

## Using the Hovercam camera

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

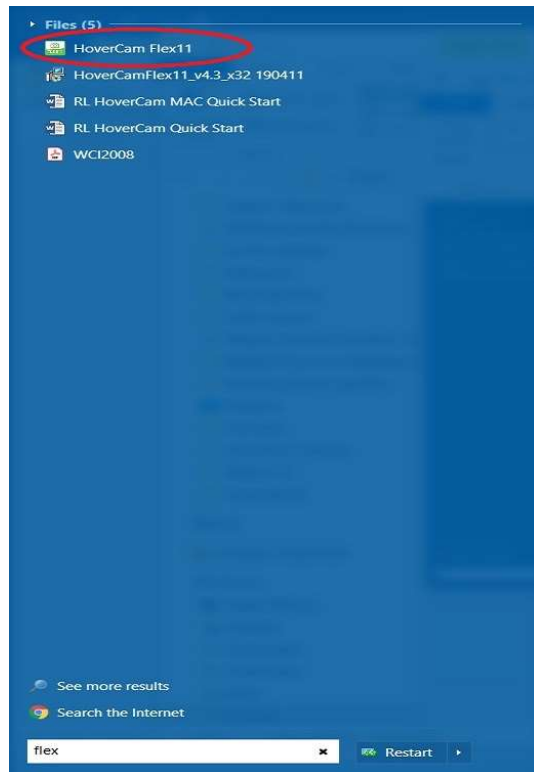
1. Unfold Hovercam; aim camera head at end of arm downward at tabletop or cradle.



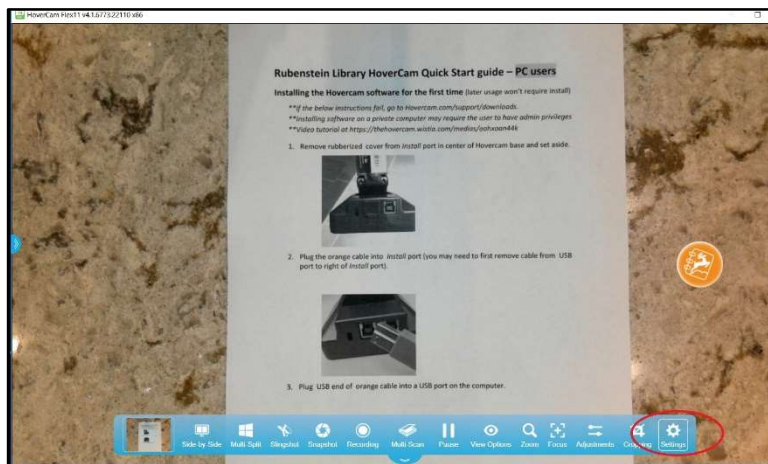
2. Turn on Hovercam lights if desired, by sliding switch on side of camera neck.



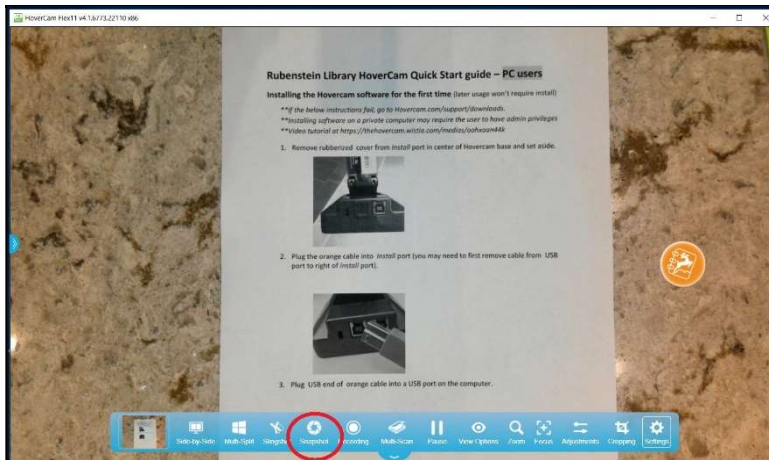
3. Open the Hovercam software from saved location on computer.



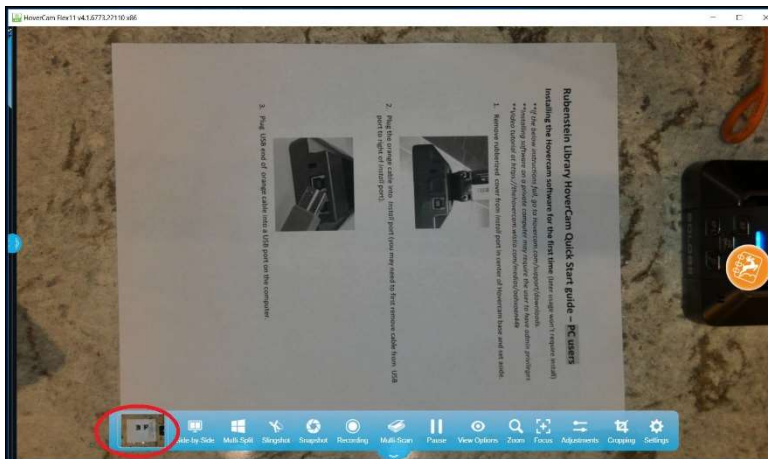
4. Adjust Settings to name files; choose a file type; choose location to save files; etc.



- Adjust the Hovercam and/or object until the view you want is captured in the frame.  
Click the onscreen **Snapshot** button to scan each object.



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



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