

Using the Visualizer in the Vossius and Heinsius rooms

Manual for teachers

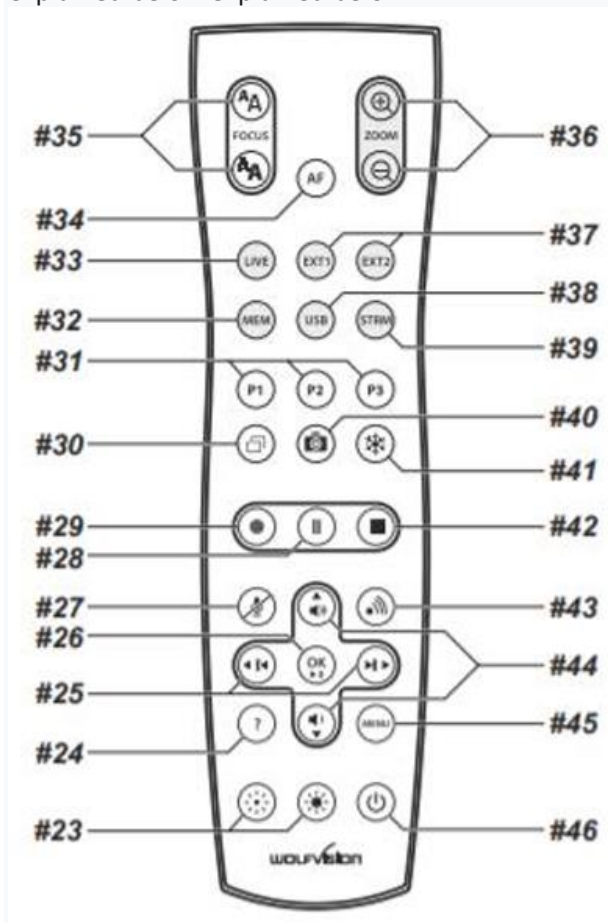
1. Aids for using BC (in blue UB basket)

- Envelope with small cardboard measuring tapes. You can place it next to the object to give an idea of its size.
- Cushions: Do not use the thick gray cushions from the BC reading room, but the looser white cushions that are specifically for use with the Visualizer. Conversely, these white cushions are NOT allowed in the BC reading room
- 3 lead laces or snakes
- A foam mat with a white and black side, for photos, prints and other flat material
- USB presenter (clicker/laser pointer)
- A laminated version of this manual

If you want to take snapshots or videos during your lecture, bring your own USB stick. There is a USB connection at the back of the cart (at the table top, label: "recording").

2. Working with the remote control

The Visualizer is operated with the supplied remote control. The main functions are explained below explained below:



Switching on (#46)

Switch on the Visualizer with the remote control (bottom right button).

You can see that the device is switched on because a light surface shines on the worktop. This will also be visible on the screen.

When the camera is turned up or down, the light area on the work surface may no longer correspond to what the screen shows. You see an annoying shadow around the image. In that case the camera must be recalibrated (see below: 3. Additional information).

Zoom (#36)

Zooming is done with button #36 on your remote control. The camera has 12x optical zoom. This makes it possible to zoom in very far on the pieces. When you zoom even further, the camera switches to digital zoom. This also appears as a message on the screen. Digital zoom is at the expense of image quality. (see also 3. Additional information below).

Focus (#34, #35)

Button #34 called AF causes the lens to focus automatically. You can also focus manually with button #35. To do this you must first turn off the AF. You mainly use the last option when the lens has a lot of white in the image. Especially with a large zoom, and when the surface is not completely horizontal (with bonded material), the focus can sometimes take a long time or refuse to focus. It can then help to turn AF off and on again (click twice).

Freeze (#41)

You will notice that it looks restless to the audience when your hands are constantly moving on screen. That is why the Visualizer has a Freeze function (button #41, a snowflake). By pressing this you freeze the image. Now you can browse to the correct page at your leisure, or replace the object under the Visualizer. When you're done, press the button again to 'unfreeze'.

