CMI Courtroom
Presenting Evidence Using the Smartboard

Queens Supreme Court

Contents

Presenting Evidence using the Smart Board

Presenting with USB or CD-ROM

How to open using USB
1. Insert the memory stick into the USB port located on the back-left side of the monitor.
2. From the **Launcher** menu, single tap the **USB** option (Figure 1).
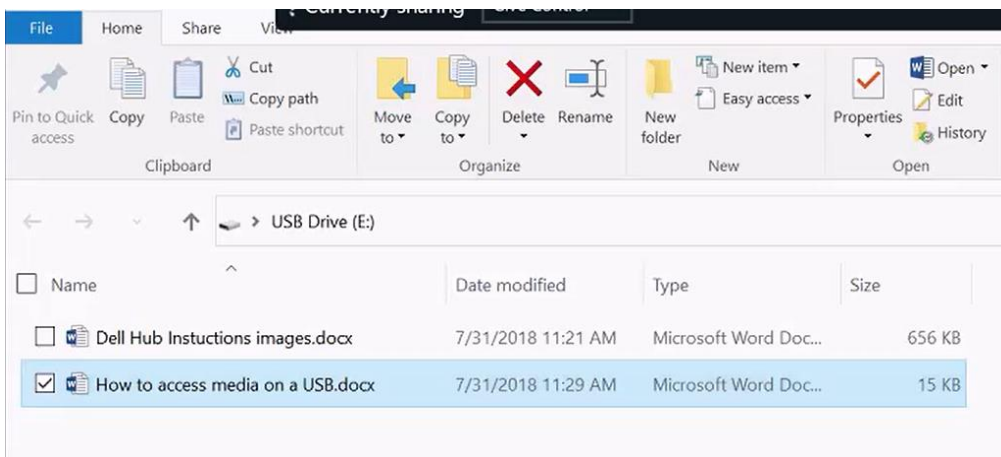3. Double-tap to open the desired file (Figure 2).

How to open using CD-ROM Drive
1. Insert the disk in CD/DVD ROM Drive located on the back-left side of the monitor.
2. From the **Launcher** menu, tap on **CD Drive** to open Windows Explorer (Figure 1).
3. Double-tap to open the desired file (Figure 2).
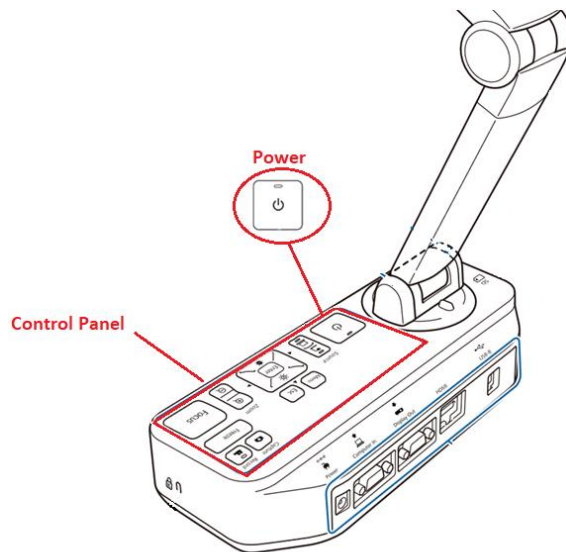
Figure 1-Launcher in Quick Launch Menu

