

DCS7

# Dewey Video/Podcasting Stand with Doc Cam



## Assembly Guide

DCS7\_2021\_C

Check out our other products online at  
[www.copernicused.com](http://www.copernicused.com)

For assistance, please contact us:

**1-800-267-8494**

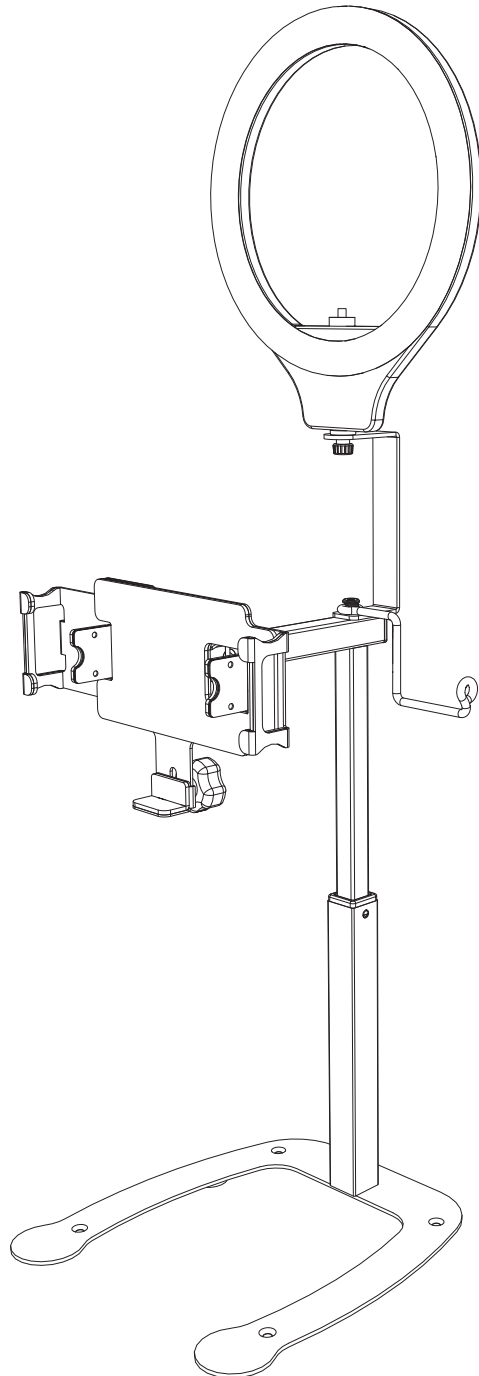
Email [info@copernicused.com](mailto:info@copernicused.com)

**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**



## Assembly Guide

DCS7\_2021\_C

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Dear Educator,

Thank you for purchasing Dewey Video/Podcasting Stand with Doc Cam. We hope it meets all your expectations and you and your students enjoy using it in your school.

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](mailto:info@copernicused.com).

Happy teaching,

Kaylyn Belcourt  
 President

We do not inherit the earth from our ancestors, we borrow it from our children.	Change is the end result of all true learning.	What you leave behind is not what is engraved in stone monuments, but what is woven into the lives of others.	Education is the most powerful weapon which you can use to change the world.
	LEO BUSCAGLIA		NELSON MANDELA

NORTH AMERICAN

PROVERB

PERICLES

**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](http://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.

### 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](mailto:info@copernicused.com) to start your warranty claim. Proof of purchase will be required upon warranty claim (i.e. copy of invoice).



# Warning! Hazard Risks!

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.



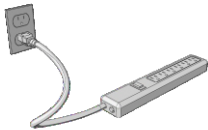
Adult  
Supervision

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



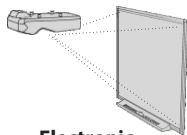
Indoor Use  
Only

This product is intended for indoor use only. To reduce the risk of fire or electric shock, do not expose this product to rain or moisture. The internal components are not sealed from the environment.



Power Strip  
Specifications

Read your power strip electrical specifications. Only plug in devices that are approved for use with this power strip. Connect the supplied power strip directly to a wall outlet. **Do not connect to another power strip or use an extension cord.** Unplug when not in use. **Do not leave this product plugged in for more than 72 consecutive hours.** Turn off power strip before unplugging.



Electronic  
Equipment

Read the electrical specifications of any electronic equipment you are using with your Copernicus products. Failure to read these specifications and follow their instructions could result in damage to your equipment or personal injury.



