



Evidence Presentation System

Attorney's User Guide

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OVERVIEW

The Evidence Presentation System is comprised of the following equipment:

- Document Camera
- S-VHS VCR Player
- Audio Cassette Deck
- Annotation Monitor

This guide describes how to operate the components of this system, plus the “Interpreter Box” and the “Infrared Headphones.”

EVIDENCE PRESENTATION CART

The control panel is on the left side of the evidence presentation cart. This will be used when the attorney is managing the evidence presentation functions (as authorized by the court), as well as when evidence is being prepared/tested for presentation.



DOCUMENT CAMERA

The document camera is an easy-to-operate, portable evidence presentation system. This unit is equipped with a high-resolution camera and features a 12:1 magnification zoom lens with a high accuracy auto focusing system. The document camera can present evidence, e.g., 3-D objects, paper documents, transparencies, X-rays, etc., for display on monitors throughout the courtroom.



FOCUS

It is difficult to focus on objects under the following conditions:

- Objects with little contrast
- Objects with a fine repeated pattern such as lateral stripes, or a checkered pattern
- Objects that are bright or reflecting strong light
- The background of the object is bright
- The picture being displayed is dark
- Objects with movement.

DOCUMENT CAMERA – MANUAL CONTROL



ON/OFF

If the document camera is not already powered ON, simply press the **ON/OFF** button to turn it on.



ROTATE

The **ROTATE** function is used to rotate the image on the Document Camera by 90°, 180°, 270°, or 0°. Each time this button is pressed, the image will rotate to the next rotational setting.



APERTURE

The **APERTURE** function is used to control the sharpness of the image. Choose either Image mode or Text mode, depending on the type of evidence you are placing on the document camera.



ZOOM

The **ZOOM** function is used to adjust the image size. When (+) is pressed, the image gets larger (zoom in). When (-) is pressed, the image gets smaller (zoom out).



AF (Automatic Focus)

The **AF** function adjusts the focus automatically.



FREEZE

This feature is used to **FREEZE** the image currently on the white stage of the document camera being displayed on the monitors. This allows for a smooth transition while you get the next piece of evidence ready. In other words, the current image continues to display rather than the shuffling of paper being seen on the monitors while changing evidence on the document camera.



IRIS

The **IRIS** function is used to adjust the brightness of a document. When using an X-ray, or when your document is extremely dark or bright, would you need to adjust this setting. We maintain this setting at 80%.



LAMP

The **LAMP** button is used to turn on/off the lighting units. There are two lighting units. They are as follows:

- **Upper:** The upper lighting unit is used for viewing materials such as printed matter and 3-D objects.
- **Base:** The base light box is used for viewing slides, transparencies, X-rays, etc.



AWC (Auto White Color)

The **AWC** function will control the color automatically.



INT/EXT

The **INT/EXT** button lets you select the device you would like to show on the monitors or to change the input line. There are two input selector options. They are as follows:

- **INT:** Displays whatever is in the view of the document camera (default).
- **EXT:** To view the VGA output from another device such as a PC or a projector by connecting it to the document camera.



MODE

Be sure that the **MODE** selected is **XGA**, otherwise, evidence may not appear on the jury monitors. Just press the button until the correct setting is illuminated. You can also use this to select the desired resolution for the video output device (PC monitor, projector) connected to the document camera.



SIMPLE STEPS FOR VIEWING A 3-D OBJECT OR PAPER DOCUMENT

1. Place the object on the white stage. If necessary, press the **LAMP** button until the desired lamp is on.
2. While you observe the image, adjust the zoom to obtain the optimum size.

SIMPLE STEPS FOR VIEWING TRANSPARENCIES, X-RAYS OR SLIDE FILM

1. Place the transparency or slide on the white stage.
2. If necessary, press the **LAMP** button until the built-in base-light box illuminates.
3. Press the **POS/NEG** conversion button on the control panel screen. You may want to adjust the iris to over expose for a better color reproduction.
4. When turning off the base light box, press the **LAMP** button again.
5. For transparencies, you can use either the upper or lower lamps, doesn't make very much difference.

S-VHS VIDEO VCR RECORDER

The optional VCR in the video system plays either VHS or S-VHS video-tapes. The superior quality of the S-VHS reduces video noise and produces a high quality picture.



The playback VCR can be controlled manually at the Evidence Presentation Cart by using the VCR buttons. Make sure you load the desired tape and verify that the power button of the VCR is in the ON position.