Figure 2- Files in Windows Explorer

Presenting Evidence with the Document Camera

1. Turn on the Epson document camera by pressing the **Power** button on the **Control Panel**.
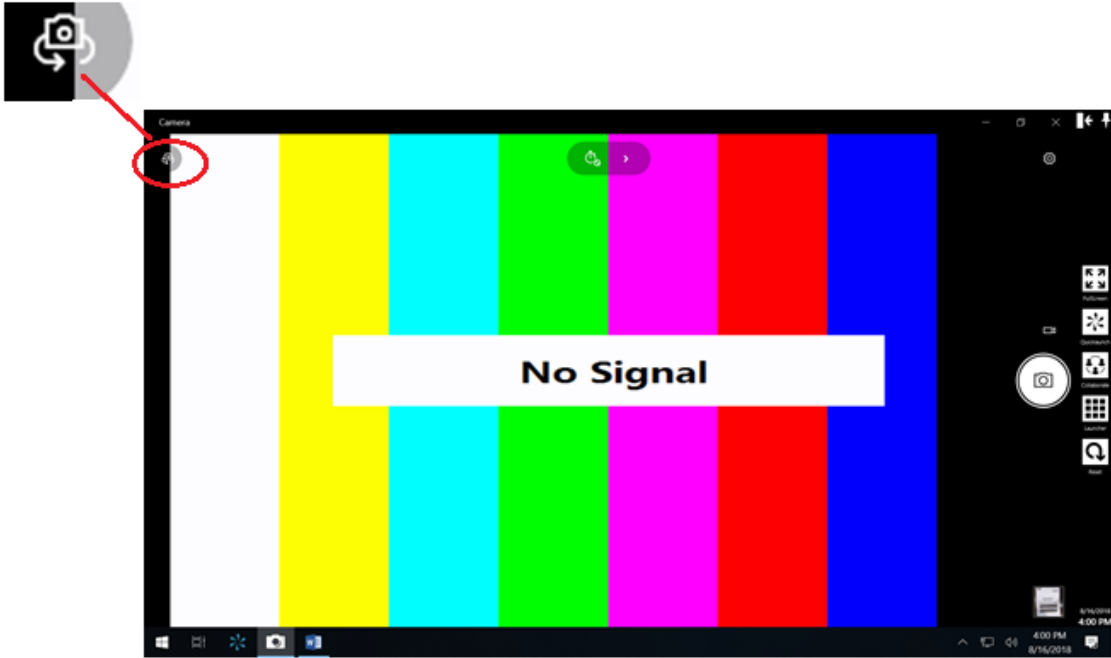

2. From the QuickLaunch menu, tap the **Doc Camera** app.

3. The screen will then display the document camera feed. To switch to the document camera, tap the **Camera** icon.

Camera

4. At the document camera, align the center of the document to the **Arrow Mark** located in the front lower left corner of the Document Camera.

If needed, slide the **Lamp Switch** to Illuminate the document. This changes the LED lamp status to bright, dim, or off.

5. To zoom in or out on part of the image, press the **Zoom** ⊕ or ⊖ button on the document camera or remote control.
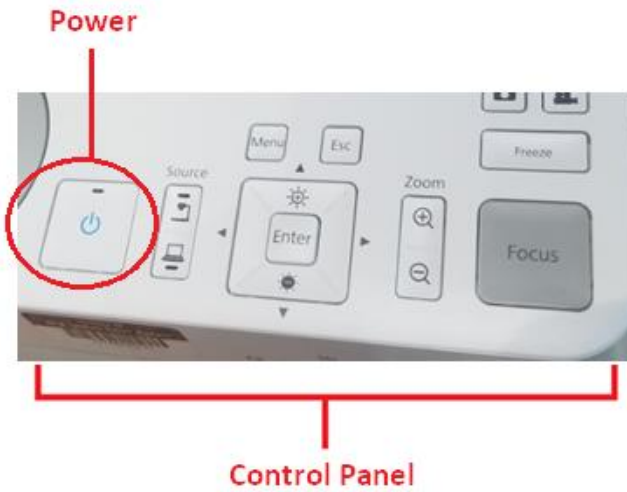
6. Press the **Focus** button on the document camera or the **Auto Focus** button on the remote control. Your document is automatically focused.

Focus

7. To adjust the brightness of the image while projecting from the document camera, press [-☼-] to increase brightness and [·☼·] to decrease it.

[-☼-]
Increase

Decrease
[·☼·]

8. To turn off the document camera, press the **Power** button located in the **Control Panel**.

Power

Control Panel

The screen will then display the following message. Press the **Power** button a second time to confirm **Yes,** you want **to turn off the camera**.

Do you want to turn off the document camera?

Yes: Press ⏻ button
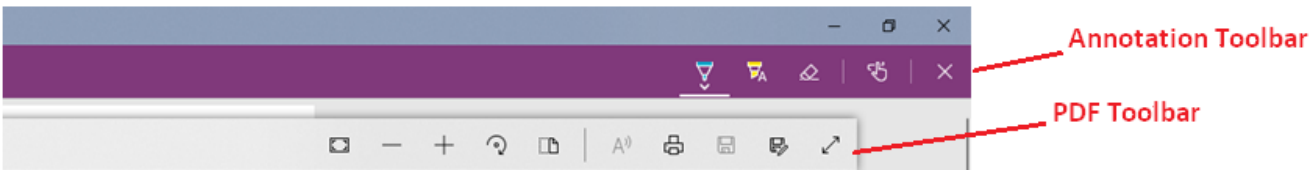No : Press any other button