Cable Trip  
Hazard

Ensure that any cables extending across the floor to your product are properly bundled and marked to avoid tripping or falling which may lead to personal injury.



Electrical Shock

Do not install or use the electrical components of this unit during a lightning storm.

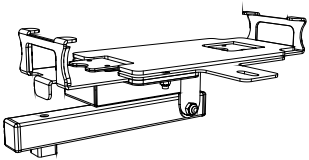
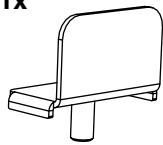
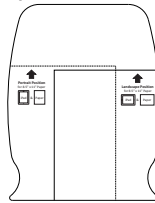
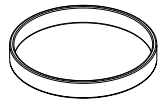
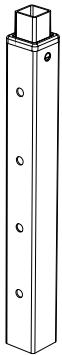
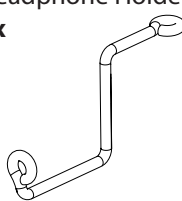
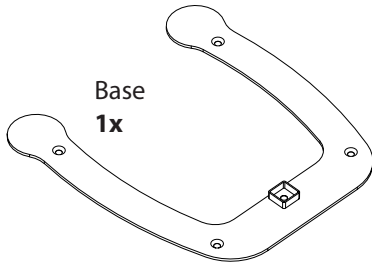


Climb Hazard

Do not climb on, hang from or suspend objects from any components of your product unless otherwise specified.

## Box contents of DCS7 Master Pack

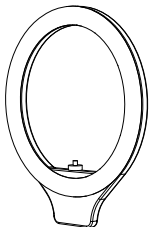
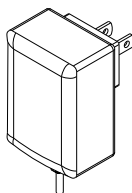
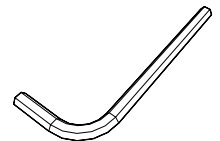
## DCS5

Top Arm Pre-Assembly  
1xAdjustment Lip  
1xPositioning  
Template  
1xVGA Strap  
1xAdjustable Tube  
Assembly  
1xHeadphone Holder  
2xBase  
1x

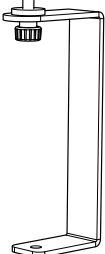
In Box 1

Hardware  
Actual SizeA M6 x 20mm  
1xNA M6 x 45mm (Not required)  
1xC M6 Lock Washer  
1xD M6 Nylon Washer  
2xE M6 Knob  
1x

## Contents - DCS7

Ring Light  
1xPower Adapter  
1xTools  
(Not to Scale)4mm Allen Key  
(43281)  
1x

## Contents - DCS7

Ring Light  
Bracket  
1xB M6 x 50mm  
1xHook & Loop Straps  
(43321)  
x1

# Tips for Assembly

## Watch for These Helpful Symbols

Watch for this symbol throughout the Assembly Guide. Wherever you see it, pay close attention. The symbol denotes a step needing extra attention to ensure it is done correctly.

The star symbol highlights an advisory note.



## 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.



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

## As You Assemble the Unit

- Follow the steps in sequence.
- Before beginning each step, find the part(s) that you need for that step.
- Pay attention to the labels on the parts; they are there to help direct you at certain stages.
- The title of each step states what you will be doing. Review the text and the pictures as you build the unit.

# Customer Service - FAQ's



## For missing parts and other issues regarding the frame:

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

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

OR

Email our Tech Support Service at [info@copernicused.com](mailto:info@copernicused.com)

**Need Tech Support?  
Have a Question?**



Email our Tech Support Service

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



[www.copernicused.com](http://www.copernicused.com)

1

Actual Size:

(A) M6 x 20mm  
1x

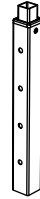


You will need: (Not to Scale)

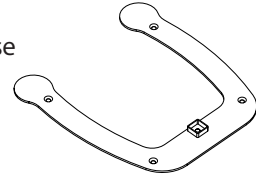
Allen Key  
1x



Adjustable Tube  
Assembly  
1x

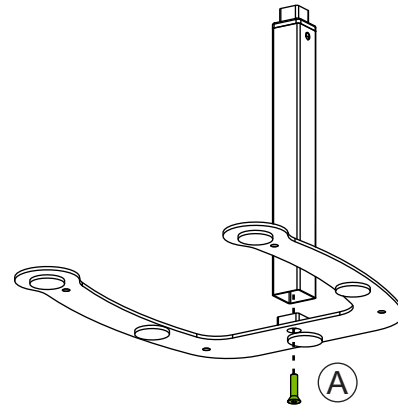
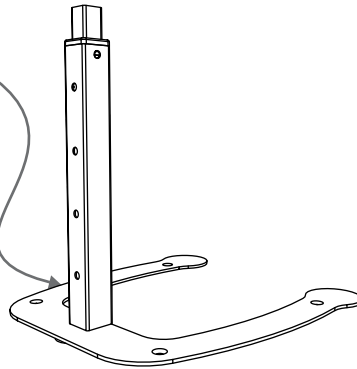