Picture in picture (#30)

The 'picture in picture' function is used, for example, to enable comparison between two consecutive pages of a book (or to zoom in while maintaining an overview of the entire page). Press button #30 (two overlapping squares), and scroll to the next page. A thumbnail of the first page appears in the bottom corner. To release the image, press the button again.

Take snapshot (#40) — (NB: USB stick plugged in?)

With button #40 (camera icon) you can take snapshots. By pressing the button, a snapshot is immediately taken of the image within the light surface. A message will appear on the screen that a photo with the name WV000013_20200915_1428.jpeg, for example, has been written to your USB stick. Please note: if the message does not appear, no photo has been taken. Then press again (harder). Depending on the object and the zoom you have chosen, this will result in a jpeg of approximately 200-600 KB.

You can check whether the snapshot was taken successfully by clicking on the button #38 called USB. Directories will then appear on the screen through which you can navigate with your remote control.



initial screen



selected folder "My_Documents"



selected image "pattern.jpg"



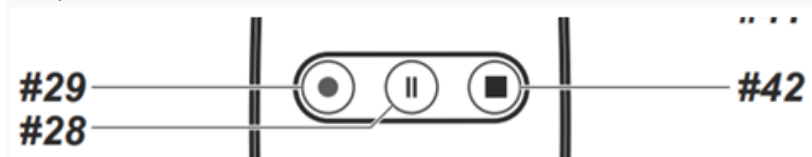
< = left > = right ^ = up v = down

Navigate to the 'Wolfvision' folder and click OK (#26 in the middle). You now see the photos on screen. Use the Back/Forward buttons to show the previous/next image. To return to the camera view, click #33 Live.

For further organization of your USB; such as creating or deleting folders, moving photos from one folder to another, deleting photos and/or videos or formatting the USB stick you need to use your computer.

Record video (#29, #28, #42) — (NB: USB stick plugged in?)

It is also possible to make short videos. These are written to the same directory called 'Wolfvision' as the photos, in the format AVI.



#29: start recording

#28: pause, when you click #29 again the video continues.

#42: stop recording. After this, the video is written.

There is no microphone in the camera. It is therefore not possible to record a video with sound, unless you do this using a screencast in Teams, Kaltura or another program.

3. Additional information

Calibration

When the vertical camera arm is rotated up or down, the light area on the work surface may no longer correspond to what the screen shows. You see an annoying shadow around the image. In that case the camera must be recalibrated.

To calibrate you need a calibration sheet, which is in an enclosed envelope. This paper has a pattern of vertical blue lines.

- 1) Place this sheet on the work surface so that the light surface shines on it.
- 2) Select Menu (#45) on the remote control
- 3) Then navigate down using the arrows on the remote control.
- 4) Under the "Advanced settings" option, click on the OK button in the middle.
- 5) Then select "Height adjustment" and choose OK again.

The calibration starts automatically and takes approximately 30 seconds.

Optical Zoom versus Digital Zoom

The Visualizer has 12X optical zoom. The digital 4x zoom increases the total zoom range to a 48x zoom. When you zoom in, the zoom automatically stops at the optical end position, when you zoom in further the digital zoom is automatically activated. Please note, however, that when digital zoom is used, the resolution of the image will be reduced

4. Different ways to use the Visualizer

Situation 1: There are only audience members in the room. You want to display the Visualizer's image on the large auditorium screen.

On the control panel in the room (light, image and sound), select the option "Laptop HDMI". You can get started now.

If you want to alternate the image of the Visualizer with a PowerPoint or website, you can do this by switching to the "PC" option (the first tab) on the control panel.

Situation 2: There are only listeners online (Teams, Kaltura etc.)

There are no audience members in the audience. Use the connected laptop near the Visualizer. This laptop is specially designed for this purpose.

