

# Travis County Civil Courts

## E-Courtroom Training Guide



October 13, 2003

**Digital**  
SOUTHWEST

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# The E-Courtroom System

## Systems Overview and Functionality

- ◆ The E-Courtroom system is an evidence presentation tool that utilizes a dedicated computer, electronic wall-display, data monitors, DVD/VCR, document presenter, printer and integrated audio system.
- ◆ From the lectern, attorneys have the capability to present digitized evidence, digital presentations, Internet based information, printed hardcopies, transparencies, x-rays, three-dimensional physical evidence and DVD/VCR recorded material.
- ◆ The video signal is routed to the 3M Wall Display, the judge's monitor and to each counselor's table simultaneously.
- ◆ Each judge has the capability to route their individual computer to the wall display from the judges bench.
- ◆ The wall display serves as an interactive display as well as a traditional whiteboard.

# Getting Started

## The Lectern

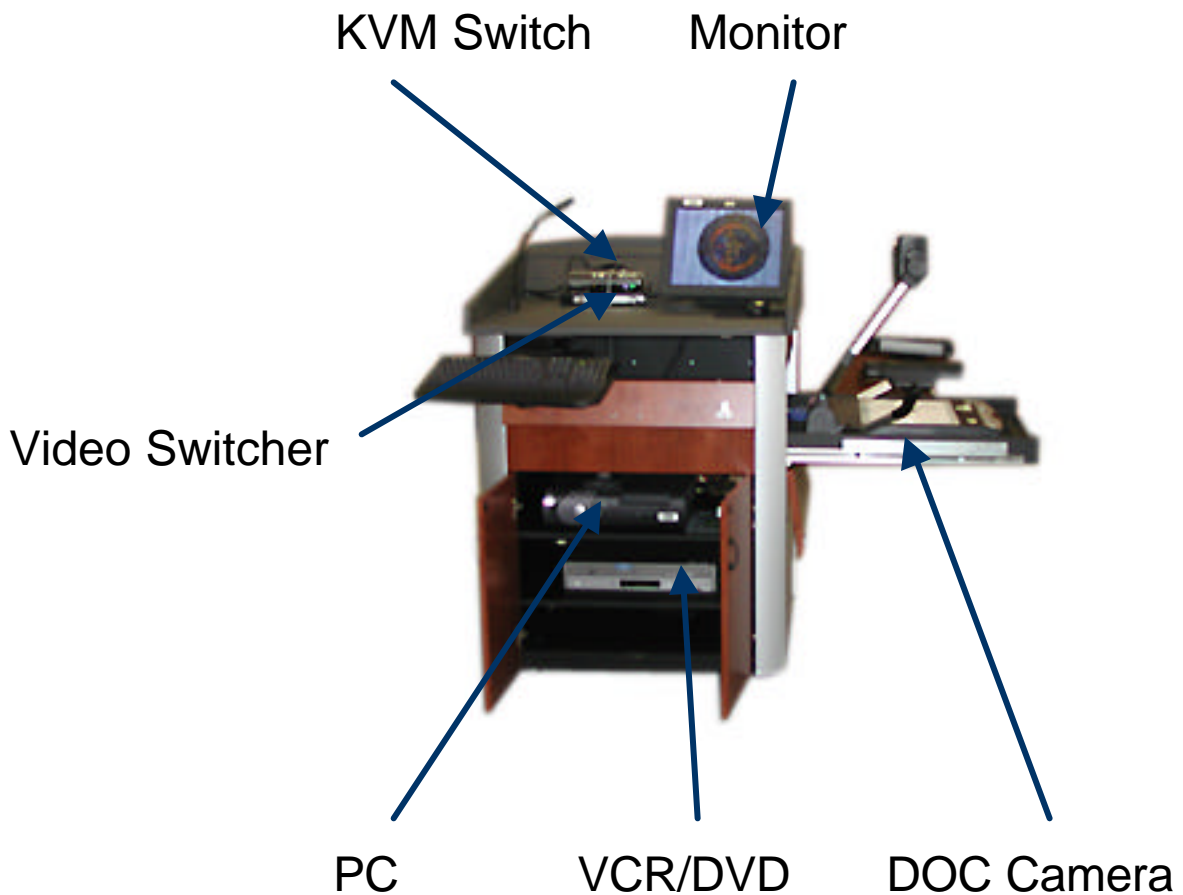
- ◆ The lectern contains a dedicated computer for interfacing with the system. The following applications are currently available for use:
  - Microsoft PowerPoint
  - Microsoft Excel
  - Microsoft Word
  - Internet Explorer (Internet access)
  - Adobe Acrobat Reader
- ◆ The dedicated lectern computer has been configured with the 3M E-Beam software to control the interactive whiteboard. Interaction, such as annotation, is only available from the dedicated computer.
  - To access the dedicated lectern computer, select button 1 on the KVM switch.
  - You may also connect your own computer to the KVM switch, using one of the VGA cables provides at the lectern. Then select button 2.



# Getting Started

## The Lectern

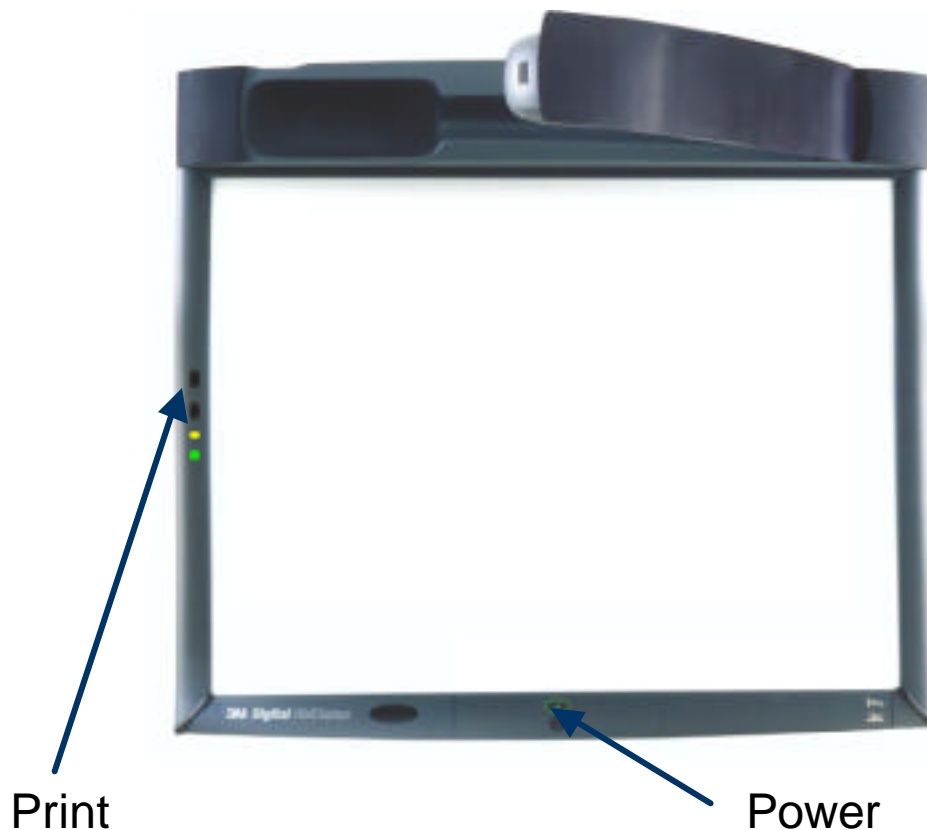
- ◆ The lectern houses the following: dedicated computer, DVD/VCR, document camera, KVM switch, video source switcher, and reference monitor.
- ◆ The 3M Wall Display is positioned to provide viewing for the jury.
- ◆ A color printer is located in each courtroom.



# Getting Started

## The Basics

- ◆ The 3M wallboard acts as projector and as an interactive display. The presenter may annotate over still images from the E-Courtroom's system. These can then be saved as graphic files and/or printed immediately for use as evidence.



# System Basics

## My Presentation

- ◆ To begin a presentation, verify that the system equipment is powered on. All display sources: PC, DVD/VCR/Tuner are routed to the Wallboard thru the Document Camera. Sources are selected using the document camera's INT/EXT button located on the top panel.



INT/EXT

- ◆ The computer image will simultaneously appear on all the displays. Note: Only the judge has the ability to change his/her display to a source different than the one selected at the podium.
- ◆ The INT/EXT button sequentially switches the display to the video switcher and also a blank screen.



