Evidence Presentation System

Attorney's User Guide

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OVERVIEW

The Evidence Presentation System is comprised of the following equipment:

- Document Camera
- DVD/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. 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 90º, 180º, 270º, or 0º. 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 placed on the document camera.

ZOOM

    The **ZOOM** function is used to adjust the image size. When **'out'** is pressed, the image gets smaller. When **'in'** is pressed, the image gets larger.

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 getting 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. For example, when using an X-ray, or when a document is extremely dark or bright. 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 allows for the selection of the device to be shown 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. This can also be used 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 the image is being viewed, 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. It may be necessary 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, either the upper or lower lamps may be used, doesn't make very much difference.

DVD

The DVD player can be controlled manually at the Evidence Presentation Cart by using the DVD buttons. Make sure that the desired disk is inserted and verify that the power button of the DVD player is in the ON position.

DVD CONTROLS – MANUALLY

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

Push	Function
►	**Play** – Press when ready to play the DVD.
■	**Stop** – Touch this button to stop the DVD.
||	**Pause** – Touch this button to pause the DVD.
◄◄	**Rewind** – Touch this button to rewind the DVD.
►►	**Fast Forward** – Touch this button to fast forward the DVD.

VCR

The playback VCR can be controlled manually at the Evidence Presentation Cart by using the VCR buttons. Make sure the desired tape is loaded 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** – Press when ready to play the tape.
■	**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.
◄◄	**Rewind** – While in PLAY mode, spin the dial counter clockwise. The tape will begin to rewind.
►►	**Fast Forward** – While in PLAY mode, spin the dial clockwise. The tape will begin to fast forward.

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. Either deck can be used 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.
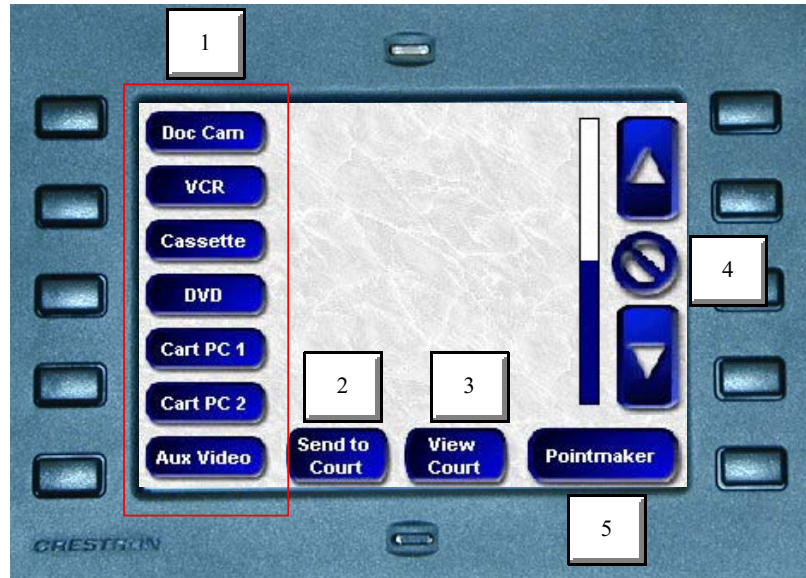
CASSETTE CONTROLS – MANUALLY

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

Push	Function
◄ or ►	**Play** – Press when ready to play the cassette.
■	**Stop** – Touch this button to stop the cassette.
||	**Pause** – Touch this button to pause the cassette.
◄◄	**Rewind** – Touch this button to rewind the cassette.
►►	**Fast Forward** – Touch this button to fast forward the cassette.

INITIAL SELECTION– CONTROL PANEL SCREEN

This screen appears upon system start up. (If it is not displayed, just 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.

Push Icons and Controls

1–Cart Sources: Various inputs at the cart can be selected as the source to be previewed on the cart monitor. When one of the source buttons is selected, the active source button turns from blue to green.

2–Send to Court: Sends the image from the cart preview mode to display as evidence on all courtroom monitors. When active, this button appears green, indicating that the image is being presented to the courtroom

3–View Court: Shows the cart user the active source for the evidence presentation system on the cart monitor.

4–Media Volume: Increases, decreases, or mutes the active audio source for the evidence presentation system.

- **Up arrow** – increases the media volume level.
- **Mute** – ensures that the audio volume level of the media source will be inaudible. Pressing this button a second time will resume normal audio.
- **Down arrow** – decreases the media volume level.

5–Pointmaker: Opens the pop-up controls for annotation (shown later), which allows for annotation to be done from the cart and witness box touch screens.

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 the **Doc Cam** icon is selected from the control panel screen.

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

Focus -:   Adjusts to focus better on objects farther away from the camera lens.

Focus +:   Adjusts to focus better on objects closer to the camera.

Brightness -: Decreases the brightness of the image.

