

DCS7

Dewey Video/Podcasting Stand with Doc Cam



Assembly Guide

DCS7_2024_A

Check out our other products online at
www.copernicused.com

For assistance, please contact us:

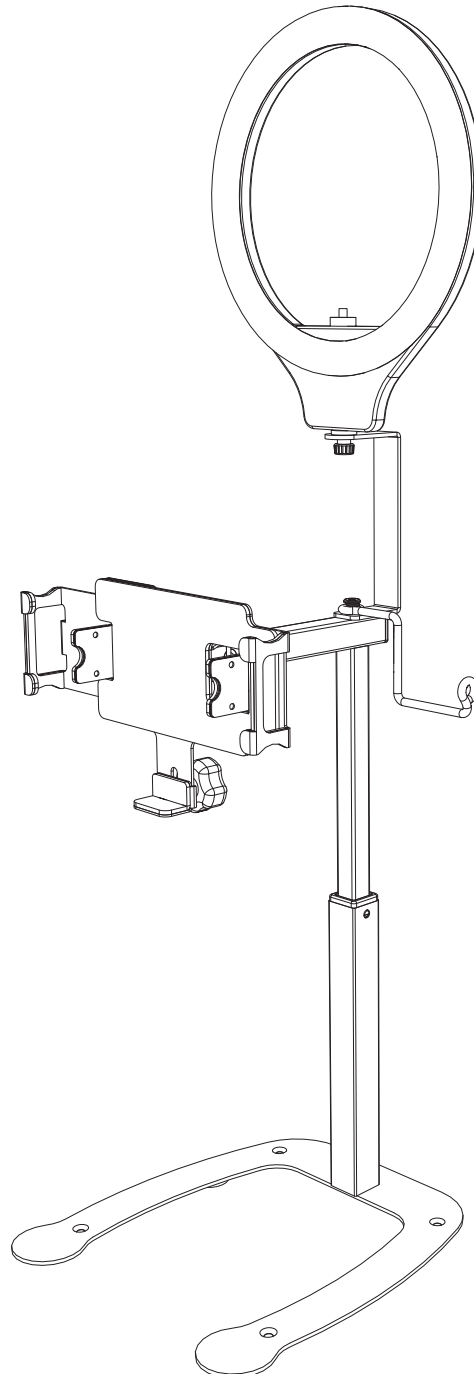
1-800-267-8494

Email info@copernicused.com

Have your packing slip ready for reference

WARNING !

- This product is meant to be assembled by an adult.
- In its unassembled state, small parts present a hazard.
- To be used under direct supervision of an adult.



Please Recycle

Customer Service & Warranty Information

Dear Educator,

Thank you for purchasing the Dewey The Document Camera Stand. We hope it meets your expectations and you and your students enjoy using it at your school. Every day we see and hear stories of teachers going above and beyond to help students thrive. Thank you so much for all you do – you are awesome, and you make a difference.

Thank you for inspiring us. If you have any questions, concerns or ideas on how we can improve please let us know by contacting our Customer Solutions Ninjas at 1-800-267-8494 or info@copernicused.com.

Happy teaching,

Kaylyn Belcourt, President
kaylyn@copernicused.com



For missing parts and other issues regarding your product:

Please contact Customer Service, where we will be happy to help.

Telephone: 1-800-267-8494, Monday - Friday 8:00am - 4:30 pm EST

Email: info@copernicused.com

**Need Support?
Have a Question?**



[Email Customer Service](mailto:info@copernicused.com)

**Check out some of our
other great products!**



www.copernicused.com

Lifetime
Warranty

Register your Product

Registering your warranty ensures we have all the information we need to make any future warranty claims quick and easy. Please visit www.copernicused.com/warranty and complete the form within 10 business days from product assembly. By registering your product, you will be entered into a draw to win Copernicus product.

1 Year
Ring Light
Warranty

Make a Warranty Claim

We offer a Lifetime Warranty on almost everything we make. Please call 1-800-267-8494 or email info@copernicused.com to start your warranty claim. Proof of purchase will be required upon warranty claim (i.e. copy of invoice).

Tips for Assembly

Before You Begin:

- Lay out and identify all of the included parts.
- The hardware has been packed according to step
- Read the assembly guide over once to familiarize yourself with them.

As You Assemble the Unit:

- Follow the steps in sequence.
- Before beginning each step, find the part(s) that you need for that step.
- The title of each step states what you will be doing. Review the text and the pictures as you build the unit.

Watch for These Helpful Symbols:



The symbol denotes a step needing extra attention to ensure it is done correctly.



Important Information! Warning!

Please read the warnings below for important safety information regarding your product. Failure to read these warnings or to follow the instructions below could result in personal injury or damage to your product that could void your warranty.