- 1) Select the "Laptop HDMI" option on the control panel in the room (light, image and sound).
- 2) You can now start Kaltura, Teams, jitsi.meet or another application for videoconferencing. Using the "settings" option you can switch between the integrated webcam of the laptop and the webcam of the Visualizer (called Wolfvision).
- 3) You use the image on the screen to make optimal use of the remote control. When you freeze the image or take a screenshot, this will be indicated on the screen.
- 4) By sharing your screen you can let audience members watch a PowerPoint or website. This image is not made visible on the screen.
- 5) You can use the infrared USB clicker to highlight aspects of the material.

Situation 3: There are audience members online and in the room. Online, audience members use an application such as Kaltura or Teams. You show the audience in the room the image of the Visualizer on the large screen.

Use the connected laptop near the Visualizer. This laptop is specially designed for this purpose.

There are two options:

First option: when you only use the Visualizer and the webcam, so no PowerPoint or website.

- 1) Select the "Laptop HDMI" option on the control panel in the room (light, image and sound).
- 2) You can now start Kaltura, Teams, jitsi.meet or another application for videoconferencing. Using the "settings" option you can switch between the integrated webcam of the laptop and the webcam of the Visualizer (called Wolfvision).
- 3) You can use the remote control via the image on the screen. When you freeze the image or take a screenshot, this will be indicated on the screen.

Advantage:

- The audience in the room sees the image of the Visualizer in the highest quality.

Disadvantage:

- It is not possible to show audience members in the room and online a PowerPoint or website at the same time.

Second option: you show the image from your laptop on the large auditorium screen.

- 1) Select the option "Laptop USB-C" on the control panel in the room (light, image, sound).
- 2) You can now start Kaltura, Teams, jitsi.meet or another application for videoconferencing. Using the "settings" option you can switch between the integrated webcam of the laptop and the webcam of the Visualizer (called Wolfvision).
- 3) The image from your laptop is now also shown on the screen in the hall.
- 4) Using the "screen sharing" option, you can also show audience members online and in the audience a website or PowerPoint in addition to the Visualizer image.

Advantage:

- It is possible to show audience members in the hall and online at the same time a PowerPoint or website.

Disadvantage:

- The audience in the room sees the image of the Visualizer within the context of Kaltura, Teams or another application. This produces slightly less high quality than when the camera is projected directly onto the screen.
- Using the remote control is a little less easy, because the screen does not indicate what you have pressed. So the functions work, but the messages do not appear.
- Another point of attention is that the camera in Teams and Jitsi mirrors the image. This means that the online audience sees the image clearly, but in the audience they see it as a mirror image. It is expected that this problem will be resolved in a Teams update. In the case of Kaltura this problem does not arise.

TIP

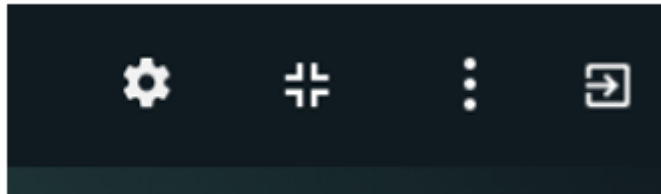
Most videoconferencing applications offer the option to log in twice. If you not only use the Visualizer's laptop, but also bring your own laptop, you can:

- Log in to the Visualizer with the Visualizer as the image
- Log in on your own laptop with the integrated webcam as the image.

You no longer have to switch between the webcam and the Visualizer, but you can see both at the same time. It is recommended that you practice this before a first lecture!