# System Basics

## Video Source Selection

- ◆ Video source selection is accomplished by the ViewSonic N6 switcher. The unit is located beneath the KVM switcher. The N6 is a switcher/scaler/TV tuner that process the DVD/VCR and TV tuner base signals into a computer format that the 3M wallboard and the data monitors display. The Computer signal passes thru the switcher un-scaled.
- ◆ To select a source press the INPUT selection button until the image for the desired source appears. Remember that the document camera INT/EXT button must be selected to TV/VCR/DVD/PC



# System Basics

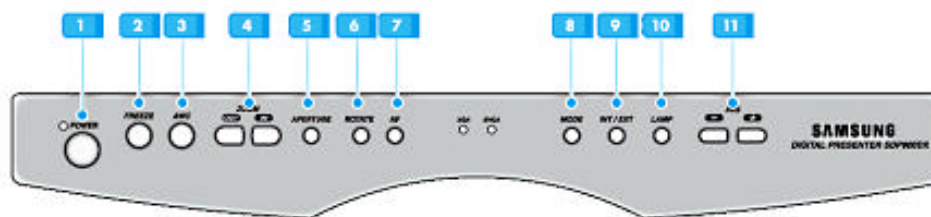
## Using the Dedicated Computer

- ◆ The dedicated lectern computer has been pre-loaded with the following:
  - Microsoft Windows XP
    - Microsoft Word 2000
    - Microsoft Excel 2000
    - Microsoft PowerPoint 2000
    - Internet Explorer 6.0
  - Adobe Acrobat
  - 3M E-Beam software
- ◆ The PC mouse and the 3M wireless mouse work simultaneously. The presenter has the option to use either during their presentation.
- ◆ See advanced 3M E-Beam features for more information utilizing the wireless mouse.

# System Basics

## Using the Document Camera

- ◆ Samsung 900 DX Function Chart



**1 POWER**

Use this to turn the power on or off.

**2 FREEZE**

Use this to freeze the image.

**3 AWC**

Use this to control the color automatically.

**4 ZOOM**

Use this to control the size of an object projected on the screen.

**5 APERTURE**

Use this to control the sharpness of the output image.

**6 ROTATE**

Use this to rotate the image 90, 180, 270 or 360 degrees.

**7 AF**

Use this adjust the focus automatically.

**8 MODE**

Use this to select the desired resolution for the video output device(PC monitor, projector) connected to this product.

**9 INT / EXT**

Use this to select internal or external image  
INT: to view the image on this product.  
EXT: to view the VGA output from another device such as a PC monitor or a projector by connecting it to this product.

**10 LAMP**

Use this to turn the upper lamp or light box on or off.

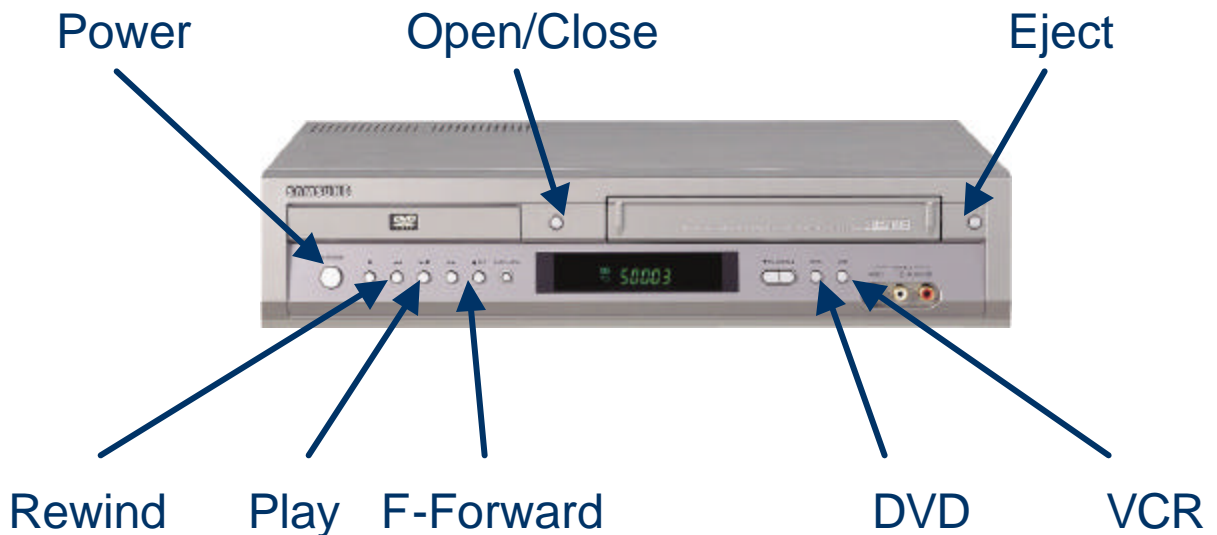
**11 IRIS**

Use this to control the brightness of the image by using the iris.

# System Basics

## Using the VCR/DVD Player

- ◆ This unit supports playback of:
  - DVD
  - VHS
  - Picture CD & JPEG
  - MP3 & WMA CD-R/RW
- ◆ Incorporate advanced features:
  - Motion Zoom
  - Jet Search, 7-21 times recorded speed
  - End of tape search



# System Basics

## 3M Wallboard Display Features

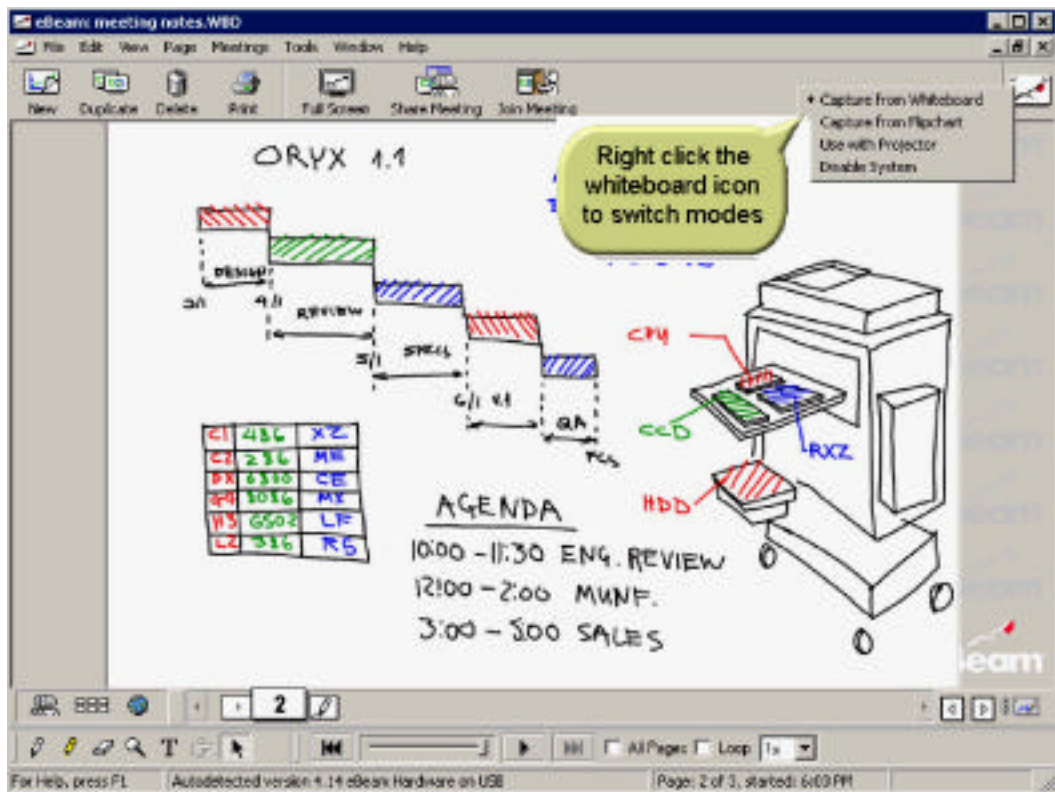
- ◆ The 3M wallboard is an interactive display and projection system. It can display computer images, video tapes, digital video, add annotation, save and print.
- ◆ The presenter may utilize the wallboard from the podium or use the wireless remote and mouse to control the dedicated computer.
- ◆ Images may be imported (see advanced E-Beam software notes) and then annotated and printed as evidence.
- ◆ The wallboard incorporates the playback audio system for the PC and DVD/VCR. Volume is controlled thru the ViewSonic AV switcher. *Additional control is available with wallboards internal software.*
- ◆ The display is moveable within the limitations of the courtroom.



# eBeam Software

## Operation Modes

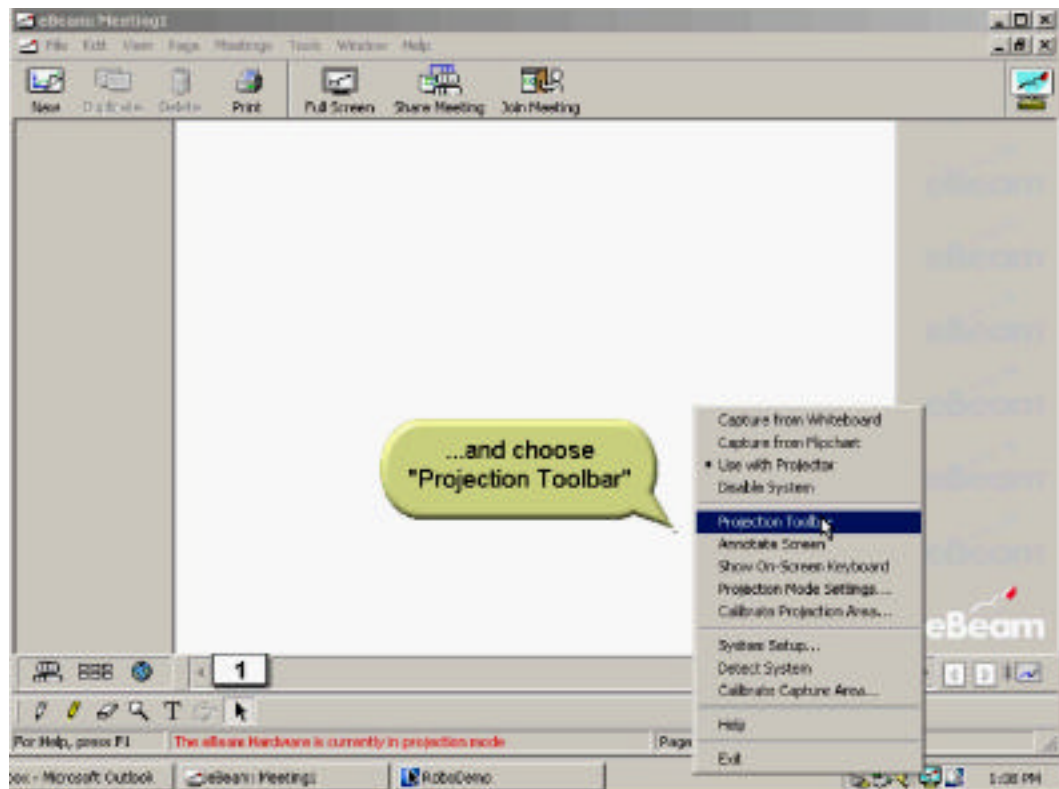
- ◆ Right click the whiteboard icon to change modes.