Brightness +: Increases the brightness of the image.

Zoom -:   Reduces the subject size within the image.

Zoom +:   Enlarges the subject size within the image.

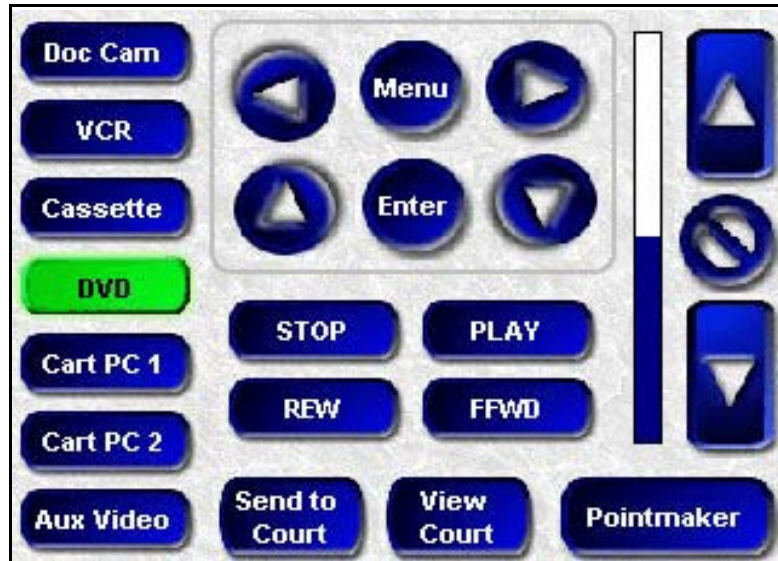**Auto Focus**:   Automatically adjusts focus.

AWC (Auto White Correction): Automatically adjusts color.

Lights: Turns the upper lamps and/or lightbox on or off.

Power: Turns the document camera power on and off.
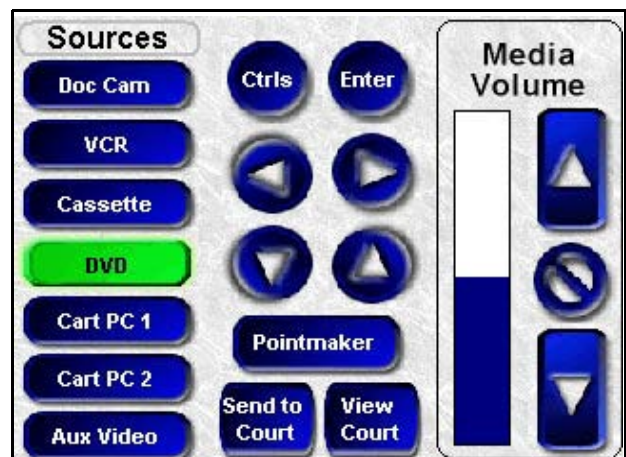
DVD – CONTROL PANEL SCREEN

This screen appears when the DVD icon is selected.
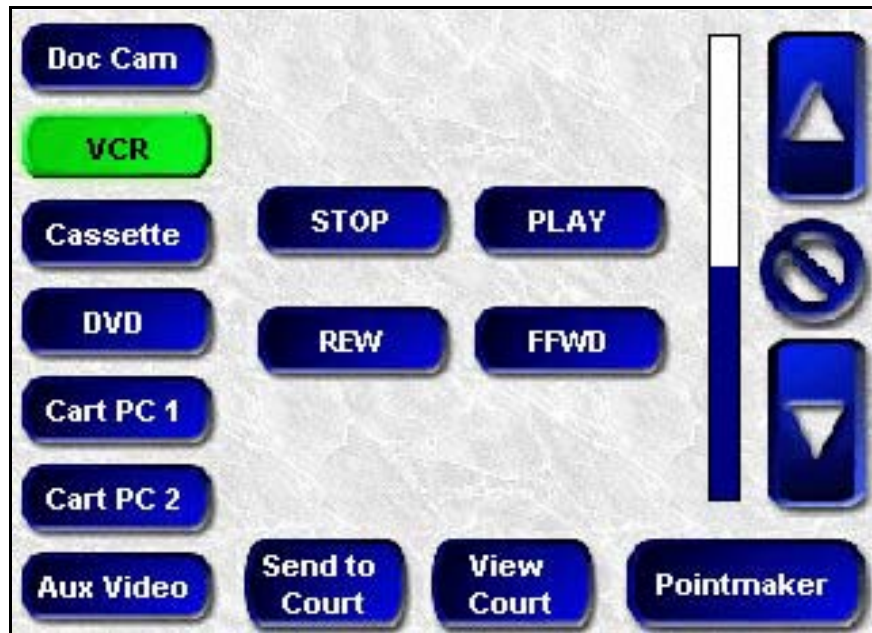

DVD CONTROLS – CONTROL PANEL SCREEN

DVD: Selects the DVD player as the cart's source. Pop-up buttons appear at the center of the screen with standard transfer functions..