Small Parts

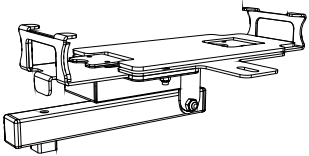
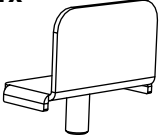
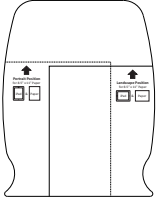

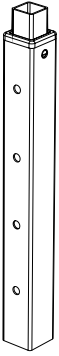

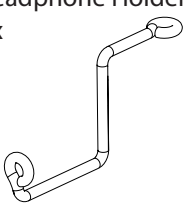

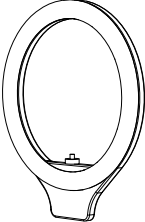
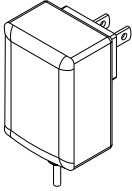
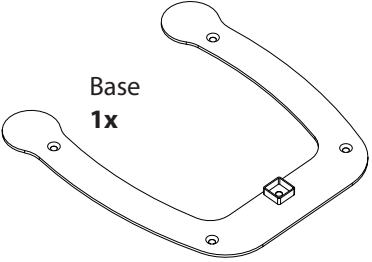

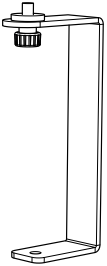


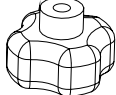
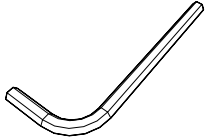
In its unassembled state, this product contains parts that can be hazardous to small children. This product should be assembled by an adult.




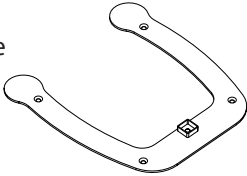


Adult Supervision

This product is to be used under the supervision of an adult.

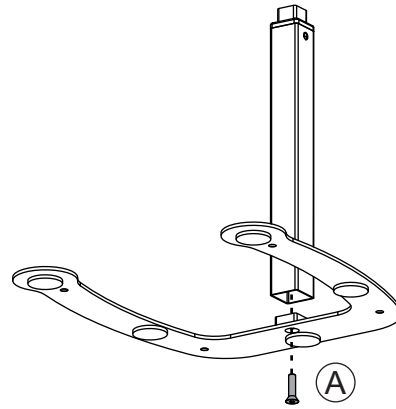
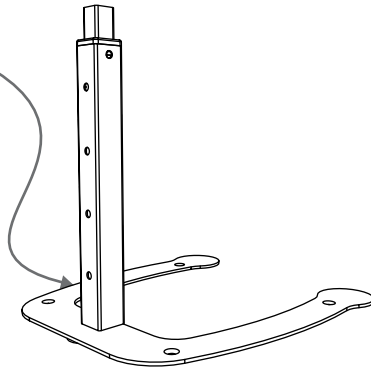
Before beginning, you should have:



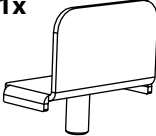
DCS7 Master Pack				Hardware Actual Size	
<p>Top Arm Pre-Assembly 1x</p> 	<p>Adjustment Lip 1x</p> 	<p>Positioning Template 1x</p> 	<p>In Box 1</p>	<p>A M6 x 20mm 1x</p> 	
<p>Adjustable Tube Assembly 1x</p> 	<p>VGA Strap 1x</p> 	<p>Headphone Holder 2x</p> 		<p>B M6 x 55mm 1x</p> 	
<p>Ring Light 1x</p> 	<p>Power Adapter 1x</p> 	<p>Base 1x</p> 		<p>C M6 Lock Washer 1x</p> 	
	<p>Ring Light Bracket 1x</p> 	<p>Hook & Loop Straps (43321) x1</p> 	<p>D M6 Nylon Washer 2x</p> 		
			<p>E M6 Knob 1x</p> 		
				<p>Tools (Not to Scale)</p>	
				<p>4mm Allen Key (43281) 1x</p>	

