

Chapter 4: Operating the System Components

The Integrated Evidence Presentation System is comprised of the following equipment:

- Document Camera
- Combo S-VHS VCR/DVD Player
- Annotation Monitors
- Infrared Headphones
- Interpreter Box

This chapter describes how to operate the system components. For a detailed explanation of the system components, refer to the *Electronic Courtroom Operations and Maintenance Manual*.

DOCUMENT CAMERA



The Document Camera is an easy-to-operate and portable evidence presentation system. This unit is equipped with a high-resolution CCD camera and features a 12:1 magnification zoom lens and a high accuracy auto focusing system. The Document Camera presents all types of materials to view or record through monitors, e.g. 3-D objects, paper documents, transparencies, X-rays, etc.

Turning On the Document Camera

1. If not already powered ON, turn “ON” the power switch of your Document Camera.
 - Connection to the monitor should be previously executed.
2. Select the Document Camera by pressing the **DOC CAM** icon on the control panel.

Simple Steps for Viewing an Object

1. Place the object on the white stage. If necessary, press the **LAMP** button until the upper lamps light.
2. While you observe the image, adjust the zoom to obtain the optimum size.
3. Fine-tune the image using the manual focus.
 - Pay attention to depth of field with 3-Dimensional objects. You may need to focus again, or even to rotate the camera head and remove the close-up lens to focus from a distance (this is only for a very large object.)

Simple Steps for Viewing Transparencies 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. For 35mm negatives, press and hold the column lock button (located in the bottom of the camera arm), then set the camera head to its lowest position.
4. Press the **NEGA/POSI** conversion button on the remote control. The indicator will show (N) (negative) mode. You may want to adjust the iris to over expose for a better color reproduction.
5. When turning off the base light box, press the **LAMP** button again.

For Use as a Conventional Video Camera

1. Remove the close-up lens when you are shooting the object at a distance.
2. The camera head can be rotated to the horizontal position. This allows you to present images from far away.

Document Camera Functions

LIGHTING

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.

Input Selection

The **INT/EXT** button let you select the input 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 Communicator.

EXT: Inputs from an external AV source are available for projection on the monitors.



Press the **LAMP** button to turn the Document Camera lamps on or off. Each time you press this button, the lights alternate between the upper lights, light box, or all lights off.

It is not possible to use both the upper lighting unit and the base light box at the same time.

It is advisable to use the upper lighting unit to obtain a clear image with better color rendering, especially when the stage is not sufficiently lit.

Negative/Positive Conversion

This function is used to view negative film as a positive image. Press the **POSI/NEGA** conversion button (on the remote control), and the indicator shows (N) (negative). If you press the button again, it changes to normal (P) (positive) mode. This is a very useful function for viewing 35mm slides, X-rays, MRIs and autoradiographs

Zoom

The zoom function lets you adjust the image size and zoom into a specific section. When (+) is pressed, the image gets larger (zoom in). When (-) is pressed, the image gets smaller (zoom out).

Focus

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

- Objects bearing little contrast
- Objects with a fine repeated pattern such as lateral stripes, or a checkered pattern
- Bright objects or ones reflecting strong light
- The background of the object is bright
- Picture itself is dark
- Moving objects.

You need to manually focus in order to clearly view objects in these conditions.

Manual Focus

To manually focus on an object, press the **FOCUS (N)** or **FOCUS (F)** button on the remote control. For instance, this function may be used to view 3-D objects of which any part can be focused.

COMBINATION VCR/DVD PLAYER

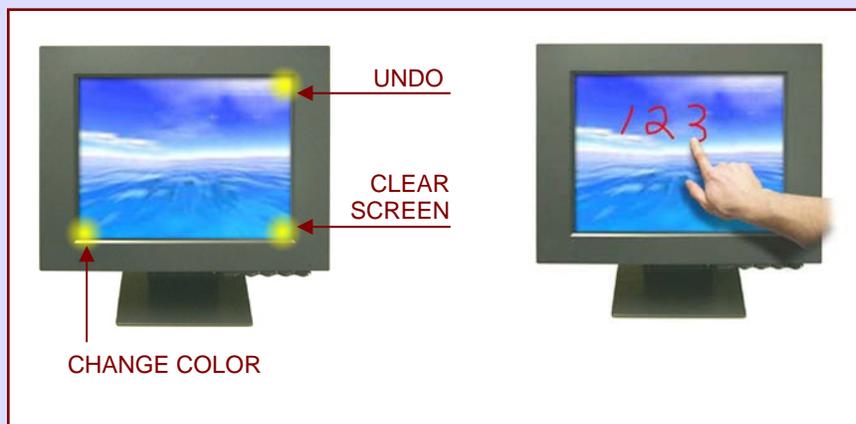
This "two components in one" unit allows users to play both VHS tapes and all disc media.