# eBeam Software

## Using as a Projector

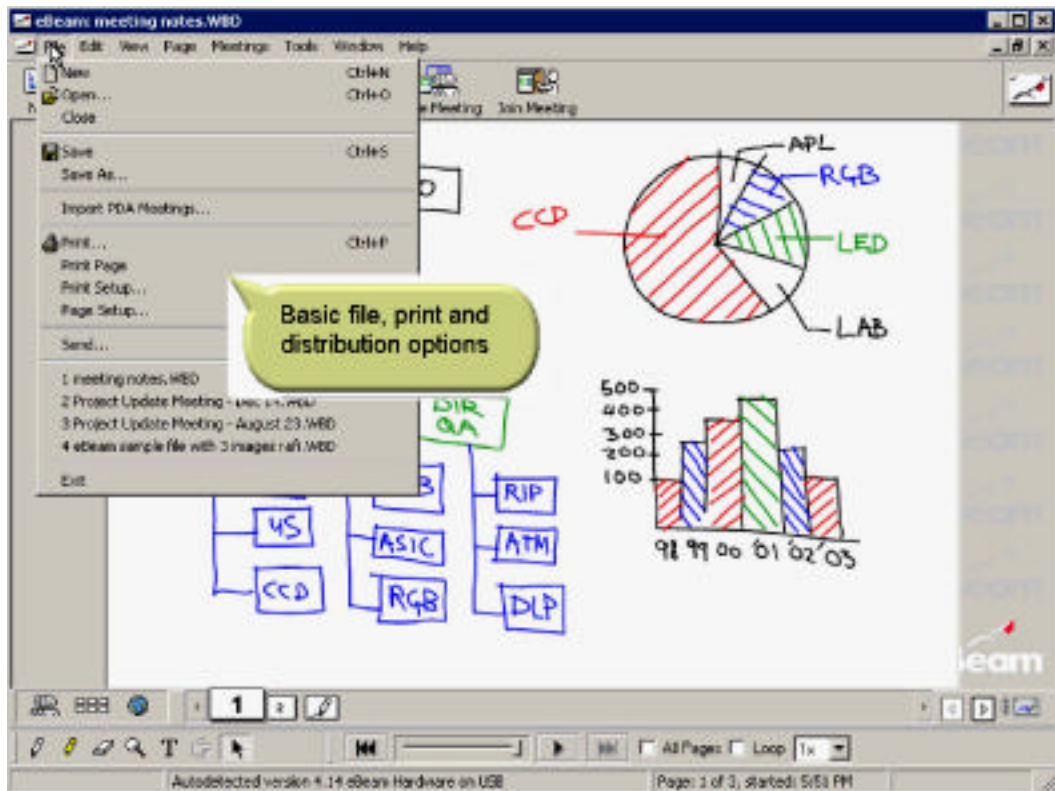
- ◆ The projection toolbar has options for system calibration and projector mode.



# eBeam Software

## File Menu and Features

- ◆ The File menu incorporates the basic menus for opening a new file, closing, saving and printing.

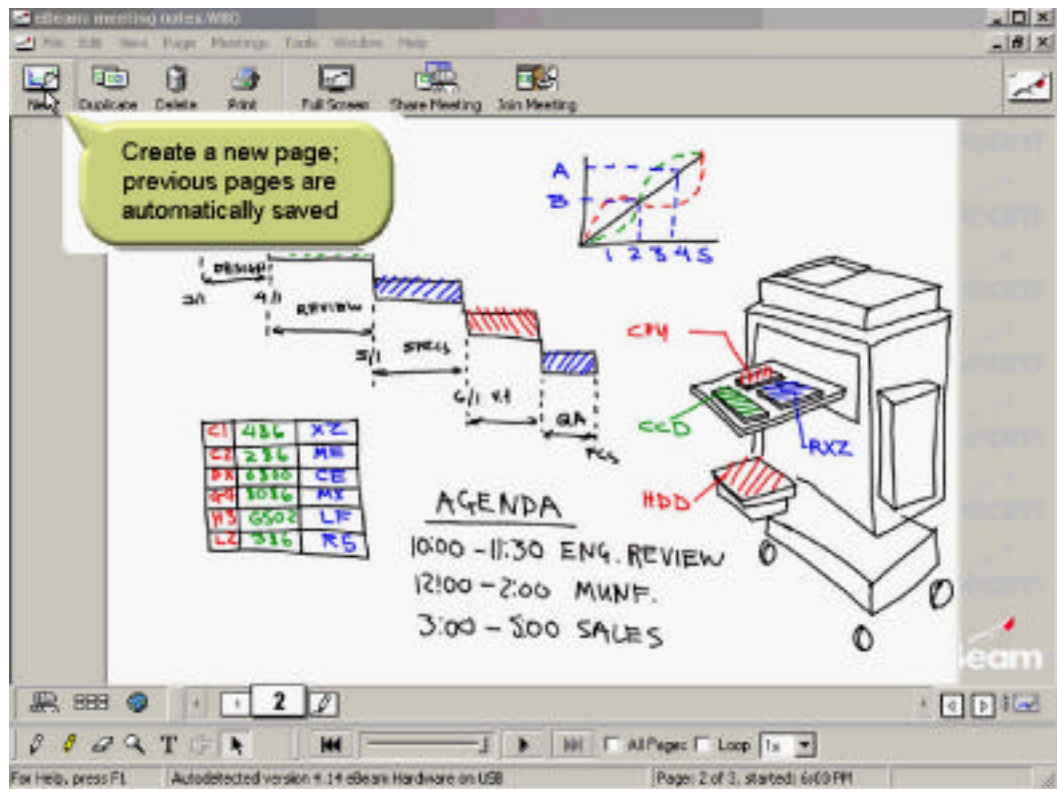




# eBeam Software

## Create New Pages

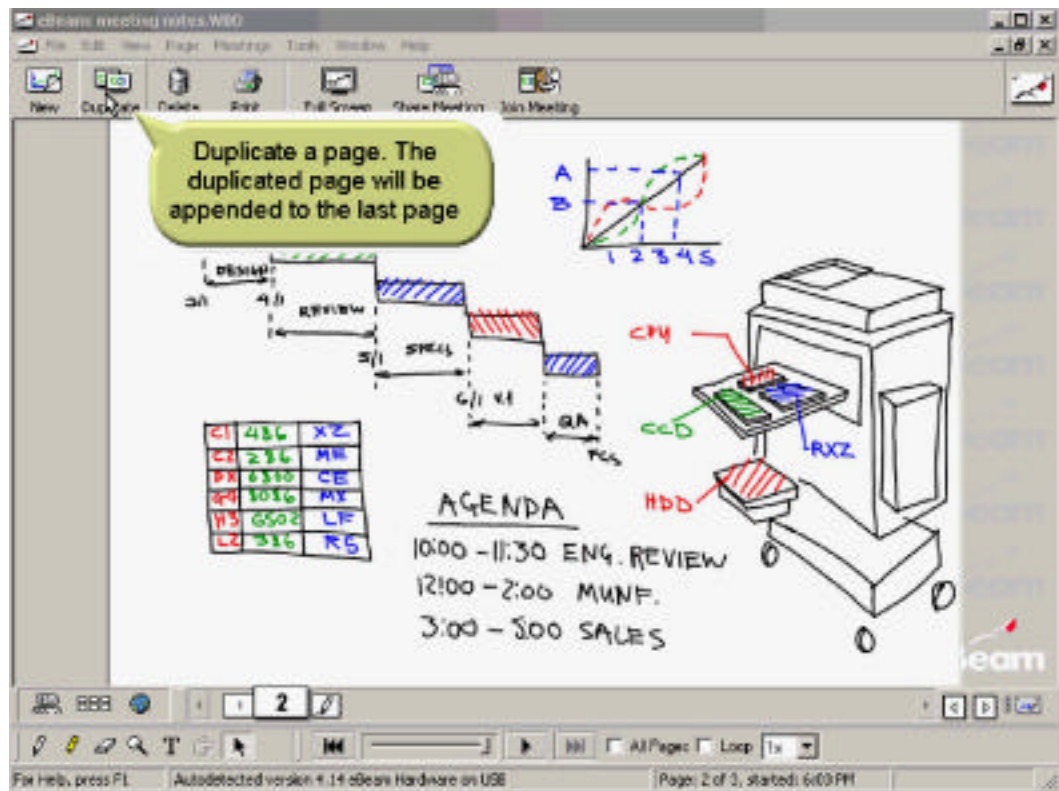
- ◆ Create a new page; previous pages are automatically saved.