Base  
1x



## Assemble the adjustable tube assembly to the base

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

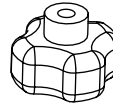


2

Actual Size:



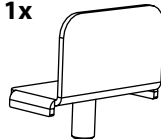
(D) M6 Nylon Washer  
2x



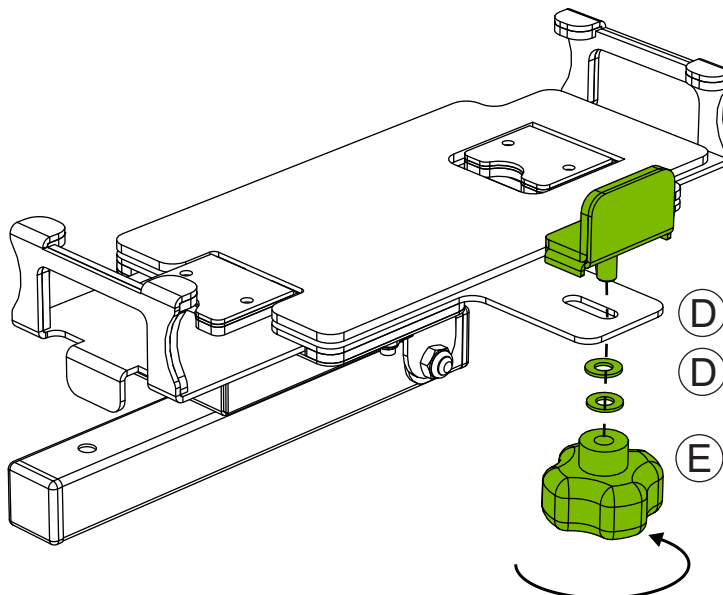
(E) M6 Knob  
1x

You will need: (Not to Scale)

Adjustment Lip  
1x



## Fasten adjustment lip to top arm pre-assembly



3

Actual Size:

Ⓑ

M6 x 50mm  
1x



Ⓒ

M6 Lock Washer  
1x

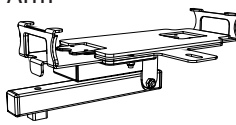


You will need: (Not to Scale)

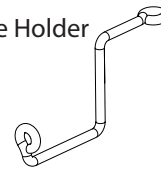
Allen Key  
1x



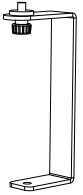
Top Arm  
1x



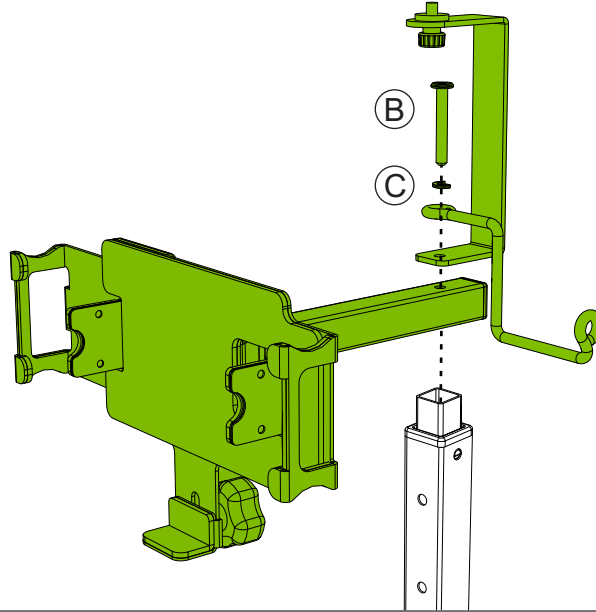
Headphone Holder  
1x



Ring Light  
Bracket  
1x



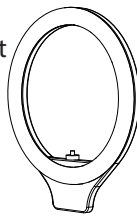
## Attach ring light bracket, headphone holder and top arm assembly



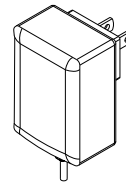
4

You will need: (Not to Scale)

