

**UNITED STATES DISTRICT COURT**

**NORTHERN DISTRICT OF OHIO**

**COURTROOM 204 - TOLEDO, OHIO**

**ELECTRONIC COURTROOM USER GUIDE**



November 1, 2000

*System provided by DOAR Communications  
Under contract from AOUSC*

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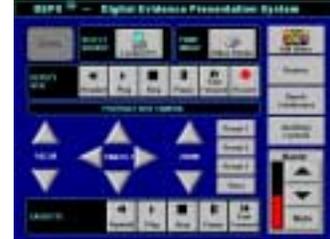
**IMPORTANT : PLEASE READ CAREFULLY**



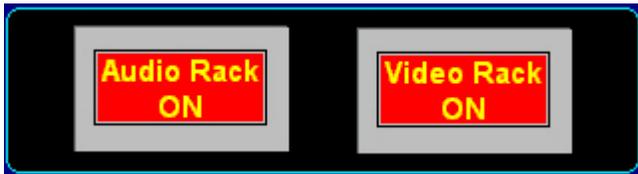
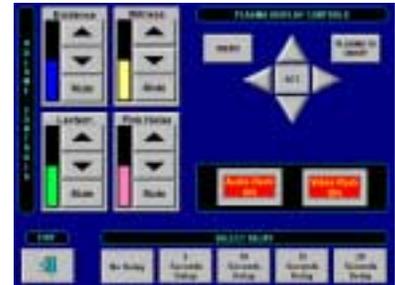
## TURNING THE UNIT ON



Touch Screen to activate Control Panel  
Main Control Screen appears



Select "Auxiliary Controls" button



Press "Audio Rack ON" to power audio system (RED denotes power on)  
Press "Video Rack ON" to power video system (RED denotes power on)