# eBeam Software

## Duplicate Pages

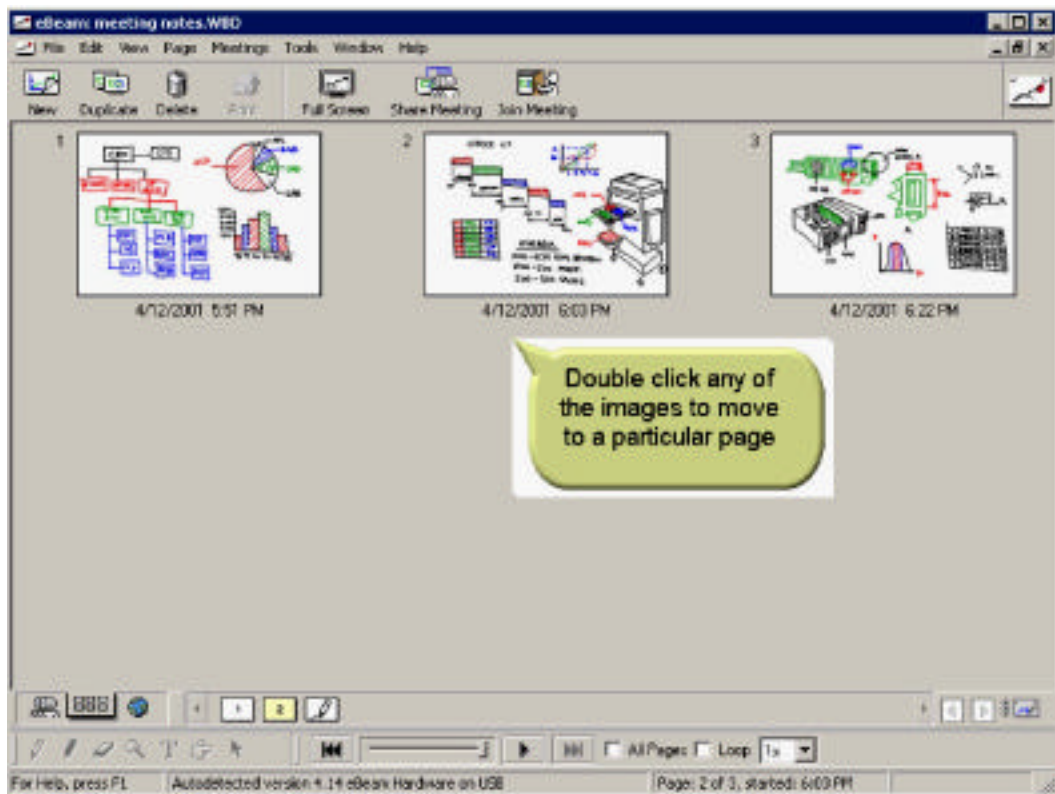
- ◆ Duplicate a page. The duplicated page will be appended to the last page.



# eBeam Software

## Moving Pages

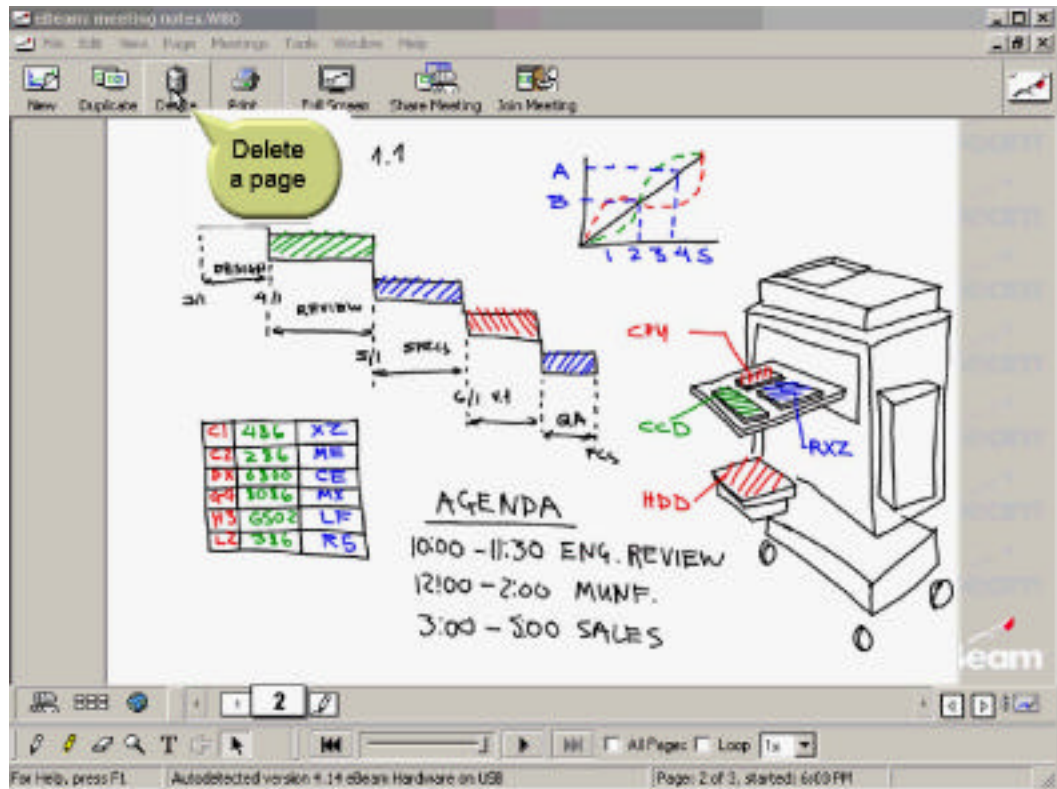
- ◆ Double click any of the images to move to a particular page.



# eBeam Software

## Delete Pages

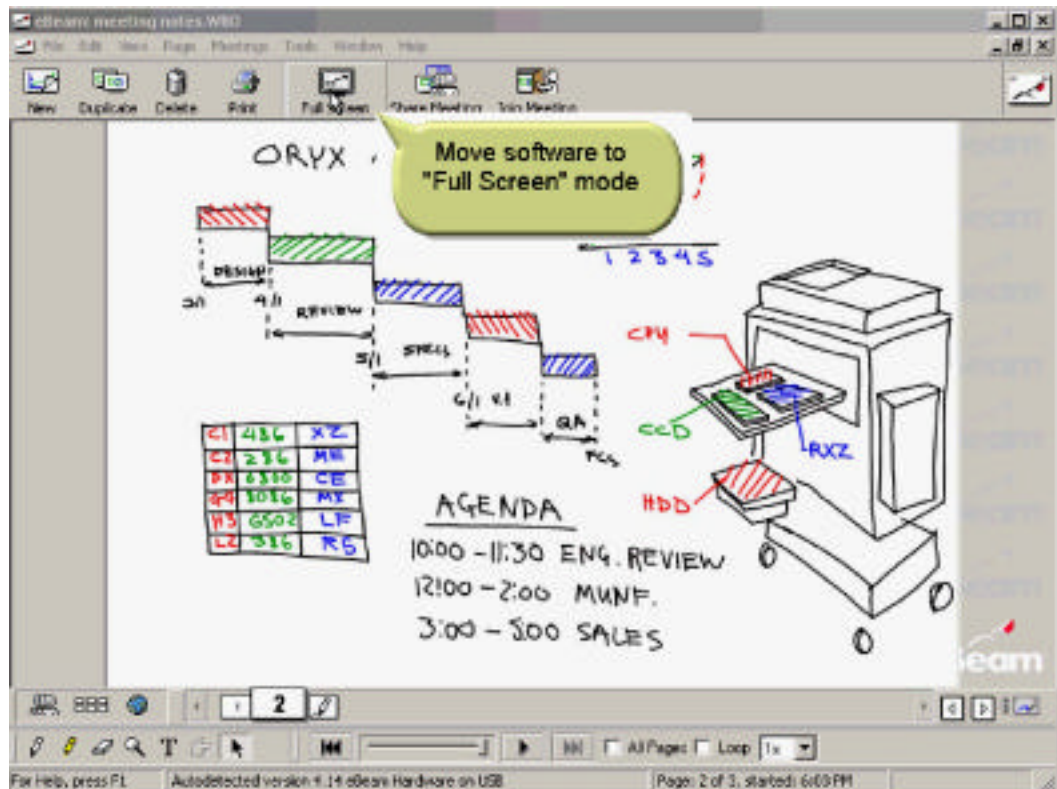
- ◆ Delete a page.