Ring Light  
1x



Power Adapter  
1x

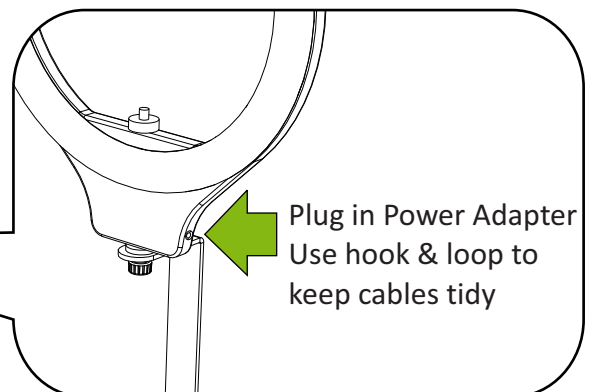
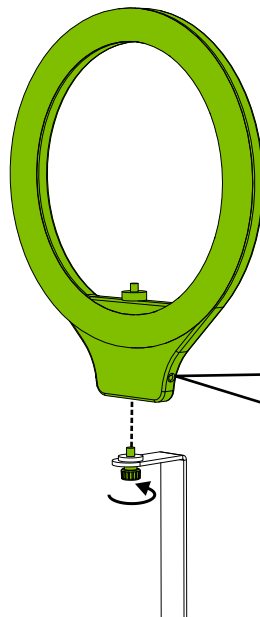


Hook & Loop Straps  
(43321)  
x1



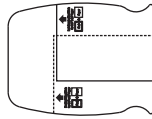
## Attach Ring Light on top of Ring Light Bracket

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

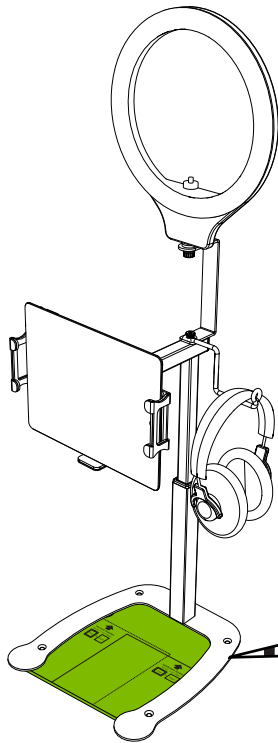


5

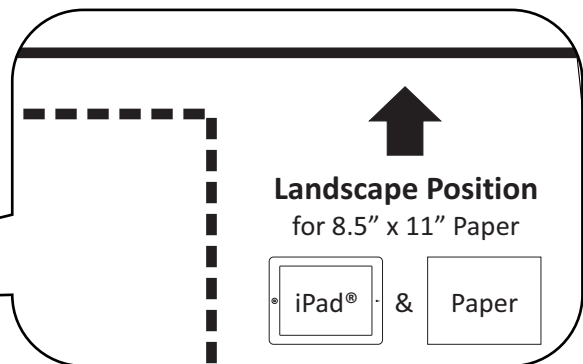
You will need: (Not to Scale)

Positioning  
Template  
1x

## Position the paper template (OPTIONAL)

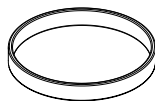
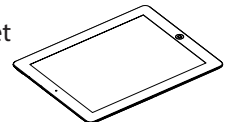


! Pay close attention to the orientation of of device and 8.5"x11" paper. Then match the edge of the paper with the indicated line that the arrow points at. This helps to position your paper in the middle of your projection.



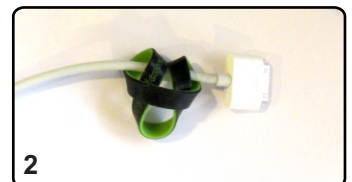
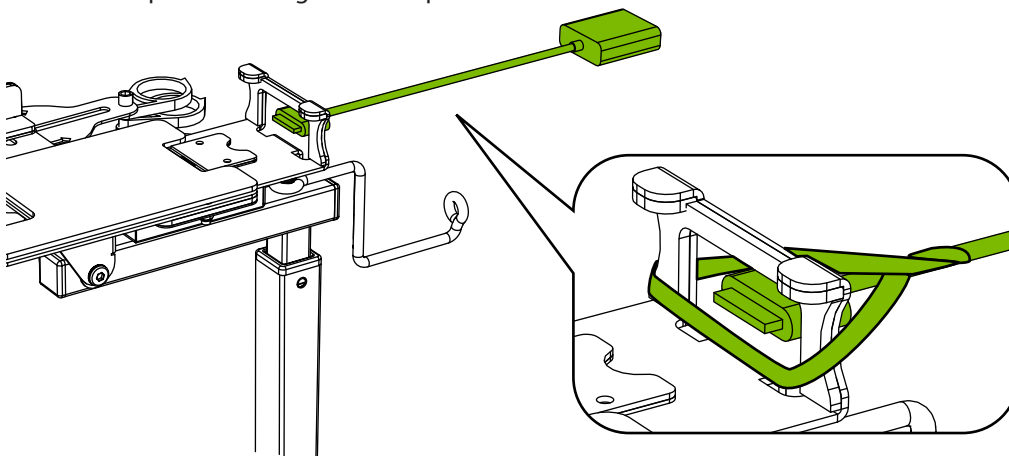
6