1	Actual Size: Ⓐ M6 x 20mm 1x 
You will need: (Not to Scale)	
Allen Key 1x	Adjustable Tube Assembly 1x
	
	Base 1x
	

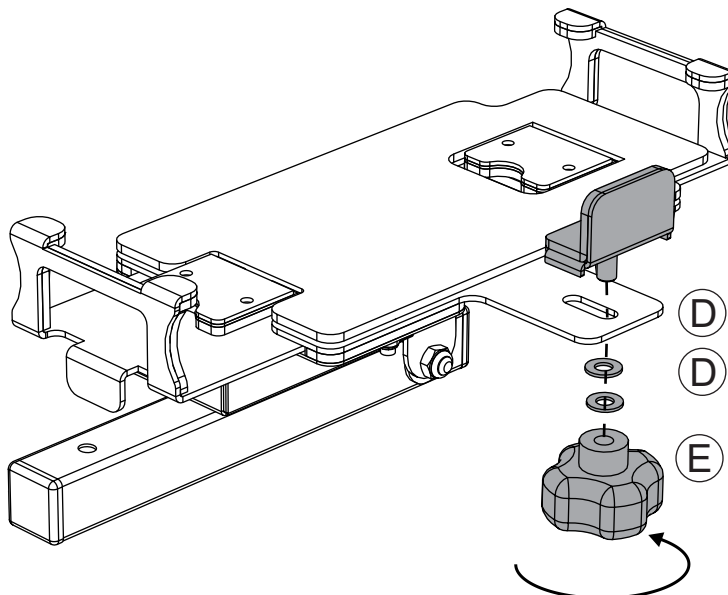
Assemble the adjustable tube assembly to the base




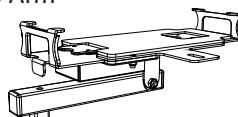
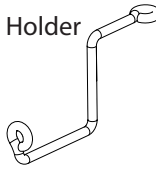

! Make sure the height adjustment holes are facing outwards, as seen in image.



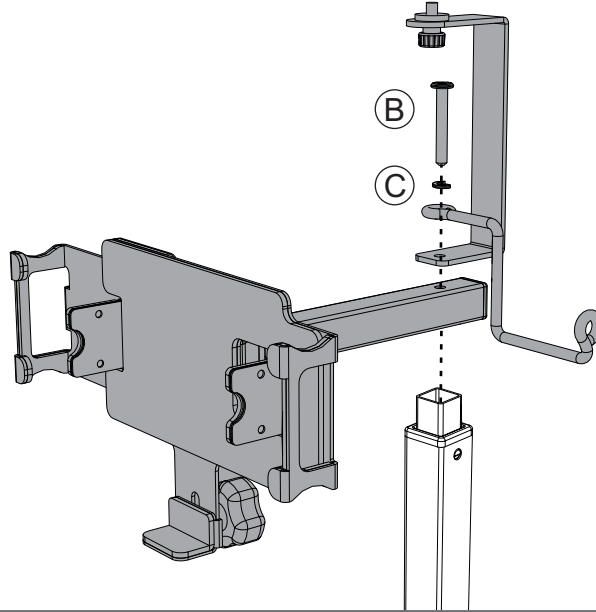
2	Actual Size: Ⓓ M6 Nylon Washer 2x 	Ⓔ M6 Knob 1x 
You will need: (Not to Scale)		
	Adjustment Lip 1x	
		

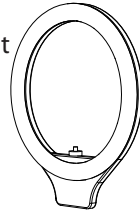
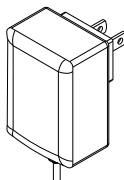

Fasten adjustment lip to top arm pre-assembly



3	Actual Size: (B) M6 x 55mm 1x 	(C) M6 Lock Washer 1x 
You will need: (Not to Scale)		
Allen Key 1x 	Top Arm 1x 	Headphone Holder 1x 
		Ring Light Bracket 1x 

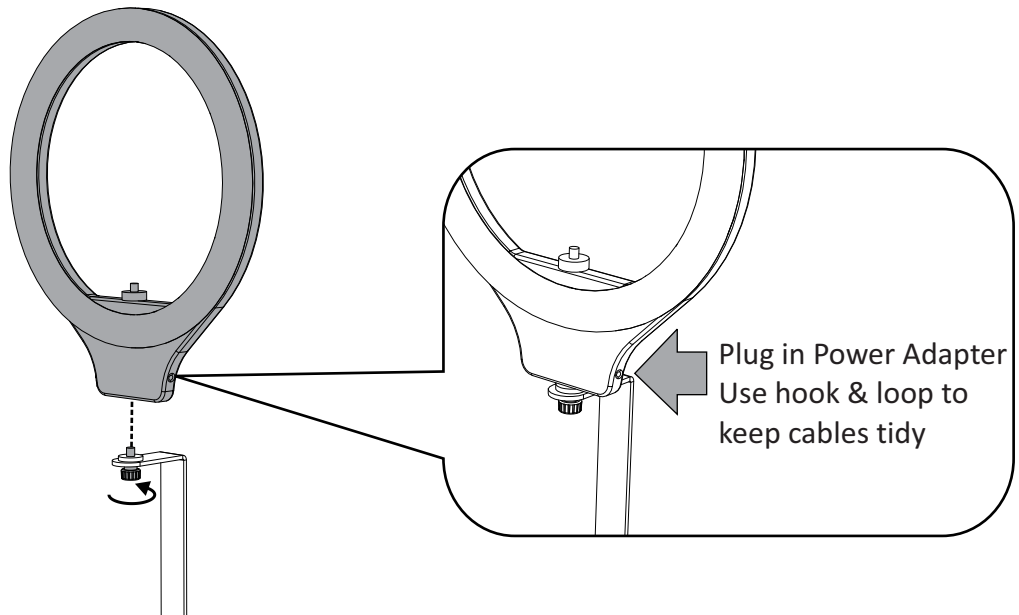
Attach ring light bracket, headphone holder and top arm assembly



