Courtroom Digital Evidence Presentation System

User Guide

US Bankruptcy Court
District of Utah

October 12, 2018 Rev: October 1, 2019

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A. Introduction

The evidence presentation system at the US Bankruptcy Court, District of Utah allow presenters multiple options to present evidence of different formats. Each courtroom utilizes a similar arrangement of equipment and is purposefully designed for presenters to have a similar experience regardless of the courtroom. A training program is in development and will provide CLE credit and hands on opportunities to use the equipment.

In the courtroom, a document camera is provided for hardcopy documents, images or any other item that may be presented as evidence. Also, multiple types of digital inputs allow presenters to show documents, images and stream video or audio files from a laptop.

Regardless of the type of evidence, the evidence monitors allow presenters to utilize live annotation controls tools to highlight, draw a rectangle around or underline specific areas of text to focus the attention to specific items for all parties in viewing proximity of a monitor.

This document provides an overview and instructions on how to use the equipment in the courtroom digital evidence presentation system and the annotation controls tools.

B. Training

A training program is still under development, but it will include large group training for CLE credit and smaller group hands-on training. The training program will include a brief overview of the courtroom digital evidence presentation system, how to set up and use the document camera for hard copy evidence and the annotation tool bar with an explanation of the basic annotation tools.

The Court website (www.utb.uscourts.gov) will also host a training page where documents and short videos will be available.

Contact the Courtroom deputies to schedule a training session or ask questions regarding the evidence presentation system.

C. Lectern equipment

In the courtroom, each lectern is designed to function in the same manner for ease of use.

Figure 1 is a picture of a standard lectern. The numbers below correspond to the image:

1. Lectern height adjustment switch
2. Evidence Monitors
3. AMX Control Panel
4. Document Camera
5. Pull out drawer

Descriptions and detailed instructions for each piece of equipment are described in the following pages.

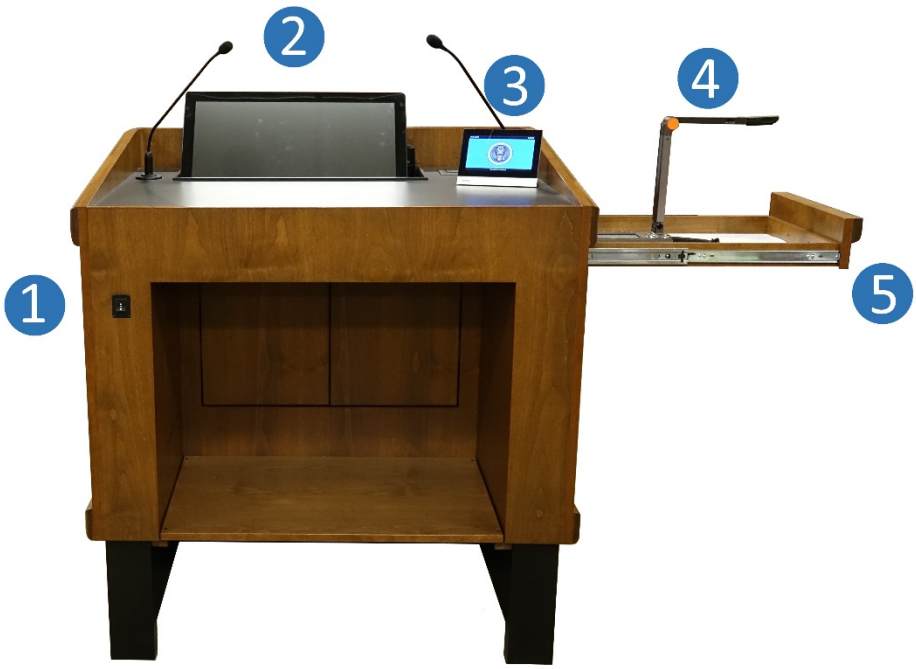


Figure 1 Typical courtroom lectern

D. Lectern height adjustment switch

The lecture height adjustment switch is a toggle switch (Figure 2) that can be used to raise or lower the height of the lectern surface for the comfort of the presenter.

The minimum height of the lectern surface is 30 inches and the maximum height is 44 ½ inches.

Figure 2 Lectern height adjustment toggle switch

E. Evidence Monitors

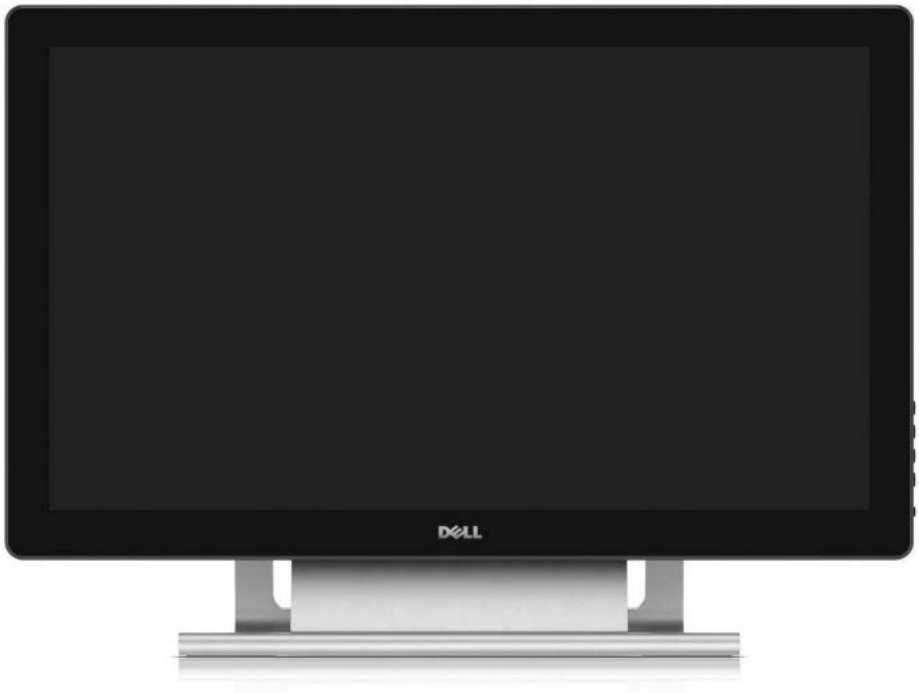


Figure 3 Courtroom evidence monitor

Touchscreen evidence monitors shown in Figure 3 are located throughout the courtroom (Figure 6). Presenters use these monitors to control what is presented during courtroom proceedings. The lectern touch screen evidence monitor is set into a recessed slot (Figure 4) and other monitors are located at the bench, counsel tables and witness stand (Figure 6). Courtrooms also contain a large monitor or projector, so the entire courtroom can view what is presented (Figure 7 and Figure 8).

At the lectern, the evidence monitor can be lifted out for better viewing and to use the annotation software, which is briefly explained on the next page (Figure 5)or in more detail further in this document. Simply grasp the monitor on the left and right to lift it out of the recessed slot. The monitor can then be tilted or turned to the best viewing angle.

Figure 4 Lectern evidence monitor

The evidence monitors have been set up for ease of use during courtroom proceedings. Using the touchscreen and built-in annotation software allows anyone with access to a monitor to annotate directly on the display (Figure 5). Whether the image source is from the document camera or a laptop, the annotation software allows presenters to mark any document image with arrows, boxes or highlight specific text to draw attention to pertinent information. The presenter can also use the annotation controls to direct a witness to highlight specific information while on the stand.

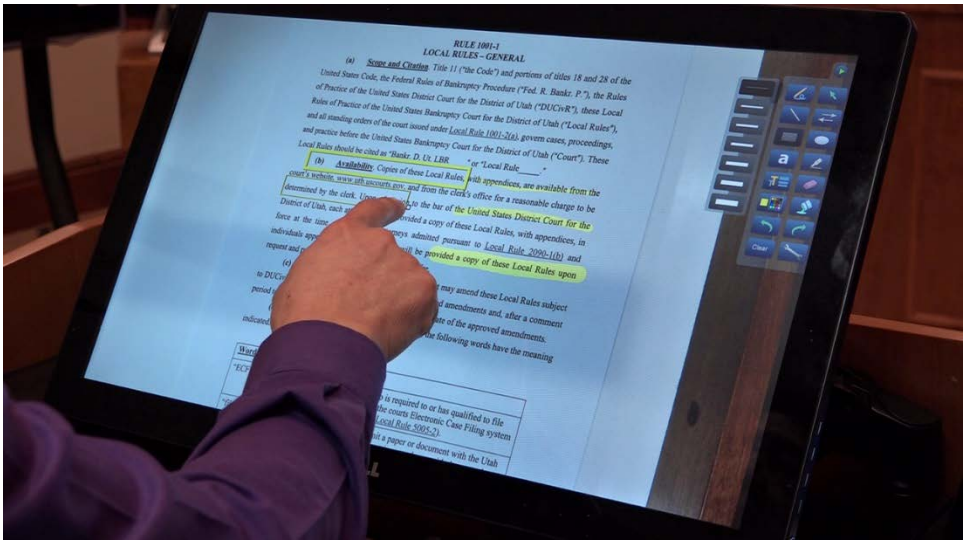


Figure 5 Annotated image of hardcopy document (using the document camera)

A basic overview of the annotation controls is covered in the following pages after the courtroom equipment is explained.

