

**UNITED STATES DISTRICT COURT
FOR THE
DISTRICT OF UTAH**

**ELECTRONIC
COURTROOM
USER
INFORMATION
AND
INSTRUCTIONS**

MARCH 1999

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1.0 Overview of DOAR's Communicator, Illustrator and Visual Image Printer

DOAR's Communicator

DOAR's **Communicator** has the capability to project photos, documents, books, 3-D objects, x-rays (positive & negative), fingerprints, DNA autorads, transparencies, etc. The Communicator's advanced features include auto-focus, negative/positive switching and additional input sources for video. The motorized zoom function allows you to quickly magnify the most critical areas of an exhibit for display. The Communicator is a practical presentation system for pre-trial discovery, depositions, settlement conferences, ADR and trials, DOAR's Communicator has been designed with a number of key functions to make it more effective for courtrooms and attorneys. The Communicator includes a built-in 3" color monitor for reviewing exhibits, and it is connected to DEPS via a single S-video cable.

DOAR's Illustrator

The Illustrator is used to draw, annotate and place emphasis pointers on evidence displays in vivid color. A tablet is used to make these markings with a 'screen area' on the table corresponding to an area on the TV. The Illustrator supports two tables: one for the attorney and one for the witness.

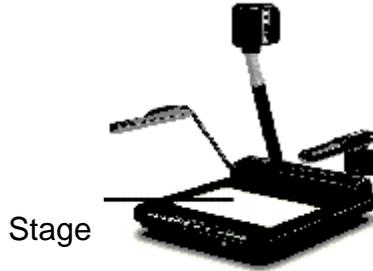
DOAR's Visual Image Printer

Visual Image Printer allows you to create 3" x 5" instant color photos in 60 seconds from DOAR's Communicator, VCR or computer source. This is very useful for evidence preservation or handouts to the jury. Computer images are converted up to 800x600 resolution via DOAR's Visual Computer Link.

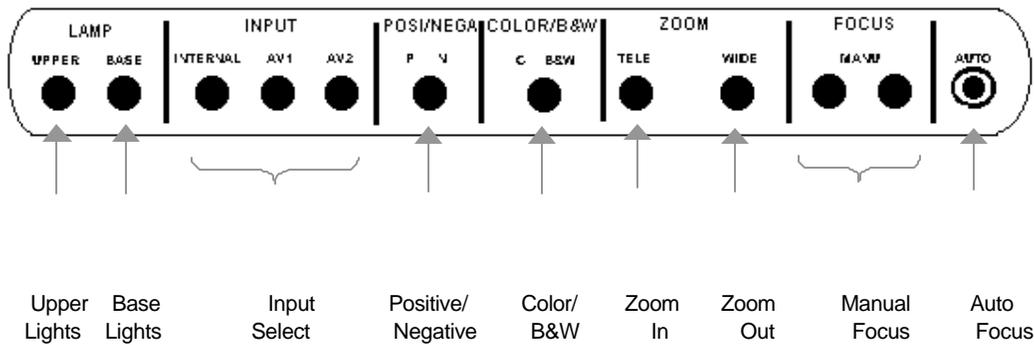
1.1 DOAR's Communicator: Operating Instructions

DOAR's Communicator

The Communicator is used to project documents, pictures, x-rays, transparencies and other images onto monitors.



Communicator Front Control Panel



Simple steps for presenting hard-copy materials:

1. Turn on the power switch of the **Communicator**.
2. Remove black plastic lens cap on the camera.
3. Place an object on the stage.
4. Press the upper lighting button.
5. Adjust the zoom button to obtain desired size.
6. Press the auto focus button to focus.

Simple Steps for viewing x-rays, negatives and transparencies:

1. Press the base lighting button.
2. Press the Nega/Posi button, so the indicator shows (N) (Negative) mode.
3. Place an object on the stage.
4. Adjust the zoom and focus using the control panel.
5. To turn off the base light, press the base lighting button again.