You will need: (Not to Scale)

VGA Strap  
1xApple® VGA Adapter  
1xTablet  
1x

## Use strap to hold video adapter in place (OPTIONAL)

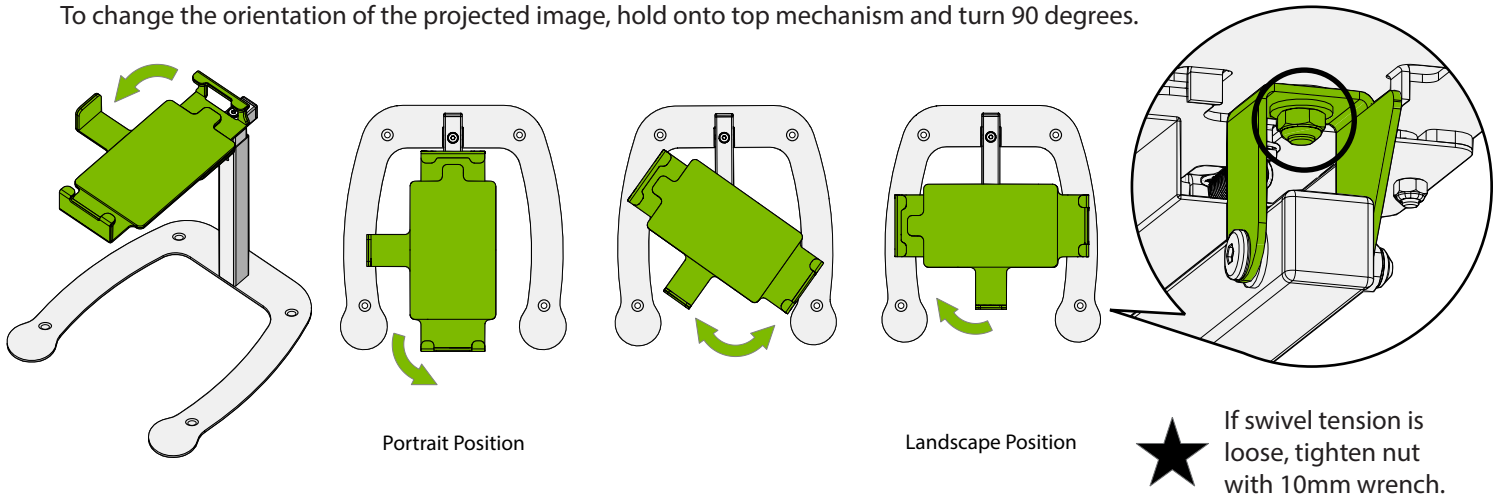
To hold the VGA cable in place, use provided VGA strap. Tie the strap around the adapter cable and then loop over the edge of the Top Arm.