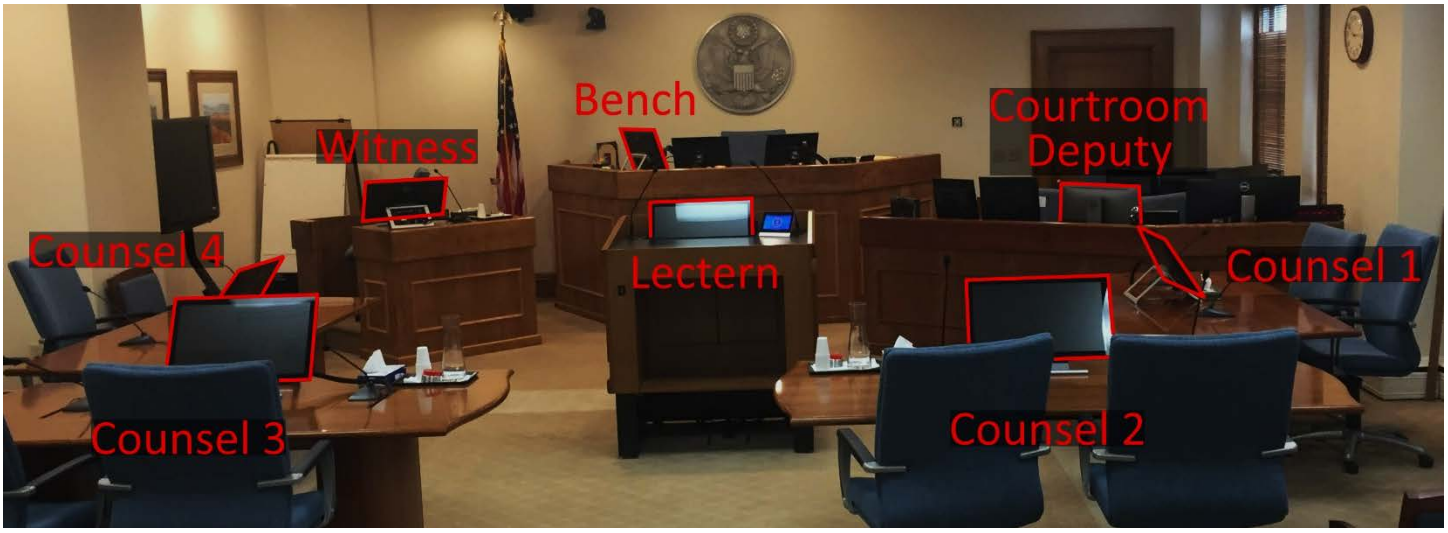


Figure 6 Location of evidence monitors in the courtroom

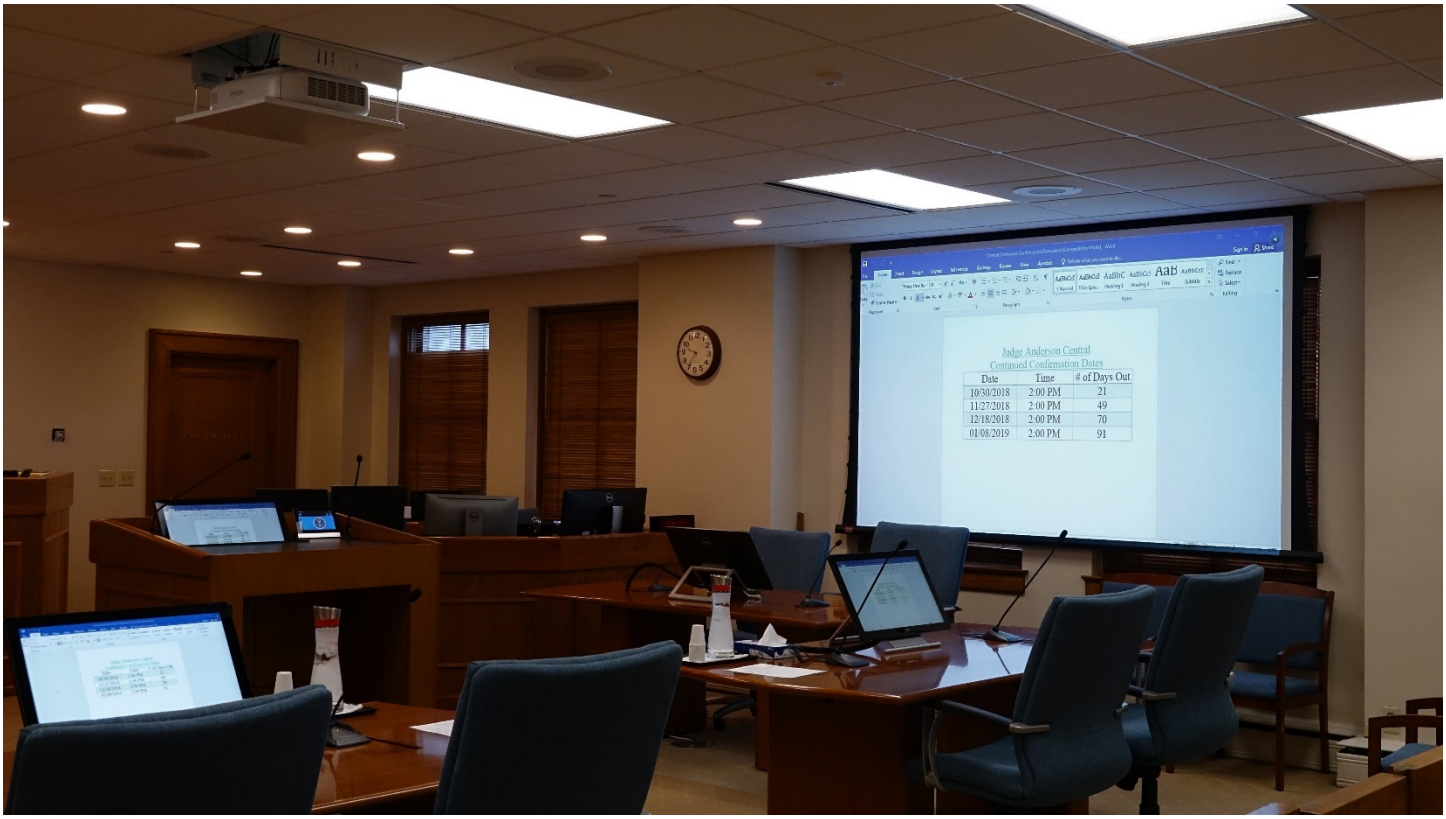


Figure 7 Courtroom Projector

Figure 8 Courtroom Monitor

F. Evidence presentation set up: the AMX Control Panel

The AMX control panel (Figure 9) located at the lectern is used to select the source for evidence presentation. The courtroom evidence presentation system can handle both hard-copy and digital presentations. All functions described in this section can also be performed by the Courtroom deputy.

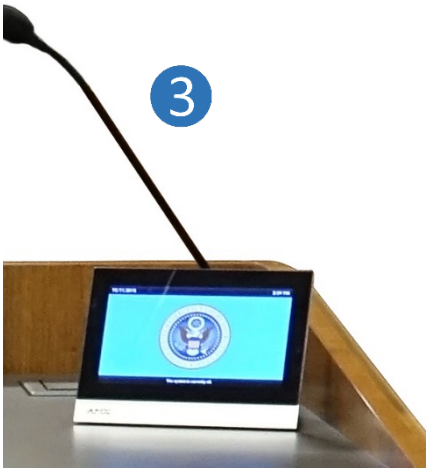


Figure 9 AMX Control Panel

When evidence will be presented, the screen shows two buttons (see red box in Figure 10) for the Document Camera (hardcopy documents) or Lectern Evidence (electronic documents). Once the Document Camera button or Lectern Evidence button is pushed, it will be highlighted on the screen of the control panel (Figure 12 and Figure 15).