Simple steps for using as a conventional video camera: (Ask the Courtroom Deputy for help.)

1. Unscrew the close-up lens on the **Communicator**.
2. Turn the camera head to a horizontal position.
3. Adjust the zoom and focus.

Control Functions

Lighting

- Use the **upper** lights for viewing documents, 3-D objects and pictures.
- Use the **base** light for viewing x-rays, slides and negative film transparencies.
- It is not possible to simultaneously turn on the base and upper lighting units.

Input Selection

Images from two different sources can be selected for display on the monitors. The selection buttons, under **Input** on the Control Panel of the Communicator, act as a switcher from one source, such as a VCR and/or a Laser Disk Player, to another.

Neg/Pos Selection

- Use this function to view film negative.

Color / B&W Selection

- Use this function to change between black/white and color modes.

Zoom

- Use the (TELE) button to zoom in.
- Use the (WIDE) button to zoom out.

Auto Focus

- The Communicator features a one step auto focus function. When the focusing is completed, the auto focus is released.
- The indication lamp flashes until the focusing is completed.

Manual Focus

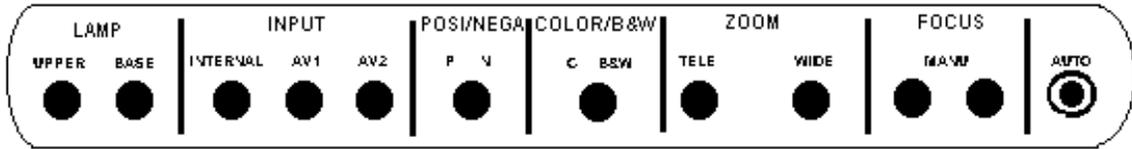
- Use the (N) or (F) for manual focusing.
- Use manual focus for 3-D objects, a moving object, or when the positions of the objects are far and near.



It is difficult to automatically focus on objects under the following conditions. You need to select manual focus in order to clearly view objects in these conditions.

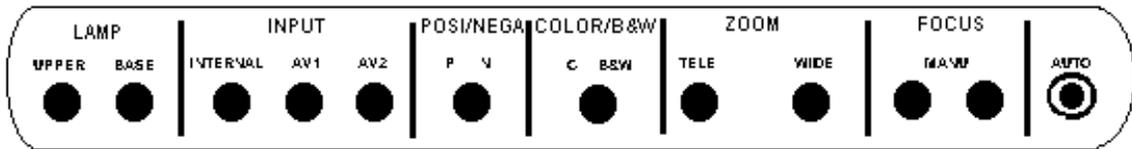
- Objects bearing little contrast.
- Objects with a fine repeated pattern such as lateral stripes or a checkered pattern.
- Objects that are bright or reflect strong light.
- Object with bright backgrounds.
- Dark pictures.
- Moving objects.

Negi/Posi Conversion



This function is used to view negative film as a positive image. Press the Posi/Negi conversion button, 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 35mm slides, x-rays, MRIs and auto-rads.

Color/B&W Selection



This button is used for viewing black/white material, such as documents. This function allows you to select color or black and white images on the monitors.

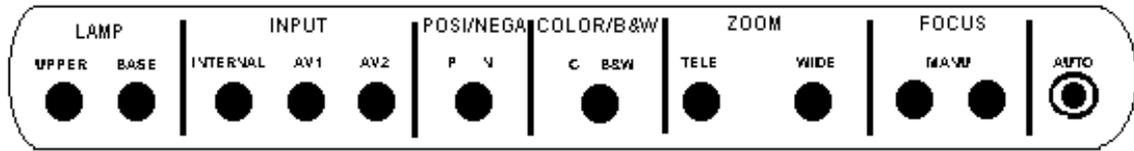


It is advisable to use this mode for viewing the B&W button so that materials such as documents have a clear image with no color blue. For normal use, set to (C) (Color) mode.

