

# United States District Court

## MIDDLE DISTRICT OF FLORIDA

Ft. Myers Division

### Document Camera Quick Reference



This unit is equipped with a high-resolution camera and features an 8-10X magnification zoom lens and a high accuracy auto focusing system. The Communicator document camera presents all types of materials to view through monitors, e.g. 3-D objects, paper documents, transparencies, x-rays, etc.

### Using the Communicator Document Camera

- Ask the courtroom deputy to select the document camera as the source of evidence.
- Place the evidence on the stage. While you observe the image, adjust the zoom to obtain the optimum size.
- Fine-tune the image using the manual focus if necessary.

### Lighting Options

There are two lighting options for use with different forms of evidence:

- The upper lighting unit is used for viewing materials such as printed matter and 3-D objects.
- The Base light unit is used for viewing slides, transparencies, X-rays etc.

### Simple Steps for Viewing Transparencies or Slide Film

- When you press the lamp button (BASE), the lighting switches from the “UPPER” lamps to the built-in base-light lamp.
- For 35mm negatives, press and hold the column lock button (located in the middle of the camera arm), then set the camera head to its lowest position.
- Press the nega/posi conversion button. The indicator will show (N) (negative) mode. You may want to adjust the Iris to over expose for a better color reproduction.
- When turning off the base light, press the lighting button (UPPER) again.

### Zoom

The zoom function lets you adjust the image size and zoom into a specific section. When (TELE) is pressed, the image gets larger (zoom in). When (WIDE) is pressed, the image gets smaller (zoom out).