4	You will need: (Not to Scale)		
Ring Light 1x 	Power Adapter 1x 	Hook & Loop Straps (43321) x1 	

Attach Ring Light on top of Ring Light Bracket

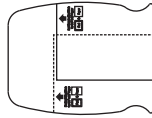
! Hold the Ring Light facing forwards and turn thumb screw from the bottom.



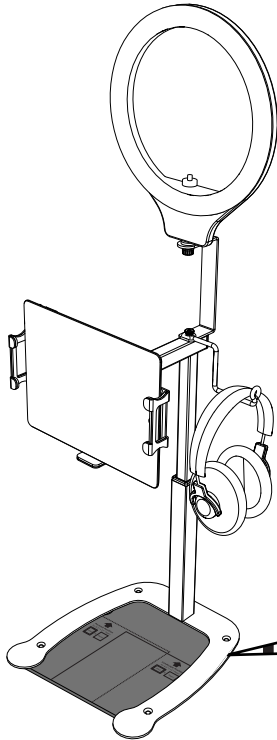
5

You will need: (Not to Scale)

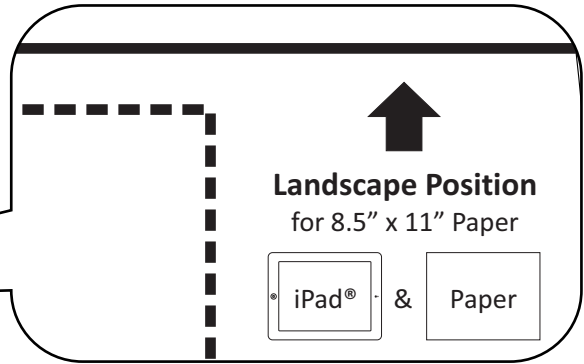
Positioning
Template
1x



Position the paper template (OPTIONAL)



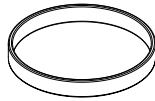
! Pay close attention to the orientation of device and 8.5"x11" paper. Then match the edge of the paper with the indicated line that the arrow points at. This helps to position your paper in the middle of your projection.



6

You will need: (Not to Scale)

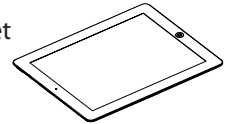
VGA Strap
1x



Apple® VGA Adapter
1x

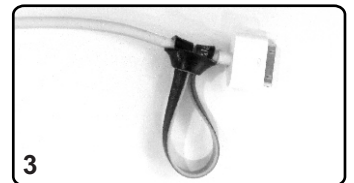
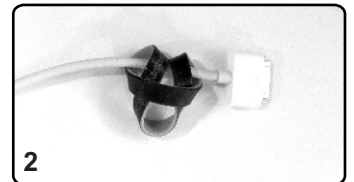
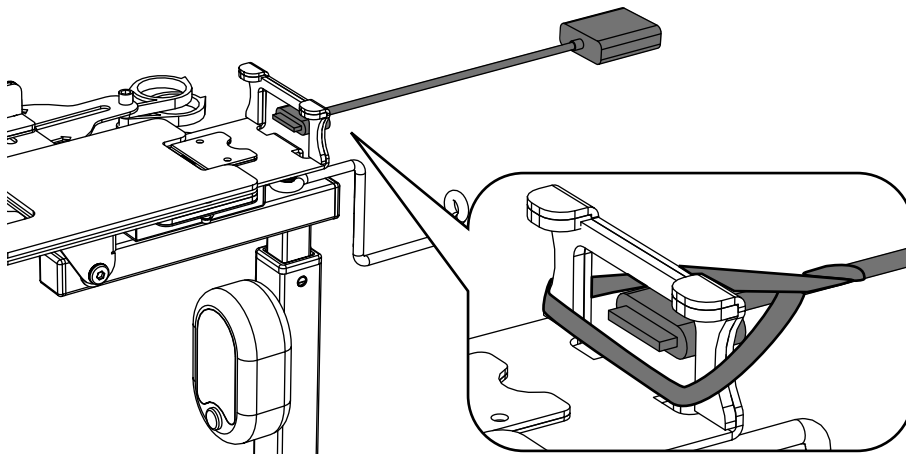