Zoom

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

Focus



Auto Focus:

This button is used for one-step auto focus. When you press the auto focus button, the indication light is turned ON and OFF during focusing. The communicator features a one-step auto focus function. Once focusing is completed, the auto focus function is released. Even if the object is moved, the focus remains unchanged. For optimal focusing, set the zoom button at an extreme telephoto position.



It is difficult to automatically focus on objects under the following conditions. You need to select manual focus in order to clearly view objects in these conditions.

- **Objects bearing little contrast.**
- **Objects with a fine repeated pattern such as lateral stripes or a checkered pattern.**
- **Objects that are bright or reflect strong light.**
- **Object with bright backgrounds.**
- **Dark pictures.**
- **Moving objects.**

Manual Focus

When you press the manual focus during auto focusing, the auto focus function is canceled. Press the focus button (N) or (F) for manual focusing. This function is used to view 3-D objects of which any part can be focused.

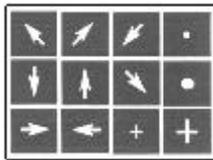
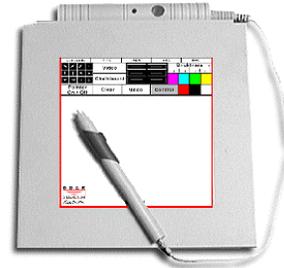
1.2 DOAR's Illustrator, Operating Instructions

DOAR's Illustrator

DOAR's Illustrator is used to draw, annotate or position pointers onto information that is represented on the monitor or screen. Each area of the tablet is described in the following sections.

Features & Functions

Input sources: These icons or buttons are used to change video standards. DOAR sets this up when we configure your system and it usually does need to be changed. The exception to this is when you use the Communicator as a direct video input to be displayed on TV monitors. In this case, you must click on Y/C. To return to High-Resolution output, click on RGB.



Pointers: These icons will set the cursor to a 'pointer' type. When you click the desired pointer with the tablet pen the pointer will be 'set' on the screen. You can set the pointer as many times as you want. In order to turn off the pointer, you should choose the pointer on/off icon.

To position an active pointer:

1. Position the pointer anywhere on the tablet to make your point. Lightly drag the *tip* across the screen until the active pointer is at the desired location.
2. Reposition the same active pointer anywhere on the video image to make your second point, and continue as often as desired.

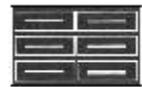
To anchor a pointer:

1. Once a pointer type and pointer color is selected and the active pointer has been positioned, you can anchor the active pointer in its current position. to do this, click the button on the pen while positioning it on your tablet. The pointer will be anchored, and a new active pointer will appear on screen identical to the first.
2. If desired, you can position multiple pointers and anchor them.

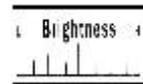
You can anchor as many pointers or drawing lines as desired. also, each pointer may be changed to a different pointer type before anchoring, or the pointer may be changed to a different color before anchoring.

Switch: The two icons, **Video & Chalkboard**, switch between the video or digital inputs and the Chalkboard. When Video icon is pressed, the video input will show on screen. If Chalkboard is chosen, a blank screen will appear, allowing you to freely write on the screen. (You may preserve any markings with prints from the Visual Image Printer.)

Thickness: These icons are used to change the thickness of the lines created by the tablet pen. You may change the thickness while highlighting by simply clicking on a different area in the bar.



Brightness: This icon controls the brightness of your annotations on the screen. The left of the bar is the darkest and the right is the brightest. Various degrees of brightness may be chosen.



Pointer On/Off: This icon is used to turn the pointer on or off. If the pointer is turned on, you will see the pointer on the screen. If the pointer is not desired, just click on the icon and it will disappear. To get the pointer back, click the Pointer On/Off icon again.