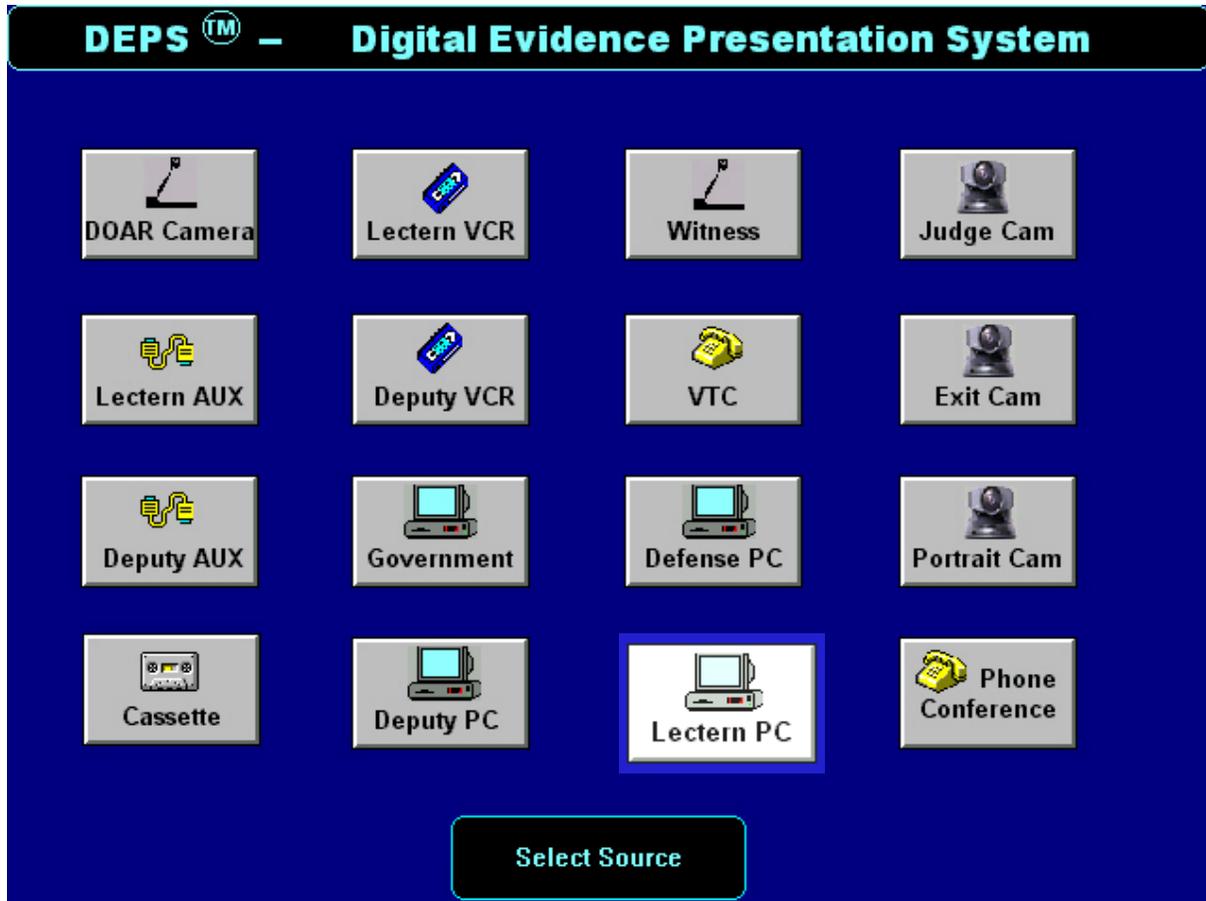


Press "EXIT" to return to Main Control Screen



Press "SELECT SOURCE" to view Source Select Screen

### Source Select Screen



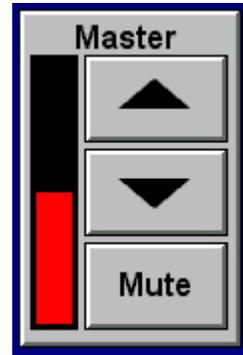
Select desired source from Source Select Screen: example



*Controls for selected source will automatically appear.*

## Volume Controls

**Master Volume Control is located on Main Control Screen**  
 Master Volume overrides all other volume controls....

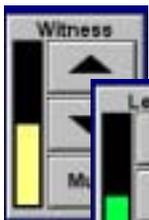
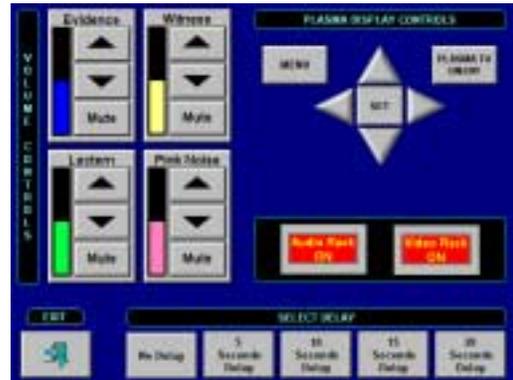


**Auxiliary Volume Control(s) are located on Auxiliary Control Screen**



**Evidence Controls:**

- Deputy VCR
- Lectern VCR
- Cassette
- AUX inputs
- PC Input



**Witness/Lectern Controls:**

- Controls microphone(s)



**Mute – mutes volume of associated source**



**Pink Noise Controls:**

- Controls volume of pink noise
- During “ BENCH CONFERENCE”  
 see Main Control Screen

## DOAR's Camera

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



Simple steps for presenting hard-copy materials:

1. Turn on the power switch of the **DOAR Camera**.
2. Press the [ DOAR Camera ] button on the SOURCE SELECTION screen.
3. Place an object on the stage.
4. Press the upper lighting button (to provide illumination of stage).
5. Adjust the zoom button to obtain desired size.
6. Press the auto focus button to focus.

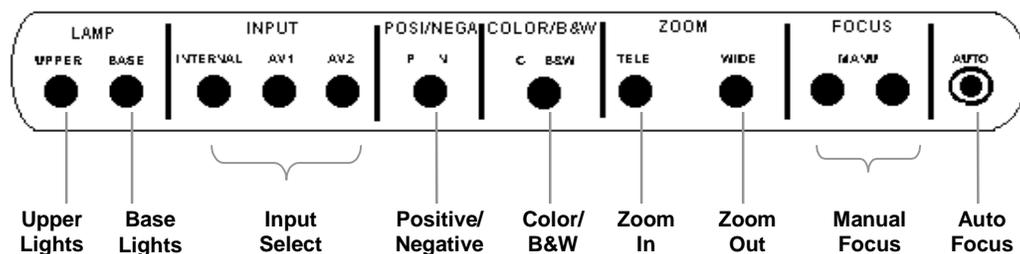
Simple steps for viewing X-Rays, negatives and transparencies:

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.
5. To turn off the base light, press the base lighting button again.

Simple steps for using as a conventional video camera:

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

**DOAR Camera Front Control Panel**



## 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 auxiliary sources can be selected for display on the monitors. These selection buttons 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 negatives.

### Color / B&W selection

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

### Zoom

- Use the {TELE} button to zoom in.
- Use the {WIDE} button to zoom out.