Tablet
1x



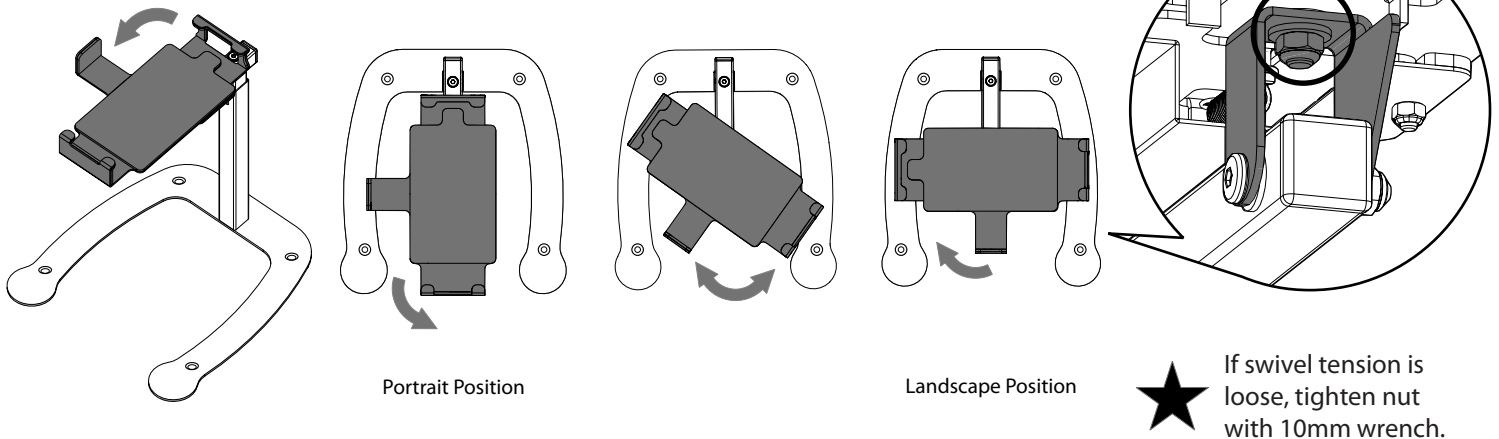
Use strap to hold video adapter in place (OPTIONAL)

To hold the VGA cable in place, use provided VGA strap. Tie the strap around the adapter cable and then loop over the edge of the Top Arm.



Change Projected Image Orientation

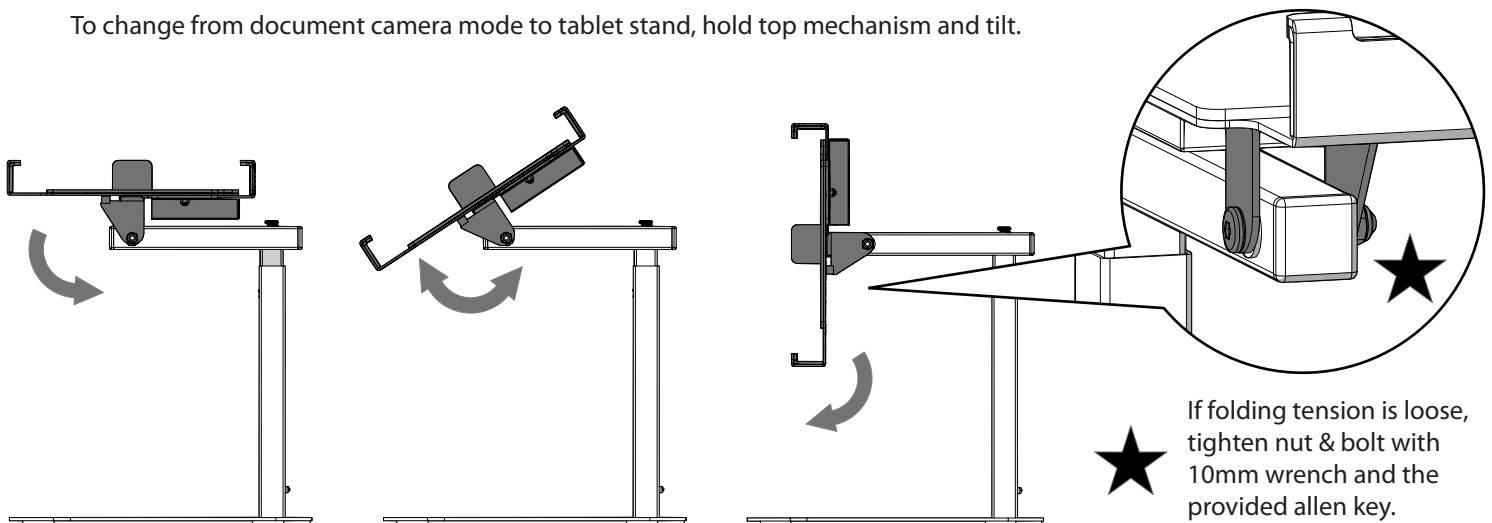
To change the orientation of the projected image, hold onto top mechanism and turn 90 degrees.



