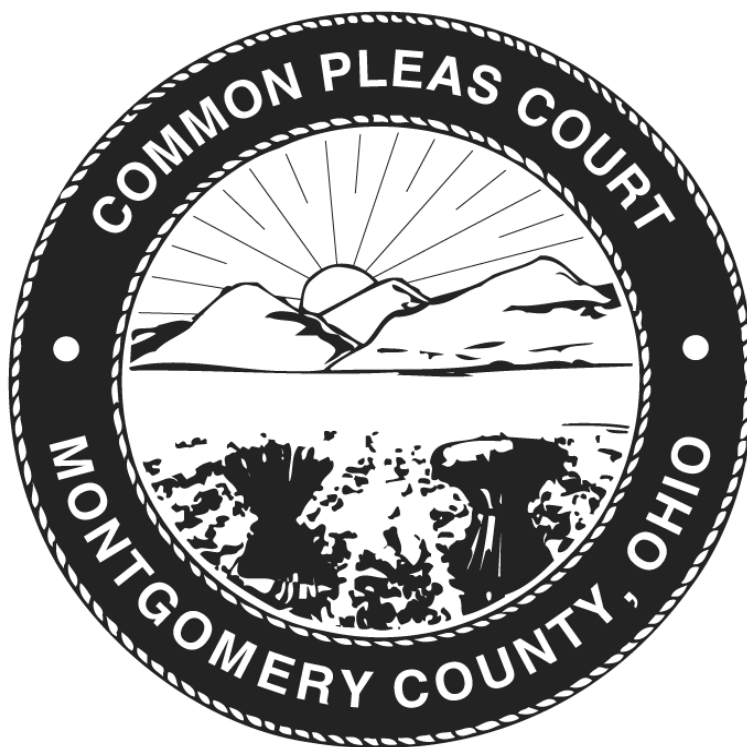


Montgomery County Common Pleas Court General Division



Courtroom Technology Attorney Reference Guide

A Message from the I.T. Department

The Montgomery County Common Pleas Court is comprised of fourteen courtrooms within the court. Three of the courtrooms are magistrate.

The goal of the Information Technology Staff of the Montgomery County Common Pleas Court is to provide the state-of-the art technology for evidence presentation in the courtroom. As technology changes, challenges to our existing setup arise, our ambition is to continually improve technology until conversion between attorney evidence, courtroom equipment and jury presentation is seamless.

This guide is a general overview of the courtroom equipment available for usage in the Montgomery County Common Pleas Court. Some basic orientation and instructions are also provided. This guide is not a substitute for receiving formal training on the usage of the courtroom equipment. Unfortunately, instruction cannot be provided on the day of the proceedings by either the Judicial Technician or the I.T. staff. It is recommended that you schedule hands-on training well in advance of your proceeding. You can register on-line at <http://www.montcourt.org/reference.php?subpage=equipment>. For additional questions, please contact the Court Administrator Office at (937) 225-6299.

We look forward to you practicing in our court.

IT. Department Staff

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Courtrooms	Document Camera	Annotation Monitor	Microphones	DVD Player	Touch Display	Video Conferencing	Infrared Hearing Equip
1	X	X	X		X		X
2	X	X	X	X	X		X
3	X	X	X		X	X	
4							
5	X	X	X		X		
6	X	X	X		X	X	
7							
8	X	X	X		X		
9	X	X	X		X		
10	X	X	X		X	X	
11	X	X	X		X	X	X
12	X	X	X		X		
Mag 3	X	X	X	X	X		X

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 "Infrared Headphones."

Evidence Presentation Cart

The amx control which is shown below controls the evidence presentation cart. This will be used when the attorney is managing evidence presentation functions (as authorized by the court), as well as when evidence is being prepared/tested for presentation.



