How to Guide*

- Setting Up QuickCam™ Express, QuickCam™ Web, and QuickCam™ Pro
- Using the QuickCam™ Software
- Taking Snapshots
- Shooting a Video Clip
- E-mailing Pictures and Videos
- Creating a Web Page Featuring Your QuickCam™ Pictures and Videos
- Setting Up a Web Cam
- Managing a Gallery of Your Pictures and Videos
- Broadcasting Live Video on the SpotLife™ Web Site
- Setting Up and Using the Motion Detector (QuickCam™ Pro Only)

Logitech® **QuickCam**™ **Internet Video Cameras**

* This manual covers QuickCam™ Web, QuickCam™ Express, and QuickCam™ Pro.
  Please refer to the appropriate sections of this manual to learn more about your camera.

1 Setting Up QuickCam™ Express

Point
Just aim
QuickCam Express
at your subject.

See
And be seen.

Focus
For the clearest possible
pictures.

Adjust
For the best camera
position.

Plug In
One cord. One
connection.
It's that easy.

Positioning the Camera

How you set up your Logitech® **QuickCam**™ **Express** Internet Video Camera depends on what you are shooting. Here are three different variations:

1. On the Monitor

To create natural eye-to-eye contact, position **QuickCam Express** on your monitor.

BEST FOR: Video chat or head and shoulder shots.

2. On the Desk

When you want to include people or objects slightly away from your monitor, place **QuickCam Express** on your desk.

BEST FOR: Using **QuickCam Express** with a notebook PC or with group photos.

3. In your hand

To shoot action, hold **QuickCam Express** in your hand and point it towards the action or scene.

BEST FOR: Shooting action, children, and small objects.

2 Setting Up QuickCam™ Web

Point
Just aim
QuickCam Web
at your subject.

Click
For instant images to share
and send.

Plug In
One cord. One connection.
It's that easy.

See
And be seen, or simply
close the privacy shutter.

Talk
Built-in microphone picks
up every word.

Focus
For the clearest possible
pictures.

Positioning the Camera

How you set up your Logitech® **QuickCam**™ **Web** Internet Video Camera depends on what you are shooting. Here are three different variations:

1. On the Monitor

To create natural eye-to-eye contact, position **QuickCam Web** on your monitor.

BEST FOR: Video chat or head and shoulder shots.

2. On the Desk

When you want to include people or objects slightly away from your monitor, place **QuickCam Web** in the camera base on your desk.

BEST FOR: Using **QuickCam Web** with a notebook PC or with group photos.

3. In your hand

To shoot action, hold **QuickCam Web** in your hand and point it towards the action or scene.

BEST FOR: Shooting action, children, and small objects.

2 Setting Up QuickCam™ Pro

Point
Just aim
QuickCam Pro
at your subject.

Plug In
One cord. One connection.
It's that easy.

Adjust
For the best camera
position.

Focus
For the clearest possible
pictures.

Clamp
To one-inch thick surfaces
using QuickCam Pro's built-in
clamp.

Positioning the Camera

How you set up your Logitech® **QuickCam™ Pro** Internet Video Camera depends on what you are shooting. Here are four different variations:

1. On the Monitor

To create natural eye-to-eye contact, position **QuickCam Pro** on your monitor.

BEST FOR: Video chat or head and shoulder shots.

2. On the Desk

When you want to include people or objects slightly away from your monitor, just position **QuickCam Pro** on your desk.

BEST FOR: Providing different angles of view when using **QuickCam Pro**.

3. On a Bookshelf

With its tilt/swivel base and built-in clamp, you can attach **QuickCam Pro** to different surfaces (up to one-inch thick), such as a bookshelf.

BEST FOR: Setting up a web cam and providing different shots.

4. On a Tripod

For added flexibility, use **QuickCam Pro** with a tripod, thanks to its built-in tripod socket.