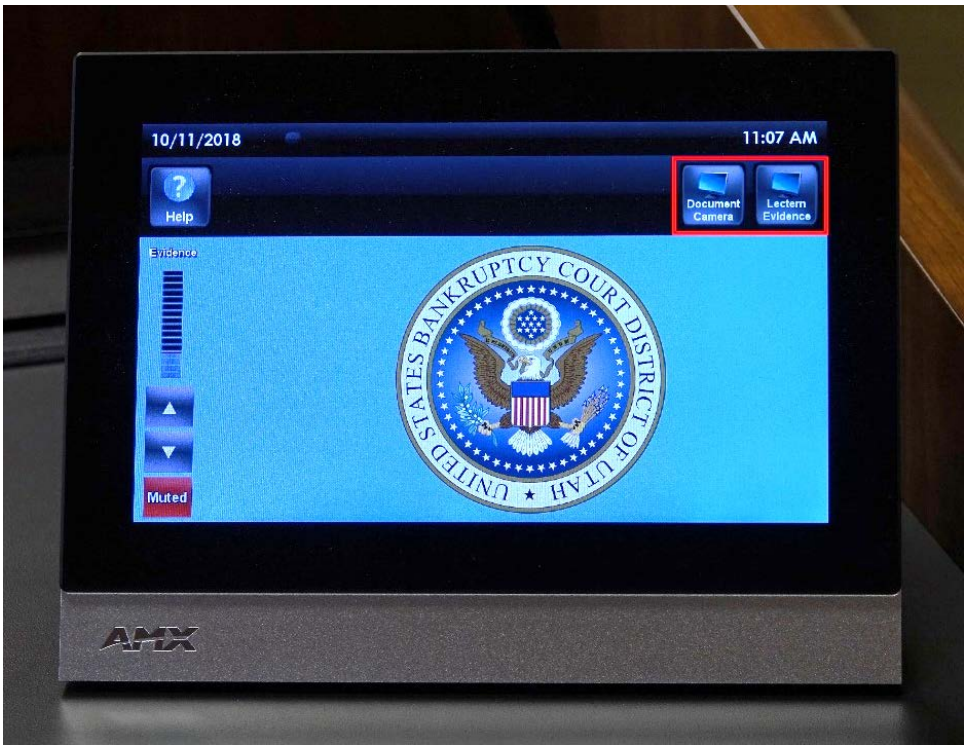


Figure 10 AMX Control Panel (closeup)

1. Electronic evidence presentation setup

To set up electronic evidence presentation, tap the **Lectern Evidence button** (Figure 11) on the display.

Figure 11 Lectern Evidence Button

The Lectern Evidence button will be highlighted when it is selected as shown in Figure 12.

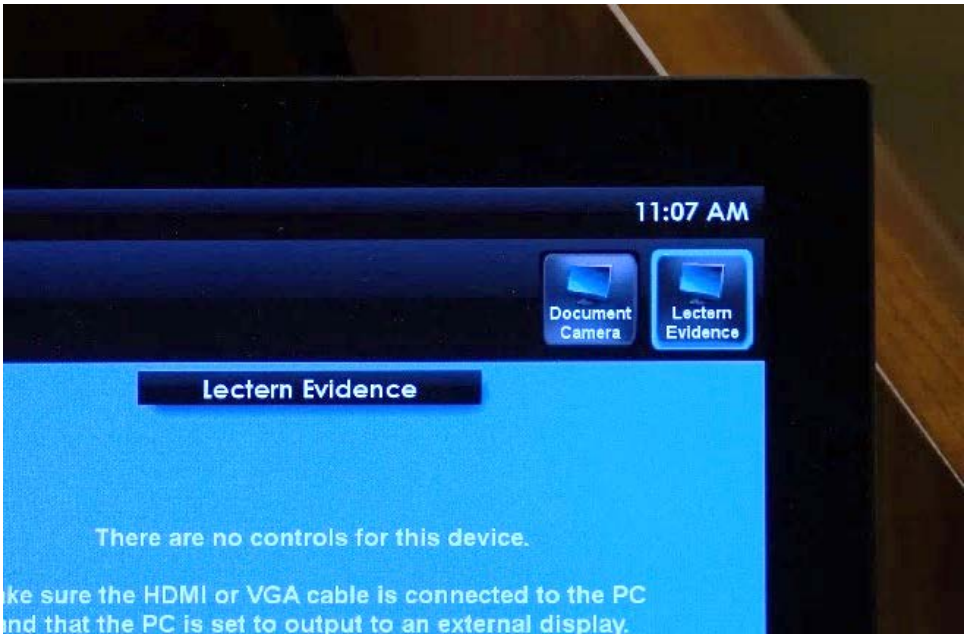


Figure 12 Highlighted Lectern Evidence button (electronic document)

Figure 13 Laptop Audio Visual Cables

VGA or HDMI cables are found in the box behind or under the AMX control panel on the lectern (Figure 13). The computer should automatically recognize an external monitor and the image will be cloned in all the Courtroom evidence monitors. If audio is also desired, the standard audio connection can be plugged into the laptop.

2. Hard copy evidence presentation setup

To set up hard copy evidence presentation, tap the **Document Camera button** (Figure 14) on the AMX Control Panel display (Figure 10).

Figure 14 Document Camera button

In the same way as electronic evidence, hard copy documents and other items can be displayed to all evidence monitors in the courtroom using the document camera. Once the Document Camera button is pressed, the button is highlighted on the AMX control panel as shown in Figure 15. More detailed information on using the document camera for presentation of hard copy evidence is found in the following pages (Document Camera).

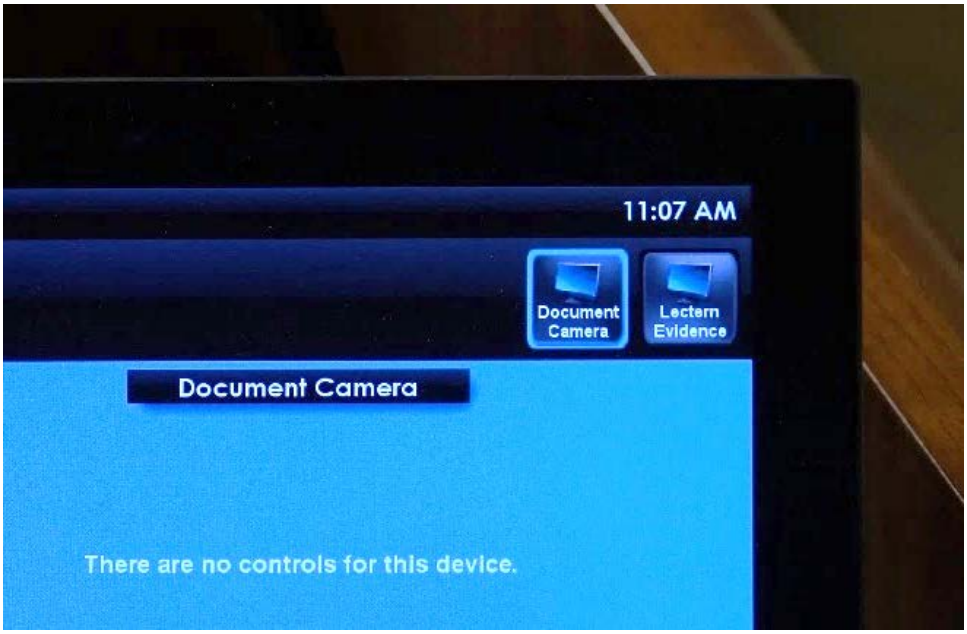


Figure 15 Highlighted Document Camera button (hardcopy document)

G. Document Camera

The document camera (4 in Figure 16) should be used when hardcopy documents or other items are available for evidence presentation. The camera allows any item to be projected in the evidence monitors located around the courtroom (Figure 6).

Figure 16 Document Camera and pull out drawer

The document camera is in a pull-out drawer (5 in Figure 16) on the right side of all courtroom lecterns. Pull the drawer open to access the camera and use the following instructions to set it up.

1. Set up instructions

1. Hold the camera base (Figure 17)
2. Grasp the camera arm by the Orange dot (Figure 18) and lift until the arm stops in a vertical position
3. Hold and extend the camera (Figure 19) until the camera is parallel to the drawer bottom (Figure 20)

During the set up process, if the camera appears to get stuck, do not force it. The courtroom deputy will be able to help in the event of any issues.

Figure 17 Hold camera

Figure 18 Lift Camera until it stops at the correct position)

Figure 19 Pull camera up

Figure 20 Document camera ready for use

2. Document camera parts overview

Figure 21 shows the parts for the document camera

6 Power switch

7 Camera light switch

8 Camera rotation dial

Figure 21 Document camera parts

3. Power switch

The power switch is located on the left of top of the camera base (Figure 22).

Turn on the camera by pushing the power button. Once the camera boots up, the LCD screen on the base illuminates (see Figure 23).

Figure 22 Power switch location

Figure 23 Document camera turned on

4. Document orientation

Documents should be placed under the camera head on the right side of the drawer. If the document is portrait, the top of the document should be at the top of the drawer as shown in Figure 24. If the document is landscape, the top of the document should be closest to the lectern as shown in Figure 25. A picture of a document shown in the evidence monitor can be seen in Figure 27.

Figure 24 Portrait document orientation

Figure 25 Landscape document orientation

5. Camera rotation dial: switching between portrait and landscape documents

The camera must be rotated when switching between portrait and landscape documents, otherwise the image orientation will not be correct in the evidence monitors.

Grasp the dial (red box, Figure 26) on front and back of the camera head and twist left or right.