Annotate the Document in Microsoft Edge

The PDF file will open in the Microsoft Edge browser where evidence can be presented using the **PDF** and **Annotation** tools.
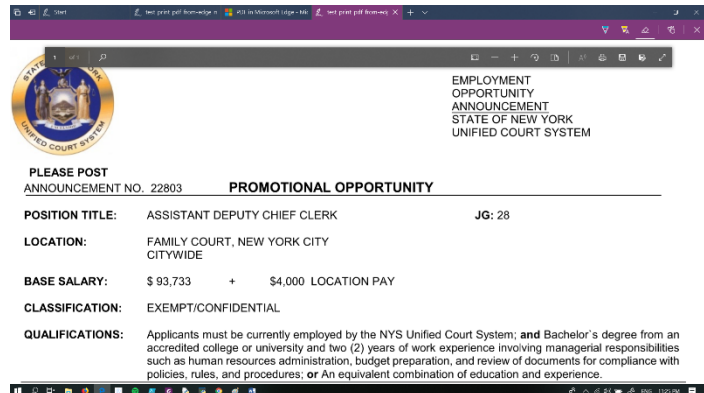
To open the tools, tap on **Add Note.**

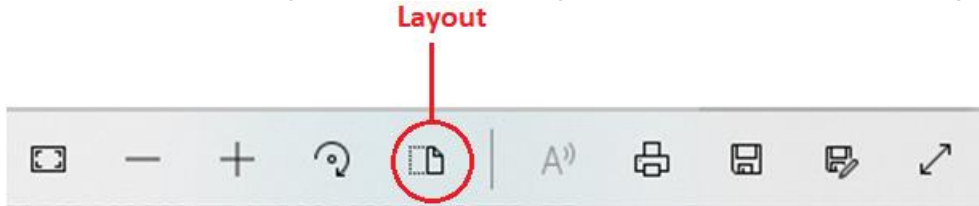This will open the **Toolbars:**

How to use the PDF Toolbar

Fit to Page

Use this tool to display the document in full length **(A)** or to expand the document to the edge of the web page **(B)**.

Use the **Layout tool** to change whether a multi-page document displays as two pages or a single page.

Layout

1. Select **Double Page Layout**, to display two pages at a time. By default, the pages will scroll left to right.
2. Select **Single Page Layout**, to display a single page. To change the scrolling default, turn on **Continuous Scrolling** to scroll up and down.

Layout

Layout

Double Page Layout — **Single Page Layout**
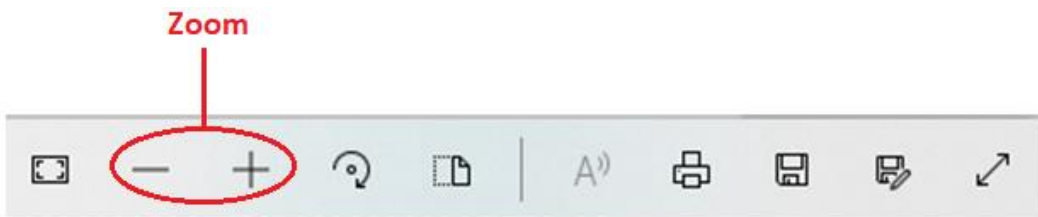
Continuous scrolling

