



Physical Evidence Presentation System

Document Camera

USER GUIDE

The court can provide a document camera on the attorney table to display physical or printed evidence on courtroom monitors. When you are ready to display the document, please notify the clerk. The clerk will set the displays to show the document camera feed at the appropriate time.

EPSON DOCUMENT CAMERA



The most commonly used document camera in the courtroom is the Epson Document Camera. It supports up to full legal size 11x17 paper.

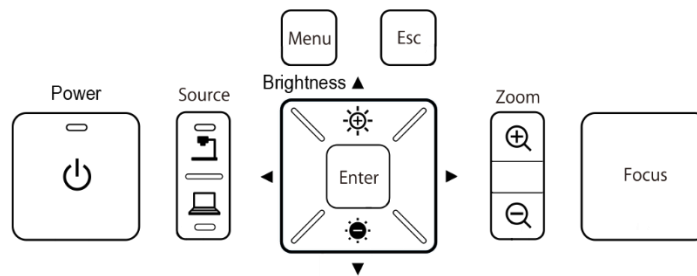
TO OPERATE THE DOCUMENT CAMERA:





1. Turn on the document camera by pressing the power button, if it's not already on.
2. Place the evidence on the table, in front of the document camera.
3. Use the monitor on the table as a guide to adjust the arm and the placement of the evidence for the clearest view.



SETTINGS

The document camera has additional settings available to ensure that the evidence can be shown with the best possible image clarity.



- **Zoom:** Press the Zoom  or  button to zoom in or out.
- **Focus:** If the image appears blurry, press the “Focus” button to re-focus the device.
- **Brightness:** If the image is too dark, adjust the brightness using the  or  button, or turn on the light on the camera head.

IPEVO DOCUMENT CAMERA



Some courtroom uses the IPEVO document camera, which operates similarly to the Epson Camera. To use it:



TO OPERATE THE DOCUMENT CAMERA:

1. Turn on the document camera by using the **Power Switch**.
2. Place the evidence in front of the camera.
3. Adjust the stand for an optimal view of the material.
4. Use the buttons on the document camera to adjust the display:



Light: Turn the built-in LED light on/off.

Rotate: Rotate the live image.

Zoom+ / Zoom- : Zoom in or out on the live image.

Exp+ / Exp-: Adjust the exposure of the subject.

Focus / AF-Lock: By default the camera is set to auto-refocus.

- Press once to re-focus the image.
- Press for 2s to turn off autofocus mode.
- Press again to turn on autofocus mode again.



TROUBLESHOOTING

If the image color looks distorted or filtered, try to press the **Filter** button until the filter is removed.

If the image is not being displayed correctly or not displayed on the courtroom monitors, please inform court staff.