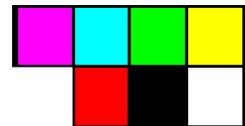


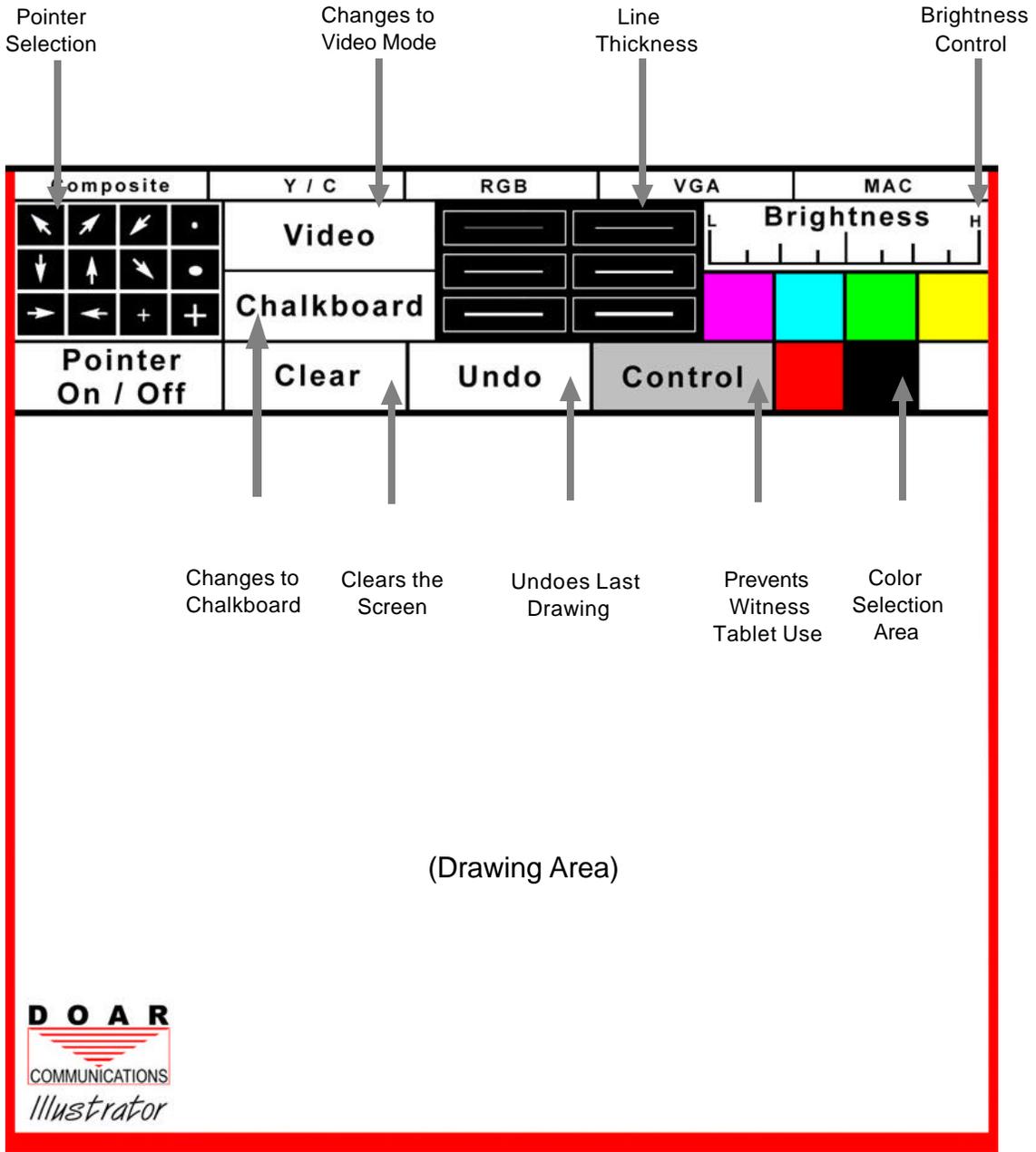
Clear: This icon clears the screen of all illustrations or text. The underlying video or chalkboard is not affected.

Undo: This icon deletes the last illustration or text from the screen.