On
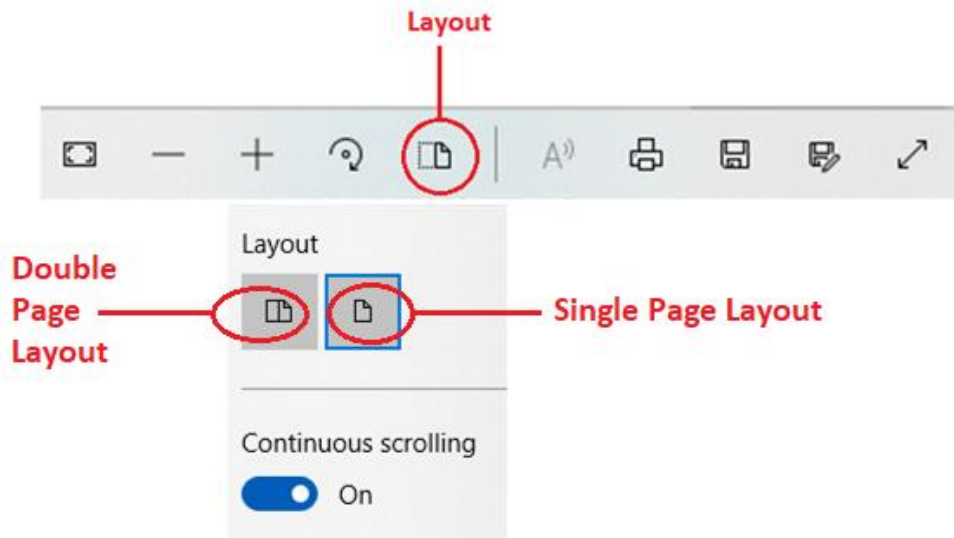
A third option is to tap the **Fit to Screen** tool, which will enlarge the document to the full size of the monitor. To **exit full screen**, press the **Fit to Screen** option a second time.
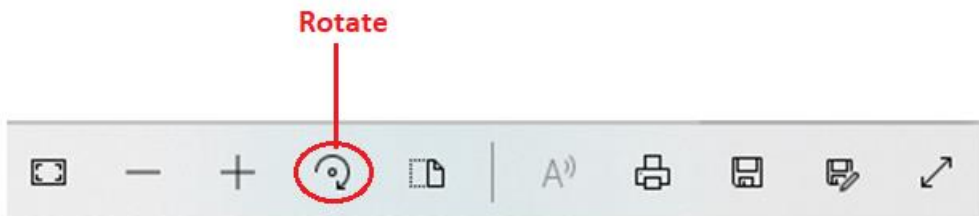
Fit to Screen
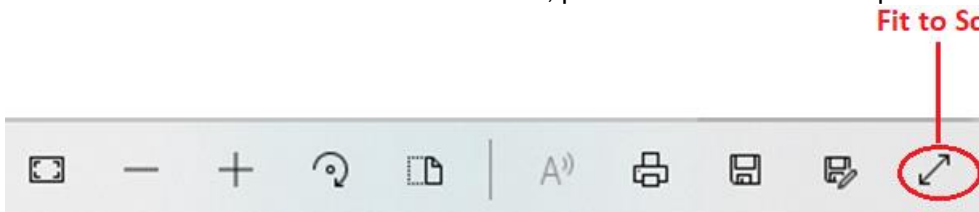
Zoom

There are 2 ways to resize a document:

- Pinch two fingers to zoom in or out to decrease or enlarge the size of the document.
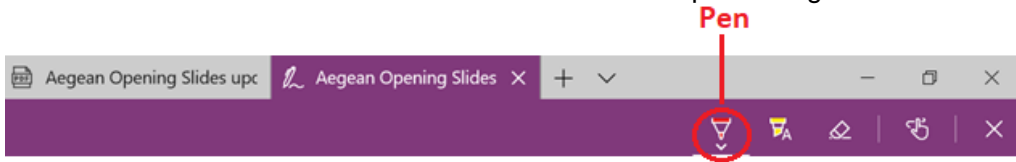
- Use the **−** and **+ Zoom** tools.

Rotate

This tool enables you to rotate a document clockwise or counter-clockwise.
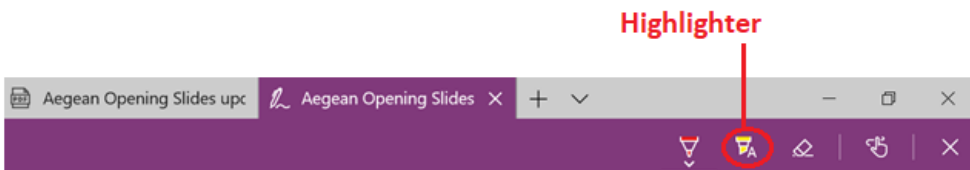
How to use the Annotation Toolbar

