

EVIDENCE CART QUICK REFERENCE GUIDE

Reservation:

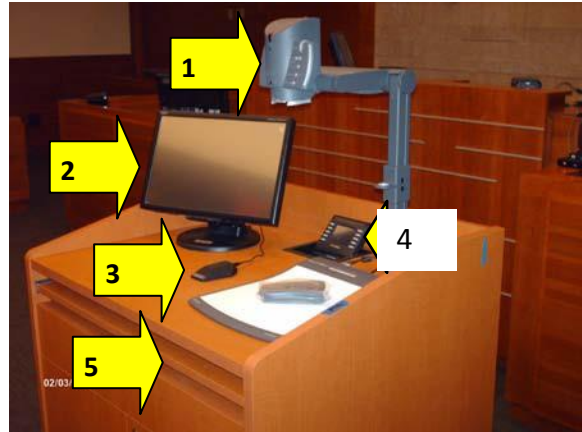
The Evidence Cart (EC) can be reserved by contacting the Chambers assigned to your case. Reservation requests can only be made by Court staff.



Components:



1. **Power supply** with power switch (please do not power off cart)
2. **DVD/ Blu-Ray player** with SD card slot
3. **Auxiliary** input connection with composite video and audio
4. **DVD/Blu-Ray power switch**



TOP OF EVIDENCE CART

1. **Document camera**
2. **Monitor** (with Annotation)
3. **Microphone**
4. **Touch Control Panel**
5. Pull-out **tray** with VGA + audio for laptop connection.

EVIDENCE CART CONTROLS:

SYSTEM STARTUP

The Creston Touch Control will appear dark when in sleep mode. Touch the screen to wake the system. The following menus will appear: **Doc Cam; Laptop; DVD; and AUX.**



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Doc Cam:



The Doc Cam menu appears above with the ability to

- **Zoom + (in)**
- **Zoom – (out)**
- **Focus,**
- **Freeze,** and
- **Turn 90** (toggle the image 90° I).

The Doc Cam is set to **auto focus**, so an object will become clear within 2-3 seconds of placing it on the white base.

Laptop:



The **Laptop** button will display any laptop connected to the Evidence Cart. Be certain that your laptop has a VGA port (or adapter) and the graphics/ display settings are set for multiple displays.

DVD/CD/BLU-RAY/SD-Card:



If CD, DVD or SD Card media is required, power on the **DVD** device in the cabinet and load the media. Once it displays, you can use the above buttons or the remote control to operate. The above buttons include: **Play | Stop/Pause | Rewind | Fast Forward | Previous Chapter | Next Chapter.**

AUX:



The **AUX** input is for composite video and left/right audio identified as 3 RCA (red, yellow, white) in the bottom of the EC rack This can be used to connect a VCR, video camera, etc.. provided by counsel.

Note:

The Judge or Magistrate will need to press the **Cart** button for the EC to display on the screens. Once the EC is displayed, counsel can switch between the four devices.

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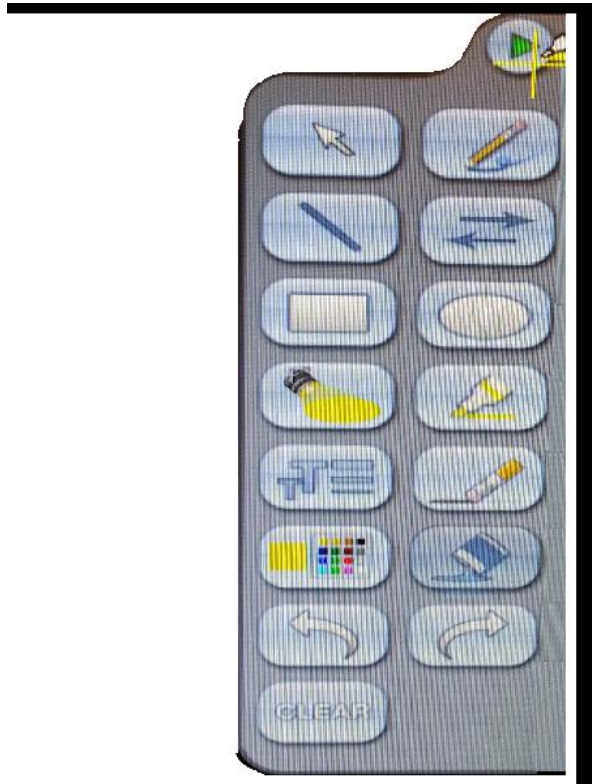
EVIDENCE CART PRINTING

Annotated images can be saved or printed directly from the cart (see separate document).

ANNOTATION

Counsel can annotate over any image/input on the EC monitor by writing on the screen (monitor) with your finger. The Witness monitor also annotates over the EC source. ***It is recommended that you have the Witness monitor set to a specific annotation color unlike that used by the presenter. This allows that note to be made for the Record.***

The **Annotation Menu** is in the upper right corner. A green triangle will hide or reveal the annotation menu by pressing on it with your finger.



Menu Functions:



Pointer – changes cursor to a large pointer in the currently set color



Freehand – select to draw or write freely on the screen



Line – allows to create straight line between two points



Arrow – allows to create straight line between two points with arrow on end



Spotlight – Select this to create an ellipse to focus on a specific area of the screen, while the outer area's brightness is greatly reduced.



Rectangle & Ellipse – starts the object on the first finger press



Highlighter – Highlight over image or text, not other annotations



Eraser – use to erase non-saved annotation



Color – pressing this button displays the palette to select the default color



Undo & Redo



Clear – press this button to remove annotation from the screen