VCR CONTROLS – MANUALLY

Use the standard controls to operate the VCR player from the Evidence Presentation Cart:

| Push | Function |
|-------|---|
| ▶ | Play |
| ■ | Stop – Touch this button to stop the tape. |
| | Pause – Touch this button to pause the tape. To resume playback, touch the Play button. Touch this button in succession to advance or reverse the tape one frame at a time. Using the dial will allow the frames to advance slowly or quickly. |
| ◀◀⊙▶▶ | Fast Forward – While in PLAY mode, spin the dial clockwise. The tape will begin to fast forward. Rewind – While in PLAY mode, spin the dial counter clockwise. The tape will begin to rewind. |

DUAL CASSETTE DECK

The optional dual-transport cassette deck incorporates Dolby S noise reduction in addition to the standard Dolby C and B noise reduction. The dual-transport cassette deck uses two motors and two heads in each transport for smooth, steady tape handling and high fidelity.



The dual cassette deck can be controlled manually at the Evidence Presentation Cart using the cassette buttons. You can use either deck for playback. Make sure you load the desired cassette with the side you want to play facing you and verify that the power button of the cassette player is in the ON position.

CASSETTE CONTROLS – MANUALLY

Use the standard controls to operate the Cassette Player from the Evidence Presentation Cart:

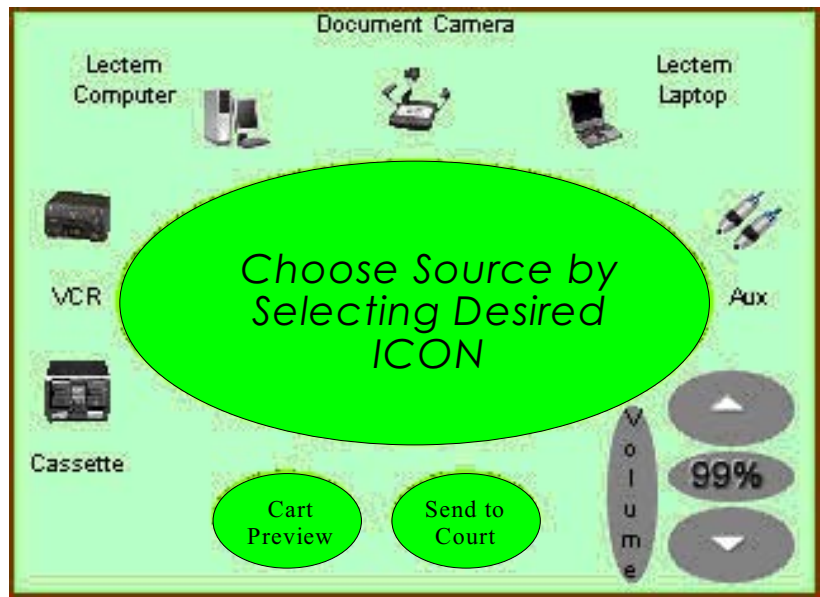
| Push | Function |
|--------|---|
| ◀ or ▶ | Play – Press when you are ready to play the tape. |
| ■ | Stop – Touch this button to stop the tape. |
| | Pause – Touch this button to pause the cassette. |
| ◀◀ | Rewind – Touch this button to rewind the tape. |
| ▶▶ | Fast Forward – Touch this button to fast forward the tape. |

INITIAL SELECTION – CONTROL SCREEN PANEL

This screen appears upon system start up. (If you do not see this screen, touch the screen in case it is in sleep mode.) Use the controls on this screen to initially access any of the system's main features. Once an initial selection is made, any control or evidence source may be accessed at any time.

Touch the **Document Camera**, **Lectern Computer**, **VCR**, **Cassette**, **Aux**, or **Lectern Laptop** icons to select the active evidence source that will be displayed on all monitors.

When you select **Document Camera**, **VCR**, or **Cassette**, the control screen for the respective audio/video source appears.



When you select **Aux**, **Lectern Computer**, or **Lectern Laptop**, the audio/video source is displayed on all monitors and the appropriate icon turns light blue and is circled in red.

Push Icons and Controls

Cart Preview: Touch this push icon to activate the preview mode. This push icon turns gray, with red lettering and surrounded by a red circle, when active. Touch a source icon to preview that source on the control panel screen.

