

AGENDA FOR BROWN BAG SEMINAR- NOVEMBER 18, 2010

“Presenting Evidence Using Smart Courtroom Technology”

I. COURSE DESCRIPTION

This presentation will introduce the various courtroom presentation technologies that are currently installed in the new El Paso U.S. Courthouse to be used by attorneys to present evidence to the court. This overview will involve a power point presentation combined with a live demonstration of each technology discussed. At the conclusion of the courtroom technology overview, a discussion followed by an optional demonstration of the new Jury Evidence Recording System (JERS), which is in a pilot stage in Texas Western at this time, will be presented.

II. ALLOTMENT OF TIME- 1.5 HR

- A. OVERVIEW OF AVAILABLE COURTROOM TECHNOLOGY - 20 min.
- B. LIVE DEMONSTRATION OF AVAILABLE COURTROOM TECHNOLOGY - 30 min.
- C. DISCUSSION ON JERS PILOT PROJECT - 10 min.
- D. (Optional) DEMONSTRATION OF JERS - 30 min.

III. SPEAKERS

- A. Louis X. Fuentes
Operations Systems Analyst
U.S. District Court - Western District of Texas

Presenting Evidence Using Smart Courtroom Technology



Thank you all and welcome to today's brown bag seminar on Presenting Evidence Using Smart Courtroom Technology.

My name is Louis X. Fuentes, and I'm an Operations Systems Analyst with U.S. District Court in our San Antonio office.

Today we'll be spending some time discussing the various tools you'll have available in regard to presenting evidence using our new courtroom presentation equipment.

Towards the end of our presentation, we'll also give you a short preview of our Jury Evidence Recording System, which is a pilot program we're testing at this time in U.S. District Judge Kathleen Cardone's courtroom, that'll allow trial exhibits to be recorded by courtroom personnel in real time as they are presented in the courtroom. The admitted evidence is then made available to jurors in the deliberation room through the use of a touch screen monitor.

Unfortunately, our time is short today, so without further delay, let's proceed with our technology overview.

Objectives

- Become familiar with technology and equipment

Agenda

- Presentation Overview
- Demonstration
- Q & A

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Our objectives for today:

Help you become familiar with the various courtroom technology tools.

Our Agenda for today:

- will consist of an overview of our courtroom technology equipment
- we'll also demonstrate the equipment
- we'll allow for any questions

Time permitting at the conclusion of this presentation, you'll also have the opportunity to walk around the courtroom to view the equipment and pose any further questions you may have regarding the functionality of our smart courtroom technology.

Benefits

- Evidence Presentation
 - Multi-media
 - Progressive Technology
 - Responsiveness
 - Simultaneous Viewing of Exhibits
 - Annotations of Exhibits
- Audio / Video Conferencing
 - Security
 - Reduction of Travel
 - Savings in Personnel Time/Costs

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This new courtroom technology plays a very important role in our court proceedings, and as you can see, the benefits of this “smart system” are numerous.

These benefits will allow for the presentation of evidence in different multi-media formats that range from displaying a live PowerPoint presentation, to presenting photographs and/or documents in hard copy or electronic format, plus the ability to annotate these items, will allow the attorney the flexibility to exercise different options in presenting their evidence to the court using this smart technology.

Equipment

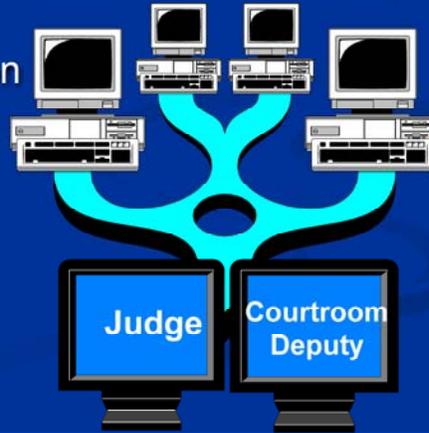
- Audio System
- Monitors
- Attorney Tables
- Computer Hookups
- Evidence Presentation Cart
- Document Camera
- Components
- Audio Conference
- Video Conference

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Here's a quick glance of what features we have available in our smart courtrooms. We'll discuss each in further detail.

Control

- Control
 - Judge & Court Staff
 - CRD
 - Law Clerk
 - Evidence Presentation (as authorized)
 - Preview Potential
 - Blackout



Items can be previewed on the judge's, the attorney's, the witness' and the gallery monitor, as authorized to be shown by the judge during a court proceeding.

Who controls what's being displayed on the various monitors?

The Judge and/or their designated court staff. In most instances, that designated individual will be the Courtroom Deputy or possibly a law clerk, given the specific courtroom.

An attorney at the evidence presentation cart also has some limited control, which we will see later.

The judge and the courtroom deputy also have a blackout button, which when used, will black out the desired monitors as deemed appropriate by the judge.

Audio System

- Microphones
 - Muting Feature
- Attorney Tables
- Witness Box
- Bench Trial Feature



Let's take a look at the microphones first. Notice the green light. When they're green, they are set to ON **unless** you press the mute button, which is basically a "push to mute" button. So, if its not pressed, the microphone is active or On. If necessary, the Judge and/or CRD can also mute the attorney microphones from their control panels, if a private conversation should take place between attorneys.