## Change Projected Image Orientation

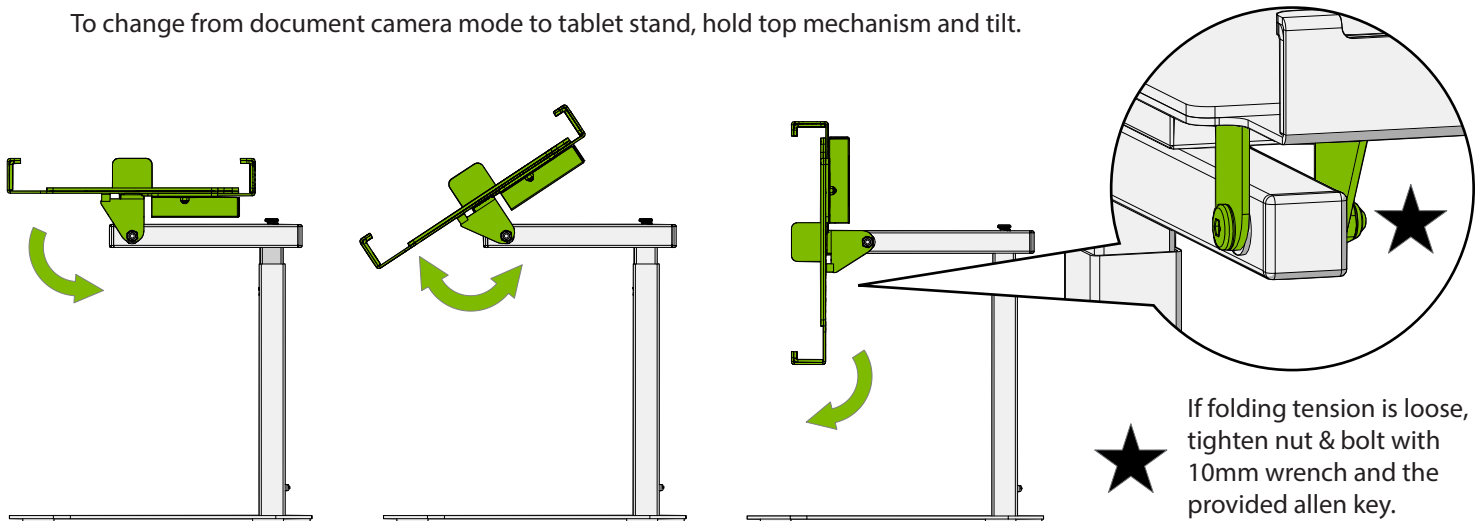
To change the orientation of the projected image, hold onto top mechanism and turn 90 degrees.



**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

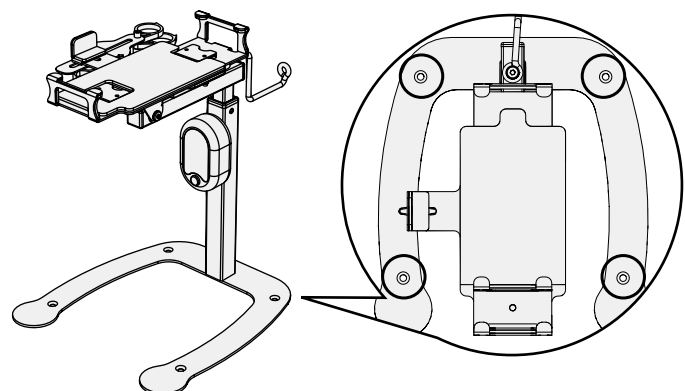
To change from document camera mode to tablet stand, hold top mechanism and tilt.



## Fasten Dewey to Surface

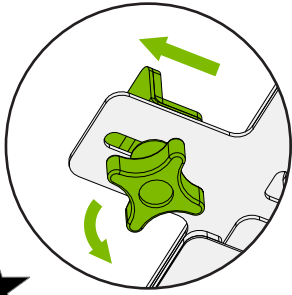
Mount Dewey to a surface using the holes on the base.

★ 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.

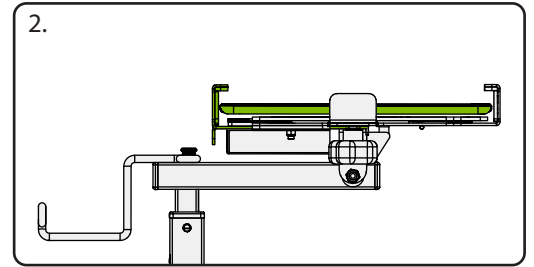
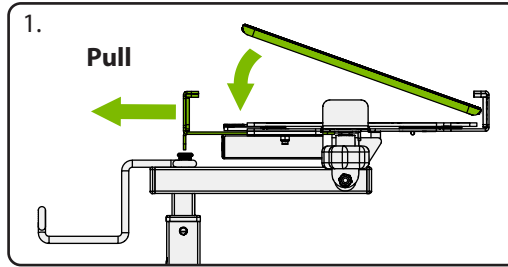