### Auto Focus

- The DOAR Camera 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.
- Bright objects or ones reflecting strong light.
- The background of the object is bright.
- Picture itself is dark.
- Moving objects.

## Annotation – Witness and Evidence Cart Flat Screens

The ANNOTATION tool allows you to make on-screen drawings and annotations.



To Draw a Line

While looking at a monitor, touch the surface of the screen with finger to draw the desired object.

To Change **Color**

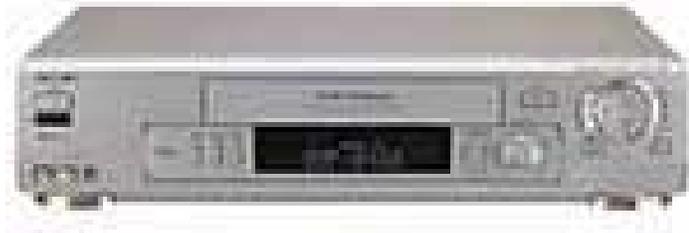
Touch the left-hand corner of the screen with finger to select **color box** and then draw on the screen surface.

To **Erase** all Drawings

Touch the bottom right-hand corner of the screen with finger to select **CLEAR** and then draw on the screen surface.

## DOAR's VHS VCR

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



Simple Steps for viewing a video tape:

1. Press the [ VCR ] button on the SOURCE SELECTION screen.
2. Make sure the VCR power is on.
3. Insert a video tape into the VCR.
4. Press [ Play ] .
5. To advance one frame at a time, press [ Pause ] , then rotate the shuttle knob once in either direction. Right goes forward one frame and left goes backward.
6. To view a tape in slow motion, press [ Pause ] , then rotate and hold the shuttle knob in either direction.
7. All standard VCR functions can be controlled by the wireless remote control.

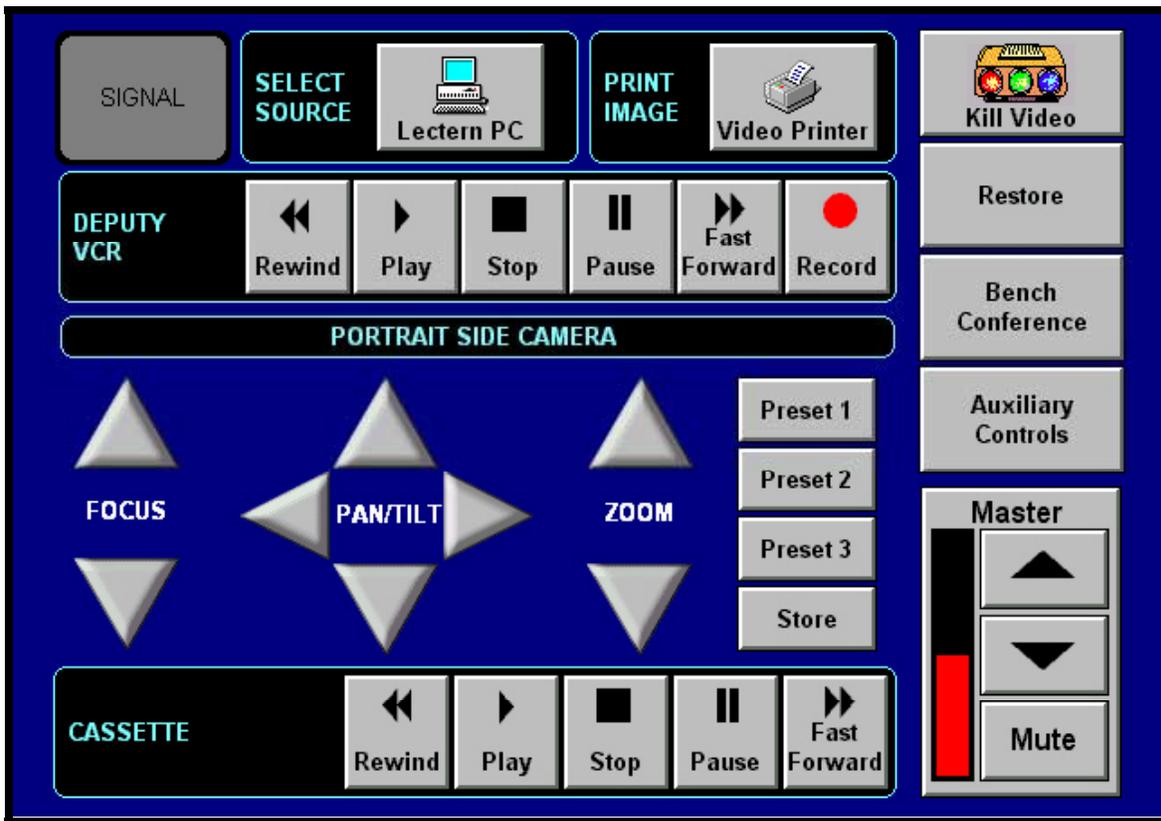
## DOAR's Visual Image Printer

The Visual Image Printer (VIP) produces hard copy color prints.