MENU: Displays control buttons that allow for navigation of the DVD's menu screen using cursor keys

STOP: Stops playback of the inserted DVD media.

PLAY: Begins playback of the inserted DVD media.

REW: Begins backward scanning of the inserted DVD media during playback.

FFWD: Temporarily increases the rate of playback to allow for high speed forward scanning of the inserted DVD media.

When the **MENU** icon is selected, this control screen is displayed.

VCR – CONTROL PANEL SCREEN

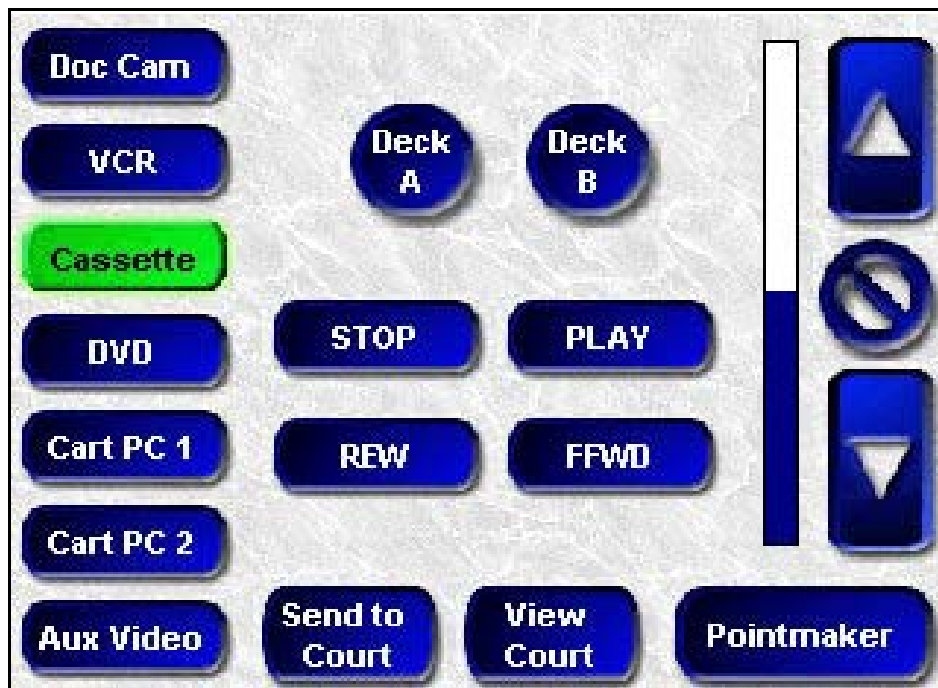This screen appears when the **VCR** icon is selected.

VCR CONTROLS – CONTROL PANEL SCREEN

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

- **VCR:** Switches the DVD/VCR combination system to control the VCR deck.
- **STOP:** Stops playback of the inserted cassette.
- **PLAY:** Begins playback of the inserted cassette. Pressing the button again pauses playback of the inserted cassette media.
- **REW:** Begins backward scanning of the inserted cassette media during playback. If not in playback mode, this rewinds the cassette to its starting position.
- **FFWD:** Temporarily increases the rate of playback to allow for high speed forward scanning of the inserted cassette media. If not in playback mode, this forwards the cassette to its ending position.

DUAL DECK CASSETTE – CONTROL PANEL SCREEN

This screen appears when the **Cassette** icon is selected.