AMX CONTROL

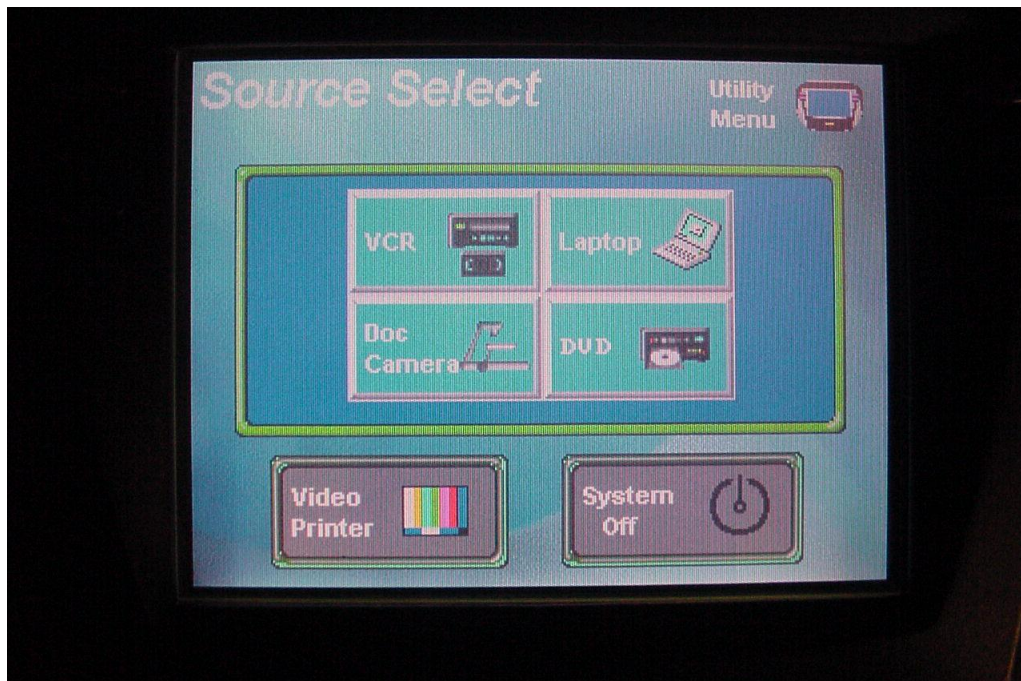
The AMX control panel controls the functions of the presentation system for use by the attorney and Judicial Assistant.



AMX CONTROL PANEL - CONTINUED

The functions of the amx controller are:

- VCR
- Laptop
- Document Camera
- DVD



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 the monitors and projection screen in 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 strips or a checkered pattern
- Objects that are bright or reflecting strong light
- The background of the objects 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



FREEZE

This feature is used to **FREEZE** the current image displayed on the monitors and projection screen, allows for a smooth transition while getting the next piece of evidence ready. In other words, the spectator sees the current frozen image rather than the shuffling of paper being seen on the monitors and projections screen while presentation changes evidence on the document camera.



AWC (Auto White Color)

The **AWC** function controls the color automatically.



ZOOM

The **ZOOM** function adjusts the image size. When “out” is pressed, the image gets smaller. When the “in” is pressed, the image gets larger.



APERTURE

The **APERTURE** function controls the sharpness of the image. Choose either Image mode or Text mode, depending on the type of evidence placed on the document camera.



ROTATE

The **ROTATE** function rotates 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.



IRIS

The **IRIS** function adjusts the brightness of a document; for example, when using an X-ray, or when a document is extremely dark or bright. Adjusting the **IRIS** will help bring this document into focus.



LAMP

The lamp button is used to turn control the lighting units. There are two lighting units.

- **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 slide, transparencies, X-Rays, etc.



INT/EXT

The **INT/EXT** button controls the device to be shown on the monitors and projection screen. There are two input selector options as follows:

- **INT:** Displays what is in the view of the document camera (default)
- **EXT:** To display the VGA output from another device such as a PC or a projector by connecting it to the document camera, e.g. portable presentation station.



MODE

(Please note that these are preset and should not need adjusting.)

Be sure that the **MODE** selected is **XGA** otherwise, evidence may not appear on the monitors. Just press the button until the correct setting is illuminated. This can also be used to select the desired resolution of 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, please allow time for the **AUTO FOCUS** to adjust the zoom to obtain the optimum size.
3. If the document stills needs adjustment, adjust the **ZOOM** manually to obtain the optimum size.

SIMPLE STEPS FOR VIEWING TRANSPARENCIES OR X-RAYS

1. Place the transparency or X-Ray on the white stage
2. If necessary, press the **LAMP** button until the built-in base-light box illuminates.
3. Allow the **AUTO FOCUS** to adjust the zoom to obtain the optimum size for the monitors and projection screen.
4. For transparencies, either the upper or lower lamps may be used.

DVD

The DVD player can be controlled either through the AMX control (**which is the preferred option.**) or 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 – AMX CONTROL

Use the standard controls from the AMX controller to operate the DVD Player.



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 – Press this button to stop the DVD.
	Pause – Press this button to pause the DVD.
	Rewind – Press this button to rewind the DVD.
	Fast Forward – Press this button to fast forward the DVD.

VCR

The playback **VCR** can be controlled from the **AMX** control (**which is the preferred option**) or manually at the Evidence Presentation Cart by using the **VCR** buttons. Make sure that the desire tape is loaded and verify that the power button is in the **ON** position.