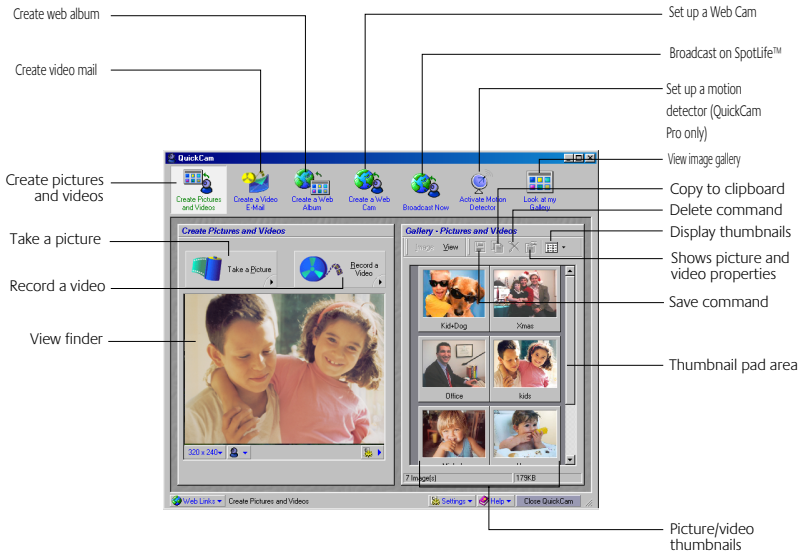**BEST FOR:** Taking group photos.

3 **Using the QuickCam™ Software**

Launching the **QuickCam™** Software

There are several ways to launch your **QuickCam** software:

- Click the **QuickCam** icon on the Windows® 98 Quick Launch bar.
- Push the Snapshot button on your **QuickCam Web** camera.
- Go to the Start button on the Windows Taskbar, select Programs, Logitech® **QuickCam**, then **QuickCam** software.
- Double-click the **QuickCam** icon on the Windows desktop.

QuickCam™ Software Main Window

Create web album

Create video mail

Create pictures and videos

Take a picture

Record a video

View finder

Set up a Web Cam

Broadcast on SpotLife™

Set up a motion detector (QuickCam Pro only)

View image gallery

Copy to clipboard

Delete command

Display thumbnails

Shows picture and video properties

Save command

Thumbnail pad area

Picture/video thumbnails

Focusing

Turn the focus ring on the camera until the image in the view finder is sharp and clear.

Shooting

Click the "Create Pictures and Videos" button.

1. **For Stills:**

Click the "Take a Picture" button (or press the Snapshot button on the **QuickCam Web** camera.)

2. **For Video:**

- Click the "Record a Video" button to capture video.
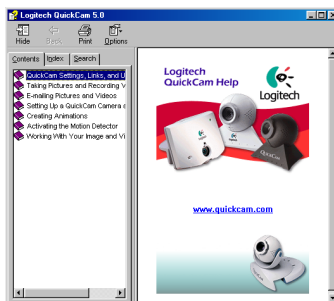- Click the "Recording in Progress" button to stop recording.

Previewing

Once you shoot a photo or video, you can preview it by double-clicking its thumbnail in the Gallery.

Getting Online Help

Click the "Help" button to get extensive online help about the **QuickCam** software.

4   Taking Snapshots

Take snapshots at the click of a button. Then copy and paste your photos into documents, print them in color, or even send them over the Internet.

Taking a Still Picture

1. Launch the QuickCam software.

2. Click the "Create Pictures and Videos" button.

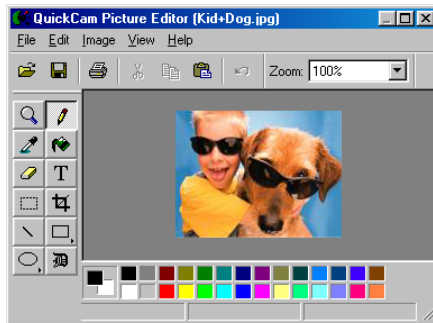**3. Point your QuickCam camera at a subject and focus.**

4. Click the "Take a Picture" button or press the Snapshot button on the QuickCam Web camera.

Previewing and Enhancing

1. Double-click the thumbnail from the Gallery to view photo at actual size.

2. The QuickCam™ Picture Editor program launches. You can make changes or modifications to your photo.

Note You can change the default image editor by going to "Look at My Gallery," Actions-Edit Image, Configure, then Picture Editor. Browse for the picture editor software you wish to use.