1. Make sure that the image is shown on Display Screen(s).
2. Press PRINT IMAGE [ Video Printer ] on the MAIN CONTROL screen to produce an image hard copy
3. Within approximately 60 seconds, a color printout will emerge from the VIP.

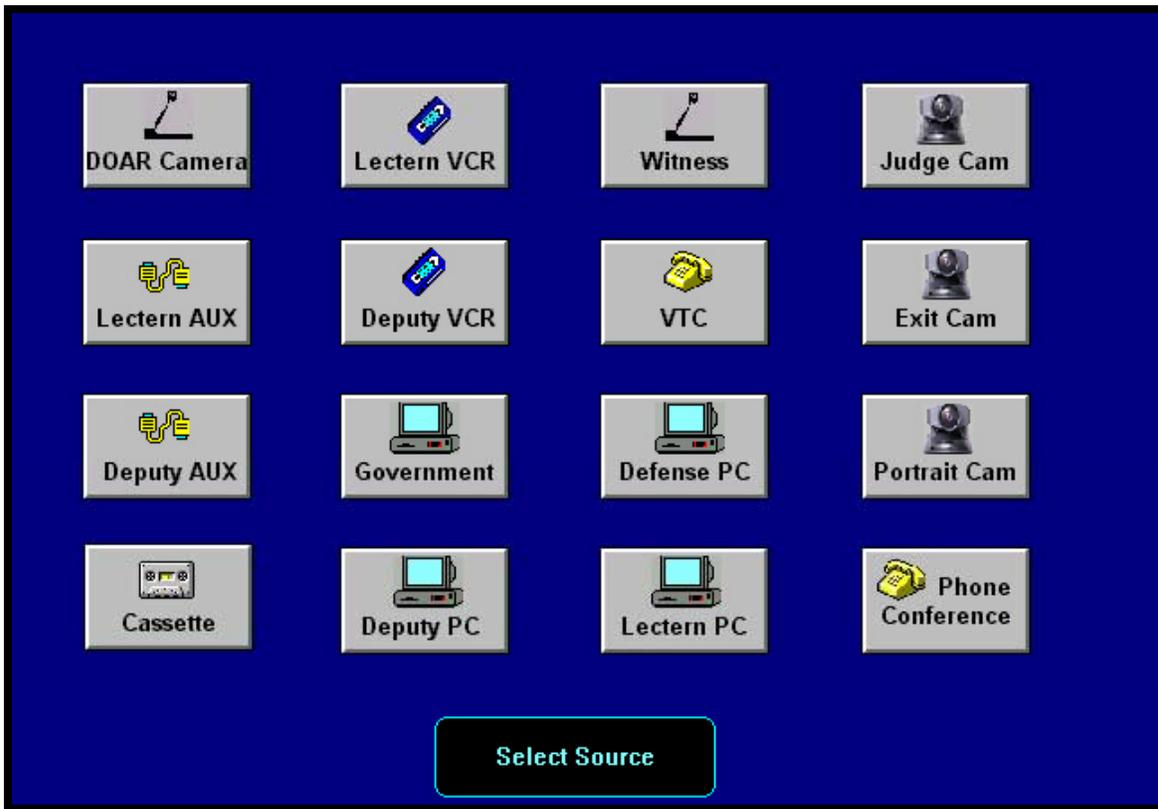
## MAIN CONTROL



- SIGNAL — This box will light to alert the Judge or Deputy without interrupting the trial.
- SELECT SOURCE — This button will bring you to the SOURCE SELECTION screen. (see page 7)
- PRINT IMAGE — This button captures the contents of the monitors and prints out a hardcopy, including all anotations.
- DEPUTY VCR — VCR Controls
- PORTRAIT SIDE CAMERA — These directional controls direct the movements of the camera head. To memorize a shot, press STORE and then a PRESET # button.
- CASSETTE — Cassette Controls
- VOLUME CONTROL— These adjust the master volume.