1. Select the **Pen** to annotate the document while presenting.

Pen

2. To change the **pen color**, click on the **Pen** to open the color palette. Tap to select the desired **Color.**
3. Within the color palette, you can change the thickness of the pen's line. To do this, drag the **Bar** to increase or decrease the line thickness.
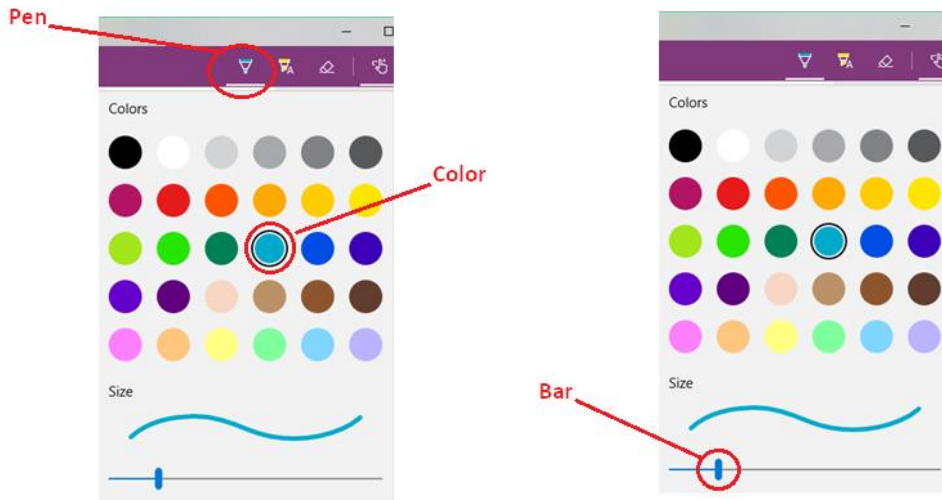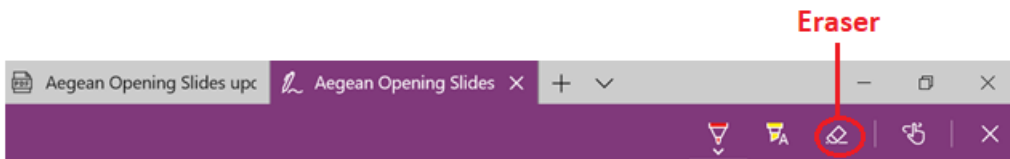

4. To highlight text, select the **Highlighter** tool. Then tap on the first word and drag to the end of the paragraph or sentence to highlight.

Highlighter

5. To change the highlighter color, tap on the **Highlighter** and select the **Color**.
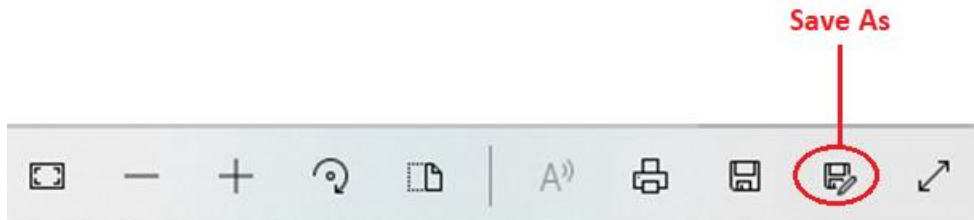
Highlighter

6. To erase an annotation, select the **Eraser** and tap on the written or annotated section to erase.
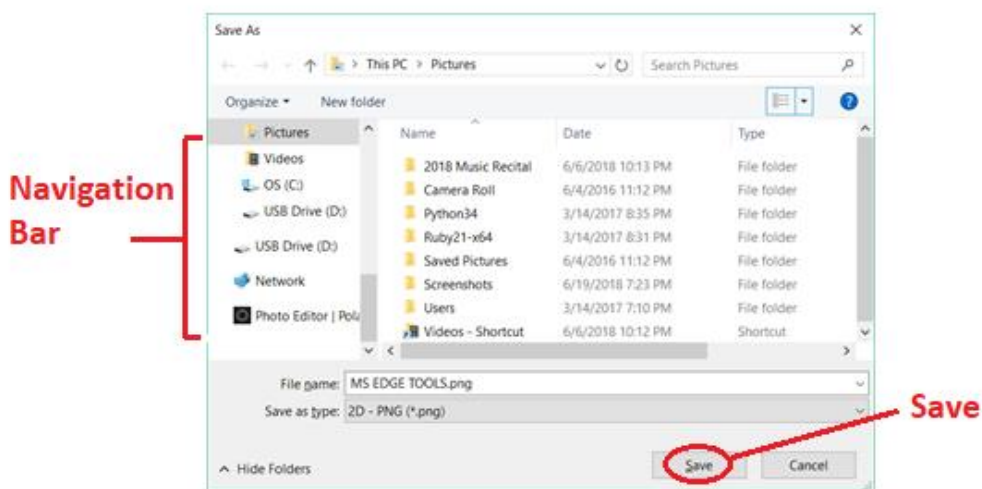
How to Save the Annotated Document