NOTE: Projected image may not rotate when device is rotated. To rotate image, tilt top mechanism down to allow device to adjust.

Change Mode from Document Camera to Stand

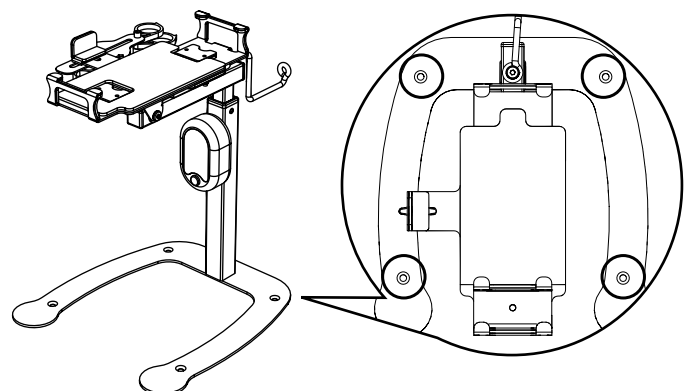
To change from document camera mode to tablet stand, hold top mechanism and tilt.



Fasten Dewey to Surface

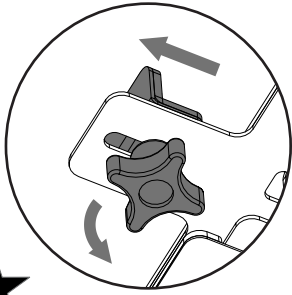
Mount Dewey to a surface using the holes on the base.

- ★ The holes are made for 1/4" or M6 flat head bolts/screws. Holes are countersunk.
- The length and type of your hardware depends on your surface thickness.
- Mounting hardware not included.

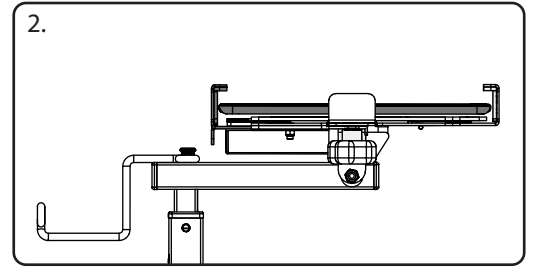
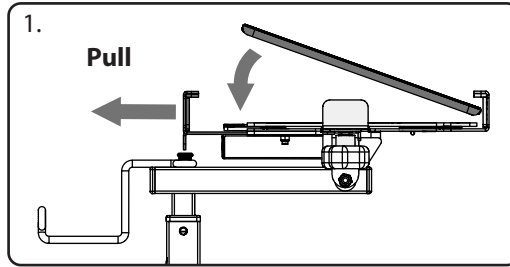


Setup for Devices

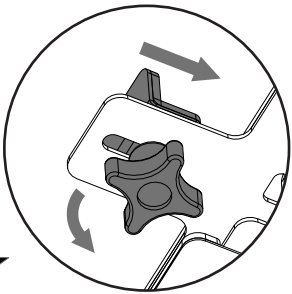
Using Dewey with 10" Tablet



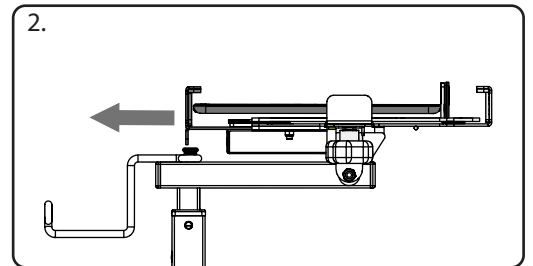
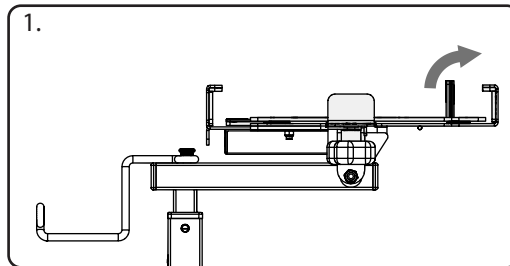
Loosen the M6 Knob to slide the Adjustment Lip into the maximum position, then tighten.