5 Shooting a Video Clip

Shoot videos instantly, then share them with family and friends via the Internet.

Recording

1. **Launch the QuickCam software.**

2. **Click the "Create Pictures and Videos" button.**

3. **Point your QuickCam camera at a subject and focus.**

4. **Click the "Record a Video" button in the QuickCam software to begin recording.**

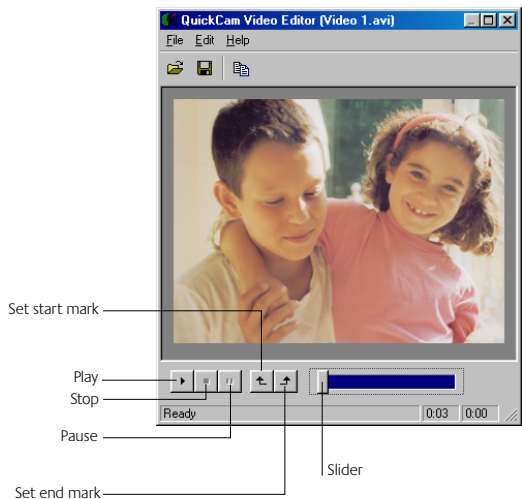5. **To stop recording, click the "Recording in Progress" button.**

   Note If the recording volume is not right, adjust it from the Video Capture Settings.

Playing Back and Editing a Video Clip

1. **Double-click the video thumbnail in the Gallery.**

2. **The QuickCam™ Video Editor program launches and automatically plays the video.**

Set start mark

Play
Stop
Pause

Slider

Set end mark

3. With the QuickCam Video Editor, you can trim unwanted portions from the beginning and ending of a video clip as follows:

- **Move the slider to the beginning portion that you want to trim.**
- **Press the "Set Start Mark" button.**
- **Move the slider to the end portion that you want to trim.**
- **Press the "Set End Mark" button.**
- **Click File, then Save As to save your edited clip.**

Note You can change the default video editor by going to "Look at My Gallery," Actions – Edit Image, Configure, then Video Editor. Browse for the video editor software you wish to use.

6   E-mailing Pictures and Videos

There are several ways to e-mail your snapshots and videos. The method you select depends on whether you use the **QuickCam** software and on the type of e-mail program you use.

E-mailing from the QuickCam™ Software

Using the Easy E-mailer Way*

1. Click the "Look at My Gallery" button.

2. Highlight the clip or photo you want to send from the Gallery.

3. Click the "Attach to an E-Mail" button. Your e-mail application is launched, a new message is displayed ready for you to begin typing, and the picture or video is compressed then attached to the new message you are creating.

4. Enter an address, type a message, and send your e-mail.

* Works with AOL 3.0, AOL 4.0, AOL 5.0, and all MAPI-compliant programs, such as Netscape® 4.0, Microsoft® Exchange, Endora, and Microsoft® Outlook™ Express.

Using the Image Now Method

1. Click the "Create a Video Mail" Button. This window appears.

2. Point your QuickCam camera at a subject and focus.

3. To capture and send a snapshot, click "Take a Picture"; to capture and send a video, click "Record a Video."

4. To stop recording a video, press "Recording in Progress. Press to Stop Recording."

5. Preview the captured picture or video. To look at your video, click the Play button in the lower left corner of the view finder. You can take another picture or video by clicking the "Go Back and Take a New Picture" button or the "Go Back and Take a New Video" button depending on which mode you are in.