CASSETTE CONTROLS – CONTROL PANEL SCREEN

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

- **Deck A:** Controls cassette inserted in Deck A.
- **Deck B:** Controls cassette inserted in Deck B.
- **STOP:** Stops playback of the inserted cassette.
- **PLAY:** Begins playback of the inserted cassette.
- **REW:** Begins backward scanning of the inserted cassette media during playback. If not in playback mode, this rewinds the cassette to its starting position.
- **FFWD:** Temporarily increases the rate of playback to allow for high speed forward scanning of the inserted cassette media. If not in playback mode, this forwards the cassette to its ending position.
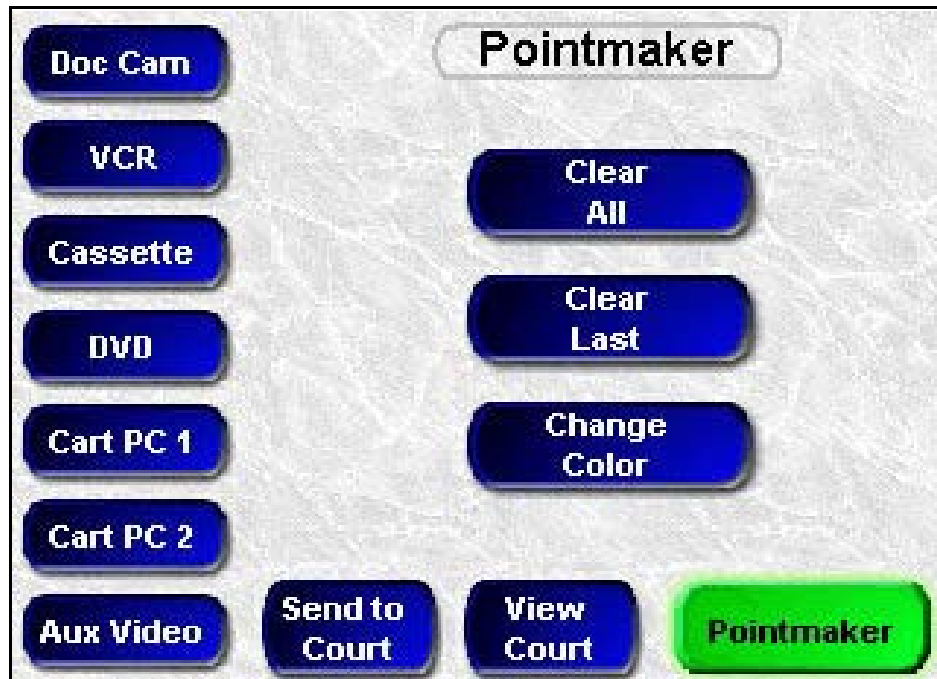
VIEW COURT – CONTROL PANEL SCREEN

When there is a need to preview evidence before sending it to the courtroom monitors, the **VIEW COURT** icon should be selected. Evidence previewed at the Evidence Presentation Cart's monitor is unavailable for viewing at the courtroom 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 will turn from blue to green, in this instance, the **DOC CAM** is selected. 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).

POINTMAKER (ANNOTATION) – CONTROL PANEL SCREEN

This screen appears when the **Pointmaker** icon is selected**.**

Clear All: Restarts annotation and clears all entries and erases all markings on the screen.

Clear Last: Erases the most recent entry.

Change Color: Changes the color of the annotation markers.

NOTE: These 3 options are also available on the monitor (see following page)

POINTMAKER (ANNOTATION)–Continued

Create freehand drawings by touching the screen with a finger or stylus, and place annotation marks on the current image.

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 left corner** of the screen will remove all annotations. Please be sure to clear the monitor when annotation are finished.

CHANGE COLOR: Tapping the **upper 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 there are multiple annotation users or there is a need to use multiple colors to bring out different points of the evidence. For example, 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, and audio cable 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.

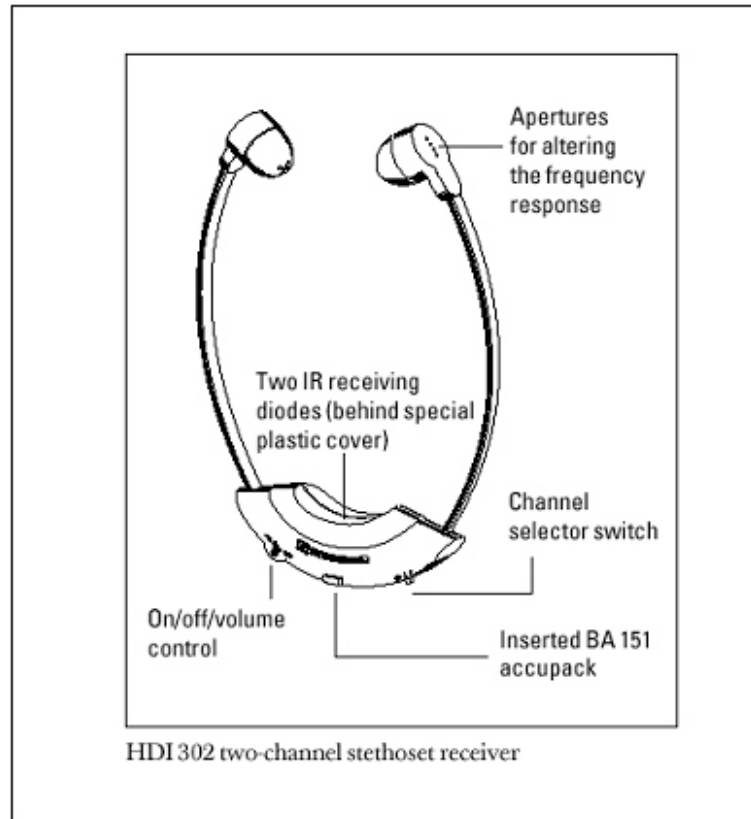Rear View of Interpreter's Box with Interpreter's Headset

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.

HDI 302 two-channel stethoset receiver

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 **View Court** 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 cable (PC input) from computer connected to proper location in attorney table
- Sound cable (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?