- Kill Video — Blacks out Jury. Pauses audio/video
- Restore — Restores video image
- Bench Conference — Mutes *all* audio
- Auxiliary Controls — Opens the AUXILIARY CONTROLS screen

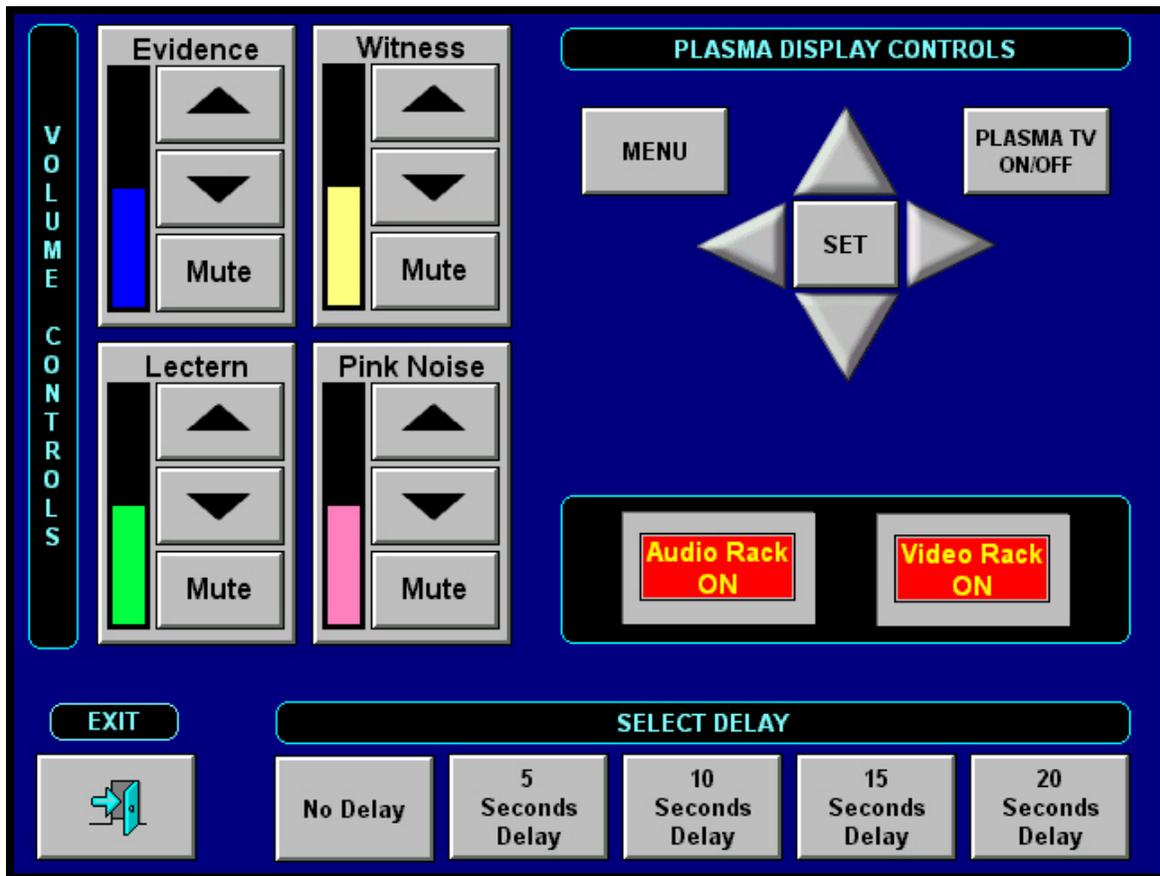
## SOURCE SELECTION



The SOURCE SELECTION screen is used to select the video device that will be broadcast on the monitors.