# Setup for Devices

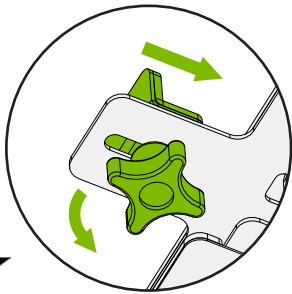
## Using Dewey with 10" Tablet



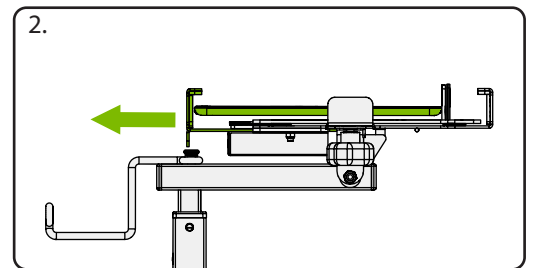
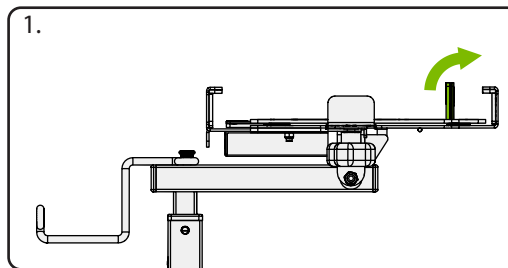
Loosen the M6 Knob to slide the Adjustment Lip into the maximum position, then tighten.



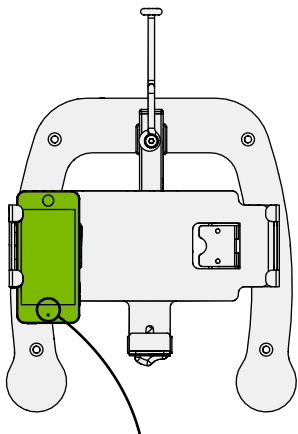
## Using Dewey with 7" Tablet



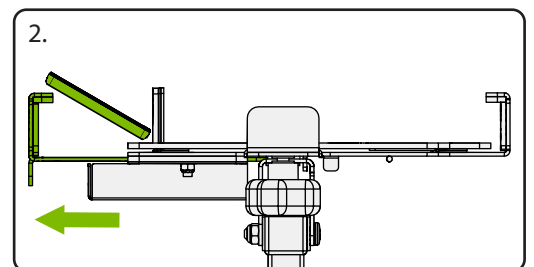
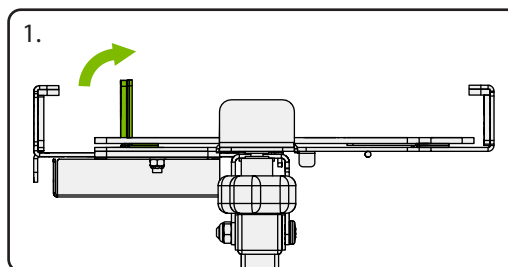
Loosen the M6 Knob to slide the Adjustment Lip into the minimum position, then tighten



## 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

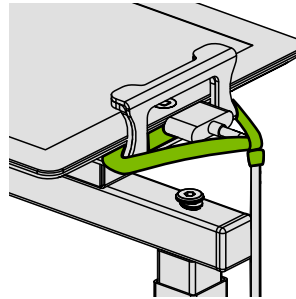
## For iPad mini™, iPad 2™ or newer only:

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.

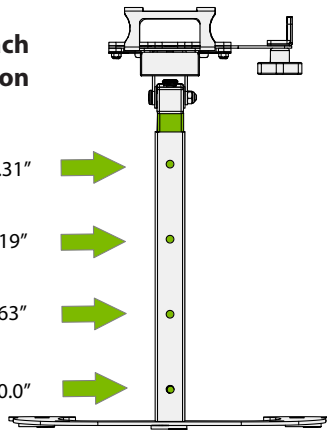
## Projected Area Size in Each Hole Position

Highest Hole Position 4 - 20.63" x 15.31"

Hole Position 3 - 17.88" x 13.19"

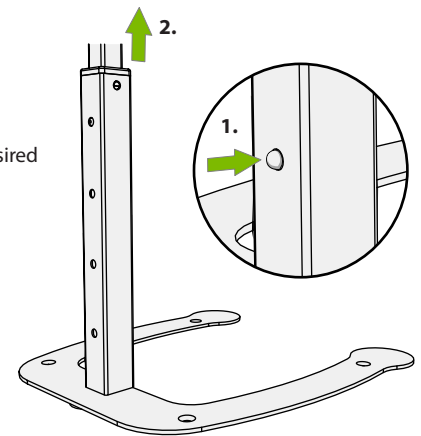
Hole Position 2 - 15.75" x 11.63"

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)

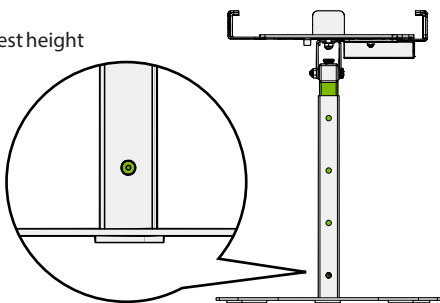
This app enables teachers to use their iPads to manage content on student's iPads. Teachers version manages students content and flow of lecture. Students version receives content, participate in activities and submit responses.