6. Click the "E-Mail this Picture or Video" button. Your e-mail application is launched, a new message is displayed ready for you to begin typing, and the picture or video is attached to the new message you are creating.

Using the Save & Attach Way

1. Highlight the thumbnail from the Gallery.

2. Right mouse click, then select "Save As." (You can also select "Save As" from the Images menu.) The Save As screen is displayed. Select the file type. The file type you select will depend on whether you are saving a photo or a video.

3. Click "Save" to save the image or video.

4. Use "File Attach" from your e-mail program to attach your picture or video to your e-mail.

5. Address and send your e-mail.

Directly from E-mail

If you are in your e-mail program and you want to shoot and send an image, you simply start the **QuickCam** software. Here are two ways to do it:

- Click the Camera icon on the Windows® 98 Quicklaunch bar.

- Or, go to the Start button on the Windows Taskbar, select Programs, Logitech **QuickCam**, then the **QuickCam** software.

Then follow the "Using the Save & Attach Way" to add the video clip or photo to your e-mail.

Viewing a Video E-Mail

Anyone with Windows® 95 (or higher) or Macintosh® can playback a video e-mail created with the **QuickCam** software. The recipient can either double-click the Attachment icon in the message, or detach the file and launch it.

Note If your recipient uses a Macintosh computer, **do not** include the player.

7 Creating a Web Page Featuring Your Pictures and Videos

With the **QuickCam** software, you can create a web page with the pictures and videos that you have captured with your **QuickCam** camera and publish your web page to your existing home page or to another host site of your choosing.

1. **Take pictures and/or videos with your QuickCam camera via the "Create Pictures and Videos" button.**

2. **Press the "Create a Web Album" button on the QuickCam software main screen to display the following window.**

Specify a color scheme or background pattern

Shows the pictures and videos stored on your hard drive in a local album

Specify a file name

Web album preview window shows the changes you make to your web page

Click to preview your web page using your web browser

Click to publish your web page; follow on-screen instructions

3. **Access your album by selecting the "Images" tab, then use the "Add Images" button to add pictures and videos to your web album.**

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4. Choose the pictures and videos you want to include in your web album.

- Click a picture or video thumbnail to select it.

- Click the "Add" button to add the picture or video.

- To remove a selected video or picture from the web album you are creating, click the thumbnail of the video or picture, then click the "X" Delete button.

5. To change the appearance of your web page, click the "Appearance" tab. The Appearance tab lets you define the color scheme and background pattern of your web page.

6. To specify the file name, click the "Options" tab. Note that some host sites require a specific file name format, such as a file name with an **.htm** or .**html** extension.

7. To preview your web album, click the browser icon, which launches your default Internet browser. Your browser will load and display your new web album locally (i.e., not on the net).

8. When you are finished designing your web album and are satisfied with the results, publish your work by pressing the "Publish" button; then follo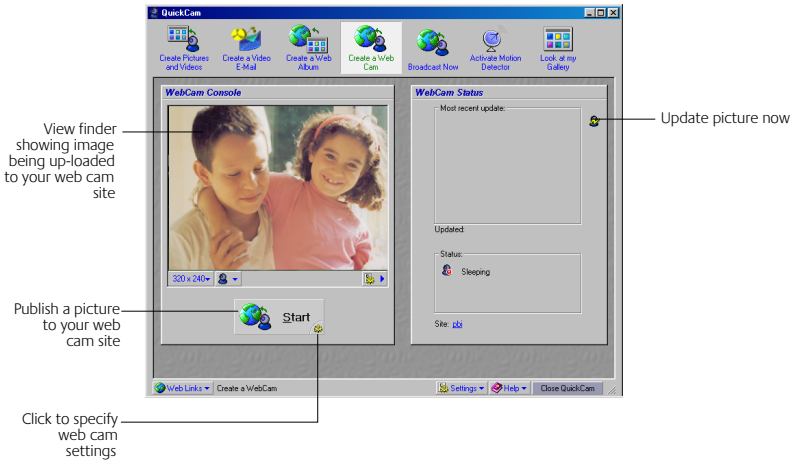w the on-screen instructions. If you have never published a web album or web cam before, the Web Connection wizard will guide you step by step during the publishing process. Note that you will need to log onto the Internet to publish your web page. You will need to know the FTP server name where you will publish your files, directory, etc. You may also need to know your user name and password that you received from your ISP provider (Internet service provider). Please contact your ISP for details.