If the dial does not twist in one direction, try the opposite direction. **Do not** force the dial.

Figure 26 Dial to reorient the camera image

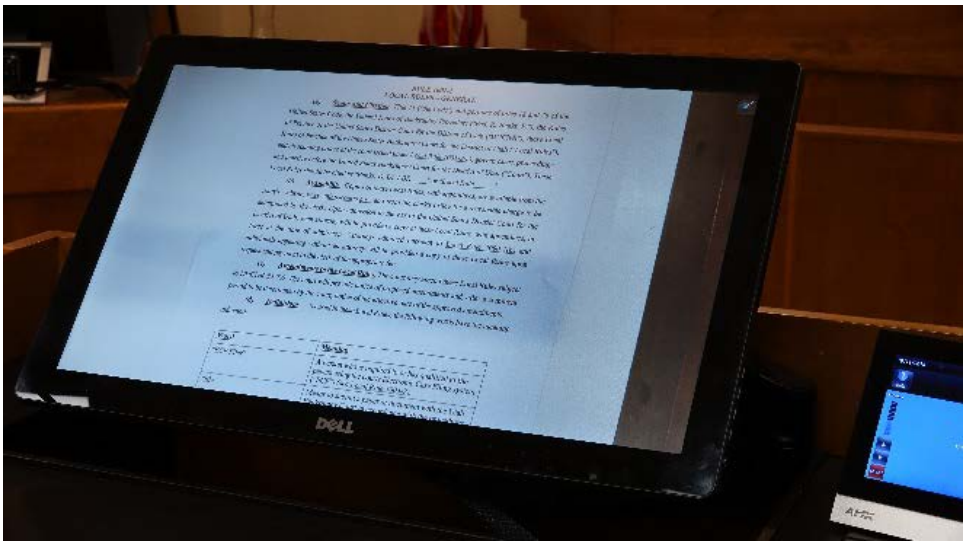


Figure 27 Hardcopy document shown in lectern Evidence Monitor

Presenters can move the document up and down in the drawer to show the appropriate information.

Once an image is shown in the evidence monitors, anyone with access to any monitor in the room may use the annotation control software to highlight, circle, underline, or use a pointer to show specific information (Figure 5). It is also possible to save an image of the what is shown in the evidence monitor once it is marked up. More information on using the annotation control software is found in the following pages.

6. Camera light switch

Sometimes, because of shadows or dim lighting conditions, a hardcopy document requires better illumination. The document camera has lights to illuminate the document. The light switch is located on the side of the camera as shown in Figure 28.

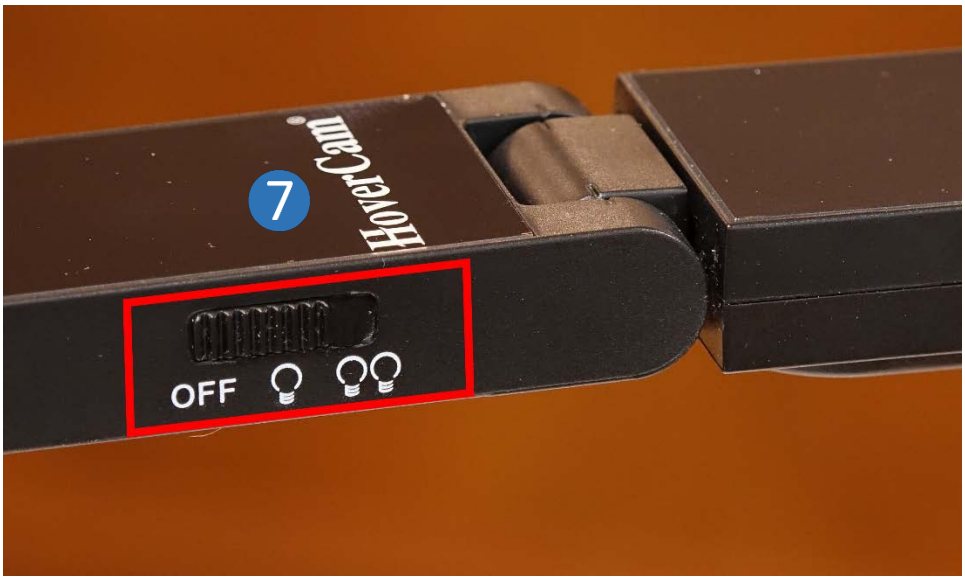


Figure 28 Document camera light switch

H. Courtroom Evidence Annotation Controls Overview

Using the evidence Annotation Controls tools allows all parties to view the same information without distributing additional paperwork (Figure 29). Since evidence monitors are located throughout the courtroom, anything shown on the evidence monitors may be marked up (Figure 5), including documents or photos from a laptop or a hardcopy document displayed using the document camera.

1. Access Annotation Controls toolbar

Press on the tool bar arrow in the upper right corner of the evidence monitor (Figure 28). The tool bar will slide out from the right side of the display.

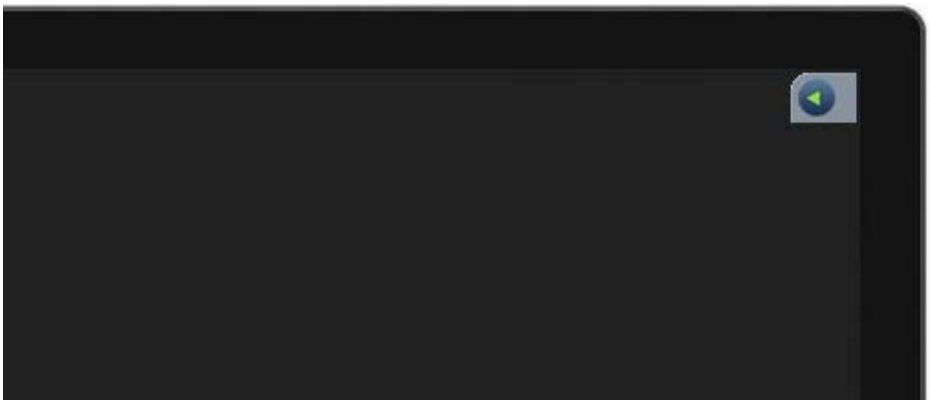


Figure 29 Evidence presentation monitor tool bar arrow

When enabled, the tool bar allows any user with an evidence monitor to annotate images.

2. Hide the Annotation Controls tool bar

Press on the tool bar arrow (Figure 30) and the tool bar will slide in to the right side of the display hidden from view.

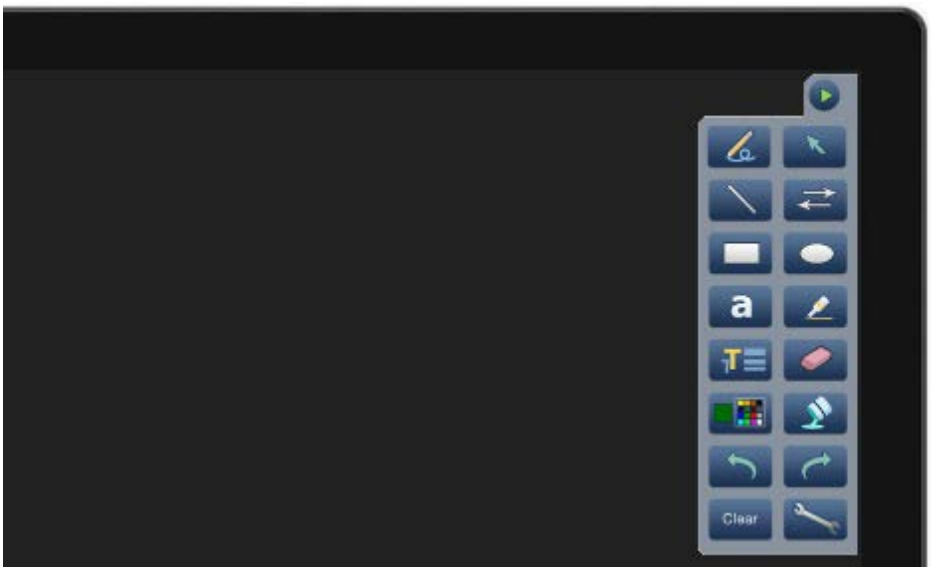


Figure 30 Evidence presentation monitor with tool bar

I. Annotation Tool Bar

The annotation tool bar is used to mark any image displayed in the evidence monitors. This includes documents or photos streamed from a laptop or a hardcopy document displayed using the document camera. The evidence monitors are like multiple computer monitors on a single system so all evidence monitors will show the same image. In the same way, the annotation tools are also a single system. If a user presses the pointer tool button, all evidence monitors will have the pointer tool selected. If a user is drawing a rectangle and another user selects the highlighter tool, it will immediately affect the first user during their action.

Important Note: Any action using the annotation tools affects all the monitors in the courtroom, not just an individual monitor. Discretion should be employed and changing tools should be limited to times when no one else is actively using the annotation controls.

