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TrialView
User's Guide

COLQUITT COUNTY SUPERIOR COURT
MOULTRIE, GEORGIA

ExhibitOne®

INTRODUCTION

The purpose of this guide is to familiarize you with the TrialView™ courtroom presentation system, its components, layout and operation. The guide offers a quick and easy way to help you learn effective system operation and shows you how to use the powerful communication devices available in the courtroom.

The first section of this guide identifies the equipment and summarizes the capabilities of each component. Subsequent sections tell you how to operate each piece of equipment during your presentation.

Drawings and photos of the courtroom equipment are used throughout the manual. Location arrows define and point out the equipment's control functions for easy reference.

The information in this guide will provide you with the knowledge you need to prepare and present exhibits with comfort and confidence. If you have questions or problems with the operation of TrialView™ please contact the court administrator.

EQUIPMENT IN THE COURTROOM: SUMMARY

The following equipment is available in the courtroom for use in the presentation of exhibits. Each of these components is located on the lectern. You can select between modes of presentation by pressing a button on the Scaler/Switcher device, also located on the lectern adjacent to the VCR:

- ELMO visual presenter/document camera

- VCR – VHS video player

- Audio Cassette Player

- Pointmaker® – 10" monitor with annotation light pen

- Computer Input – attach a PC or Mac to system

Annotation capability is also available at the witness stand, which is equipped with a 14" touch screen monitor. The witness can both view your annotations and make his or her own annotations during your presentation. Operation of the witness stand is described in detail below on page eleven.

Display to the jury is provided by a LCD projector and screen operated by the court. Please be advised that the judge has a power-kill switch on the bench that can immediately terminate any display to the jury.

SYSTEM CAPABILITIES: SUMMARY BY COMPONENT

VISUAL PRESENTER/DOCUMENT CAMERA

The ELMO visual presenter/document camera includes the following features:

- Viewing of documents one page at a time

- Viewing of slides and overhead transparencies

- Viewing of 3-D objects

- Power Zoom lens

- Auto or Manual focus

- Negative/Positive option for viewing negative films

- Color/Black & White option for viewing choice

- Optional inputs for Laser Disc Player, Camcorder or other video equipment

- Camera head can be swiveled for viewing of an object not on the stage

- Camera head can be rotated 90 degrees for viewing large size documents

VCR

The VCR offers the following features:

