enough storage space before you start.
- Not everything can be recorded. Take into account copyright and personal privacy issues when
 recording videos and taking pictures. Follow the guidelines provided by your school, business or
 organization for taking and publishing photos and videos.