The Court is developing both hand's-on training and CLE credit training. A training page will be added to the Court website (www.utb.uscourts.gov) where training documents and short videos will be available.

1. Using the Annotation tools

The presenter can mark or highlight specific information in the evidence monitor to call attention to specific information in a document. The presenter can also use the annotation tools to direct a witness to highlight specific information during while presenting evidence.

Figure 31 Annotation tool bar

The annotation tool bar has similar functions as a drawing program; tools include freehand drawing, pointer, highlighter, rectangle, select size, undo and redo, etc.

2. Basic Annotation tool functions

Some basic tools are described in the following pages with a one-line description of the tool and a more detailed explanation of how the tool can be used during an evidence presentation. This section only focuses on a few select tools: Freehand, Pointer, Highlighter, Rectangle, Select Size, and Undo and Redo.

An explanation of all the tools can be found in Appendix A. Appendix B is a single sheet with all the tools.

Freehand

Drag a finger over the screen to draw a freehand line or circle on the image.

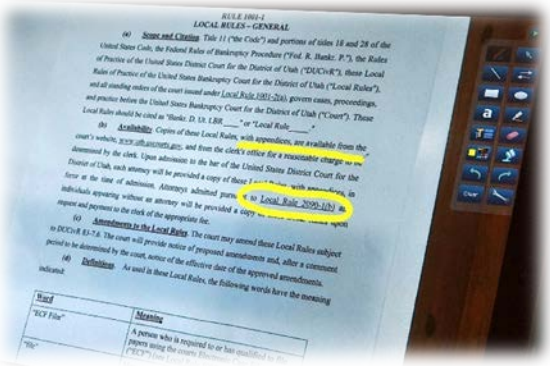
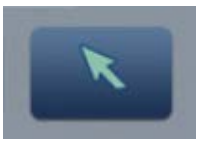


Figure 32 Freehand Tool

The freehand tool allows the presenter to draw wherever a finger is pressed to the screen. It can be used to draw a circle around specific information during an evidentiary presentation. The tool can be used to underline something or draw an arrow to an item. It is just like using a finger to draw a line on a tablet. If the line thickness is too narrow or too wide, pressing the Size Select button after will allow the presenter to change the width of the line.

The freehand tool is not as precise as some tools when drawing a line or circle, but it is often sufficient when quickly marking a document.



Pointer

The pointer is like the mouse icon on a computer. Drag a finger on the screen to move the pointer.

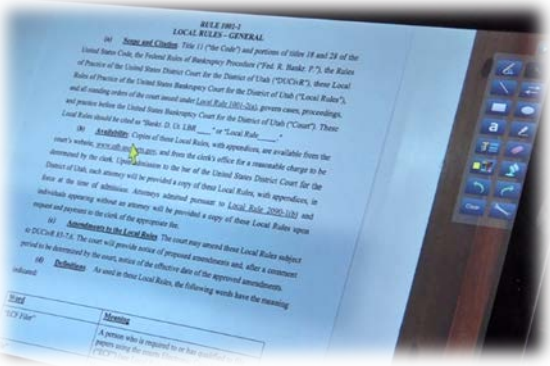
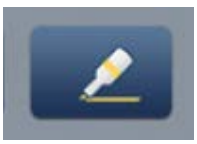


Figure 33 Pointer tool

The pointer tool can be used by the presenter to point to a specific location on the screen or to direct a witness to point to a specific item or piece of information. The pointer tool can also be used simply to mark a specific piece of information that is important to the evidence presentation. The presenter can simply press a finger on the screen and the mouse will move to where the finger touches the monitor.



Highlighter

Drag a finger over the screen to highlight some text on the image.

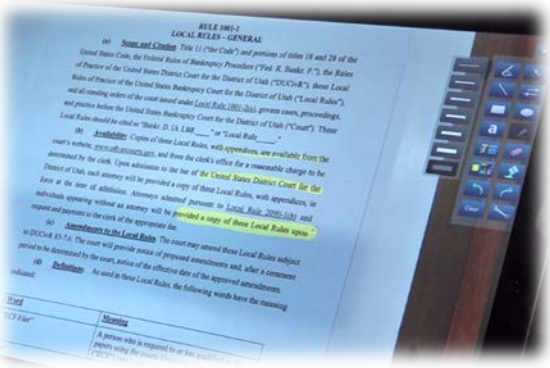


Figure 34 Highlighter tool

Just like a physical highlighter, this tool allows the presenter to highlight specific information for bringing focused attention during the evidence presentation. The presenter can also direct a witness to highlight specific information while reviewing a

document in the courtroom. If the highlighter thickness is too narrow or too wide, pressing the Size Select button will allow the presenter to change the width of the highlighter.

Rectangle tool

Drag a finger over the screen to draw a rectangle around a specific area on the image.

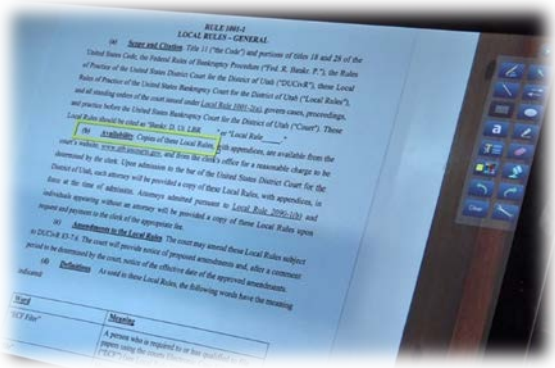


Figure 35 Rectangle tool

If there is a larger area on a document that needs attention (ie a column in a financial statement, a group of items in a document, a picture on a document, etc) then the rectangle tool can be used. The presenter starts the rectangle where the screen is first touched, then without lifting, drag the finger to the opposite side of the area and a rectangle will form around the item. This is similar to using the left button on a mouse to highlight text in a document by clicking in front of the first word and dragging to the end of the sentence. If the line thickness is too narrow or too wide, pressing the Size Select button will allow the presenter to change the width of the line.

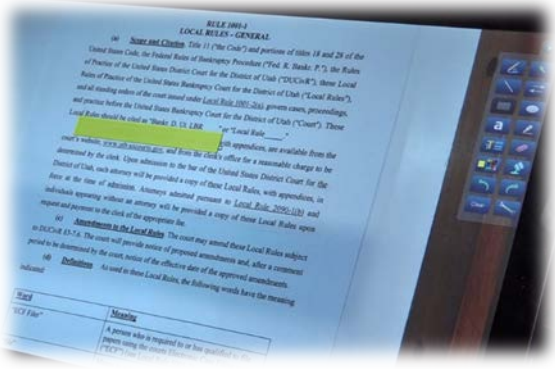


Figure 36 Filled rectangle

If the drawn rectangle is solid, press the fill button to create an outline.

Size Select tool

Changes the thickness of the Highlighter or Freehand tool or the line thickness of the Rectangle tool.

1. Tap the Highlighter or Freehand button
2. Tap the Size Select button, then select the thickness of the line in the submenu

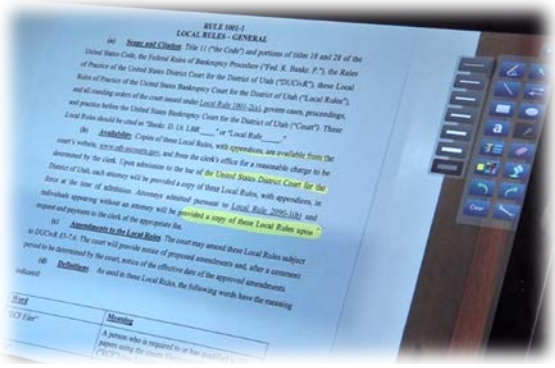


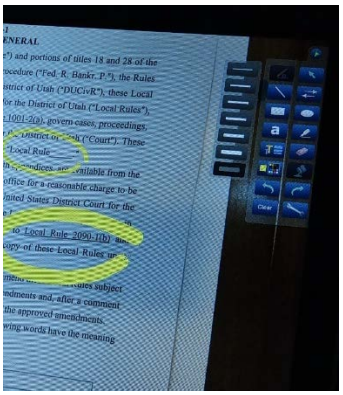
Figure 37 Select Size tool

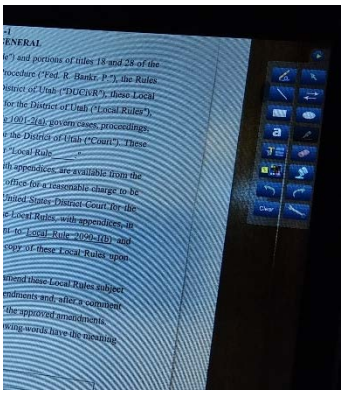
The size select tool is only used in conjunction with other tools. Typically, a tool like the highlighter is selected first, then the select size tool allows the presenter to increase or decrease the line thickness depending on need. It sometimes takes some trial and error to get the correct line thickness.