Control: The control icon allows multiple tablets to take or release control. When you want to 'take control' of the Illustrator from the other pads, you click on Control and start to illustrate. This feature is usually, not implemented. To take control, one person must stop using a tablet as the other begins to use one.

Color Pad: These seven colors may be used to set the color for freehand drawing. Clicking on the color pad will set the chosen color for pointers and freehand drawing. You may change the color while highlighting by clicking on a different color on the Color Pad.





1.3 DOAR's Illustrator Pen, Operating Instructions

DOAR's Illustrator Pen

The Trial Illustrator allows you to make on-screen drawings and annotations.

To Draw a Line: While looking at a monitor, gently press the tip button of the pen onto the tablet writing area and draw the desired object. **(Do not press hard or you may damage the pen or pad.)**

To Change Color: Gently press the tip button of the pen on the desired color box and then draw on the tablet's designated area.

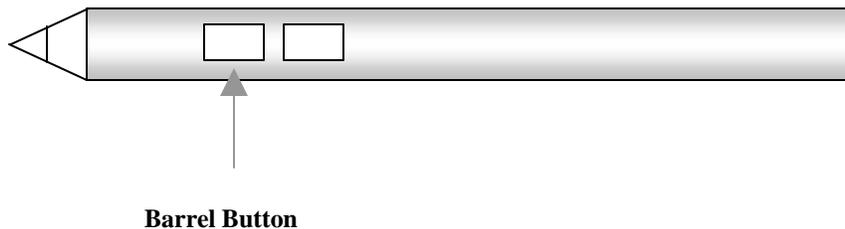
To Select Pointer: Gently press the tip button of the pen on the desired pointer.

To Place a Pointer: Gently press the tip button on the writing area and press the pen's barrel button.

To Erase the Most Recent Drawing: Gently press the tip button of the pen on the *UNDO* box.

To Erase all Drawings at once: Gently press the tip button of the pen on the *CLEAR* box.

Illustrator Pen



1.4 Connections to the Digital Evidence Presentation System (DEPS)

The courts' digital Evidence Presentation System (DEPS) is capable of supporting computer inputs. Each counsel table has computer connections to the DEPS, which will support a variety of PC, MacIntosh, and laptop computers.

The Courtroom Deputy will assist you in the hookup of your computer; **please do not do this on your own. It is important that the DEPS be completely POWERED DOWN before connecting anything to the backpanel.**

1.5 Video Capabilities with the DEPS

The DEPS has a *JVC* VCR which will play either VHS or S-VHS tapes.

Steps for view a video tape:

- Turn "power on" on remote or power button on VCR unit.
- Insert Video Tape in VCR and press "play" on the remote or VCR unit.

1.6 Video Tape Frame by Frame and Slow Motion Features

The DEPS allows the user to pause a VCR at a desired frame and advance it forward or backward frame by frame. The steps for using this feature are:

- Insert VHS tape and select "play" on the remote. When the desired frame area is reached select "pause." Then, using the remote control button (see Figure 4) "shuttle," advance the tape frame by frame by lightly tapping the "shuttle" button. This process will provide a fixed, frame-by-frame advance of the video with minimal tracking static and distortion. The *JVC* pause feature will disengage the video approximately five (5) minutes into the pause if there is no activity.
- To view the tape in slow motion, press the "pause" button, then press the "shuttle" button and hold down on the right to move forward. To move backwards, press the "shuttle" button and hold down on the left side.

(Image of VCR Remote) Figure 4

1.7 Visual Image Printer

The DEPS has a Visual Image Printer (VIP) attached to it. The VIP produces hard copy color prints (Polaroid size). This feature allows exhibits presented on the Communicator, VCR, Trial Illustrator, Blackboard, Computer Outputs, Conventional Video Camera and exhibits annotated on screen by attorney or witness, to be photo recorded for introduction as exhibits. **Check** with the Courtroom Deputy for sending exhibit presentations to print. This feature is controlled by courtroom staff.