There are also microphones available the attorney tables [CLICK NOW], the attorney lectern, and also for the witness [CLICK AGAIN] .

You'll want to ensure you are close enough to a microphone to be well-heard, however, the volume of each microphone can be adjusted by the courtroom deputy or Judge's control panel, and they can also adjust the entire room and can reset the entire audio system if necessary from their respective control panels.

When certain situations dictate, there is also **Bench Trial Conference Feature** that can be launched by the Judge's control panel for purposes of conducting a private sidebar conference at the Judge's bench with opposing counsel. When active, this feature will mute all courtroom microphones, with the exception of the Judges sidebar microphone for recording purposes only, and it will not be amplified. In this scenario, a "white-noise" feature will also be simultaneously launched, which basically provides sound masking capabilities over the jury box to prevent the private sidebar conversation to be heard by the jurors.

Assisted Listening



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We also have assisted listening devices and an interpretation system available.

The Infrared Headphones have 2 channels:

- 1 for assisted listening
- 1 for interpreted language

They have their own volume control and channel selector switch, and must be facing out to properly receive the signal. These listening devices operate on what is referred to as a "line of sight" and receive their signal from emitter panels mounted in the 4 corners of the courtroom.

They also have a battery and since they are "stored" in their respective battery charger, they should always be ready for use.

Monitors

- Judge
- Courtroom Deputy
- Witness Stand
- Attorney Evidence Presentation Cart
- Jury Box
- Attorney Tables
- Gallery

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As you look around the courtroom, notice that we also have flat screen monitors available for:

- the Judge at the bench
- the CRD
- the Witness Stand
- the Attorney Evidence Presentation Cart
- the Jury Box
- the Attorney Tables
- and the public Gallery

Computer Hookups

- Must have prior approval from the court
- Webcams
- Used for:
 - PowerPoint Presentations
 - Word Processor Documents
 - PDF Documents
- **Resolution: 1028x724**
- **Common viewing issues**

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Computer hookups in the courtroom are permitted, but prior approval should be obtained by the court beforehand.

The use of webcams during a live court proceeding is strictly prohibited. For more information regarding the use of electronic recording devices, refer to the **GENERAL ORDER REGARDING CELLULAR PHONES AND ELECTRONIC DEVICES**, dated November 1, 2010, of which you should have a copy of that document in your provided materials.

Resolution for your laptops should be set to 1024 x 768 for best viewing results through our courtroom presentation equipment.

A common question we also encounter in regard to using laptops in our courtrooms involves pushing the laptop's video through to our presentation system. For example, most laptops will use an FN key along with a specific function key.

The laptop I'm using today uses a keystroke combination of the FN key along with the F7 function key. Please note, this keystroke combination can be different on your laptop and is determined by the laptop's manufacturer. To determine which combination keystroke function your laptop should use, consult your laptop's owner user guide for more information.

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF TEXAS
EL PASO DIVISION

FILED

2010 NOV -1 PM 12: 26

CLERK, US DISTRICT COURT
WESTERN DISTRICT OF TEXAS

BY JPH
DEPUTY

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§
§

FIRST AMENDED GENERAL ORDER
REGARDING CELLULAR PHONES AND ELECTRONIC DEVICES

Given that the Local Rules of the Western District of Texas do not regulate cellular telephones in courthouses and courtrooms, and given that an attorney's use of cellular phones and other electronic devices can promote the efficient administration of justice by allowing attorneys to determine their availability for court settings, the United States District Judges of the El Paso Division of the Western District of Texas have decided that the following policy is in order:

IT IS HEREBY ORDERED that attorneys may bring cell phones and other electronic devices (cellular phones, PDAs, Blackberrys, etc.) into the Albert Armendariz, Sr. United States Courthouse. The privilege of allowing cellular phones and other electronic devices is extended to attorneys only.

For security reasons, however, attorneys may be asked to demonstrate their cellular telephone and electronic device to a Court Security Officer (CSO) or Deputy United States Marshal (DUSM) that the device works as intended.

Under no circumstances is the photographing, recording, broadcasting or televising of any person, object or proceeding inside the United States Courthouse permitted, unless previously authorized by the Court. The United States Marshal Service and Court Security Officers shall be extra vigilant in ensuring that cellular telephones with camera capabilities, cameras, and/or recording devices are not used to photograph, record, broadcast or televise any person, object or proceeding.

Cellular telephones and/or electronic devices must be turned off while inside any courtroom.

The following electronic devices are not allowed to be brought into the United States Courthouse without approval by the Court: laptops, digital and/or SLR cameras, video equipment, and recording devices.

Cellular telephones and/or electronic devices may be used in any area of the Courthouse provided that said equipment is used in a reasonable and non-disruptive manner. On the floors of the United States Courthouse where courtrooms are situated (Floors 3-8), cellular telephones may only be used near the public elevators on the north side of the Courthouse facility.

A violation of this Order shall result in a fine of \$250 and/or confiscation of the cellular telephone, at the discretion of the judge presiding at the time the infraction occurs.

Additionally, any attorney who violates this Order may be subject to being removed from the United States Courthouse and having his/her cellular telephone and/or electronic device forfeited to the United States Marshal Service.

Finally, the General Order dated January 17, 2007 which suspended the privilege of attorneys to maintain custody of their cellular phones in the United States Courthouse is vacated.