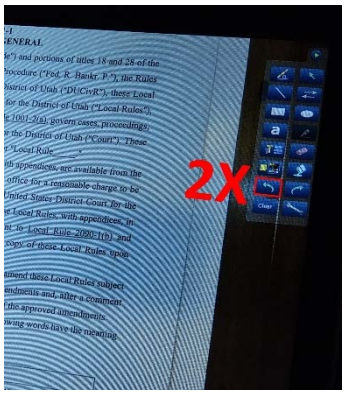
Undo/Redo

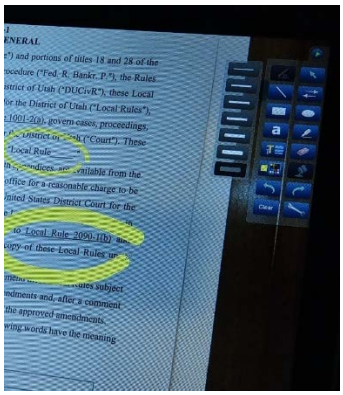
This will allow the presenter to undo or redo something on the screen.

For example, if the annotation markups are <u>accidentally cleared</u>, press **Undo** <u>twice</u> (2X) to return the annotation markups to the screen.









Appendix A: Annotation Controls Tool Bar - Full Description

The annotation tool bar and the tools sub-menu are used to mark up any image displayed on the evidence monitor regardless of the source (document camera or laptop). Using the Annotation tools, the presenter can highlight specific information in the monitor or draw a rectangle around a column in a financial statement. The Annotation tools (freehand, line, arrow, rectangle, ellipse, size select, color, etc.) should be familiar to anyone who has used a paint program on a tablet or computer.

The evidence monitors are like multiple computer monitors on a single system so all monitors will show the same image. In the same way, the annotation tools are also a single system. This means if a user presses the pointer tool button, all evidence monitors will have the pointer tool selected. If a user is drawing a rectangle and another user selects the highlighter tool, it will immediately affect the first user during their action.

Important Note: Different parties may interact with the same image on the Evidence monitor, therefore, any action using the annotation tools affects all the monitors in the courtroom, not just an individual monitor. Discretion should be employed and changing tools should be limited to times when no one else is actively using the annotation controls.

Figure 38 Annotation tool bar and Tools sub-menu

When the annotation system is first accessed, the main annotation tool bar will slide out from the right side of the screen. To access the secondary menu (Tools sub-menu), tap on the Tools button and the sub-menu will appear on the screen next to the annotation tool bar.

In the following pages, all the annotation tools are described in more detail, along with some tips. Hands-on training or questions can be addressed through the Courtroom Deputies. Future training opportunities will also be scheduled on the Court website.

Annotation control tools: detailed description

Freehand: Drag a finger over the screen to draw a freehand line or circle on the image.

The freehand tool allows the presenter to draw wherever a finger is pressed to the screen. It can be used to draw a circle around specific information during an evidentiary presentation. The tool can also be used to underline something or draw an arrow to an item. It is just like using a finger to draw a line on a tablet. The line thickness can be adjusted using the Select Size button after the freehand tool is selected.

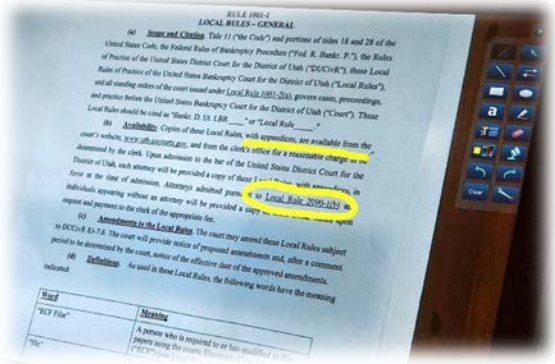


Figure 39 Freehand Tool

Line: create a straight line between two points

The line tool allows the presenter to draw a straight line from one point to another point. To start the line, press a finger to the touch screen. Without lifting the finger, drag it to the end point, then lift the finger off the screen. The line will be straight from the beginning point to where the finger is lifted off the screen. The line thickness can be adjusted using the Select Size button after the line tool is selected.

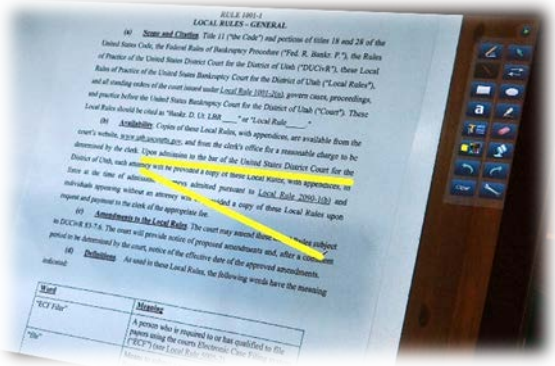


Figure 40 Line Tool

Rectangle: drag a finger over the screen to draw a rectangle around a specific area on the image

If there is a larger area on a document that needs attention (for example, a column in a financial statement, a group of items in a document, a picture on a document, etc) then the rectangle tool can be used. The presenter starts the rectangle where the screen is first touched, then without lifting, drag the finger to the opposite side of the area and a rectangle will form around the item. This is similar to using the left button on a mouse to highlight text in a document by clicking in front of the first word and dragging the mouse to the end of the sentence and releasing it.

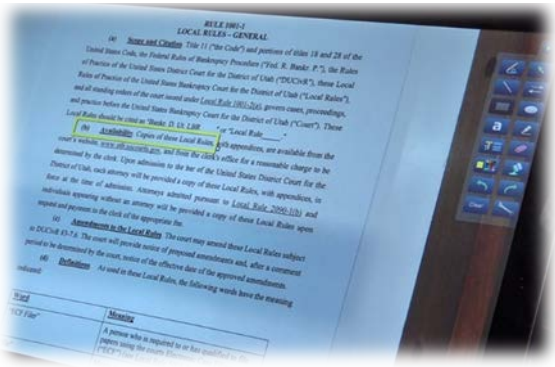


Figure 41 Rectangle Tool

The line thickness can be adjusted using the Select Size button after the rectangle tool is selected.

If the rectangle is solid when drawn, press the fill button to create an outline only.

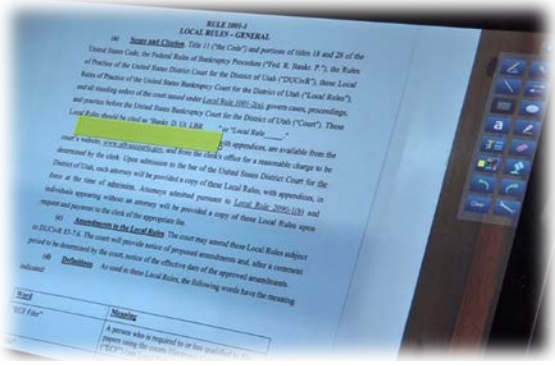


Figure 42 Filled rectangle

Text: Not currently used

Size Select: Changes the line thickness of many tools; Freehand, Line, Rectangle, Arrow, Ellipse, Highlighter, Eraser.

The size select tool is only used in conjunction with other tools and is selected after another tool has been selected. For example, the presenter should select the highlighter tool first, then select the size select tool to increase or decrease the line thickness depending on the size of what needs to be highlighted.

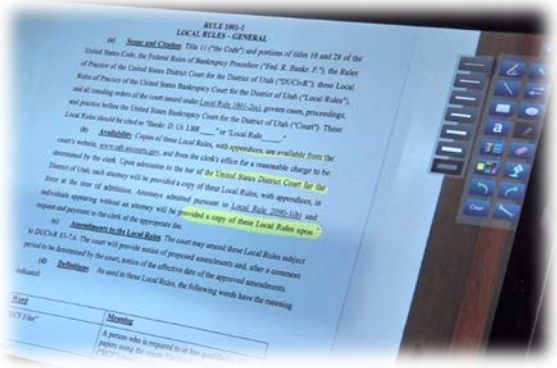


Figure 43 Select Size Tool

1. The presenter first taps the tool (freehand, line, rectangle, arrow, ellipse, highlighter, or eraser)
2. Then the presenter taps the Size Select button
3. On the Size Selection menu, select the desired thickness of the line (it can take some trial and error to get the correct line thickness)

Color: Change the color of any drawing function

Each monitor is set up with a different color to differentiate who marked a document.

Important Note: Users should refrain from changing the color on their screen because the color for each screen is already selected so parties can differentiate who marked a document.