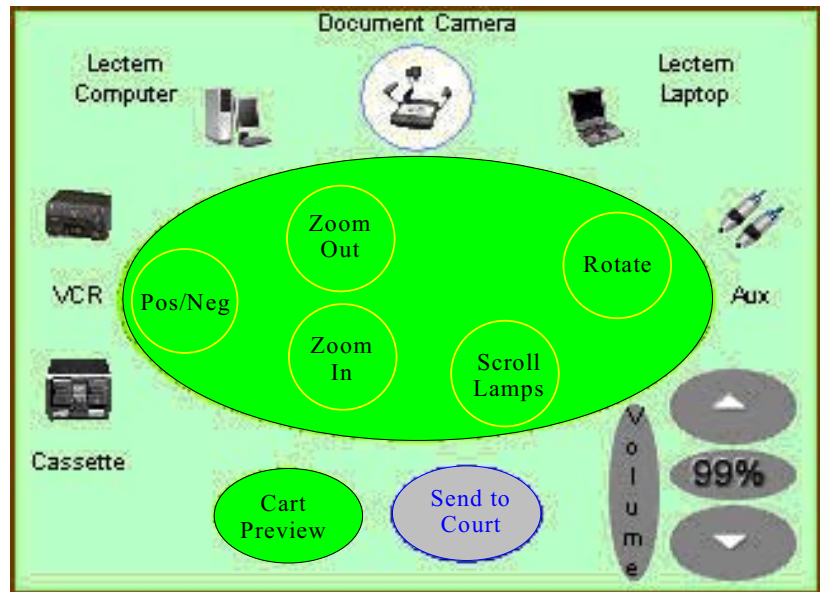
Send to Court: Touch this push icon when an evidence source is ready and approved by the court for viewing on all monitors. This push icon turns gray, with red lettering and surrounded by a red circle, when active.

Volume: Touch the ▲ icon to increase the evidence source's volume and the ▼ icon to decrease the volume. The indicator displays the volume level as a percentage of the full volume level.

DOCUMENT CAMERA – CONTROL PANEL SCREEN

The Document Camera may be controlled from the Courtroom Deputy's control screen, from the Evidence Cart's control screen, and/or from the document camera itself.

This screen appears when you touch the **Document Camera** icon on the control panel screen. The **Document Camera** icon is light blue, and circled in red, indicating that it is the active evidence source.



Use the following controls to operate the Document Camera from the control panel screen:

Zoom Out/Zoom In

Touch the **Zoom Out** push icon to reduce the image.

Touch the **Zoom In** push icon to magnify the image.

Pos/Neg

When touched, this push icon toggles between positive mode (green) and negative mode (circled in red). Use the positive mode to view materials such as printed matter or 3-D objects. Use the negative mode to view negative film as a positive image. This function is very useful for viewing 35 mm slides, X-rays, MRIs, and autoradiographs.

Scroll Lamps

Touch this push icon to alternatively turn the upper lamps on, turn the lower lamps on, or turn all lamps off.

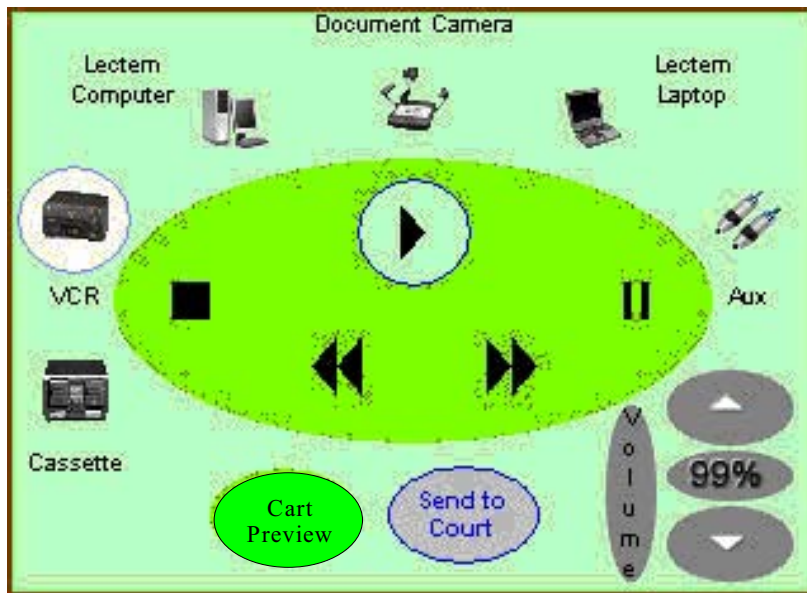
Rotate

Touch this push icon to rotate the image on the Document Camera by 90°, 180°, 270°, or 0°.