SIGNED this 1st day of November, 2010.



PHILIP R. MARTINEZ
United States District Judge



KATHLEEN CARDONE
United States District Judge



FRANK MONTALVO
United States District Judge



DAVID BRIONES
Senior United States District Judge

Attorney Tables

- PowerPoint
- Document
- Scanned image
- Annotation



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Whether the computer is hooked up to the attorney's table or to their evidence presentation cart, the capabilities are the same.

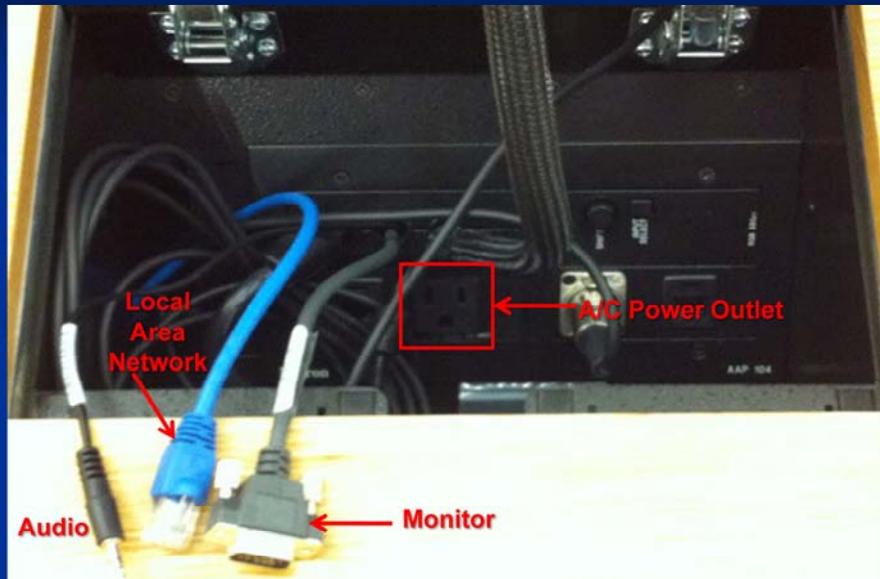
As you can see, we're viewing a **PowerPoint** presentation which also contains sound and animation. (*demonstrate*).

We also display **documents** in WordPerfect format and can also be display in other file formats from other popular word processors as well (MS Word, Excel files, .TXT files, etc). Notice the difference the font size and how the document's view can be manipulated (*demonstrate changing font size and view size*).

This is an **image** that was previously scanned and converted to PDF format.

Anything displayed on the witness or evidence cart monitor can also be **annotated**. We'll demonstrate that feature in further detail in just a few minutes.

Attorney Tables



At each attorney table, we also have direct connections available:

- to connect A/C power to your laptop – due to space limitations, please ensure you only insert the power cord into this connection box, and not the entire AC adapter.
- there's also a cable to connect your video,
- there's also a cable to connect to the local area network, but these LAN connections are reserved for court personnel only (*permissions for internet connectivity must be obtained beforehand with the court and must be provided by the attorneys by way of a cellular aircard, as wireless connectivity is not available in our courtrooms*)
- and there's also another cable for audio, which should be connected to the headphone out input of your laptop for displaying of PowerPoint or other media files containing sound and/or video.

You'll have the same capacity at the attorney evidence presentation cart, which we'll look at in just a minute.

Evidence Presentation Cart



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Let's take a look at the attorney's evidence presentation cart now.

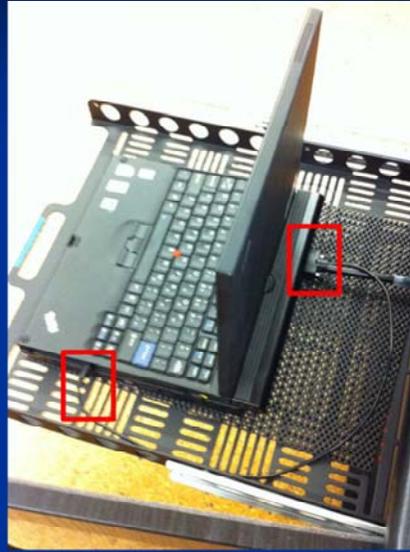
On the evidence presentation cart we have the following evidence peripherals available:

[CLICK FOR EACH ITEM NOW]

- Monitor with a touch screen control panel
- Document camera
- DVD/VCR
- Laptop Shelf

The top side of the cart also has capacity for additional inputs, however, permission should be obtained beforehand as well as for compatibility testing prior to the court hearing.

Laptop Shelf



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The laptop shelf located on the attorney cart can be pulled out to accommodate a laptop, which is where my laptop is sitting now.

[click now for connections]

Once pulled out, you can see where the connections for the video and audio are connected.

Document Camera



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Everything on the document camera can be controlled by the judge or the courtroom deputy from their control panel screens, as well as from the evidence presentation cart's control panel. It is also advised to please use the screen panel controls to operate the document camera. If the manual controls on the camera are used instead, it can cause loss in synchronization between the document camera and the screen panel controls.

Let's start with a document.

We can zoom, and when we do, you'll also see a zoom preview on the document camera's preview screen right here. *[CLICK NOW]*.