# eBeam Software

## Full Screen

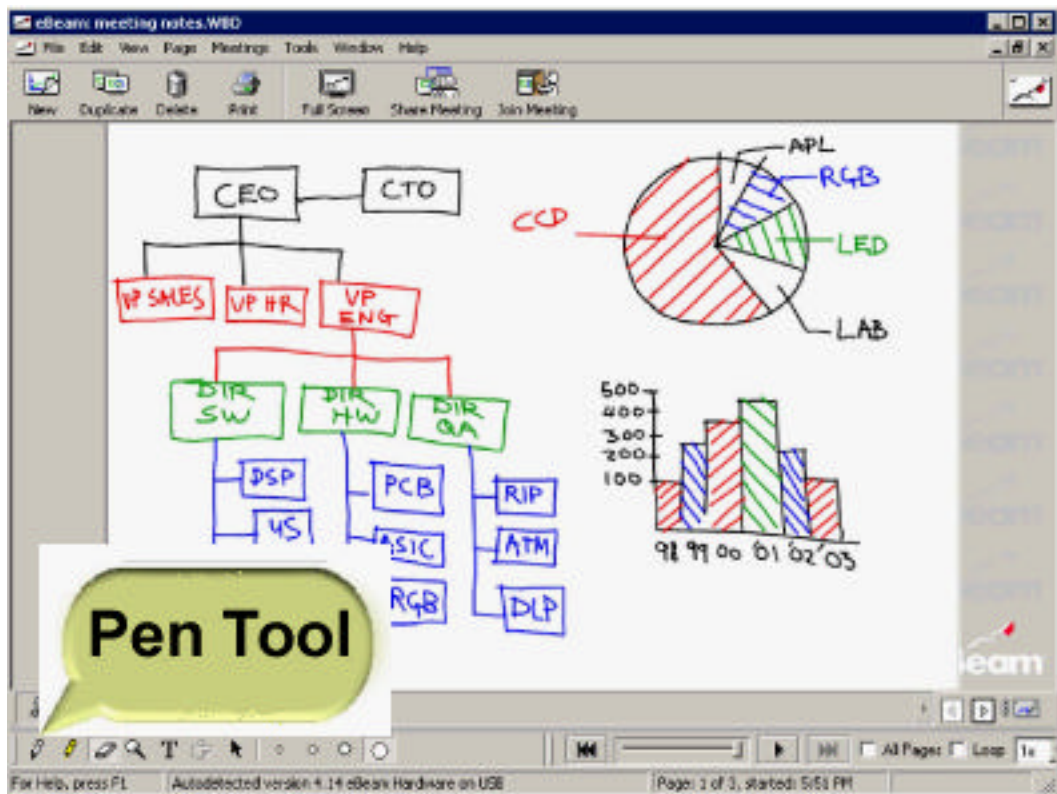
- ◆ Move software to "Full Screen" mode.



# eBeam Software

## Pen Tool

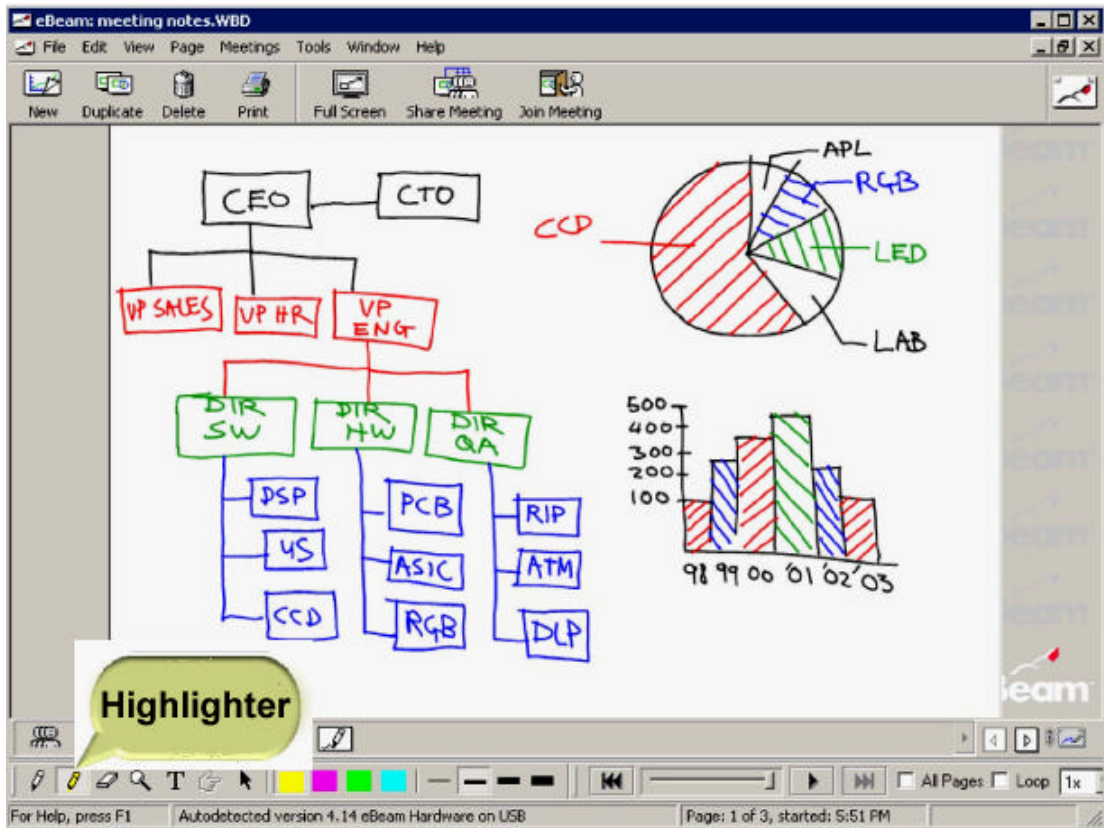
- ◆ Annotate/draw using multiple pen widths with red, green, blue and black.



# eBeam Software

## Highlighter Tool

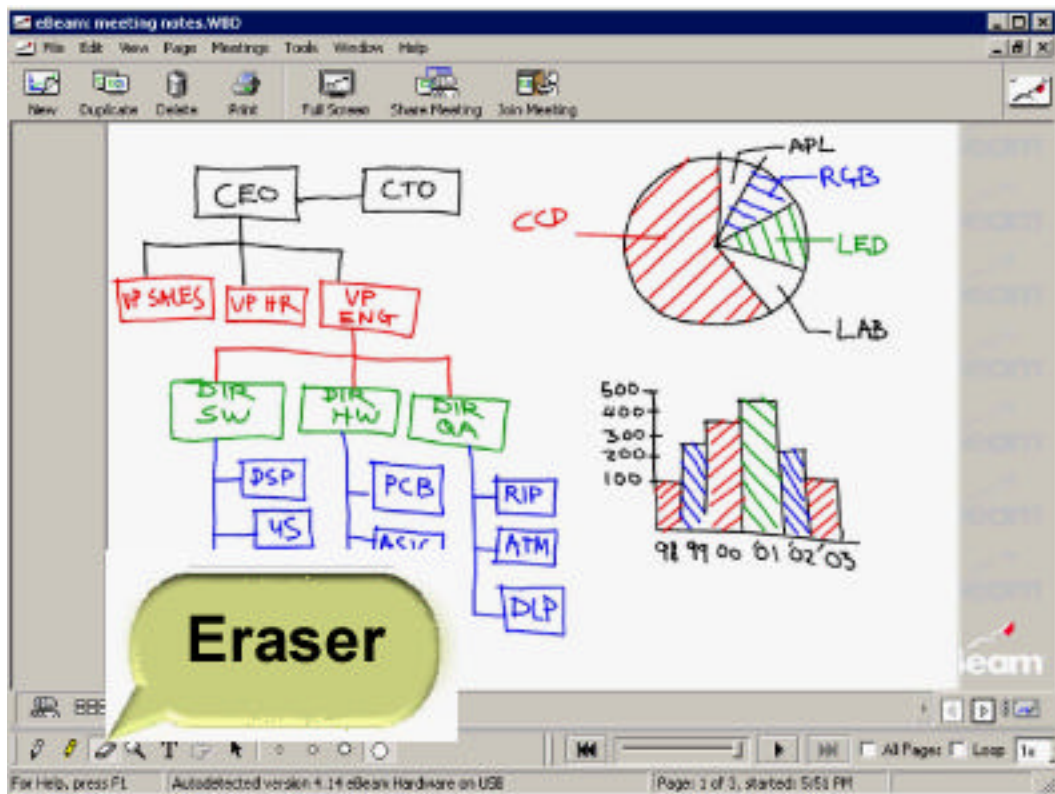
- ◆ Highlight over graphics and text



# eBeam Software

## Eraser Tool

- ◆ Erase a portion of the annotations without deleting the entire page.