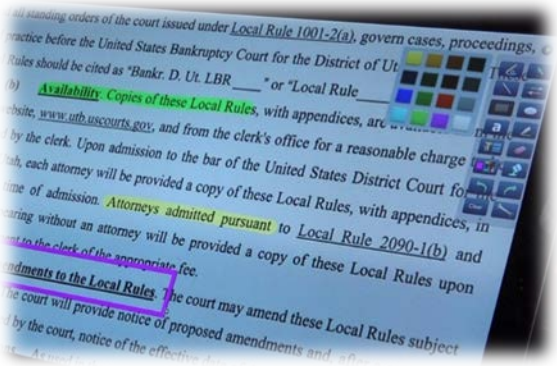
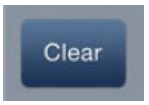


Figure 44 Color Tool

Undo: undo the last 15 completed annotations *or undo a Clear action*

Since all monitors are linked to a single application, if a user taps the clear button, it will remove all annotations from all monitors in the courtroom. If a presenter accidentally taps the Clear button, ***tap Undo twice*** to return the annotations to the screen.



Clear: clear *all* the annotations from *all* monitors in the courtroom

The clear tool can be used when the presenter is ready to move to another document. It will clear the annotations from all monitors in the courtroom. A Clear action can be undone by tapping Undo twice.

Pointer: drag a finger on the screen to move the pointer (like a mouse pointer)

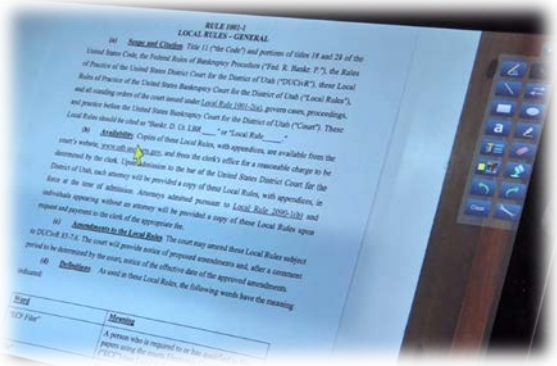


Figure 45 Pointer Tool

The pointer tool can be used by the presenter to point to a specific location on the screen or to direct a witness to point to a specific item or piece of information. The pointer tool can also be used simply to mark a specific piece of information that is important to the evidence presentation by touching the screen where the information is located. The pointer will move to the location where the finger touches the screen and stay there until the presenter or someone else touches the screen again.

Arrow: drag a finger to create a straight line between two points with an arrow at the end point

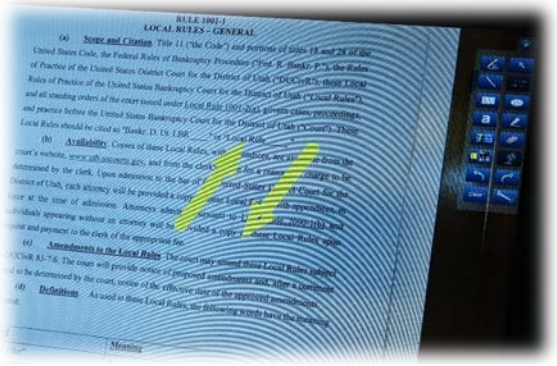


Figure 46 Arrow Tool

The arrow tool, similar to the line tool, allows the presenter to draw a straight line from one point to another with an arrow at the end point. To start the line, press a finger to the touch screen. Without lifting the finger, drag it to the end point, then lift the finger off the screen. The arrowhead will point to the location where the finger is lifted off the screen. For example, if I want an arrow to point to the right, I will place my finger on the left side of the screen and without lifting the finger, drag it to the right then lift my finger off the screen. The line thickness can be adjusted using the Select Size button after the arrow tool is selected.

Ellipse: drag a finger over the screen to draw an ellipse around a specific area on the image

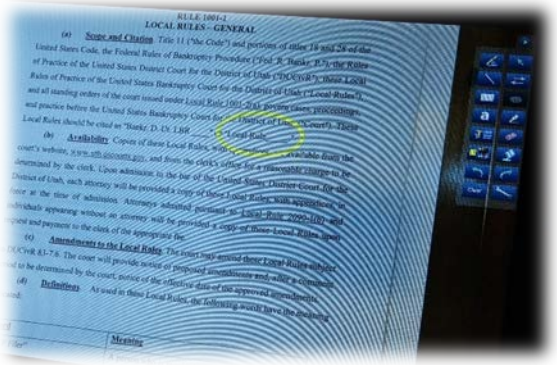


Figure 47 Ellipse Tool

Similar to the rectangle tool, if there is a larger area on a document that needs attention (ie a group of items in a document, a picture on a document, etc) then the ellipse tool can be used. To start an ellipse, press a finger to the touch screen. Without lifting the finger, drag it to the opposite side of the area and an ellipse will form around the item. This is similar to using the left button on a mouse to highlight text in a document by clicking and holding the left mouse button in front of the first word and dragging it to the end of the sentence and releasing it. The line thickness can be adjusted using the Select Size button after the ellipse tool is selected. If the ellipse is solid, press the fill button to create an outline only.

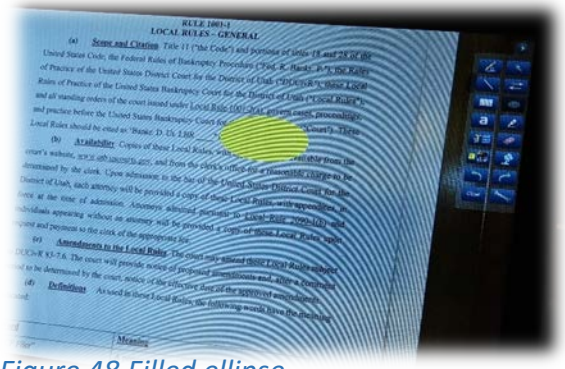
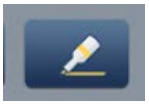


Figure 48 Filled ellipse



Highlighter: drag a finger over the screen to highlight some text on the image.

Just like a physical highlighter, this tool allows the presenter to highlight specific information for bringing focused attention during the evidence presentation. The presenter can also direct a witness to highlight specific information while reviewing a document during an evidentiary hearing.

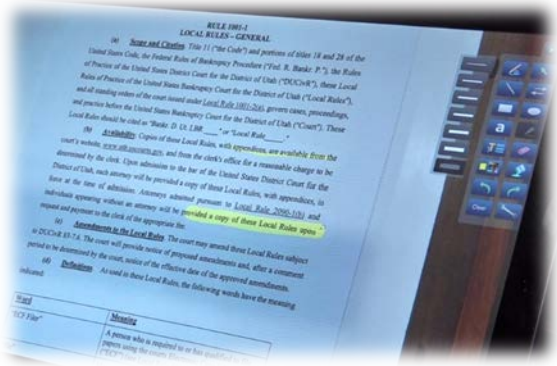


Figure 49 Highlighter Tool

The highlighter thickness is adjusted using the Select Size button after the highlighter tool is selected.

Eraser: erase any portion of annotation by dragging a finger on the screen

It may be better to erase a portion of an annotation rather than Clear the entire annotation. Erasing is started by placing a finger on the touch screen then dragging through the annotation to be removed. The tool will only erase where a finger passes through an annotation.

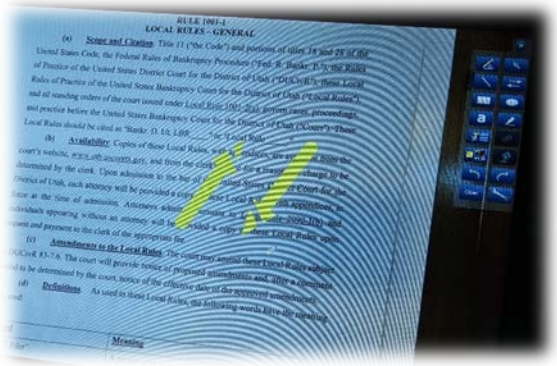
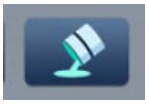


Figure 50 Eraser Tool

The eraser thickness is adjusted using the Select Size button after the eraser tool is selected.



Fill: draw a solid rectangle or ellipse with the currently selected color

When fill is selected, the rectangle or ellipse is solid when it is drawn instead of an outline. To turn fill off, simply press the button and draw the rectangle or ellipse again.

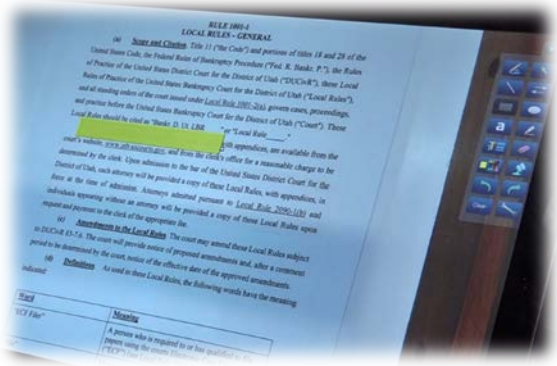


Figure 51 Fill Tool

Redo: Redo the most recent annotation, typically used after Undo tool

Most often, the Redo tool will be used if another user uses the Undo tool.

Tools: opens the Tools sub-menu, to close the sub-menu, tap the button again

The Tools sub-menu contains tools that are used less frequently than the annotation tool bar.