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



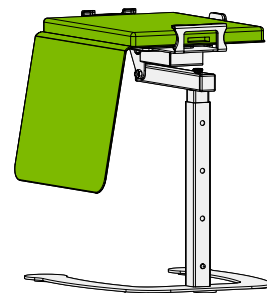
## Basic Usage Tips

1. Position stand in lowest height

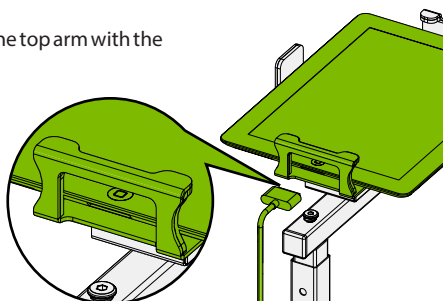


2. Place your iPad® into the stand.  
(See point 3 & 4)

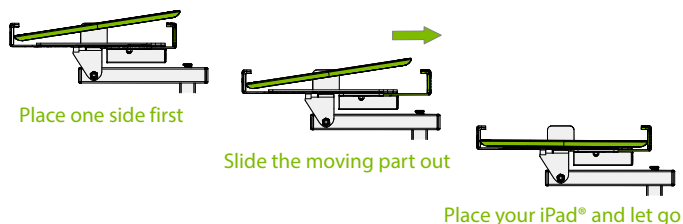
★ If your case has a flip cover, make sure it's open to the side.



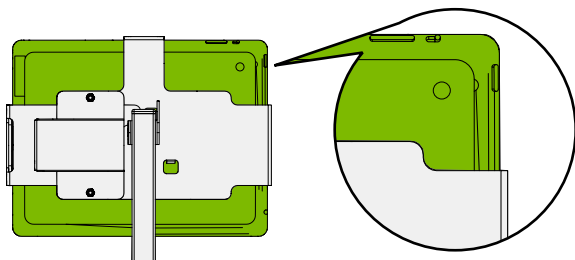
3. Match the openings in the top arm with the VGA outlet on your iPad®.



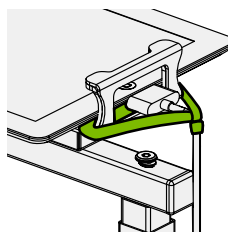
4. Place your iPad® or iPad mini™ into the Top Arm.



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

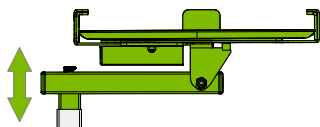


6. Use Apple® VGA Adapter to connect your iPad® to your projector.

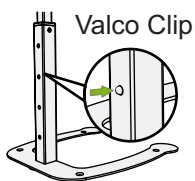


★ Use the provided VGA Strap to hold your VGA Adapter in place and stop it from being disconnected.  
(please refer to step 5)

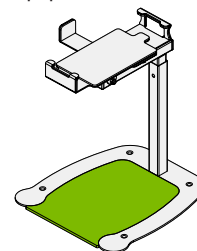
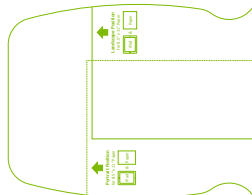
7. Launch camera app and adjust the Top Arm to the desired height by depressing the valco clip and sliding the Adjustable Tube Assembly up/down. up/down.



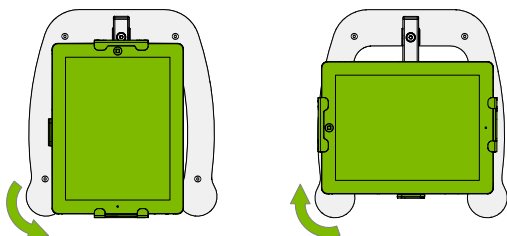
★ Hold on to Top Arm during adjustment to prevent any sudden drops



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.