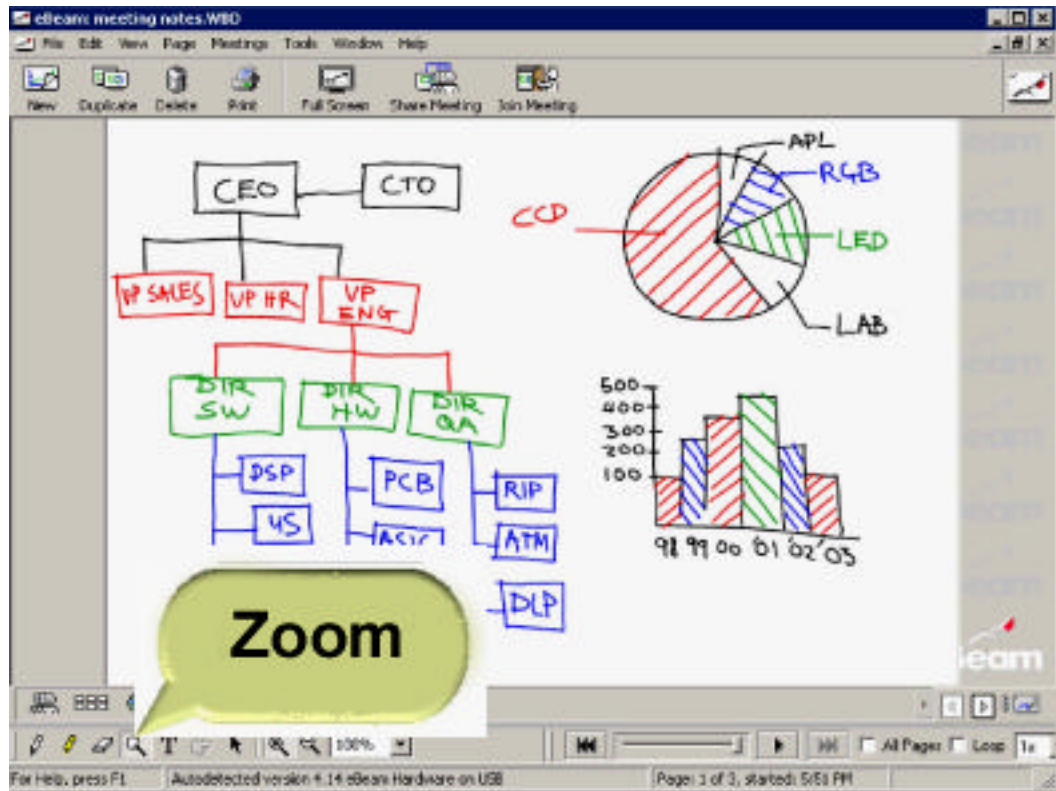




# eBeam Software

## Zoom Tool

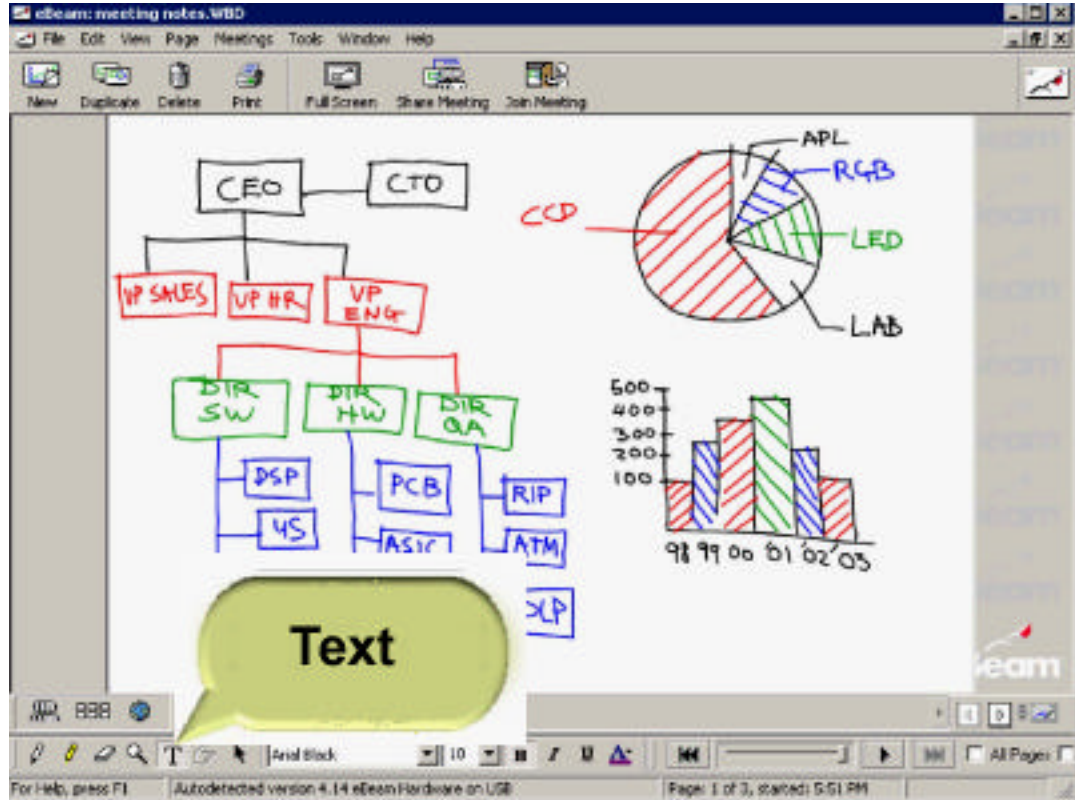
- ◆ Zoom in and out to magnify the image



# eBeam Software

## Text Tool

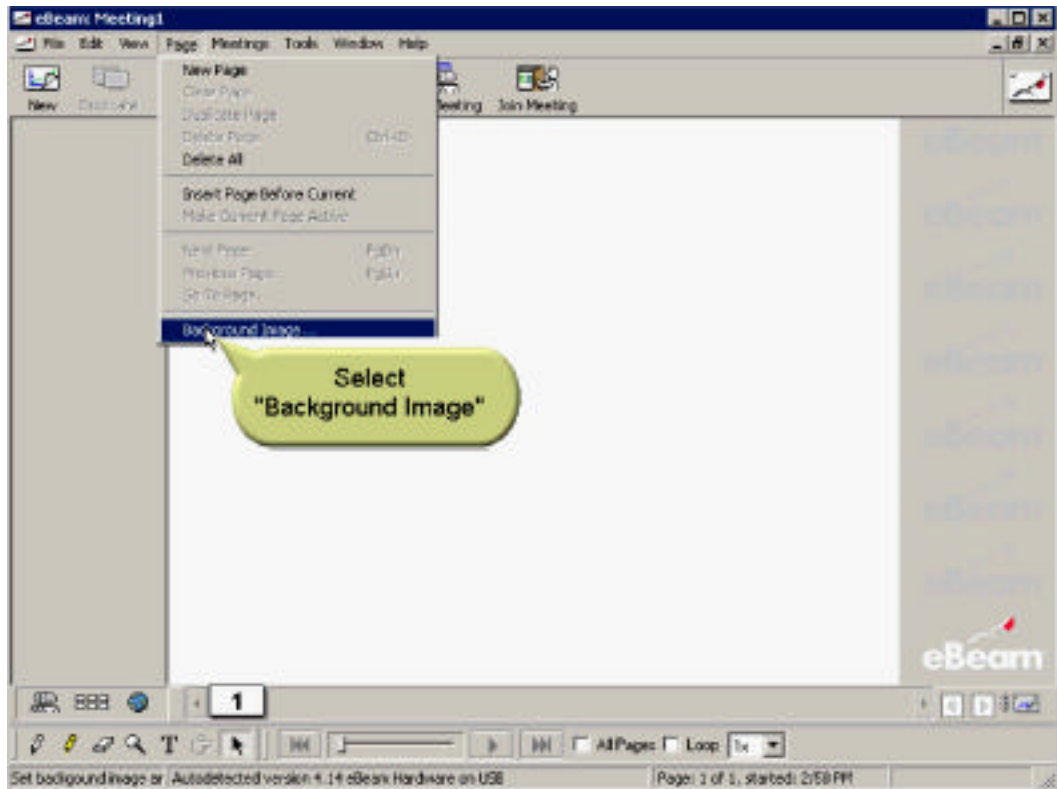
- ◆ Insert text into meeting/presentation notes.



# eBeam Software

## Importing Files

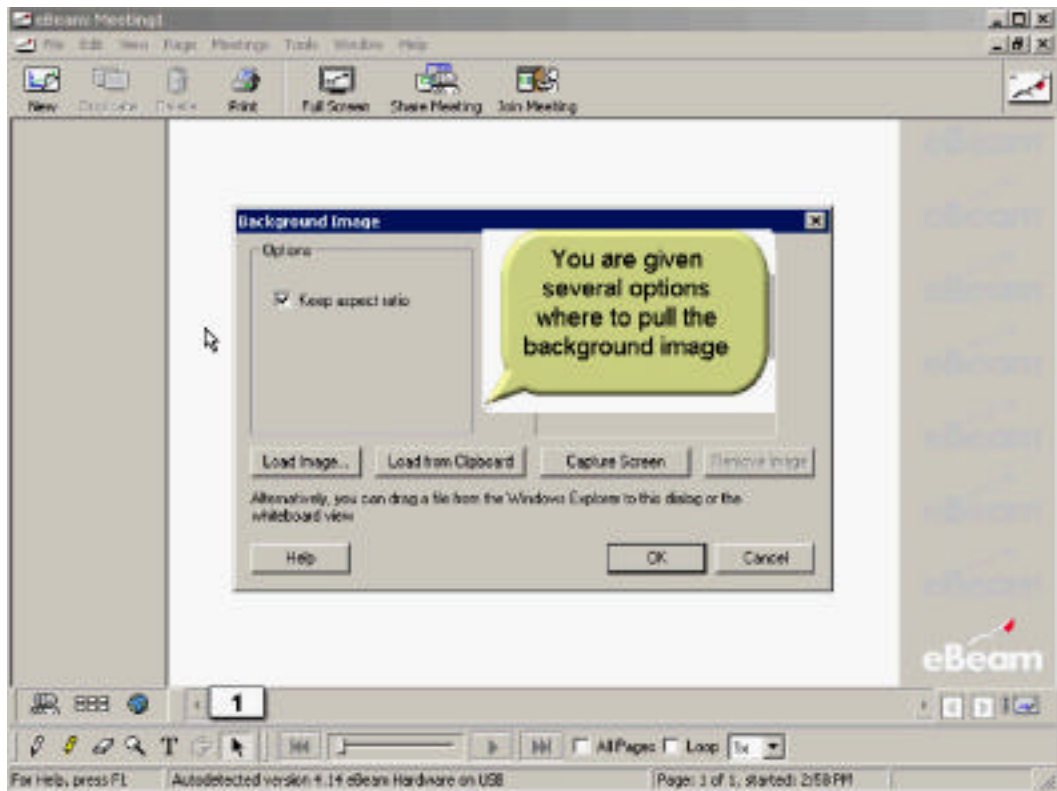
- ◆ Step 1: Select “Background Image” in the Page menu