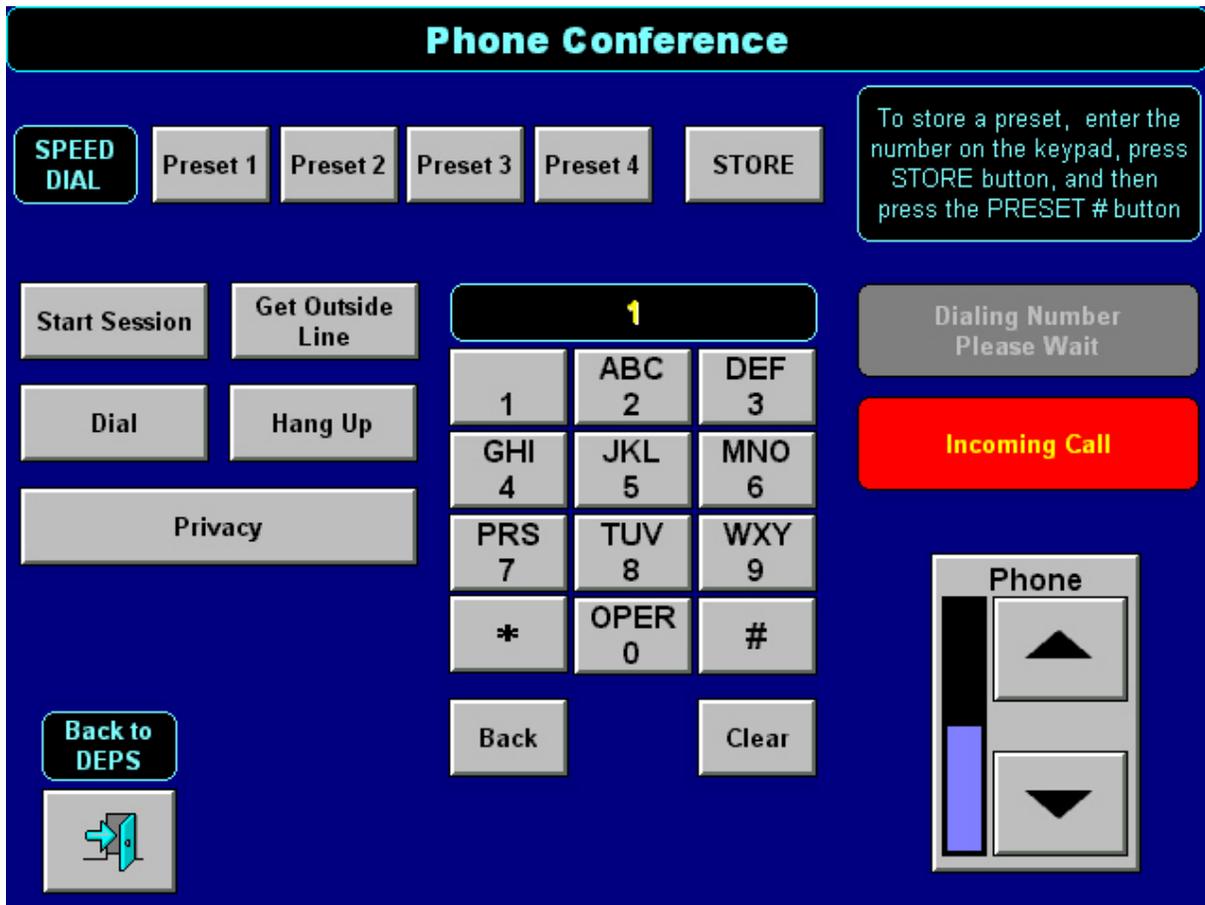
DOAR Camera	The document camera's display will be selected as the current video device
Witness	The camera pointed at the witness will be selected
Judge CAM Exit CAM Portrait CAM	The respective CAMERA will be selected
Government PC Defense PC Deputy PC Lectern PC	The respective PC screen will be selected
Lectern VCR Deputy VCR	The respective VCR will be selected
Lectern AUX Deputy AUX	The respective AUX OUTPUT will be selected
Cassette	The CASSETTE will be selected
VTC	VIDEO TELEPHONE CONFERENCING will be selected
Phone Conference	opens the TELECONFERENCING screen (see page 8)

## AUXILIARY CONTROLS



- VOLUME CONTROLS — These controls allow individual adjustment or mute of volume levels. Evidence, Witness, Lectern, Pink Noise
- PLASMA DISPLAY CONTROLS — This allows manipulation of the plasma display panel.
- AUDIO/VIDEO RACK — These buttons turn the racks on and off.
- EXIT — Returns the display back to the MAIN CONTROL screen. (see page 5)
- SELECT DELAY — This allows the video image to be delayed to the Jury monitors

## TELECONFERENCING



### To Make a Preset Call

1. Press [ Start Session ]
2. Dial [ 8 ]
3. Press [ Preset # ]
4. Press [ Connect ]

### To Answer a Phone Call

1. Press [ Start Session ]

### Notes

- [ Clear ] deletes an incorrectly dialed number
- [ Hang Up ] ends call
- [ Back ] returns to MAIN CONTROL screen

The PHONE window controls volume level  
[ Mute ] acts as Privacy