- Standard Play

- Slow Motion

- Freeze Frame

- Single Frame Shuttle

- Remote Control

POINTMAKER

The Pointmaker® allows on-screen annotation of exhibits presented on the system. The Pointmaker® includes the following features:
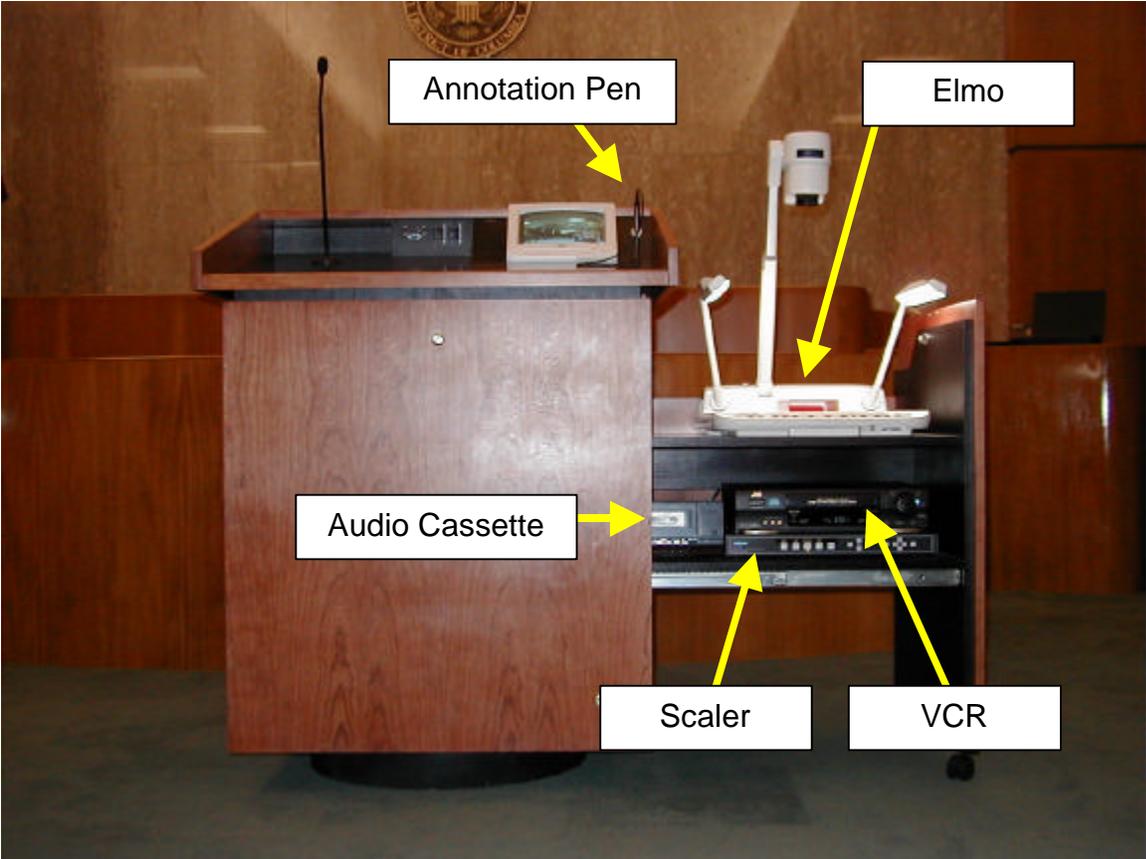
- Variable color choices

- Freehand line drawing

- Multiple annotations on screen at one time

- Removal of annotations all at once or one at a time starting with the most recent

COMPUTER INPUT

The Computer Input offers the following features:

- Connection to a PC

- Connection to a Macintosh (requires Mac to VGA converter)

- Sound connection from computer

The ExhibitStation™ 1 Lectern

The ExhibitStation™ 1 Lectern with labeled components: Annotation Pen, Elmo, Audio Cassette, Scaler, VCR.

OPERATION OF EQUIPMENT

CONTROLLING MODES OF PRESENTATION:
THE SCALER/SWITCHER

The Scaler/Switcher is located on the lectern adjacent to the VCR, allowing you to select between the different pieces of equipment used in your presentation. You may choose between the ELMO visual presenter/document camera, the VCR, the audio cassette player and connection to a laptop computer (user provided) at the lectern.

- Press "ELMO" for display from the ELMO visual presenter/document camera

- Press "VCR" for display from the VCR

- Press "CASS" for audio cassette

- Press "COMP" for laptop computer

VISUAL PRESENTER/DOCUMENT CAMERA

The ELMO visual presenter allows you to display documents or 3-D objects on the video monitors.

ELMO

Dark rectangle in center is the stage area.

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Simple steps for presenting printed materials:

1. Turn on the power switch of the Visual Presenter.
   Various functions of the Visual Presenter are initialized.
   Their respective indicators display the initial settings of those functions.
2. Place the object on the stage.
   While observing the image on the podium monitor, adjust the zoom button to obtain the optimal size.
3. Press the auto focus button to focus.
   The covered area of the auto focus function is up to about 10 cm. above the stage surface.

Simple steps for viewing transparencies and x-rays:

1. Press the [BASE] lighting button. (The [BASE] indicator light comes on, and the built-in base light illuminates.)
2. Press the Nega/Posi conversion button, so that the indicator shows [N] (Negative) mode.
3. Place the object on the stage.
4. While observing the image on the TV monitor, adjust the zoom button to obtain the optimum size.
5. When turning off the base light, press the [BASE] lighting button again.