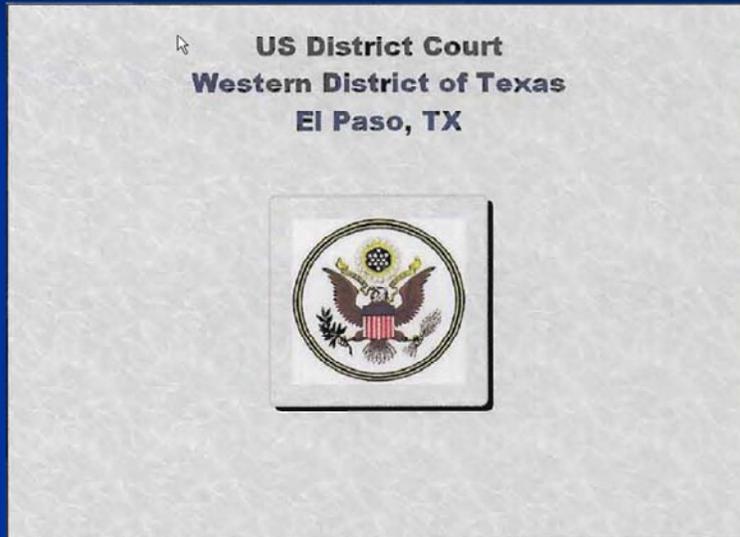
In trial scenarios, it will be very helpful to coordinate your document or exhibit capturing with the CRD, especially when you're ready to prepare your next document to be introduced and/or captured as evidence using our new Jury Evidence Recording System. We'll discuss more on that product in just a little bit.

In regard to the focus controls, the camera's focus and aperture are best left on automatic so the camera can adapt itself to the various lighting conditions.

Now, what about an object other than a document?

And anything shown on the document camera bed can be saved or captured by the CRD. We'll see an example of this scenario when we discuss annotation and later again when we look at the JERS system.

Attorney Cart Control Panel



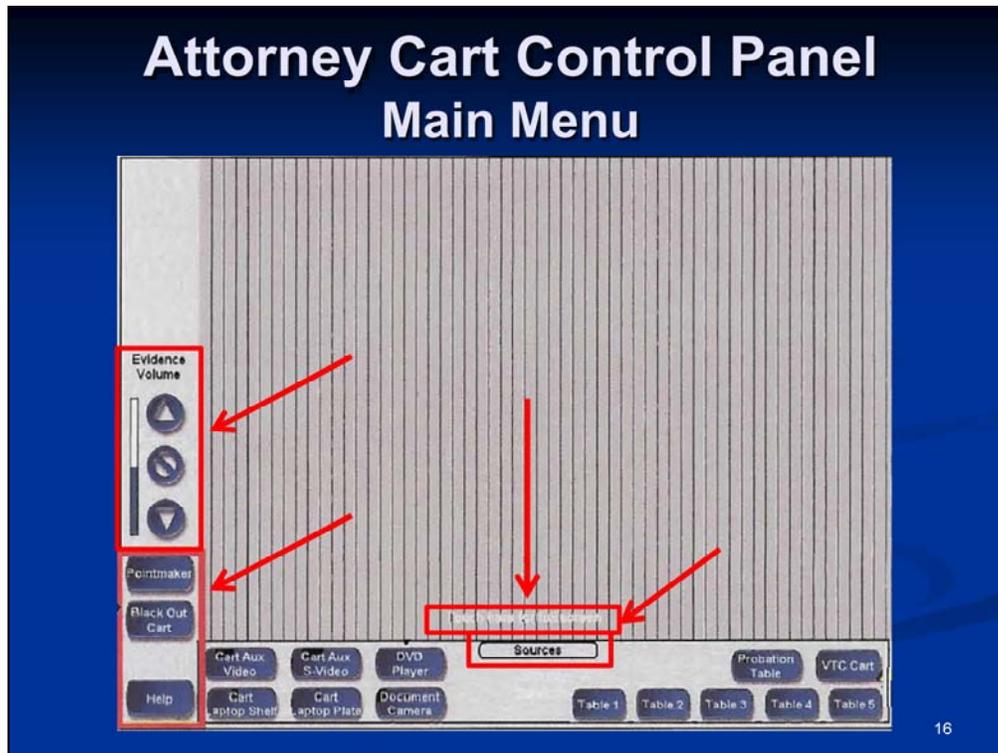
15

Let's take a look at the control panel available on the Attorney Cart.

This is the **Start** screen that is displayed upon startup.

A touch to this screen will display the **Main Menu**.

Attorney Cart Control Panel Main Menu

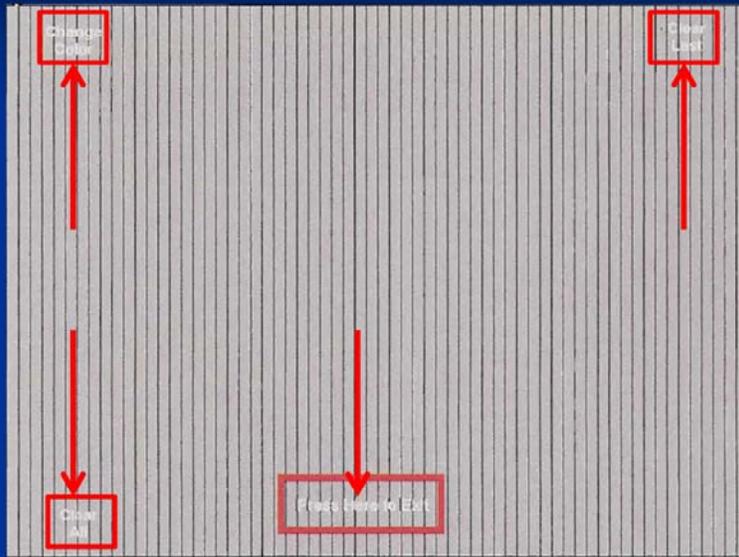


This is the **Main Menu** screen.