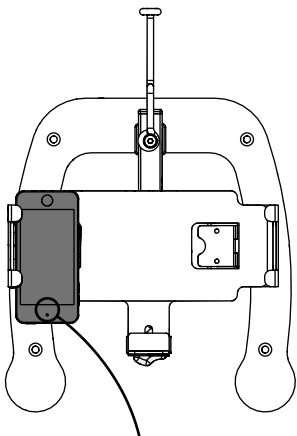
Using Dewey with 7" Tablet



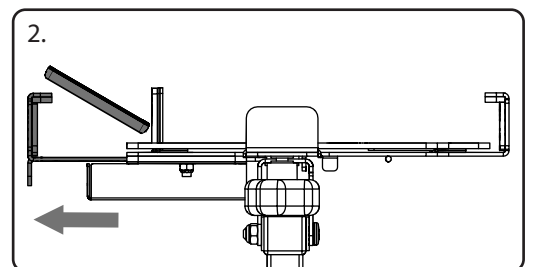
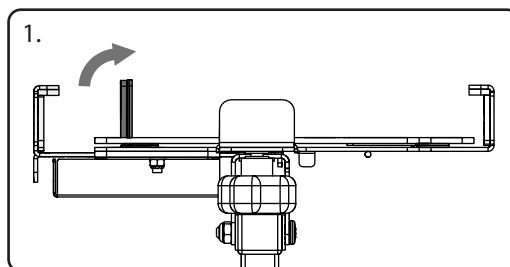
Loosen the M6 Knob to slide the Adjustment Lip into the minimum position, then tighten



Using Dewey with Smartphones



Camera on this side



Smartphones must be used with Dewey in the Landscape position.

Connecting to a Projector or Flat Panel

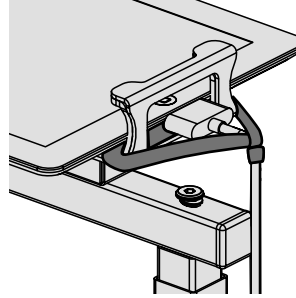
For iPad mini™, iPad 2™ or newer only:

Use Apple® VGA Adapter and a VGA cord (with two VGA male outlets) to connect projector to the iPad.

OR Use Apple TV® to Connect wirelessly!

For Smartphones:

Use apps such as AllCast, Reflector or purchase a micro-USB to HDMI adapter.



To hold the VGA cable in place use provided VGA Strap - **Tie the strap around the VGA cable and then loop over the edge of the top arm.** (please refer to step 5)

Supported Paper Size

This document camera stand covers surfaces from 13.25 x 10.0" up to 20.63" x 15.31" using the different adjustable tube hole positions.

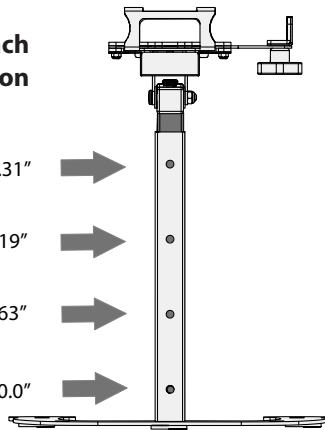
Projected Area Size in Each Hole Position

Highest Hole Position 4 - 20.63" x 15.31"

Hole Position 3 - 17.88" x 13.19"

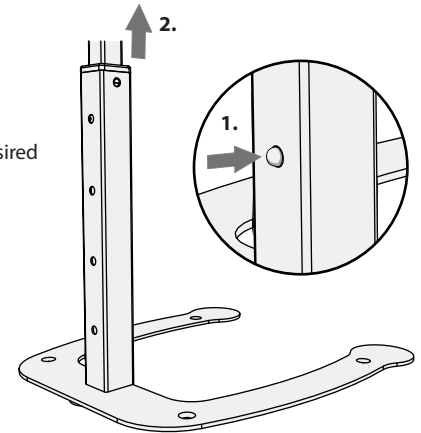
Hole Position 2 - 15.75" x 11.63"

Lowest Hole Position 1 - 13.25" x 10.0"



Adjust Hole Position

1. Press valco clip pin
2. Pull top arm up to the desired position



Suggested Apps



Board Cam

This app allows you to write on top of your image that you are projecting.



AllCast

This app lets you send photos, music, and videos on your Android to your TV! You can cast to: Chromecast, Amazon Fire TV, Apple TV, Roku, WDTV, Samsung, Sony and Panasonic Smart TVs.



Reflector

Mirror your device on a big screen without wires or complicated setups. Play games, watch movies, demo apps or present on the big screen from your iPhone or iPad.



Educreations

This app turns your iPad into a recordable whiteboard. It allows you to create a video tutorial. It has voice recording, realistic digital ink, photo imports, and simple sharing features.



Nearpod (Student and Teacher Version)

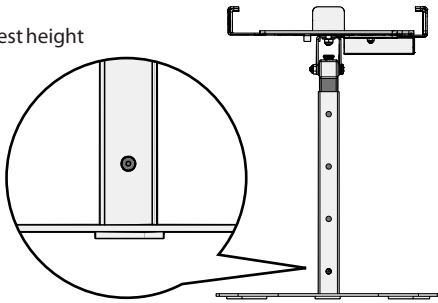
This app enables teachers to use their iPads to manage content on student's iPads. Teachers version manages students content and flow of lecture. Students version receives content, participate in activities and submit responses.