VCR CONTROLS – AMX CONTROL

Use the standard controls from the AMX controller to operate the VCR Player.



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 – Press this button to stop the tape.
	Pause – Press this button to pause the tape. To resume playback, touch the Play button. Touch this button 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.

DOCUMENT CAMERA – AMX CONTROL

The Document Camera may be controlled from the AMX Controller or from the document camera itself.

This screen appears when selecting **DOC Camera** from the AMX control.



Use the following controls to operate the **DOCUMENT CAMERA** from the AMX controller screen:

- | | |
|-----------------------|---|
| Focus In +: | Adjusts to focus better on objects closer to the camera lens. |
| Focus Out -: | Adjusts to focus better on objects farther away from the camera lens. |
| Zoom In +: | Enlarges the subject size within the image. |
| Zoom Out -: | Reduces the subject size within the image. |
| Iris Open +: | Increases the brightness of the image. |
| Iris Closed -: | Decreases the brightness of the image. |
| Upper Light: | Turns the upper lamps on or off. |
| Lower Light: | Turns the light box on and off. |
| Lights Off: | Turns the light off to the document camera. |

DOCUMENT CAMERA – AMX ADVANCED CONTROLS

Using the following advanced controls from the **AMX** panel, the user can store up-to eight images to be viewed at a later time.

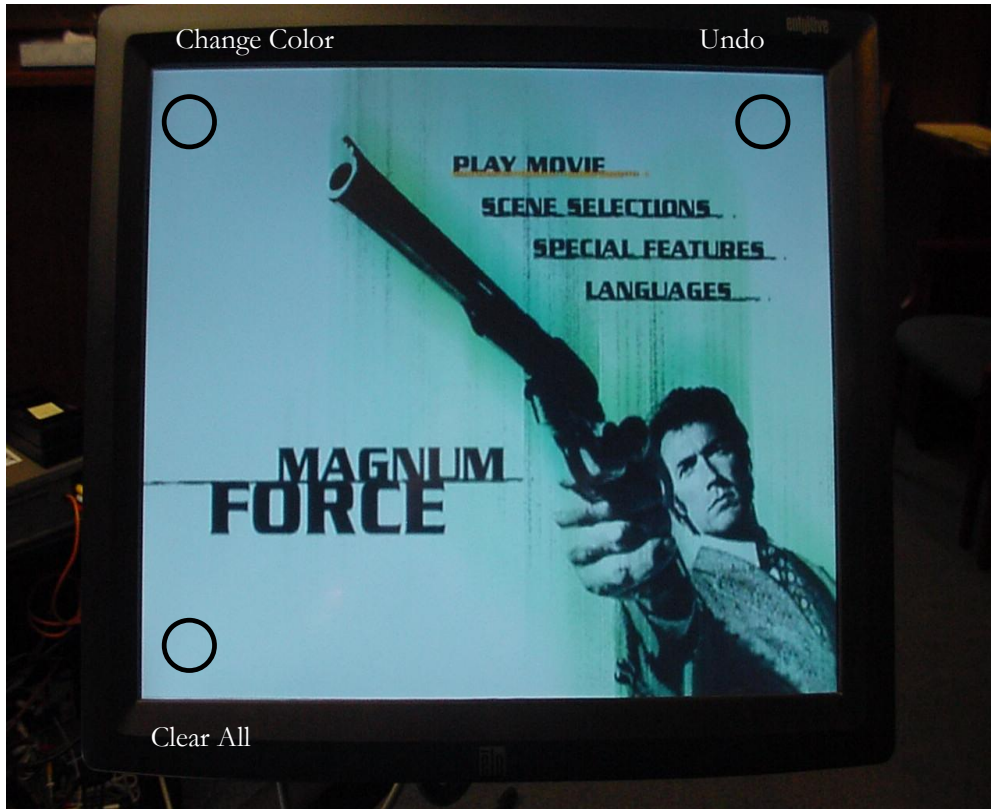


Storage of these images are accomplished by placing the document on white stage and selecting **ADVANCED CONTROLS** from the AMX panel and pressing the appropriate number for its storage.

The **AWC** button automatically adjusts the color.

POINTMAKER (ANNOTATION)

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 is finished.