8 Setting Up a Web Cam

With the **QuickCam** camera and the **QuickCam** software, you can easily setup a web cam that up-loads snapshots to your web site on the Internet. Post images right away with a few button clicks. Or set up a web site by specifying a specific Internet destination, a schedule when new images are to be up-loaded, and annotations that describe your images.

1. Click the "Create a Web Cam" button. The following screen displays.

View finder showing image being up-loaded to your web cam site

Update picture now

Publish a picture to your web cam site

Click to specify web cam settings

2. To up-load an image now, just click the "Start" button.

- If you are launching the "Create a Web Cam" activity or the "Create a Web Page" activity for the first time, you will see the Web Site Connection wizard. This wizard will help you configure your QuickCam software with your appropriate Internet information. You will need to know the FTP server name where you will publish your files, directory, etc. You may also need to know your user name and password that you received from your ISP provider (Internet service provider). Please contact your ISP for details.

- Once the Web Site Connection wizard is configured, the **QuickCam** software creates and publishes a web page. This page may contain automatically updated images from your **QuickCam** camera.

- A preview window displays a live image from your **QuickCam** camera.

3. To adjust your Web Cam settings, use these six convenient options under the Settings tab in the lower-right corner of the Start and Stop Button:

1. **Web site** takes you through the task of setting up the **QuickCam** software (with the help of a wizard) so you can connect to the Internet and up-load pictures to a web site.
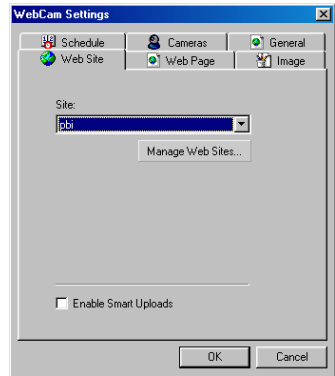
2. **Web Page** allows you to select whether a web page will be created by the **QuickCam** software to host your web cam images. It also allows you to specify the web page file name and your web cam name.

3. **Image** makes it possible for you to add messages to your web cam images, time/date-stamp these images, change image size, edit the name of the image file, and compress image files.

4. **Schedule** allows you to specify how often and when you want pictures up-loaded to a web site.

5. **Cameras** lets you select which camera to use as your web cam if you have more than one camera.

6. **General** lets you automatically start the web cam when Windows® starts.

4. To stop QuickCam from up-loading images, simply press the "Stop" button.

9 Managing a Gallery of Your Pictures and Videos

The Gallery feature of the **QuickCam** software allows you to attach pictures and videos to an e-mail, perform various editing tasks on your images, or use your images as wallpaper for the Windows® desktop.
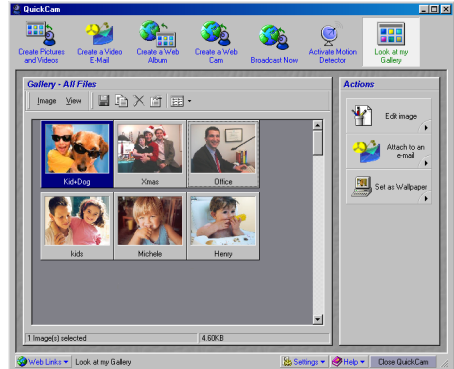
1. Click the "Look at my Gallery" button. Thumbnails of the pictures and videos you have taken appear in the Gallery.

2. Select the thumbnails of the pictures or videos upon which you want to perform an action or edit or to attach to an e-mail message. You can select thumbnails either two ways: with Smart Selection On or with Smart Selection Off. Go to View, then Smart Selection. If there is a check next to Smart Selection, then it is on.