1. Tap anywhere on the document for the PDF toolbar to appear.
2. Click on the **Save As** tool.

Save As

3. This will open Windows Explorer, where you can choose the location to **Save** from the navigation bar.
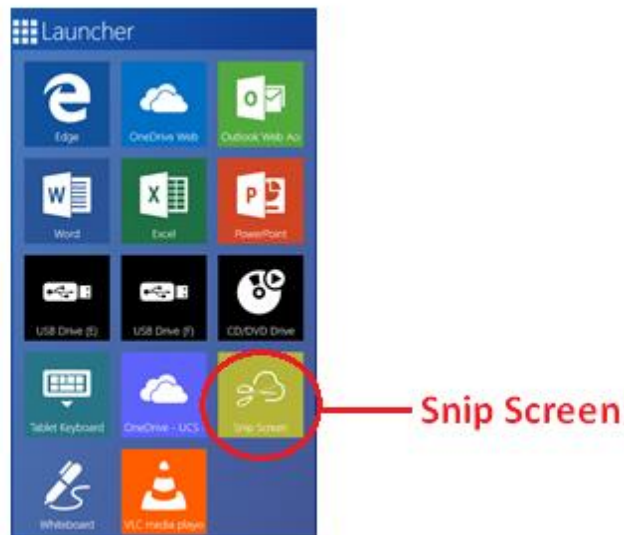
Presenting with the Whiteboard

To open the whiteboard, tap the **Whiteboard** Icon in the **Launcher menu**. Use the pen to write on the whiteboard.


How to Copy and Paste to Whiteboard

1. In the **Launcher** menu, tap **Snip Screen.**

2. The entire screen will turn gray.
3. Drag the pen around the text or image to draw a dotted square, selecting the area you want to copy or snip.
4. Next, press and hold anywhere on the whiteboard to select where you want the text or image to be placed.

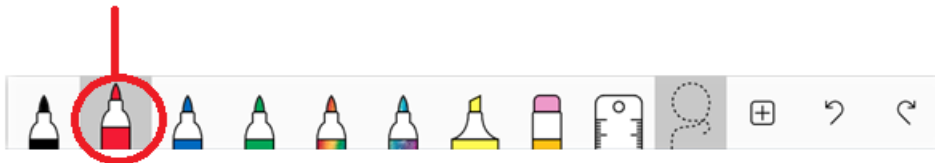5. The following **Options Menu** will appear. Tap the icon to **Paste**.

Paste
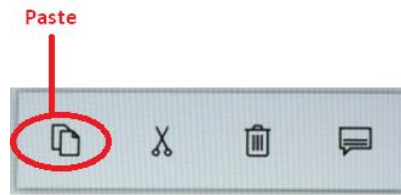
Using the Whiteboard Toolbar

Marker

Tap a colored **Marker** to begin writing.

Marker

Highlighter

Tap the **Highlighter** to highlight items on the whiteboard.
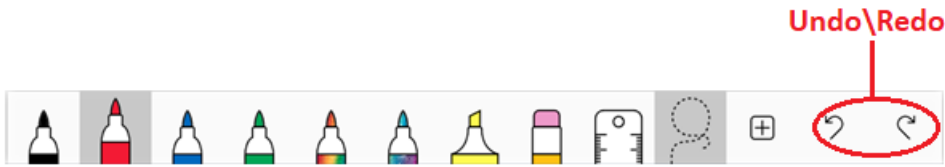
Highlighter

Erase

To erase, tap the **Eraser** icon and move the pen or your hand over the text you want to remove.
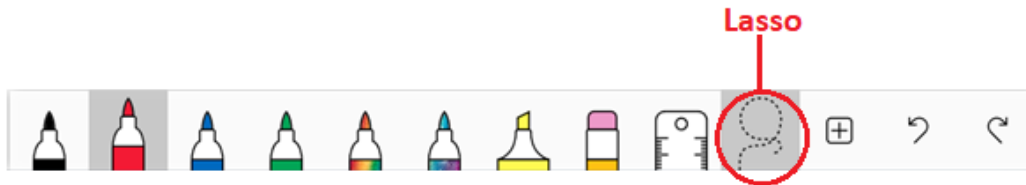
Eraser

Undo\Redo

Select the **Undo\ Redo** to undo or redo your last action on the whiteboard.

How to Resize the Image

Select the **Lasso** tool when you want to resize an image.