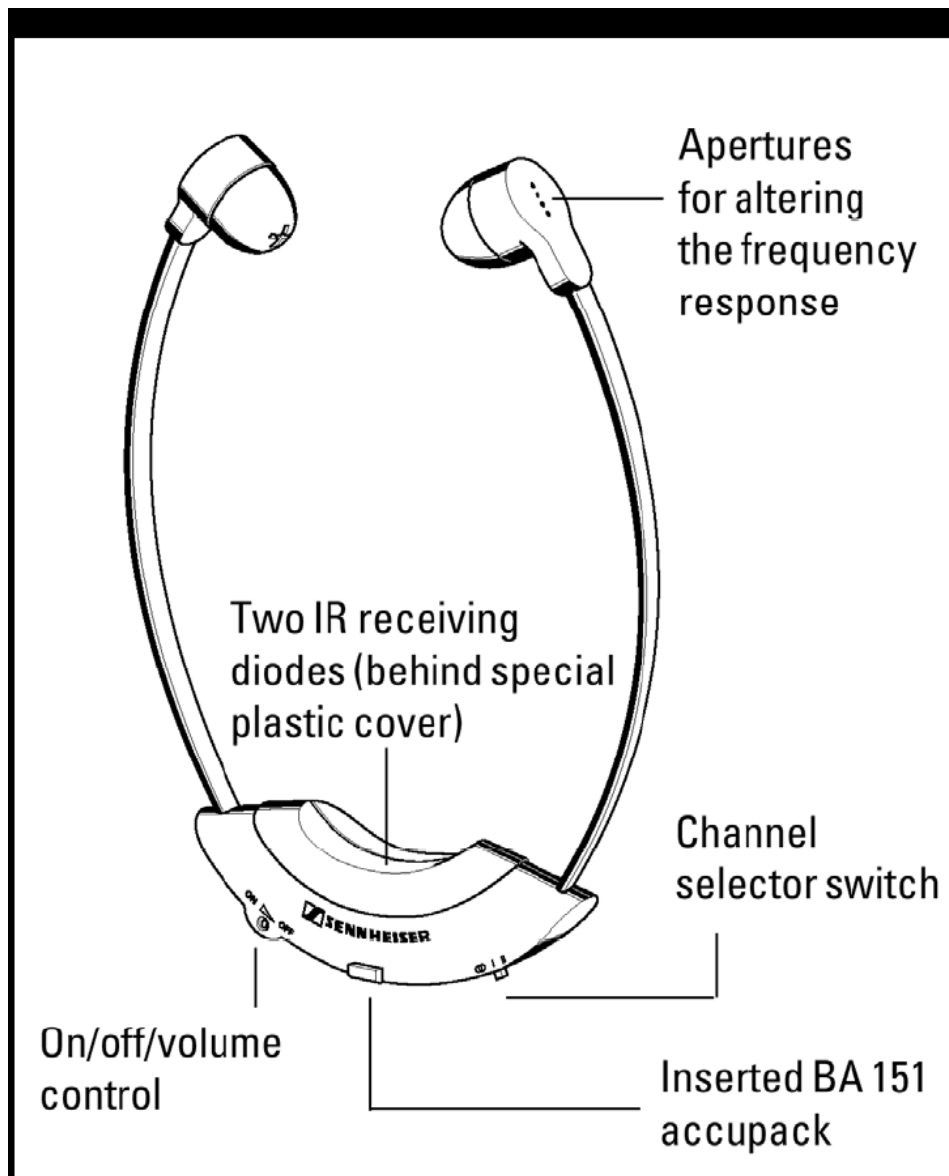
CHANGE COLOR: Tapping the **upper left corner** of the screen will cycle through the available colors (**Black, White, Red, Blue, Green, Yellow, and Pink**) that can be used for annotations. The colored swatch that appears on the screen will be the active color, and will change as the corner is tapped. 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.

POINT MAKER (ANNOTATION) – CONTINUED

The same features on the annotation screen on Evidence Presentation Cart are also available on the annotation screen at the witness stand

INFRARED HEADPHONES

The Infrared Headphones are used as an assisted listening device for the hearing impaired. It can be use in conjunction with an interpreter 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 the best reception.



VIDEO CONFERENCING CAPABILITIES

- IP from any network connection on the internet using H323 compatible video conferencing unit.
- Remote witness testimony available via commercial vendors.
- The video conferencing unit needs to be used with the assistance of the Court's Judicial Assistant.

(Polycom video conferencing system)



Projector and screen can be used for jury or bench trials for large audiences.



TROUBLESHOOTING LIST

Evidence is not displayed on monitors:

- Is the proper selection made on the Evidence Presentation Cart (won't allow the image to be sent to the monitors)?
- Is the mode selection on the correct setting (**XGA**)

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

- Power cord plugged in
- Audio cable (pc input) from the computer connected to the proper jack on the Evidence Presentation Cart.
- Control Alt or FN Toggle Button on the laptop has been activated to switch laptop screen to presentation cart.