Each time this icon is pressed, the image will rotate to the next rotational setting.

VCR – CONTROL PANEL SCREEN

This screen appears when you touch the VCR icon. The VCR icon is light blue, and circled in red, indicating that it is the active evidence source.



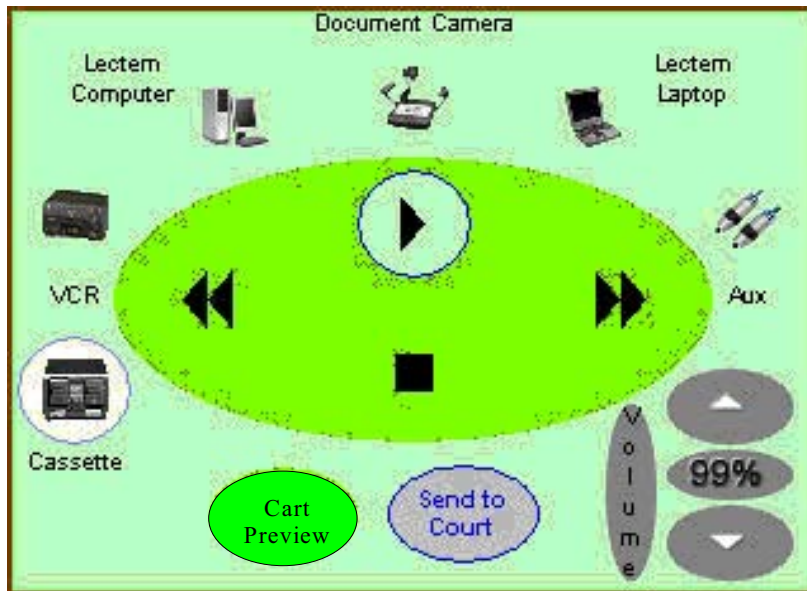
VCR CONTROLS – CONTROL PANEL SCREEN

Use the standard controls to operate the VCR player from the Evidence Presentation Cart:

| Push | Function |
|------|---|
| ▶ | Play |
| ■ | Stop – Touch this button to stop the tape. |
| | Pause – Touch this button to pause the tape. To resume playback, touch the Play button. Touch this button in succession to advance or reverse the tape one frame at a time, depending on the direction of the tape when the button is touched. |
| ◀◀ | Rewind – Touch this button to rewind the tape. |
| ▶▶ | Fast Forward – Touch this button to fast forward the tape. |

CASSETTE – CONTROL PANEL SCREEN

This screen appears when you touch the **Cassette** icon. The **Cassette** icon is light blue, and circled in red, indicating that it is the active evidence source.



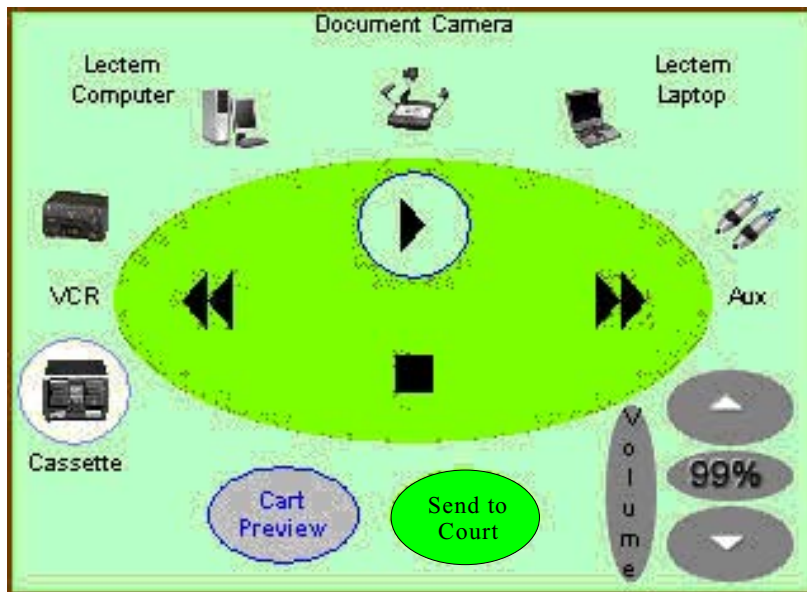
CASSETTE CONTROLS – CONTROL PANEL SCREEN

Use the standard controls to operate the Cassette Player from the Evidence Presentation Cart:

| Push | Function |
|------|---|
| ▶ | Play |
| ■ | Stop – Touch this button to stop the tape. |
| ◀◀ | Rewind – Touch this button to rewind the tape. |
| ▶▶ | Fast Forward – Touch this button to fast forward the tape. |

CART PREVIEW – CONTROL PANEL SCREEN

This screen appears when you touch the **Cart Preview** push icon. Evidence previewed at the Evidence Presentation Cart's monitor is unavailable for viewing at the courtroom monitors. This feature is designed to allow the evidence to be previewed before sending it to the court monitors. For example, you may be cuing up a video to prepare to play it or setting an object on the document camera to set the zoom and focus prior to displaying it.