1. Use the Pen to **draw a circle** around the text or image **(A). T**hen lift the pen.
2. Once the pen is lifted, an **Options Menu and a White Dot (B)** will appear at the lower right.
3. Tap and drag the **White Dot** to enlarge or minimize the text or image.
4. To move text or an image, tap the text/image until it appears as if it's "lifted off the whiteboard", showing a shadow around the text/image. Keeping the pen on text/image, drag to the new location on the whiteboard.
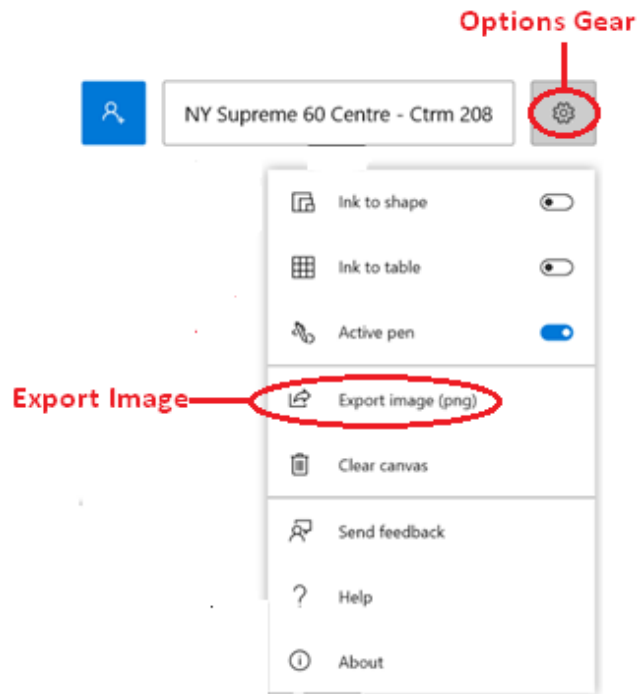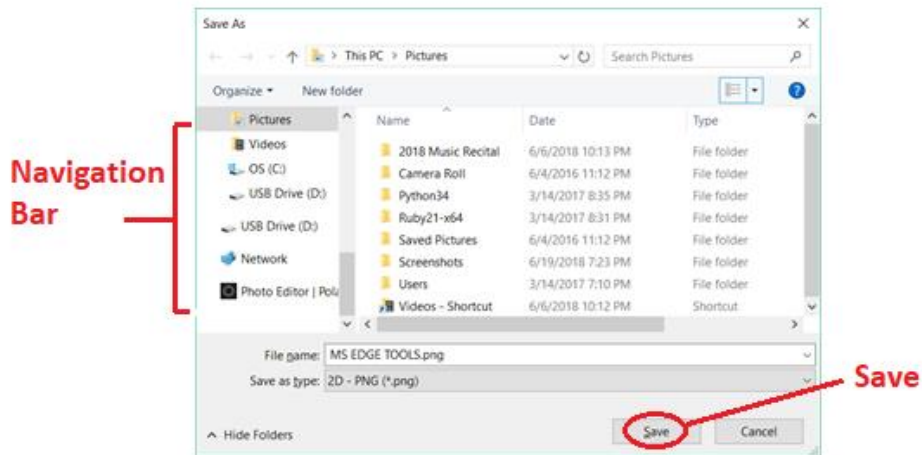
(A)
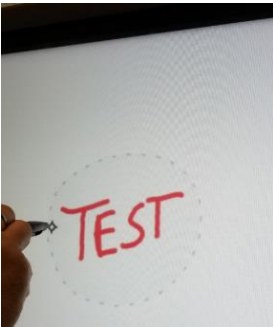
(B) Options Menu and a
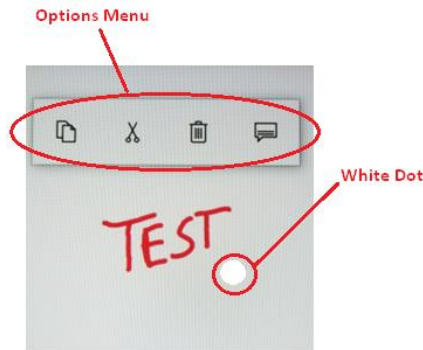
How to Save in the Whiteboard

To save the whiteboard changes, tap on the **Options Gear** and select **Export Image**.

This will open Windows Explorer, where you can choose the location to **Save** from the **Navigation Bar.**

How to Clear the Whiteboard

To clear the whiteboard, tap on the **Options Gear** and select **Clear Canvas**.