CONTROL FUNCTIONS

Lighting

- Use the upper lighting unit for viewing materials such as printed matter and 3-D objects. Use the base light for viewing slides, negative film transparencies and x-rays.
- When you press the lighting button, the indicator flashes, and after a few seconds, the fluorescent lamps illuminate.
- To turn the lamps off, press the lighting button again. It is not possible to simultaneously use both the upper lighting unit and the base light.
- It is advisable to use the upper lighting unit to obtain the clear image with better color rendering, especially when the stage is not sufficiently illuminated by room lights or where a 3-D object is to be viewed.

Neg/Pos conversion

- Use this function to view negative film as positive images.
- Press the Neg/Pos conversion button, so the indicator shows [N] (negative).

Color/B&W selection

- Use this mode to view B&W materials such as documents.
- For normal use, set to [C] (color) mode.
- Pressing the color/B&W button changes to [B&W] or [C] mode in succession.

Zoom

- When the zoom button is pressed to select [TELE], the image gets larger.
- When the zoom button is pressed to select [WIDE], the image gets smaller.

Auto Focus

- When you press the auto focus button, the indication lamp flashes during focusing.
- The Visual Presenter 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.
- To focus the image with auto focus setting, set the zoom button at extreme telephoto position. This allows you to obtain a sharper image.

It is difficult to automatically focus on an object under the following conditions. Select the manual focus mode for the following conditions:
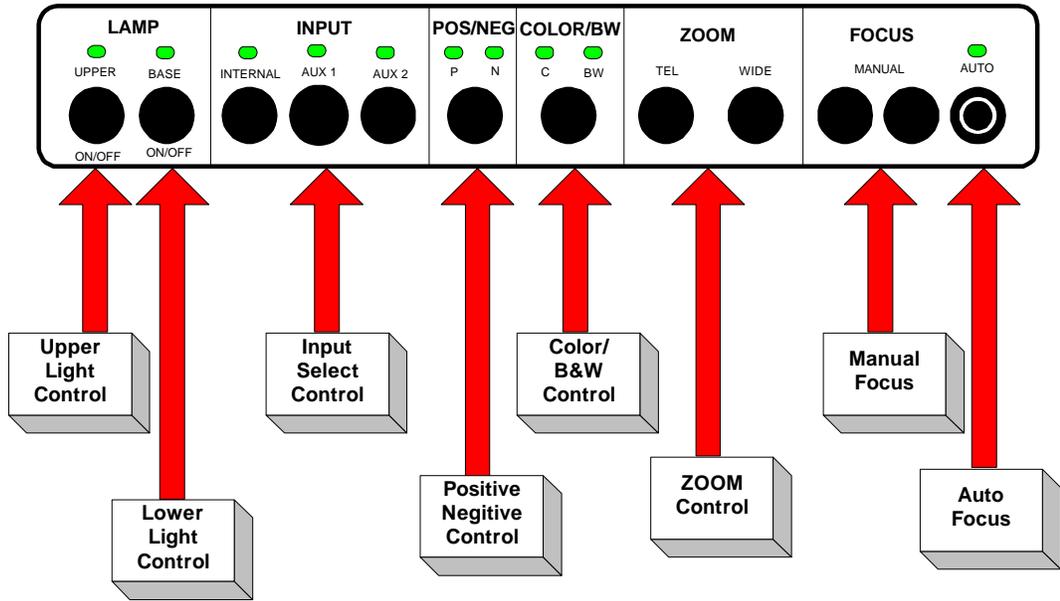
- Objects containing little contrast
- Objects having a fine repeated pattern, such as lateral stripes, or a checkered pattern
- Bright object or one reflecting strong light
- The background of the object is bright, or the contrast is too clear
- Picture plane itself is dark
- The positions of the objects are far and near
- Moving object
- Note: when using the manual focus during auto focusing, the auto focus function is cancelled

Manual Focus

- Press the focus button [N] or [F] for manual focusing.
- This function should be used to view 3-D objects. Any part of the object can then be brought into focus.