- **With Smart Selection ON.** To Select the desired thumbnail, simply click the thumbnail. To select another thumbnail, just click it. (Notice that both thumbnails are now selected.) To deselect a thumbnail, click it again.

- **With Smart Selection Off.** To select a single thumbnail, click it. To select multiple thumbnails in a row, hold down the Shift key then click the first thumbnail you want and the last. All thumbnails in between are selected automatically. To select multiple thumbnails in a random order, hold down the Ctrl key then click the thumbnails you want. To deselect a thumbnail, click it again.

3. Choose an action from the Action buttons or from the commands listed on the Image menu.

- **Edit.** Launches the picture or video editor enabling you to make changes to your pictures or videos.

- **Save As.** Prompts you for a file name and a location to save your picture or video.

- **Copy to Clipboard.** Copies the selected pictures or videos to the clipboard so you can then copy them to a file or an application.

- **Duplicate.** Makes a copy of the selected pictures or videos in the album.

- **Delete.** Removes the picture or video from the album.

- **Rename.** Allows you to provide another name for a picture or video.

- **Print.** Sends all selected pictures and videos to your printer.

- **E-mail.** Constructs an e-mail message and attaches all selected pictures and videos.

- **Set as Wallpaper.** Sets a picture, or the first frame of a video, as the Windows® desktop wallpaper.

- **Properties.** Displays image parameters of the image selected.

10 Broadcasting Live Video on the SpotLife™ Web Site

With the **QuickCam** software and your Logitech® video camera, you can create live video shows on SpotLife™. SpotLife is personal broadcasting realized on the internet. It allows you to create your own webcasts quickly and easily for anyone on the internet to see. You can also click on a constantly-updated list of SpotLife's top ten shows, or choose a wide variety of content from the most innovative channels on the internet. To learn more about SpotLife, refer to the SpotLife online help system.

Begin Broadcasting Today

To register on SpotLife™

1. Sign Up now. During software installation, you had an opportunity to become a SpotLife™ member. (By the way, using SpotLife is free.) If you are not registered, go to step 2 and complete your registration.

2. Launch the QuickCam™ software to begin the registration process.

3. Click the BroadCast Now activity button in the QuickCam main window to launch the Broadcast Now activity.

4. Click the "Setup Show" button in the BroadCast Now View window to access the SpotLife™ Connection Wizard.
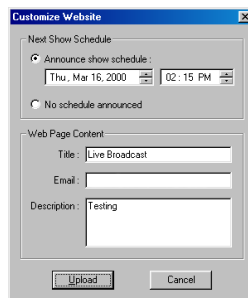
5. Follow the on-screen instructions to register.

To broadcast live

1. Make sure the Broadcast Now activity is open.

2. In the Broadcast Now View window, click the "Setup Show" button to display the Customize Website window.

3. Set up your show, by entering a,

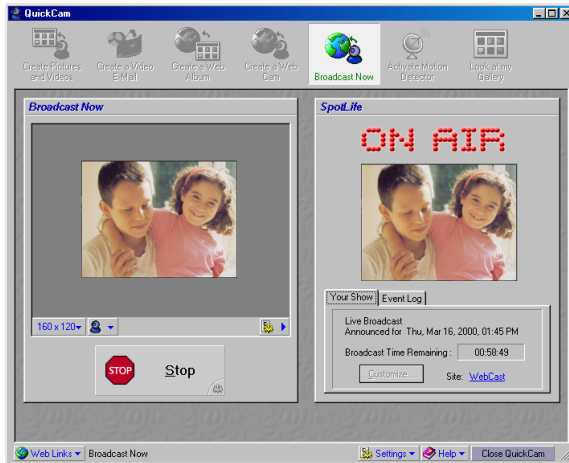- title
- e-mail account
- description

4. Click the "Upload" button to log on to SpotLife™.

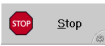**5. Your Internet browser launches. You can then register as a producer and then make your show public.**