Touch an icon to view that evidence source at the Evidence Presentation Cart. The selected source is light blue and circled in red, in this case, the cassette player is chosen. After evidence is ready and has been approved to send to court monitors, press the **SEND TO COURT** icon, then press the **Source** icon (example: document camera) once more (this tells the system what is to be sent).

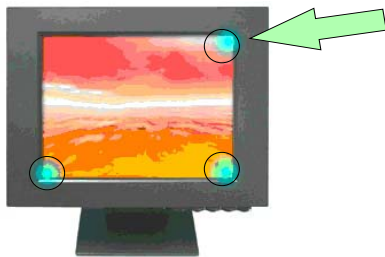
ANNOTATION MONITOR

The annotation monitor allows a witness to easily make on-screen annotations with the touch of a finger.

Annotations can be made by pressing lightly and dragging your finger as you would a pen.



The monitor's corners activate special functions as described below.



UNDO: Tapping the **top right corner** of the screen will delete the annotations one at a time, beginning with the most recent.

CLEAR SCREEN: Tapping the **lower right corner** of the screen will remove all annotations. Please be sure to clear the monitor when you are finished with it.



CHANGE COLOR: Tapping the **lower left corner** of the screen will cycle through the available seven colors (**Black, White, Red, Blue, Green, Yellow, and Pink**) that can be used for annotations. The colored swatch that appears on the screen will be the active color, and will change as the corner is tapped. This can be beneficial when you have multiple annotation users or just need to use multiple colors to bring out different points of the evidence. You may use one color and ask your witness to use a different color. You may ask the witness to circle one part of the evidence in one color, and another part in a different color.

ADDITIONAL EVIDENCE OPTIONS AVAILABLE

Computers

Computer hookups enable attorneys to use a laptop at the attorney tables and/or at the Evidence Presentation Cart. This enables counsel to use the presentation software they are most comfortable with for courtroom presentations.

If you plan to use a computer to present evidence, please contact the court first for any additional information and/or instructions.

To ensure your equipment is compatible with the court's equipment, the following settings are necessary:

Screen Resolution Setting **1024 x 768** (must be at this setting)
Refresh Rate Setting Optimal setting is **60 Hz** or higher

Verify that all cables and cords, including power cord, are connected properly.



INTERPRETER BOX



The Interpreter Box routes language translations from an interpreter to the witness/defendant's headphones or the courtroom's public address system.

INTERPRETER BOX CONTROLS

PA/INFRARED SWITCH

When the interpreter places this switch to the **INFRARED** position, translations are routed to the witness/defendant's infrared headphones. When the interpreter places this switch to the **PA** position, translations are routed to the court's public address system.

MUTE BUTTON

Press this button to mute the audio from the Interpreter's Microphone.

VOLUME

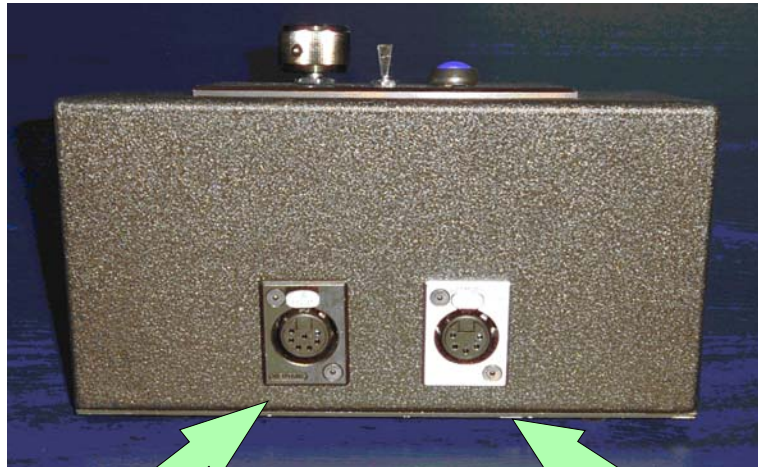
Turn this knob to adjust the volume to the Interpreter's Headset.