This highlighted area in the lower left hand corner provides control over the entire system. When applicable, a pop-up menu will display additional system controls.

- The **Pointmaker** feature will display a pop-up window for controls for the annotation system when the screen is displayed in full screen mode.
- The **Blackout Cart** feature will disable the cart's video. The button will appear in Green when disabled. Press the button again to restore the video.
- The **Help** feature will display a pop-up menu window with technical assistance information.
- Immediately above this area are the **Evidence Volume** controls to increase, decrease, or mute the evidence volume. Keep in mind, the evidence volume can also be controlled by the Judge and/or CRD at the Judge's discretion.
- Towards the bottom of the Main Menu, the **Sources** section has controls to route that source to the court's presentation system for viewing.
- Immediately above the Sources, is a touch screen link labeled as "**Touch Here for Full Screen**" to enlarge the video window to full screen capacity. When set to full screen, the annotation feature controls can then then used.

Main Menu / Full Screen

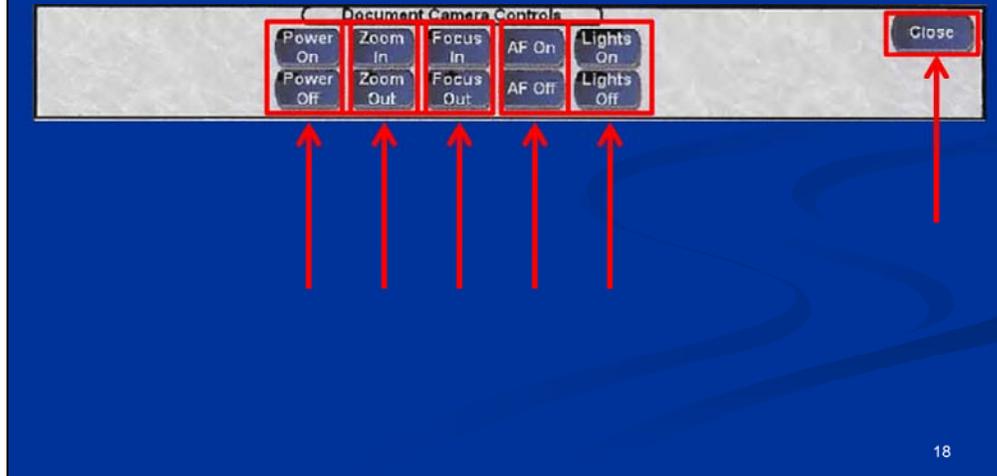


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When set to full screen, annotation controls become available to:

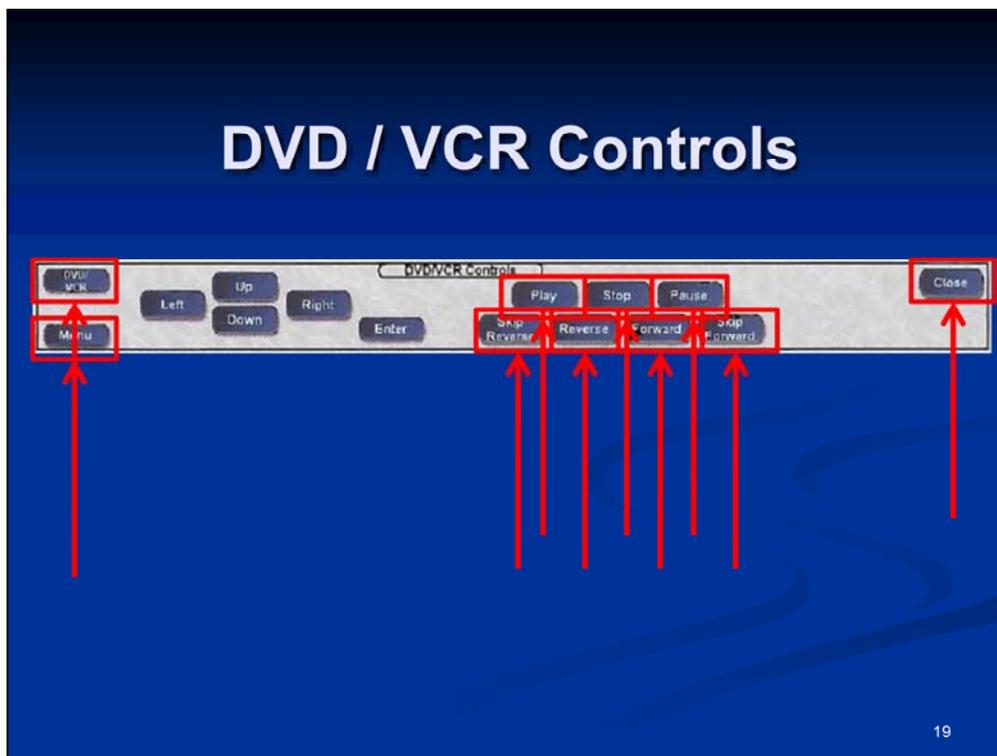
- **Change Color** – when used, it can scroll through seven (7) different marking color options.
- **Clear Last** – will erase the last marking that was made.
- **Clear All** – will erase ALL markings from the screen.
- The **Press Here to Exit** screen link - will return the video window to it's original size.