# eBeam Software

## Importing Files

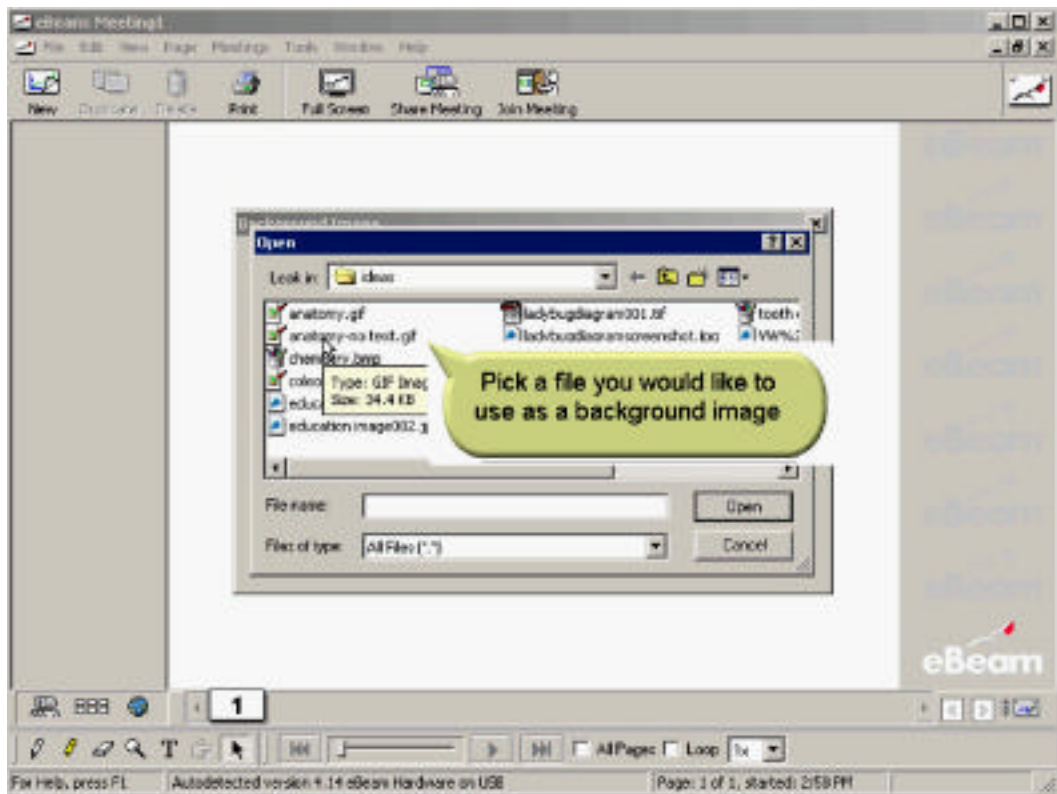
- ◆ Step 2: Select from options



# eBeam Software

## Importing Files

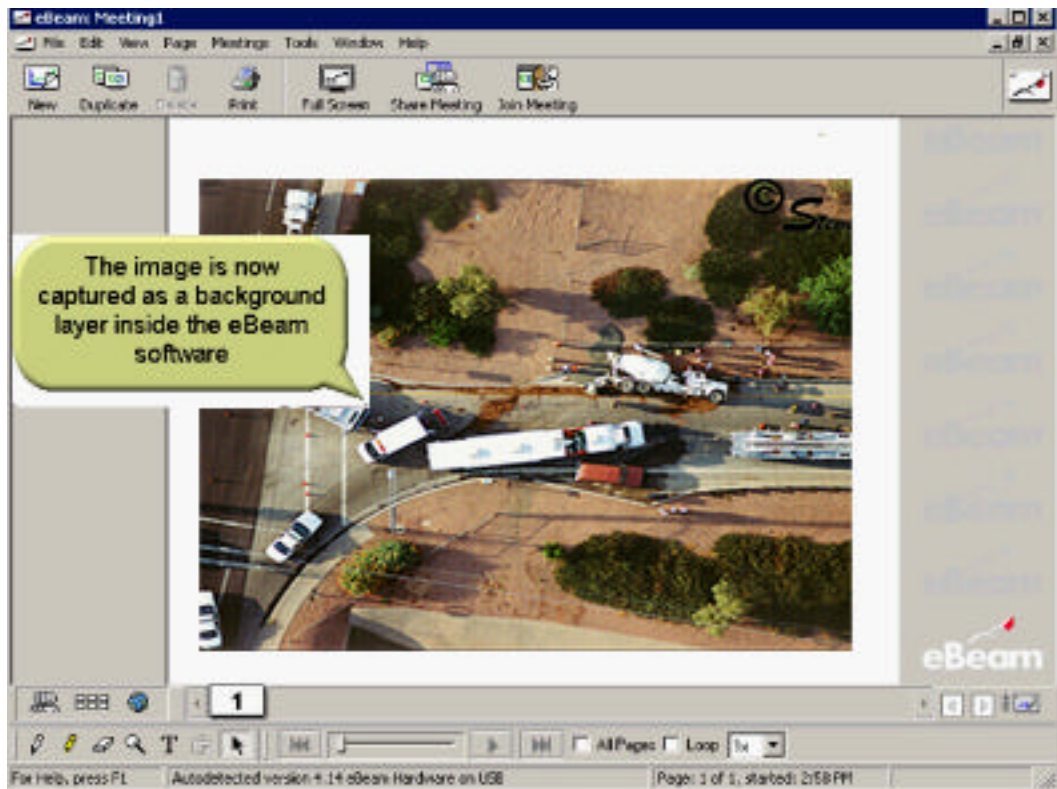
- ◆ Step 3: Choose file to import



# eBeam Software

## Importing Files

- ◆ The imported image is now a background file inside eBeam



# eBeam Software

## Annotate

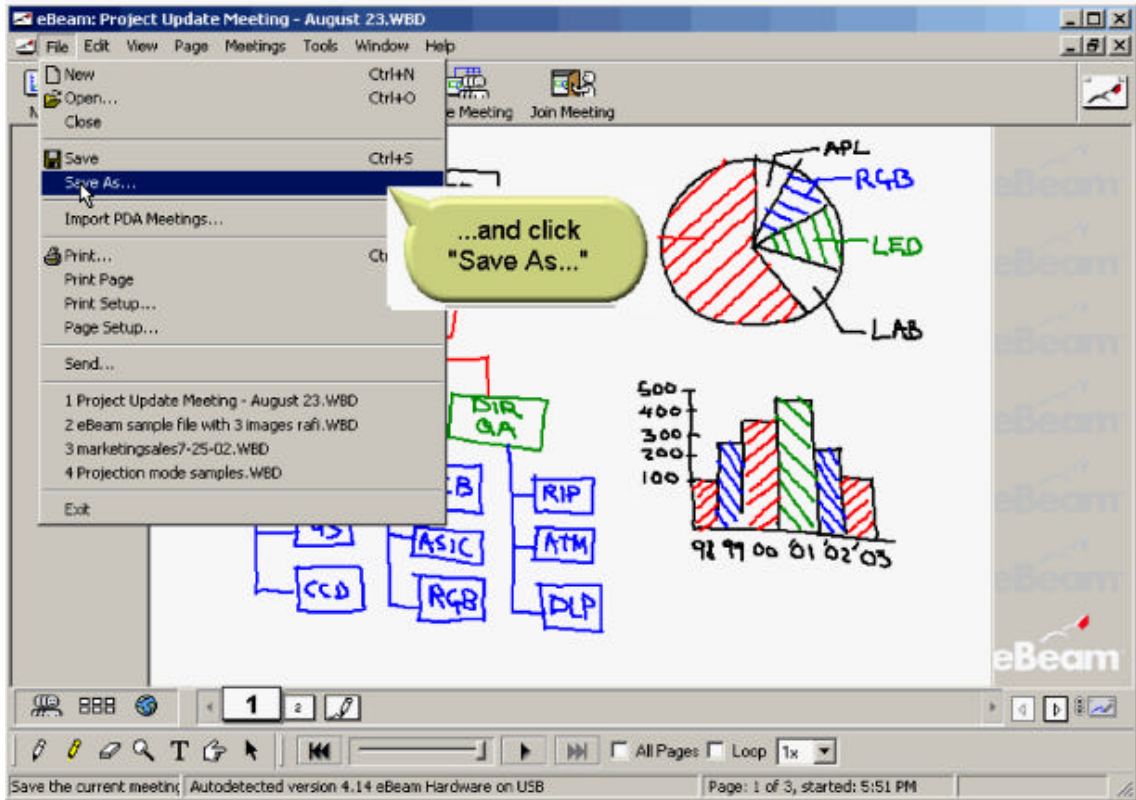
- ◆ Begin annotation using the pen and text tools.