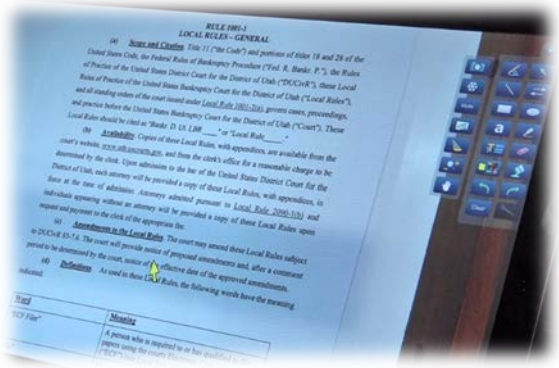


Figure 52 Tools Sub-Menu

Tools sub-menu tools: detailed description

The Tools sub-menu contains tools that are used less frequently than the annotation tool bar. To access the sub-menu, tap the Tools button on the annotation tool bar. Tap on the Tools button to close the sub-menu.

Capture: take a snapshot of the image with all annotations, but not the Annotation tool bar

After annotations are made on a document, the presenter may desire to keep a copy. Press the Capture button to take a snapshot of the image and annotations. The images are saved to a location the Courtroom deputy can access.

Important Note: ***Write down the date and time*** when the capture button is pressed so the Courtroom deputy can find the correct image.

Figure 53 Capture Tool

Freeze: freeze the live video image

Images shown in the evidence monitor are "streamed" from the document camera or laptop and therefore the image is viewed by the software as if it is a live "video feed". It is possible to freeze the image by pressing the freeze button. While the image is frozen, another document can be placed under the document camera or changed on a laptop and the image in the monitor doesn't change. When the presenter presses the freeze button again, the image unfreezes and it is replaced with the new document on the monitor.

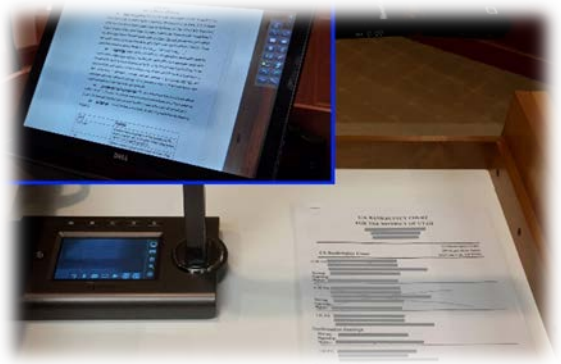
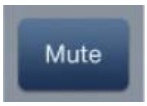


Figure 54 Freeze Tool (w/view of monitor)

To unfreeze the video image, press the Freeze button.



Mute: show a black screen by "muting" the video image in the monitor

During an evidence presentation, it may be advantageous to black out all of the evidence monitors while preparing another exhibit or document. The Mute button replaces the live video image with a black screen on all evidence monitors in the courtroom, so another document can be placed under the document camera or changed on a laptop. When the presenter presses the mute button again, it is replaced with the new document on the monitor.

Figure 55 Mute Tool

To unmute (show the live image again), press the Mute button.

Whiteboard: create a blank white canvas for annotations, no input video image is visible

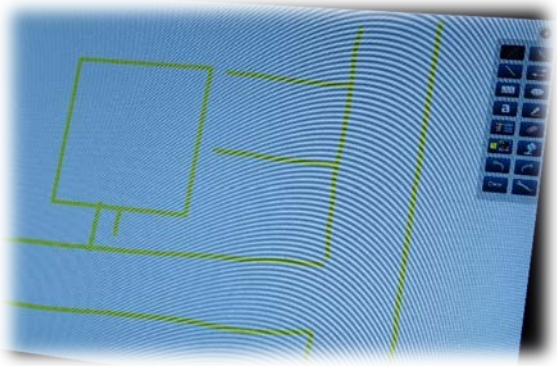


Figure 56 Whiteboard Tool

The Whiteboard tool allows the user to create a white screen whereby the presenter may use a finger to draw or write information directly on the evidence monitor in the same manner as using a regular white board.

To close the Whiteboard, press the Whiteboard button.

Spotlight: create an ellipse to focus on a specific area, while the outer area brightness is reduced

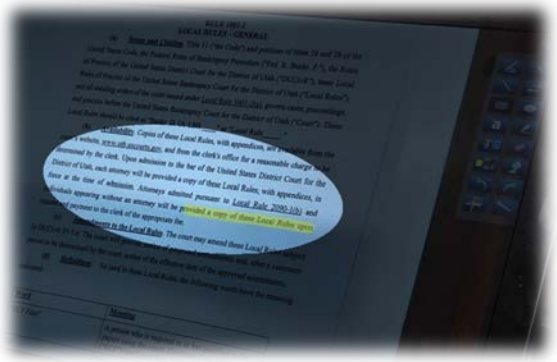


Figure 57 Spotlight Tool

This functions just like the picture on the button shows (without the color). When the Spotlight button is pushed, most of the screen goes grey and a clear ellipse forms on the screen. The ellipse can be moved by placing a finger inside the spotlight and dragging it to the correct location. The ellipse size is adjusted by placing a finger outside the spotlight and moving it closer or farther from the ellipse. If the finger slides up or down on the screen, the ellipse will increase or decrease in height. If the finger slides left or right on the screen, the ellipse will increase or decrease in width.

Zoom: zoom into a specific area on a document

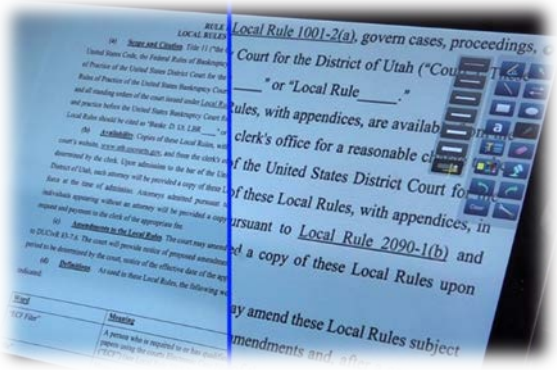


Figure 58 Zoom Tool (Normal and zoomed)

The Zoom tool allows the presenter to zoom into a specific area of a document.

To **Zoom in**, place a finger on the screen and create a rectangle around the area by dragging the finger to the opposite side corner.

To **Zoom out**, create a small rectangle that is less than 1” by 1”.

When presenting hard copy documents, using the lights on the document camera will help the camera focus better.

Pan: move the image on the screen to a new area when in Zoom mode

The Pan tool is used in conjunction with the Zoom tool and allows the presenter to move the image on the monitor to a different portion of the document. This is like using the scroll bars in a browser window to view something that is too large to fit on a computer screen.

Figure 59 Pan Tool

Appendix B: Annotation Tools One-Sheet

Freehand – draw or write freely on the Evidence monitor using a finger

Line – create a straight line between two points

Rectangle – create a rectangle by dragging a finger from the starting point to an ending point
NOTE: If the rectangle is filled, press the Fill button to get an outline only

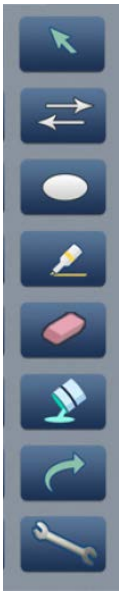
Text – not used

Size Select – adjust the line thickness for freehand, line, rectangle, arrow, ellipse, highlight and erase

Color – change the color of any drawing function

Undo – undo the last 15 completed annotations *or undo a Clear action*
NOTE: Tap Undo twice after a Clear action

Clear – clear the screen of *all* unsaved annotations, can be undone using the Undo function
NOTE: The Clear function will clear ALL screens, not just the user's screen



Pointer – change the cursor to an extra-large arrow in the currently selected color

Arrow – create a straight line between two points with an arrow at the end point

Ellipse – create an ellipse
NOTE: If the ellipse is filled, press the Fill button to get an outline only

Highlighter – highlight the image on the screen, not an annotation

Eraser – erase any annotation on the screen

Fill – draw a solid rectangle or ellipse with the currently selected color. To turn off, press button again.

Redo – in conjunction with the Undo function, it recreates the last undone annotation

Tools – opens Tools sub-menu. To close sub-menu, press on the Tools button

Tools Sub-menu Functions

Capture – take a snapshot of the current image, including annotations but not the Annotation tool bar.
NOTE: Mark the date and time when Capture is tapped

Freeze – freeze the live video image. To unfreeze the video image, press the Freeze button

Mute – show a black screen by "muting" the live video image. To unmute, press the Mute button

Whiteboard – create a blank white canvas for annotations, no input video image is visible

Spotlight – create an ellipse to focus on a specific area, while the outer area brightness is reduced

Zoom – zoom into a specific area. Create a rectangle to Zoom in. Zoom out by creating a small rectangle
NOTE: Draw a rectangle smaller than 1" x 1" to Zoom out

Pan – move the image on the screen to a new area when in Zoom mode