6. In the QuickCam's Broadcast Now View window, click the "Go Live" button to create your live video.

7. You are now live and your show is being broadcast.

8. You can see your show on SpotLife™ by clicking the Play button on the broadcast web site.

9. To stop broadcasting, click the "Stop" button in the Broadcast Now View window.

10. To find out more about SpotLife, refer to the SpotLife online help system.

11 Setting Up and Using the Motion Detector (QuickCam™ Pro Only)

With the Motion Detector feature of the **QuickCam** software, set up automatic video motion detection using your PC. Create an affordable and easy-to-use video surveillance security system for your office or home. Have video recorded for convenient playback whenever motion is detected.

View finder

Sensitivity slider

Captured images/videos from camera

To set a camera sensitivity level

1. **Make sure the Motion Detector activity is open.**

2. **In the Motion Detector Live View window, drag the Sensitivity slider.** Dragging the slider to the right makes the camera less sensitive, and dragging the slider to the left makes the camera more sensitive. When motion detection is turned on, recording will begin when the motion detected reaches the sensitivity threshold you have defined.

To specify taking pictures or video, or no images at all

1. Make sure the Motion Detector activity is open.

2. In the Motion Detector Live View window, click the "Settings" icon on the lower right-hand corner of the "Start Monitoring" button.

3. From the popout window, choose the "Preferences" command. The "Motion Detector Preferences" dialog box is displayed.

4. From the "Monitoring" tab, You can either choose to have a video recorded or a picture taken, or no images at all, if motion is detected in front of your camera.
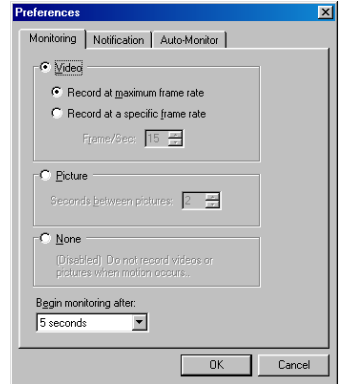
To record a video, select "Video." When you make this selection, you can either select to record at the maximum frame rate or you can specify the frame rate you want.

To take a picture, select "Picture." When you make this selection, you can specify the number of seconds between each picture taken.

To have *no* video or pictures taken, select "None." When you make this selection, an audible alarm will sound when motion is detected in front of your camera.

To specify an auto-monitoring schedule

1. Make sure the Motion Detector activity is open.

2. In the Motion Detector Live View window, click the "Settings" icon on the lower right-hand corner of the "Start Monitoring" button. A popout window is displayed.

3. From the popout window, choose the "Preferences" command. The "Motion Detector Preferences" dialog box is displayed.
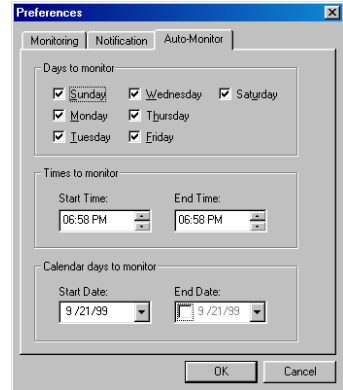
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4. **Click the "Auto-Monitor" tab.**

5. **In the "Days to Monitor" section of the dialog box, select the days of the week on which auto-monitoring should occur.**

6. **In the "Times to Monitor" section of the dialog box, choose times from the "Start Time" and "End Time" drop-down lists.**

7. **In the "Calendar Days to Monitor" section of the dialog box, choose a date from the "Start Date" drop-down calendar.** If there is an end date, click the "End Date" box and choose a date from the "End Date" drop-down calendar. If there is no end date, leave the "End Date" box "unchecked."

8. **Click the "OK" button to save your settings and to close the dialog box.**

   Note This feature uses your Windows® time and date settings. To change these settings, access the Date/Time feature of the Windows Control Panel.