Options Gear

| | NY Supreme 60 Centre - Ctrm 208 | ⚙ |

	Ink to shape	⊙
	Ink to table	⊙
	Active pen	⬤
	Export image (png)	

Clear Canvas — Clear canvas

	Send feedback	
?	Help	
ⓘ	About	
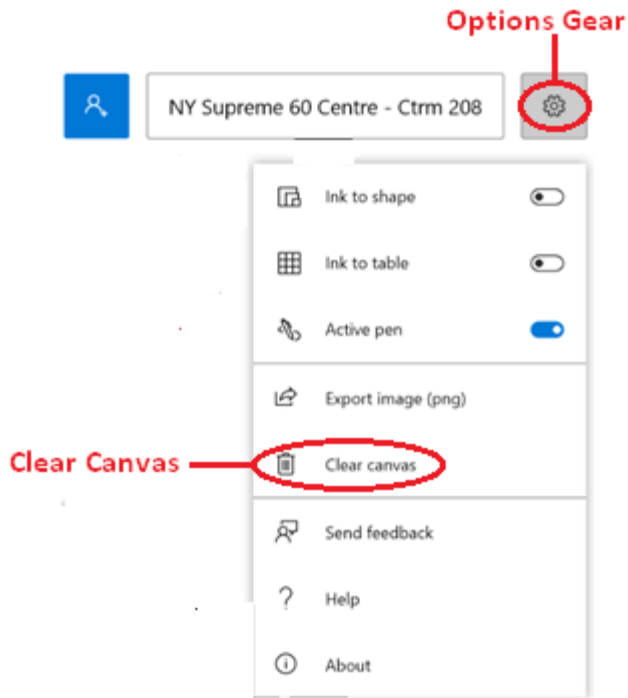
NEW YORK STATE UNIFIED COURT SYSTEM
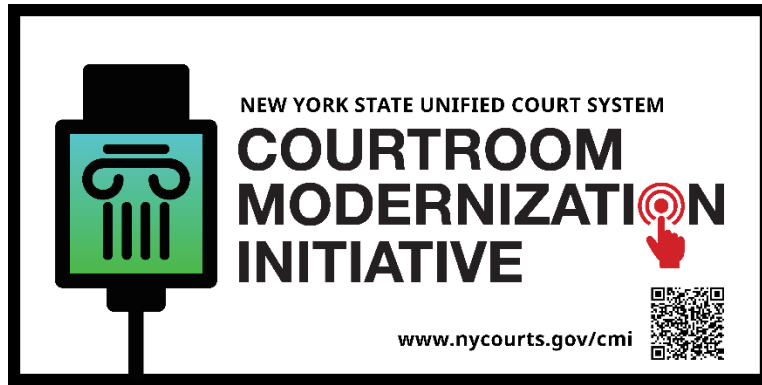
Courtroom Modernization INITIATIVE SIGN

What is a CMI Sign?

It is a sign that indicates the courtroom is among the first courtrooms in New York State to meet the minimum CMI standard by including a high-speed Wi-Fi internet connection, a functional audio system, electrical outlets and charging stations for the counsel tables. Additionally, a mobile evidence presentation system with video conferencing capability is available in the courtroom.

Where is the Sign located?

The CMI sign will be located outside of each CMI compliant courtroom. Both the public and litigants will be able to use their personal smartphone to scan the QR code on the sign and access the Judge's Part Rules or the Judge's biography. The information will instantly load on the smartphone screen without the need to search the web.

How to scan the QR code using a mobile camera?
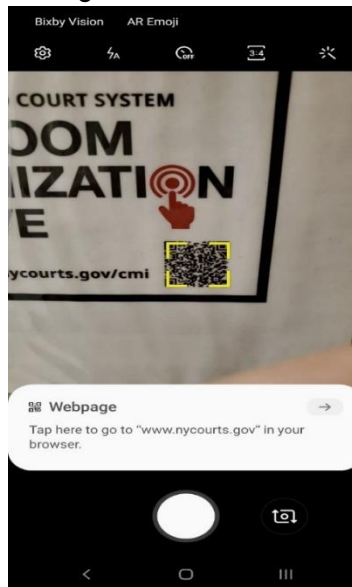Simply open your camera app on your mobile device and point at the QR code.

What will I see on my device (iOS, Android)?
You will see a small highlighted frame surrounding the QR code and a prompt for you to select the
code.
Tapping the prompt will deliver you directly to the Judge's Part Rules or the Judge's biography.

 IOS

 Android