# eBeam Software

## Saving Images

- ◆ Save a file as an eBeam file or as a PowerPoint file.





# 3M Accessories

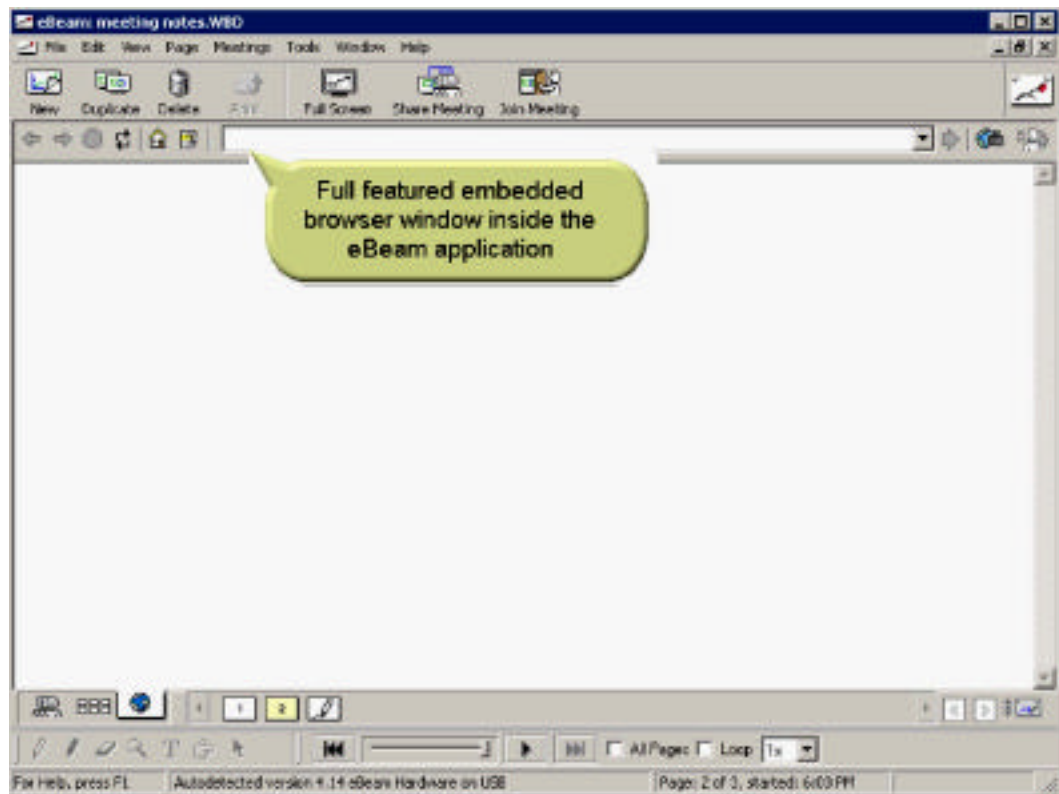
- ◆ The 3M wall board has:
  - Red, blue, green and black electronic markers.
  - Electric eraser
  - Wireless mouse



# eBeam Software

## Embedded Web Files

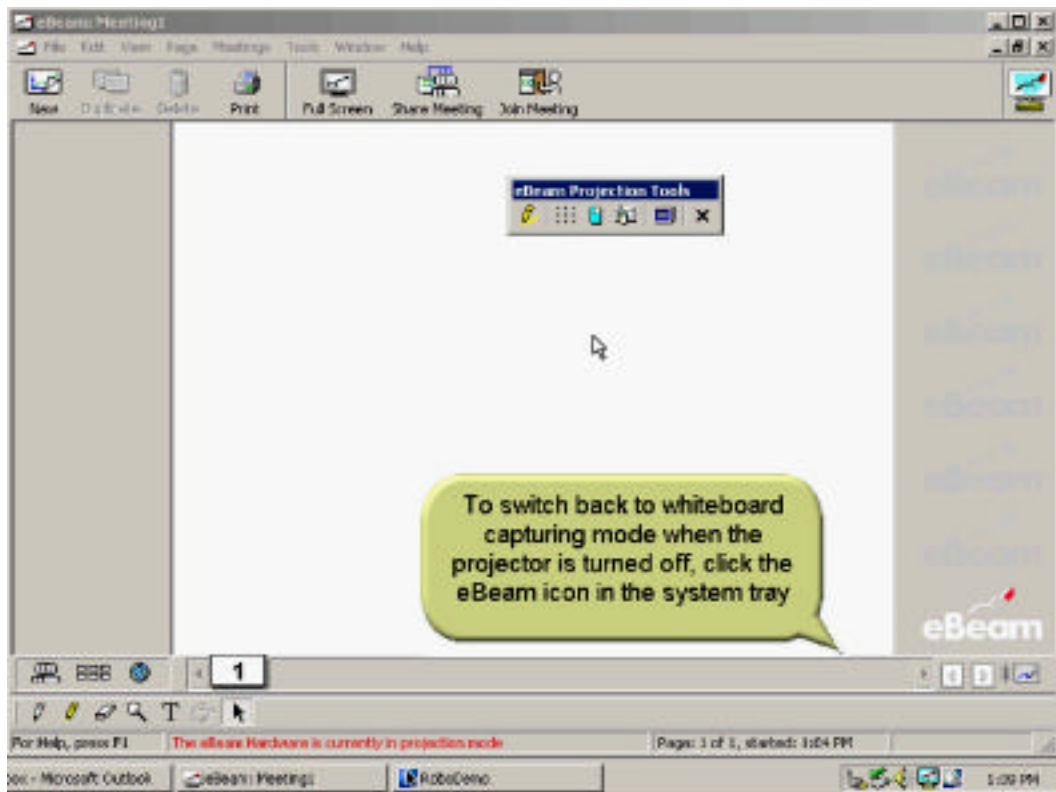
- ◆ eBeam contains a full featured browser.



# eBeam Software

## Reset

- ◆ To switch back to whiteboard capturing mode when the projector is turned off, click the eBeam icon in the system tray.



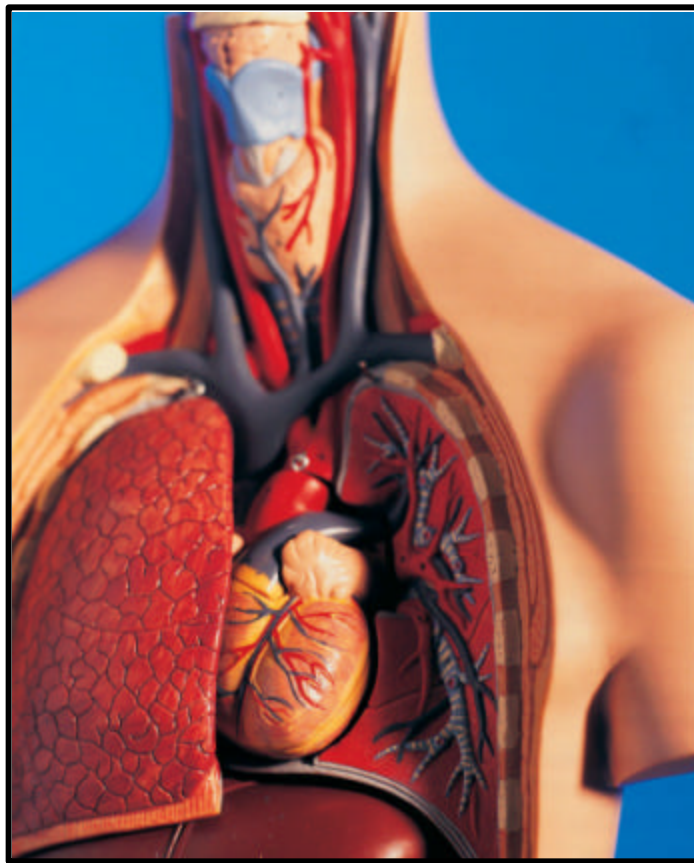
# Example #1

- ◆ Auto accident with injury – load the accident file



## Example #2

- ◆ Heart Patient – malpractice, load the heart file



# Example #3

- ◆ Injury report – Load the X-ray file



# Troubleshooting

- ◆ Loss of image to the displays:
  - Verify the power on the KVM switch, ViewSonic switcher, document camera and 3M wallboard.
  - Check the dedicated computer.
- ◆ Poor images on the document camera:
  - Remove the lens cap
  - Adjust the lights
  - Use backlighting for transparencies
  - Adjust the iris and contrast
- ◆ The 3M wall board does not display an image:
  - Verify power
  - Is the projector arm extended
  - Check and or replace lamp
- ◆ My personal laptop does not sync to the E-courtroom system
  - Set your output display to the systems frequency and resolution 1024 x 768 @ 75hz
  - Always verify problems and resolutions with the designated Travis County court representative.