Document Camera Controls



When selected from the **Source** controls located on the **Main Menu**, the appropriate **Document Camera** controls will be displayed:

- The **Power** controls will turn the document camera On or Off. There is also a manual On/Off switch on the document camera as well.
- The **Zoom** controls will reduce (**OUT**) or enlarge (**IN**) the subject size within the image.
- The **Focus** controls will adjust to better focus on objects farther away (**OUT**) or closer (**IN**) from the camera lens.
- The **AutoFocus** controls will turn this feature On or Off. The feature automatically adjusts the focus to fit the current conditions.
- The **Lights** controls will turn the document camera's light On or Off.
- The **Close** button will close this pop-up window and return to the **Main Menu**.



When selected from the Source controls located on the Main Menu, the appropriate **DVD/VCR** controls will be displayed:

- The **DVD/VCR** button will toggle control between the DVD portion and the VCR portion of the combination unit.
- The **Menu** button will display an on-screen menu for configurations and settings. Use the Up/Down/Left/Right buttons to navigate the menu and the Enter button to make a selection.
- The **Play** button will begin the playback of the inserted media.
- The **Stop** button will end the playback of the inserted media.
- The **Pause** button will freeze the playback until this button is pressed again.
- The **Skip Reverse** button will scroll backward through the chapters of a DVD.
- The **Reverse** button returns the DVD or video cassette to its starting position.
- The **Forward** button will quickly bring the DVD or video cassette to its ending position.
- The **Skip Forward** button will scroll forward through the chapters of a DVD.
- The **Close** button will close this pop-up window and return to the Main Menu.

Audio Conference

- Every courtroom
- Multiple lines
- Mute option
- Set up in advance with court staff

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We also have audio conference capability in every courtroom.

To use this system, permission should be obtained by the court beforehand, and all access points should be tested in advance with court staff to ensure proper connectivity prior to the court proceeding.

Video Conference

- Portable
- Multiple sites
- Evidence Presentation

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We also have video conferencing capability and because it is portable at this time, it can be used in every courtroom. This portable system can be used in situations when an expert witness is in a different location or to possibly bridge multiple sites together for a court proceeding.

Again, permission for use of this equipment should also be obtained by the court beforehand, and the various access points involved should also be tested in advance with the court staff to ensure proper connectivity prior to the court proceeding.



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Earlier, we've briefly mentioned the JERS system, so we'd like to take a moment to give you a preview of this application we're piloting in U.S. District Judge Kathleen Cardone's courtroom at this time.

It is commonly referred to by its acronym – JERS, which is short for Jury Evidence Recording System.

Jury Evidence Recording System

- What is it?
 - JERS (Jury Evidence Recording System) is an application developed by the U.S. District Court for the Western District of North Carolina that allows trial exhibits to be recorded by courtroom personnel as they are presented in the courtroom.

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What is it?

JERS (Jury Evidence Recording System) is an application developed by the U.S. District Court for the Western District of North Carolina that allows trial exhibits to be recorded by courtroom personnel as they are presented in the courtroom.

Jury Evidence Recording System



A courtroom's existing trial presentation system is used along with JERS to capture pictures, video, and other types of evidence.

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Using a courtroom's existing trial presentation system, exhibits can be captured as a video, imported from a data source, or from an image screen captured as evidence, which is then made available to jurors in the deliberation room through the use of a touch screen monitor.

Jury Evidence Recording System



Evidence files can also be provided to the clerk on a CD or flash drive for batch importing purposes prior to the court hearing or recorded live during the court proceeding.

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Evidence files can also be given directly to the clerk on a CD or flash drive for batch importing purposes prior to the court hearing or they can be recorded live during the court proceeding.

Advantages



- JERS provides easy access to evidence during jury deliberation through the use of a touch screen kiosk, reducing the need for the courtroom deputy and jurors to handle physical evidence. Jurors can view the evidence multiple times, rewind videos and zoom in on pictures or documents.

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JERS Advantages

JERS provides easy access to evidence during jury deliberation through the use of a touch screen kiosk, reducing the need for the courtroom deputy and jurors to handle physical evidence. Jurors can view the evidence multiple times, rewind videos and zoom in on pictures or documents.

Review of Exhibits



Court personnel at the judge's direction can release exhibits to the jury, specify additional viewing options, and even include jury instructions electronically.

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Review of Exhibits

Court personnel, at the judge's direction, can release exhibits to the jury, specify additional viewing restrictions, and even include jury instructions electronically.

Appellate Benefit



JERS provides an appellate court benefit by making it easy to organize and send evidence to the reviewing court.