INTERPRETER BOX CONNECTION

Connect the Interpreter Box to the witness' location, defense attorney's table, or wall location as shown in the picture below.



Rear View of Interpreter's Box with Interpreter's Headset

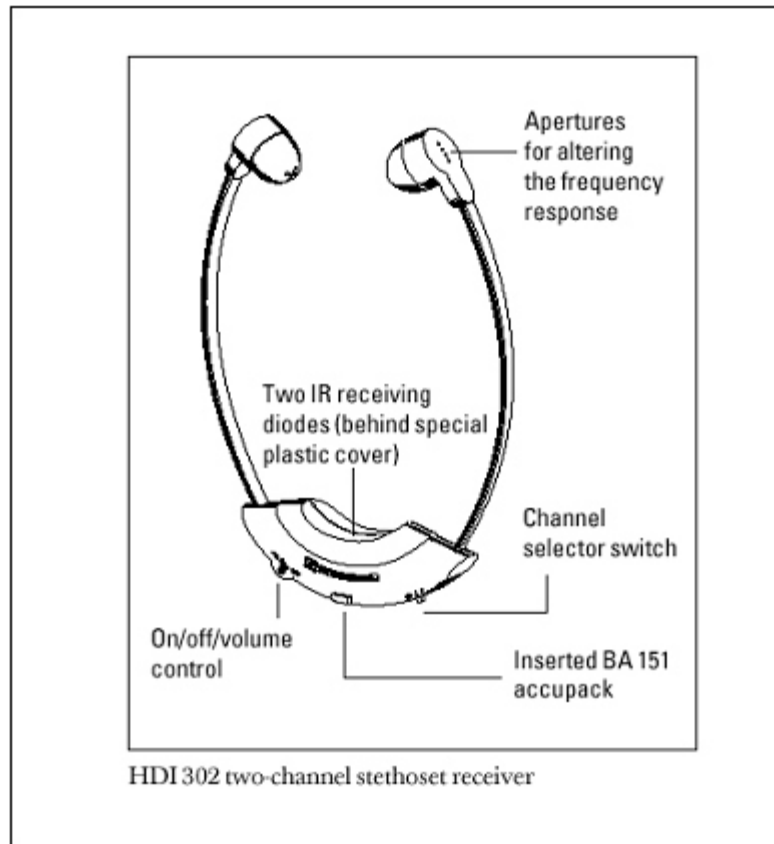


Connects to interpreter's input on the plate at the witness location or defense attorney's table

Connects to the Interpreter's Headset

INFRARED HEADPHONES

The Infrared Headphones are used as an assisted listening device for the hearing impaired. It can also be used in conjunction with the Interpreter Box, for language interpretations. When wearing the headphones, the label should be facing away from the body and the individual should be facing the bench for best reception.



Channel Selector Switch

The infrared headphones have a selector switch for assisted listening or language interpretation. The following are the settings for the audio switch:

- I Full audio input court mix (both ears)
- II Interpretation audio input (both ears)
- ∞ Full court mix plus interpretation audio input (one in each ear)

TROUBLESHOOTING LIST

Evidence is not being displayed on monitors:

- Is Preview Mode selected on Evidence Presentation Cart (won't allow image to be sent to monitors)?
- Is proper selection made on Evidence Presentation Cart (document camera selected to show evidence placed on document camera, VCR selected to show video tape, etc.)?
- Is MODE selection on correct setting (**XGA**)?

If using a laptop, be certain that all cords and cables are properly connected:

- Power cord plugged in
- Audio cord (**PC input**) from computer connected to proper location in attorney table
- Sound cord (**PC audio**) plugged into the proper jack on your laptop (if in the headphone jack, sound will only be at the computer and not through the PA system)

Image on laptop is not being displayed on monitors:

- Is it connected to the proper cable(s)?
- Is laptop "on" and not in "sleep" mode?
- Has the CTR/LCD toggle switch been tried (hold down the **Fn** and press the **F7** (or **F8**) buttons on your laptop)?
- Is the screen resolution set correctly (**1024 x 768**)—must use this setting or nothing will display?
- Is the refresh rate set correctly (**60 Hz** or higher)?

No sound coming from your laptop:

- Is laptop connected to the proper connection—**PC audio**?
- Is volume on laptop properly set and not muted—court can control the sound through the PA system, but if the volume on your laptop is too low, you will have to make the adjustment?