    Note: The coverage area of manual focusing is up to approx. 10 cm. above the stage surface.

ELMO Front Control Panel

LAMP		INPUT			POS/NEG		COLOR/BW		ZOOM		FOCUS		
UPPER	BASE	INTERNAL	AUX 1	AUX 2	P	N	C	BW	TEL	WIDE	MANUAL		AUTO
ON/OFF	ON/OFF												

Upper Light Control

Lower Light Control

Input Select Control

Positive Negitive Control

Color/ B&W Control

ZOOM Control

Manual Focus

Auto Focus

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VCR

The VCR in the courtroom is a high quality, multi-function player. It features a full-function remote control. Control of the unit is similar to other VCRs and is not difficult to operate.

Operating instructions:

- Select "VCR" on the Scaler/Switcher to view VCR output

- Turn on power on the VCR

- Insert the tape into the VCR

- Press play on the VCR

- To stop the tape, press the stop button on the VCR

- To pause the tape, press the pause button on the VCR

- To advance one frame at a time, rotate the shuttle knob once to the right to move forward or once to the left to move backwards.
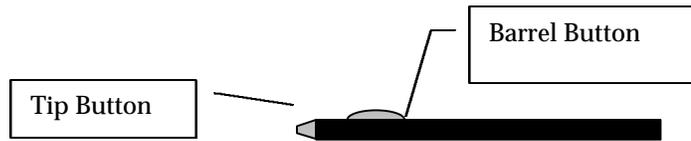

POINTMAKER

The Pointmaker® allows you to annotate your electronic exhibits with freehand drawing or with pointers in a choice of seven different colors. Pointers may be moved or anchored anywhere on the screen. Several pointers or drawings of different colors may be displayed on the screen at one time.

To draw a line:	Gently press the tip button of the pen on the screen and trace across the screen of the monitor. Freehand drawing is accomplished when the tip button is pressed gently into the screen and "drawn" across the screen much like a writing utensil.
To place a pointer:	Gently press the tip button of the pen on the screen at the point you want the marker, then lift the pen.
To change color:	Press and hold the barrel button while clicking the tip button gently with your finger.
To erase the most recent marker:	Click the barrel button. As you continue to click, the markers will be removed one at a time beginning with the most recently anchored marker.

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To erase all markers at once: Press and hold the barrel button; all markers will be erased.

Barrel Button

Tip Button

AUDIO CASSETTE PLAYER

The Audio Cassette Player is used to play pre-recorded audiocassette tapes during presentations.

Operating the Audio Cassette Player:

1. Select "VC/CASS" on the Scaler/Switcher
2. Utilize play, fast forward, rewind and pause functions as desired

COMPUTER INPUT/SOFTWARE

The computer input at the lectern is actually an extension of your computer screen. As such, you can use any program you normally run on your computer to display information and exhibits to the court. This includes spreadsheets, word processors, databases, software presentation packages (such as Microsoft PowerPoint® or inData TrialDirector™), and other programs.

To connect your computer at the lectern, locate the scaler/switcher that resides in the lectern to the left of the VCR:

1. Connect your computer's VGA cable to the port labeled "COMP"

2. Connect your computer's audio cable to the port labeled "AUDIO"

3. Plug your power cord into the conventional power plug.

WITNESS STAND TOUCH-SCREEN ANNOTATION

The witness stand is provided with a 14" flat screen (LCD) monitor with touch-screen enabled annotation capability.

<u>Operating the Touch-Screen Monitor</u>:

The witness stand touch-screen monitor is enabled by the courtroom deputy. When enabled, the annotation capabilities of the monitor are controlled by the witness by touching the screen as described below.

- You may use your finger or a plastic stylus to make freehand drawings on the screen.
- A light tap on the screen with your finger or the stylus will create a place mark.
- You may change the color of your annotation by tapping the "change color" box.
- To erase the last annotation made, tap the box labeled "undo."
- To erase all annotations on the screen, tap the box labeled "clear all."

Undo

Change Color

Clear All