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And finally, from the Appellate Court's perspective, JERS provides an appellate court feature to make it easy to organize and send evidence to the reviewing court.

Jury Evidence Recording System

- Current Project Status in TXWD
 - In pilot stage
 - U.S. District Judge Kathleen Cardone's courtroom
 - Continued implementation for TXWD
 - Remaining U.S. District Judges' courtrooms – ELP
 - Continued deployment in remaining divisions as funds become available for courtroom technology implementation
 - U.S. Magistrate courtrooms will not receive this system
 - ETA in Remaining ELP Courtrooms?
 - 2nd Qtr - Calendar Year 2011

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Current Project Status in TXWD is in pilot stage at this time in U.S. District Judge Kathleen Cardone's courtroom .

At this time, our continued implementation plan for TXWD is to outfit our remaining U.S. District Judges' courtrooms in El Paso, with a continued deployment in our remaining divisions as funds are made available for smart courtroom technology implementation by the Administrative Office in Washington D.C.

Our U.S. Magistrate Courtrooms will not receive this system.

Our estimated time of arrive for our remaining ELP Courtrooms should be around the 2nd Qtr - Calendar Year 2011.

Exhibit Submission Requirements for Batch Importing Purposes

Guidelines for submitting exhibits prior to trial:

File Naming Method

All files are provided on a single storage device such as a CD, DVD, or USB drive

Using any software or method, exhibit files are renamed using the following naming convention:

<exhibit number>-<exhibit part>_<exhibit description>.<file extension>
[If applicable]

Note: The use of the “underscore” character is required when an optional description of the exhibit is included and cannot be used elsewhere in the exhibit name.

Examples of valid exhibit file names:

- 1_photograph.jpg
- 1-a_photographmarked.jpg
- 12_2009 Tax Return.pdf
- 12-a_Schedule F.pdf
- 12-b_Schedule H.pdf
- 24_camera footage.wmv

For your convenience, an illustration is also provided below to indicate valid file naming conventions for this purpose.



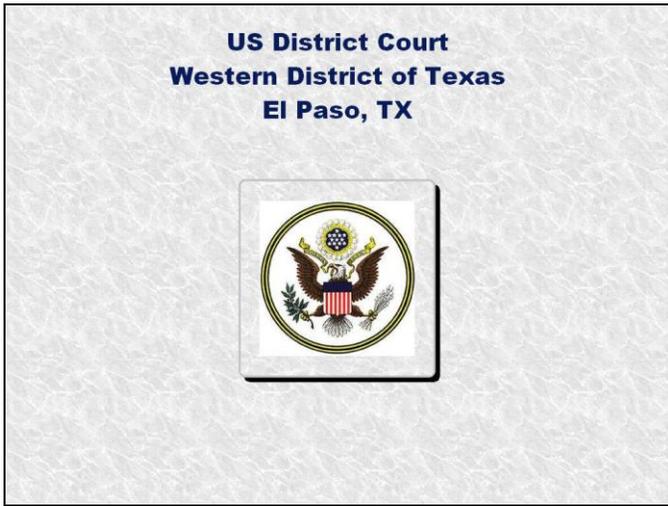
Name	Date Modified	Size	Type
1_Hotel Receipt.pdf	3/19/2009 12:29 PM	61 KB	Adobe Acrobat Document
3_Photograph of Bank Interior.JPG	5/12/2010 3:49 PM	60 KB	SnagIt Editor Image
4_Diagram of House.pdf	3/19/2009 12:35 PM	10 KB	Adobe Acrobat Document
5a_Video of Explosion.mpg	3/17/2009 3:14 PM	12,902 KB	Movie file (mpeg)
6(a)_Photograph of Burning Exterior of House.jpg	3/19/2009 12:40 PM	246 KB	SnagIt Editor Image
6(b)_Photograph of Damaged Exterior of House.jpg	3/19/2009 12:42 PM	217 KB	SnagIt Editor Image
6(c)_Photograph of Damaged Interior of House.jpg	3/19/2009 12:38 PM	155 KB	SnagIt Editor Image
7_Police Car Video.mpg	9/8/2009 10:59 AM	21,589 KB	Movie file (mpeg)
8-e_Police Radio.wav	9/8/2009 10:59 AM	2,023 KB	WAVE Audio File
9_Photograph of Gun.pdf	9/8/2009 10:59 AM	3,439 KB	Adobe Acrobat Document
10_Photograph of Gun Close-up.pdf	5/12/2010 3:57 PM	2,912 KB	Adobe Acrobat Document
11_Photograph of Cell Phone.pdf	5/12/2010 3:58 PM	3,287 KB	Adobe Acrobat Document
12_Crime Lab Report.pdf	5/12/2010 4:24 PM	54 KB	Adobe Acrobat Document
13_Miranda Form.pdf	5/12/2010 3:42 PM	72 KB	Adobe Acrobat Document

Questions regarding this matter may be referred to either:

