

Using a Mobile Device as a Document Camera

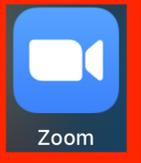
Any smart phone or tablet can be used in a Zoom meeting as a document camera, or second camera. To get started, make sure that you have the Zoom application downloaded onto your mobile device. The Zoom mobile application may be downloaded in your device's respective app store.

1. Begin your Zoom meeting from your computer. Once you have joined your Zoom meeting from your computer, you will also join as an additional participant from your mobile device. Your mobile device will act as the document camera and/or second camera.
2. Open the Zoom application on your mobile device.
3. Click on the "Join" option in the Zoom app.

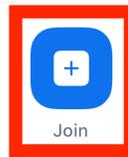
Zoom Meeting

1:30 PM - 2:00 PM

Start



New Meeting



Join



Schedule



Share Screen

4. Enter the meeting ID number and click "join."
 - You can find your meeting ID number within your meeting's invitation, the "Zoom" section of your Canvas course, or within the "meetings" section of your Zoom account at colum.zoom.us.
5. From your mobile device, make sure that the microphone and audio is muted to avoid any feedback during your meeting.

Cancel

Join a Meeting

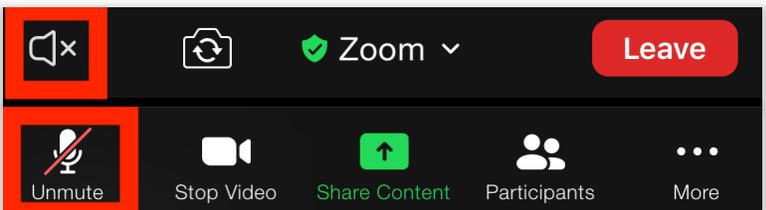
123 456 7899

Join with a personal link name

Evan West (He/Him)

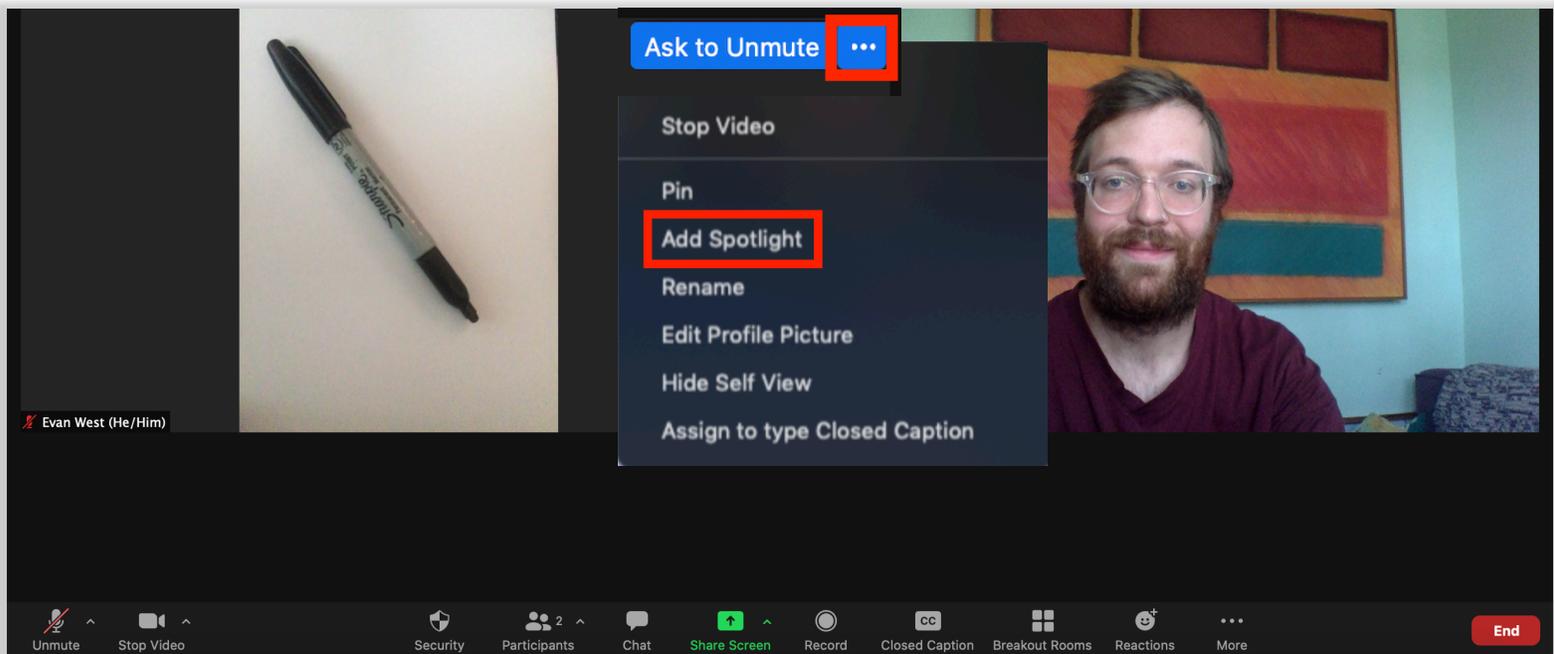
Join

6. Now that you have effectively joined the meeting from your mobile device as an additional participant, you are now ready to set up your device as a second camera. Position your mobile device accordingly to show a document, or the area that you want to capture. This will now be visible to any other participants on the Zoom meeting.



7. You will now want to “Spotlight” the video from your mobile device. This will place your second camera at the front view of the meeting for all of your participants to see. This ensures that those within the meeting can see your second camera in their main meeting view. From your computer, hover your cursor over the video tile for your second camera and click on the dots that appear. Select “Add Spotlight.” You may repeat this process for your first camera that shows yourself. This will allow your computer’s webcam, and your mobile device, that is acting as a second camera, to both appear side by side in the view of those on the Zoom call with you.

- Make sure that you have an updated version of Zoom to be able to “Spotlight” multiple videos at once.



8. To remove a video spotlight, you can click on the “Remove Spotlight” option that appears in the top left of the video tile that is spot lit.

9. When you are done using your mobile device as a second camera or document camera, you may select the “leave” option from your mobile device. You will still be in the meeting as a participant from your computer, which is acting as your first camera.

10. If you have any questions, contact Academic Technology at canvaslms@colum.edu.