NOTE: If the screen of your device turns off while in use, adjust sleep mode time in settings.



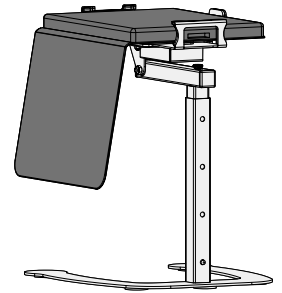
Basic Usage Tips

1. Position stand in lowest height

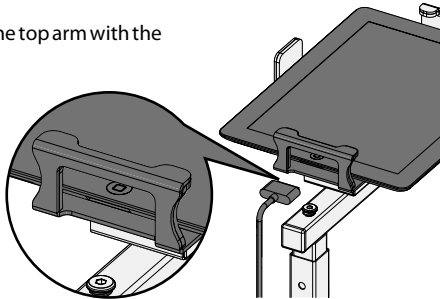


2. Place your iPad® into the stand.
(See point 3 & 4)

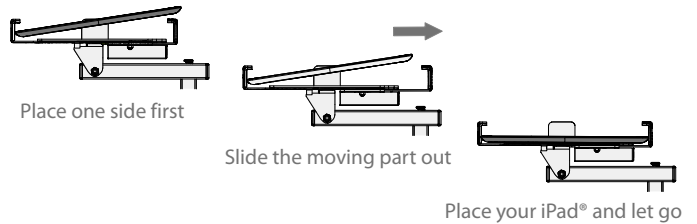
★ If your case has a flip cover, make sure it's open to the side.



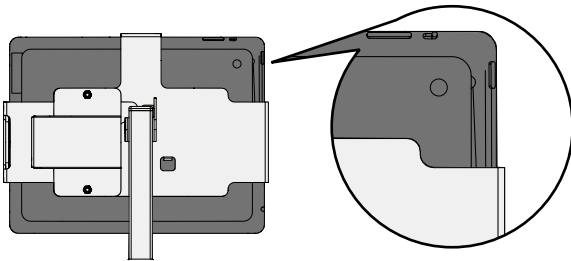
3. Match the openings in the top arm with the VGA outlet on your iPad®.



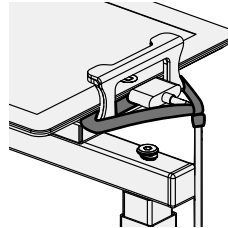
4. Place your iPad® or iPad mini™ into the Top Arm.



5. For document camera function use the rear camera of your iPad®.

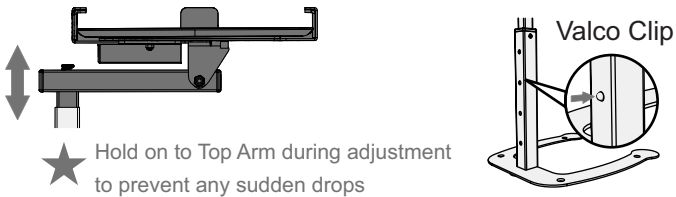


6. Use Apple® VGA Adapter to connect your iPad® to your projector.

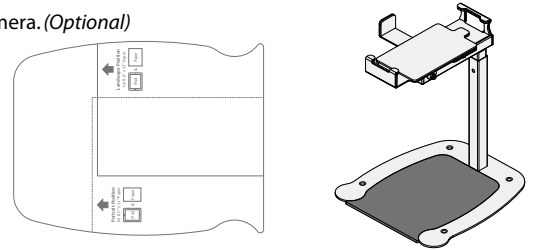


★ Use the provided VGA Strap to hold your VGA Adapter in place and stop it from being disconnected.
(please refer to step 5)

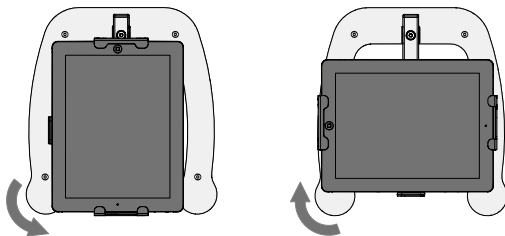
7. Launch camera app and adjust the Top Arm to the desired height by depressing the valco clip and sliding the Adjustable Tube Assembly up/down. up/down.



8. The Provided template helps locate your 8.5" x 11" paper without looking through the camera. (Optional)



9. By rotating the top arm 90 degrees, change between landscape and portrait projection.



10. By tilting down the top arm, switch between document camera and tablet stand position.