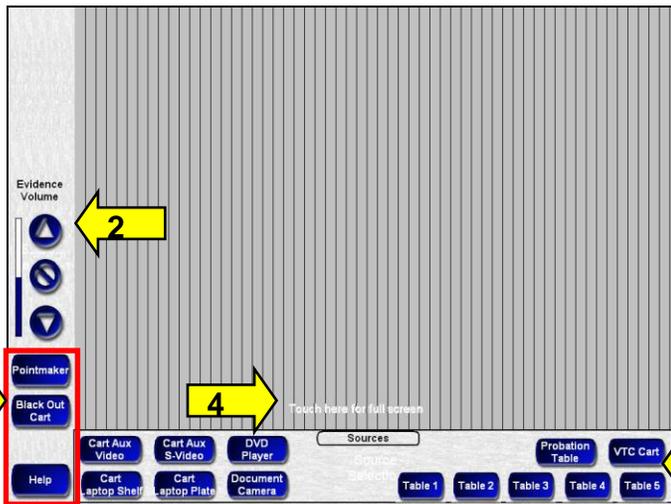
- Javier Martinez, Courtroom Deputy to Judge Cardone - (915) 834-0517
- Louis X. Fuentes, Operations Systems Analyst - (210) 244-2836

To Start the Control Panel:

The **Start** screen displays upon system startup.



Main Menu



(1) Main Control Functions: Provides control over the entire system. When applicable, pop-up windows will display containing additional system controls.

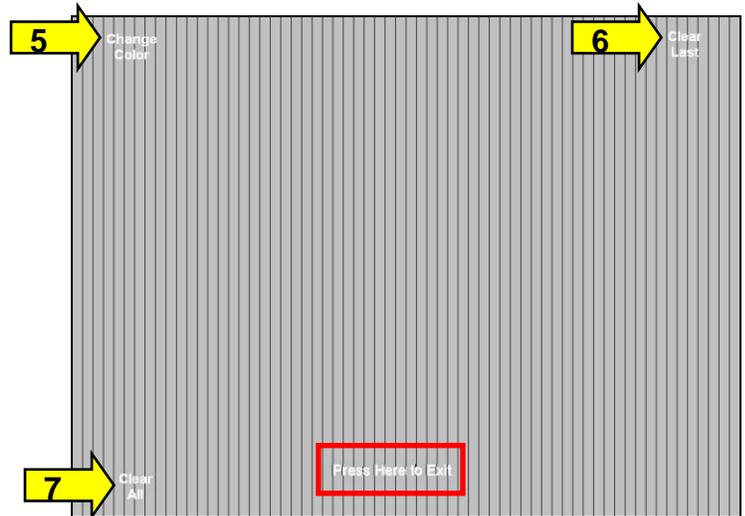
- **Pointmaker:** Displays a pop-up window (Right) for controls for the annotation system.
- **Blackout Cart:** Disables cart video. The button will be **green** when video is disabled. Press the button again to restore video.
- **Help:** Displays a pop-up window (Page 2) with technical assistance contact information.

(2) Evidence Volume: Adjusts the volume of the courtroom evidence. The **UP** button increases the volume and the **DOWN** button decreases the volume.

(3) Sources: Selecting a source in this box will route that source to the court's presentation system for viewing.

If the **DVD** player or **Document Camera** is chosen, the appropriate device controls will display (Page 2).

(4) Touch Here for Full Screen: Enlarges the video window to its full screen capacity:



(5) Change Color: Scrolls through the seven different marking color options.

(6) Clear Last: Erases the last marking that was made.

(7) Clear All: Erases all markings from the screen.

Press the **Press Here to Exit** button to return the window to its normal size.

Pointmaker:

The following pop-up window will display at the bottom of the screen when **Pointmaker** is selected from the main menu.

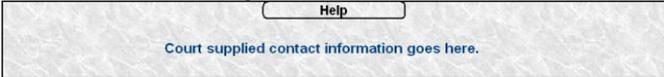


The Pointmaker annotation system allows users at selected locations to make screen markings over video evidence.

- **Menu:** Displays the Pointmaker's internal menu for settings and configurations.
- **Clear:** Erases all markings from the screen.
- **Undo:** Erases the last marking that was made.
- **Color:** Scrolls through the seven marking color options.

Help:

The following pop-up window will display at the bottom of the screen when **Help** is selected from the main menu.



Future technical assistance contact information will be applied to this screen.

DVD/VCR Controls:



- **DVD/VCR:** Toggles control between the DVD portion and the VCR portion of the combination unit.
- **Menu:** Displays on the on-screen menu for configurations and settings. Use the Up / Down / Right / Left buttons to navigate the menu and the Enter button to make a selection.
- **Play:** Begins playback of the inserted media.
- **Stop:** Ends playback of the inserted media.
- **Pause:** Freezes playback until the button is pressed again.
- **Skip Backward:** Scrolls backwards through the chapters of a DVD.
- **Reverse:** Returns the DVD or video cassette to its starting position.
- **Forward:** Quickly brings the DVD or video cassette to its ending position.
- **Skip Forward:** Scrolls forward through the chapters of a DVD.
- **Close:** Closes the pop-up window.

Document Camera Controls:



- **Power:** Turns the document camera **On** and **Off**.
- **Zoom:** Reduces (**OUT**) or enlarges (**IN**) the subject size within the image.
- **Focus:** Adjusts to focus better on objects farther away (**OUT**) or closer (**IN**) from the camera lens.
- **AF:** Turns on the autofocus feature **On** or **Off**. This feature automatically adjusts the focus to fit the current conditions.
- **Lights:** Turns the document camera's lights **On** or **Off**.
- **Close:** Closes the pop-up window.