The VCR/DVD can be remotely controlled by using the control panels at the Judge's location, clerk's location or lectern. Make sure to load the desired tape/DVD and verify that the power button of the VCR/DVD player is in the ON position.

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 with your finger similarly to using a pen. The monitor's corners activate special functions as described below.



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



CLEAR SCREEN: Tapping the **lower right corner** of the monitor will remove all annotations.



CHANGE COLOR: Tapping the **lower left corner** of the monitor will cycle through the available colors that can be used for annotations. The colored swatch that appears on the monitor will be the active color, and will change as the corner is tapped.

Annotation Monitor Calibration

If on-screen annotations do not line up under the finger, or if the annotation feature does not function, calibration may be required. To calibrate a monitor, please follow the instructions below:

1. Tap the top center of the monitor. The MAIN menu appears.
2. Tap the COMM PORT DEVICES option. The COMM DEVICES menu appears.
3. Tap the CALIBRATION option. The CALIBRATION menu appears.
4. Tap the TOUCH SCREEN CALIBRATION option. Follow the calibration instructions that are displayed on the screen. After performing the final calibration instruction, the MAIN menu reappears.
5. Tap the EXIT option to return to the annotation screen.



If the MAIN menu does not appear when tapping the front center of the monitor, tap the top center of another monitor if one is available. The MAIN menu will appear on all monitors. Perform steps 2 and 3. Return to the monitor in need of calibration and perform steps 4 and 5.

INTERPRETER BOX



Interpreter's Box with Interpreter's Headset

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 or defense attorney's table as shown in the picture below.



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

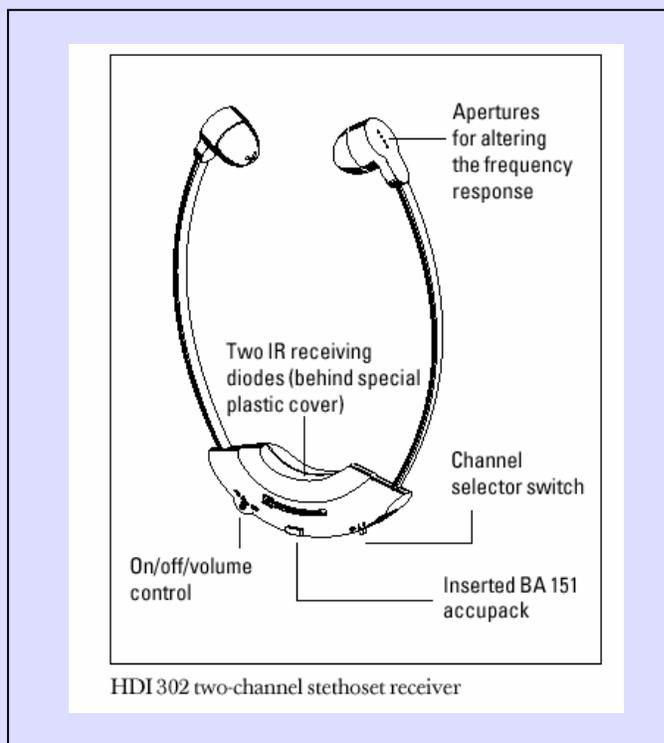
Connects to the Interpreter's Headset.



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

INFRARED HEADPHONES

Infrared headphones are used for language interpretation or as an assisted listening device for the hearing impaired.



In order to achieve the best reception possible, make sure the person wearing the headphones is facing the infrared emitter.

When not in use, place the headphones in their charger in order to recharge the battery. The charger also holds spare batteries.

Use a new battery if the current one has been drained by extended use.

Channel Selector Switch

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

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

Chapter 5: Courtroom Part Plan, Equipment Locations & Descriptions