To specify monitoring delay settings

1. **Make sure the Motion Detector activity is open.**

2. **In the Motion Detector Live View window, click the "Settings" icon on the lower right-hand corner of the "Start Monitoring" button.** A popout window is displayed.

3. **From the popout window, choose the "Preferences" command.** The "Motion Detector Preferences" dialog box appears, and the "Monitoring" tab is displayed.

4. **To specify the amount of delay between when motion is detected and when recording starts, choose an option from the "Begin Monitoring After" drop-down list.**

5. **Click the "OK" button to save your settings and to close the dialog box.**

To turn on auto-monitoring

1. Make sure the Motion Detector activity is open.

2. Set any appropriate motion detector preferences, and an auto-monitoring schedule.

3. In the Motion Detector Live View window, click the "Settings" icon on the lower right-hand corner of the "Start Monitoring" button. A popout window is displayed.

4. From the popout window, choose the "Auto Monitoring" command. Choose this command again to disable auto-monitoring. The motion detector will be activated according to the schedule defined in the "Auto- Monitor" tab of the "Motion Detector Preferences" dialog box. Details about when monitoring will start are displayed in the bottom of the Motion Detector Live View window.

To turn on the Motion Detector

1. Make sure the Motion Detector activity is open.

2. Set any appropriate motion detector preferences.

3. In the Motion Detector Live View window, click the "Start Monitoring" button. When motion is detected and reaches the threshold set on the Sensitivity slider, QuickCam will begin recording. When motion stops, the captured image or video is placed in the Gallery window.

To use a sound notification for intruder alerts

1. Make sure the Motion Detector activity is open.

2. In the Motion Detector Live View window, click the "Settings" icon on the lower right-hand corner of the "Start Monitoring" button. A popout window is displayed.

3. From the popout window, choose the "Preferences" command. The "Preferences" dialog box is displayed.

4. Click the "Notification" tab.
A list of available sounds are displayed.
You can create new sounds,
import sounds, or select an existing sound.

5. To record a new sound, click the "New" button, type a name for the sound in the "Record Sound" dialog box, then click the "Record" icon.
When you have finished recording, click the "Stop" icon, then click the "OK" button. The new sound appears in the list of sounds in the "Notification" tab.
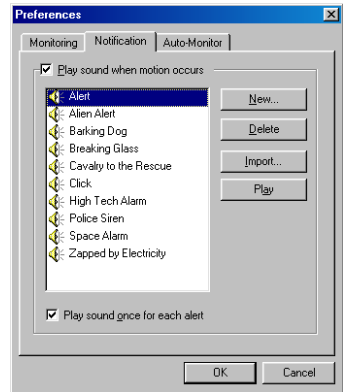

6. To import an existing sound, click the "Import" button, navigate to the sound file, select it, then click "OK." The selected file appears in the list of sounds in the "Notification" tab.

7. To play a sound, select it in the list of sounds, then click the "Play" button.

8. To activate sounds for intruder alerts, select the "Play Sound When Motion Occurs" check box, then select a sound in the list.

9. To play the sound for each alert, select the "Play Sound Once for Each Alert" check box.

10. Click the "OK" button to save your settings and to close the dialog box.

To password protect the Motion Detector

1. **Make sure the Motion Detector activity is open.**

2. **In the Motion Detector Live View window, click the "Settings" icon on the lower right-hand corner of the "Start Monitoring" button.** A popout window is displayed.

3. **From the popout window, choose the "Set Password" command.** The "Set Password" dialog box is displayed.

4. **Check the "Use Password Protection" box, then type your password into the "Password" and "Verify" fields.**

5. **Click the "OK" button to save your password and to close the dialog box.**

When monitoring has started, each time you click the "Stop Monitoring" button, a dialog box into which you must type your password will be displayed.

6. **To disable password protection in the future, choose the "Set Password" command again, type your password in the dialog box that is displayed, then uncheck the "Use Password Protection" box.**

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