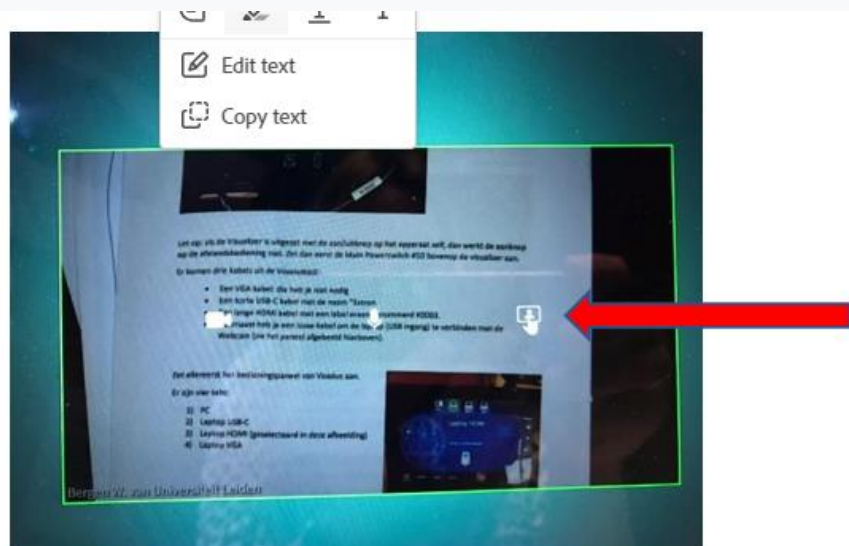
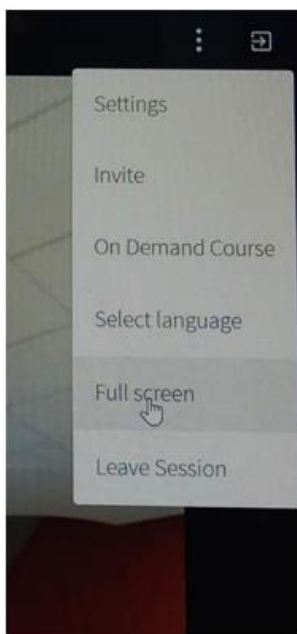
5. Presentations via Kaltura

You can switch between the integrated webcam and the image of the Visualizer (name: Wolfvision) using the three vertical dots at the top right of the application on the laptop screen.



How do I get the Visualizer image full screen when I am in Kaltura?

- Right click the participants and chat away. Now you can select the Fullscreen option with the three vertical dots.
- The image is already larger, but you can enlarge it even further by moving your mouse over the screen. Three icons will appear: a camera, a microphone, and a figure. Click on the figure (this is you). Now the screen becomes even larger and you as a presenter appear at the bottom of the webcam with the other attendees.
- By clicking on your own icon in this strip you return to the previous settings.

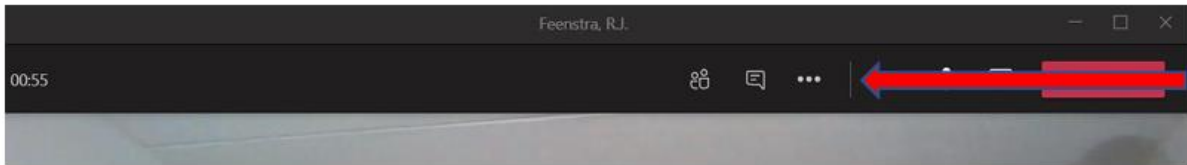


For more information and an extensive manual about Kaltura:

<https://blogs.library.leidingen.edu/fb-video/>

6. Presentations via Teams

You can switch between the various camera settings using the settings. These can be found under the three dots:



Under camera settings you can choose both the integrated webcam and the Visualizer (called Wolfvision).

- Choose integrated webcam under settings: now the students see you.
- Open files, combined with integrated webcam: You appear at the bottom of the screen.
- If you switch to Wolfvision camera in Settings: Visualizer appears on screen.
- If you open a document, the Visualizer will appear at the bottom. Click on your own icon and the Visualizer will appear as a floating head at the PowerPoint.

Please note: Teams automatically mirrors the camera image. This means that the Visualizer's image is also mirrored. This mainly affects you if there are both people in the room and online listeners. Online the image is good, the people in the room see it mirrored.

7. Contact information:

- For problems regarding light, image and sound via the control panel in the hall:
071-527 6529 (audiovisual service fault number)
- For problems regarding video connection (laptop, cables, etc.)
071-527 2800 (UFB, available at via the reception desk)
- For problems regarding the operation of the Visualizer:
071-527-2857 (Special Collections Reading Room desk)