

Using the Hovercam camera

***video tutorials at <https://www.hovercam.com/trainingvideos>*

1. Unfold Hovercam and aim camera head at end downward toward object to be scanned.



2. Turn on Hovercam lights if desired, by sliding switch on side of camera neck.



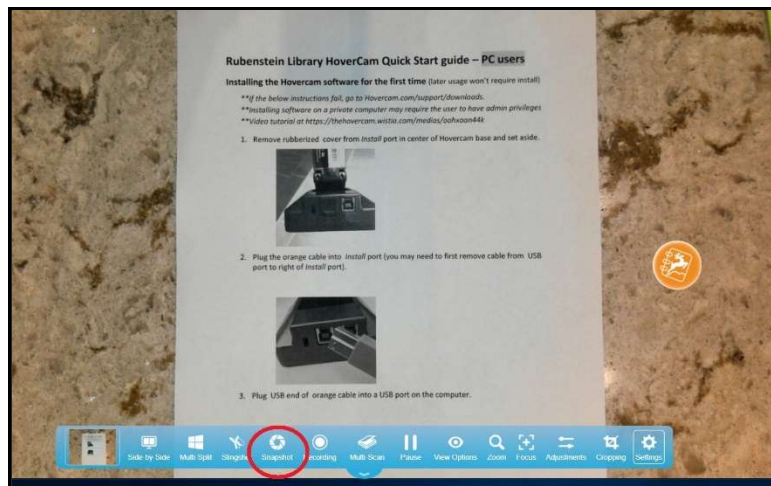
3. Open the Hovercam software from saved location on computer.



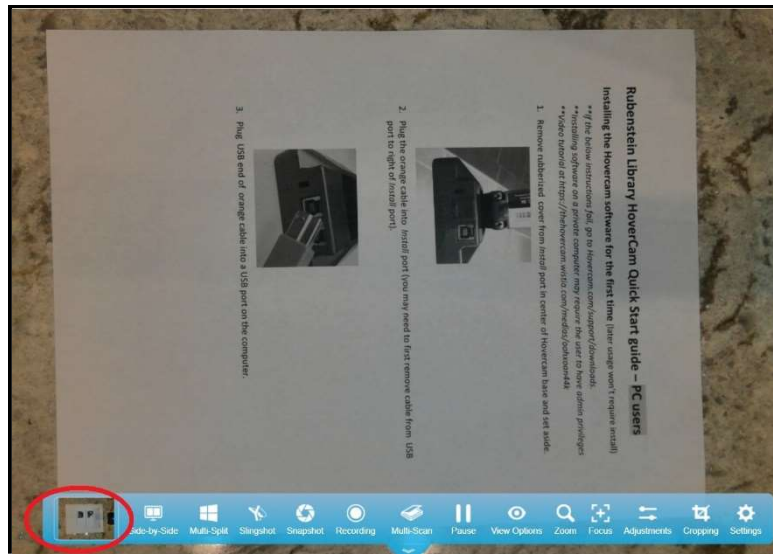
4. Adjust Settings on ribbon at bottom of screen to name file; designate location for saved files; customize imaging etc.



5. Adjust Hovercam and/or object until desired object is captured within the image frame. Click the onscreen **Snapshot** button to scan each object.



6. Ensure scanned image appears as desired by viewing thumbnail on left of menu bar.



7. Keep scanning until finished. Look in saved folder to ensure scans saved successfully.
8. Close Hovercam program and disconnect orange cable from your laptop.
9. Leave camera and cable on your Reading Room research table when you depart.