
Technology Courtroom User Guide

v1.01



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Introduction

Technology Courtrooms, also known as E-Courtrooms, are designed to streamline the litigation process through the use of advanced communication technologies while preserving the fairness and dignity of the proceedings. This is accomplished through a digital video evidence presentation system and a new sound system seamlessly integrated to enable more efficient and effective court proceedings. The structure of the existing courtrooms was modified to allow installation of presentation equipment while maintaining the integrity of the courtrooms. The evidence presentation system allows counsel to present evidence electronically and allows jurors to view evidence up close.

Purpose

This guide explains the various screens on the control panel and describes the equipment available in the courtroom.

Prerequisites

It is strongly recommended that all persons planning to use the equipment schedule training at least 24 hours before the trial begins. It is also recommended that users study this guide and practice using the control panel and equipment prior to use.

Using this Guide

This guide is broken down by each function available on the control panel. It is meant to guide the user through navigating and using the system. It is highly recommended that you practice using the control panel as you step through this guide.

E-Courtroom Components

The **Multimedia Presentation Podium** is a customized podium that houses a video monitor with annotation screen, inputs for notebook computers to present evidence electronically, a touch-screen control panel, and a VCR. The document camera sits on a cart next to the podium.

The **Document Camera** enables counsel to present various forms of evidence in color to the judge, jury, opposing counsel, and witness using video monitors. The presenter captures digital images such as documents, diagrams, photographs, negatives, x-rays, and 3-dimensional objects. The camera can zoom in to view an image up close.

The **VCR** allows the playback of evidence to be seen on the video monitors while the sound is heard through the courtroom sound system. The VCR features a high quality slow motion feature which allows counsel to display evidence as a clear image using either frame-by-frame or freeze-frame.

Video Monitors with Annotation Screens are located at the podium and the witness box allowing counsel and witnesses to draw, point, and highlight directly on their video monitor with simultaneous display on the other monitors.

A **Touch-Screen Control Panel** is located on the podium to allow counsel (at the judge's discretion) to control certain inputs sent to the video monitors for evidence presentation.

The **Touch-Screen Master Control Panels**, located on the judge's bench and the clerk's bench, have the same features as the podium control plus override functions to select the video input source, select the video output monitors and a "video blackout" to black out all video monitors.

Counsel Connection Boxes are located at the podium and at each counsel table to allow input from a notebook computer (not provided by the Court) or other device capable of producing audio or video presentations, or imaged documents. The connection boxes at the counsel tables allow counsel to present oral argument from the podium while a colleague controls the evidence presentation from the table.

Flat Panel Monitors display any visual evidence input from the presentation podium, connection boxes, or annotation screens to the judge, the witness, the courtroom deputy, each counsel table, and the jury box. The jury box has eight monitors with each monitor shared by two jurors. Each counsel table has one monitor.

A **Color Video Printer** enables the clerk to print an image of a piece of evidence exactly as it has been displayed on the monitors. Also, evidence that has been annotated by counsel or a witness may be printed for the record.

The **Courtroom Sound System** is upgraded for high quality audio and includes new microphones at all locations (bench, podium, witness stand and counsel tables). The sound system is integrated with the evidence presentation system allowing the volume to be controlled at the control panels. A separate microphone is located at the judge's bench for the purpose of a "bench conference." When the judge selects the "bench conference" option on the control panel, the audio input from this microphone is not sent to the courtroom sound system, but rather is sent to the court reporter's headphones or to a recording system. At the same time, a masking noise is sent to the speakers above the jury to further inhibit any unwanted speech recognition.

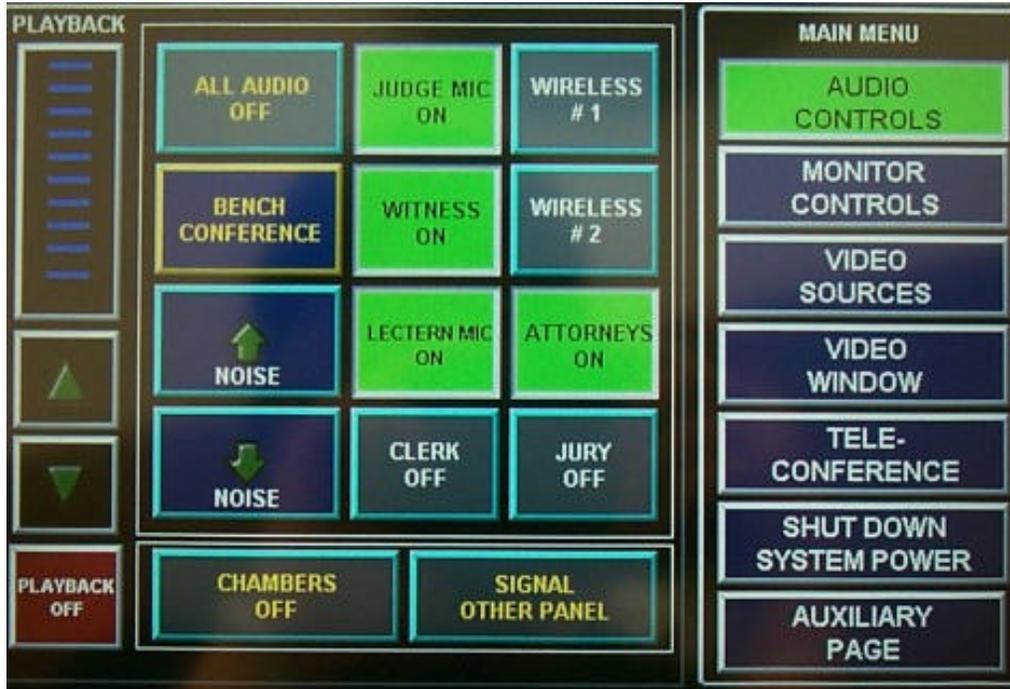
A **Wireless Interpretation/Assisted Listening System** uses infrared signals to transmit simultaneous language interpretation to wireless headsets. The system can also be used for assisted listening for the hearing impaired. The wireless system has two input channels allowing the use of these functions simultaneously. Another use for the two channels is interpretation in two different languages at the same time. Because this system is integrated into the courtroom sound system, the interpreter's voice can also be sent through the loud speakers.

A **Teleconference System** is integrated into the courtroom sound system to allow a party to participate in a proceeding via telephone. The person on the telephone is heard through the speakers and anyone speaking into a microphone is heard by the person on the telephone.

Audio Controls

With the Audio Controls page, you can control which microphones are on, as well as the playback volume level.

Touch the Audio Controls button in the Main Menu section on the right side of the control panel.

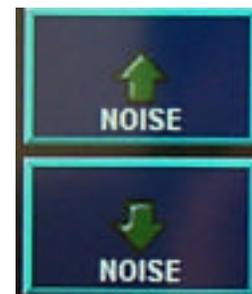


Microphone Controls

Touch a microphone control button to toggle between on and off. When a microphone is turned on, the button will appear green.

Bench Conference

Touching the Bench Conference button will mute all microphones in the courtroom, except the judge's bench conference microphone. Also, "white noise" is sent to the jury speakers. You can control the volume of the noise with the arrow up and arrow down buttons shown here.



Having this activated overrides all other on/off controls.

Chambers Off

You can control whether courtroom audio is heard in chambers by toggling on/off the Chambers button shown here.



Signal Other Panel

To signal the user at the other control panel, touch the Signal Other Panel button shown here.



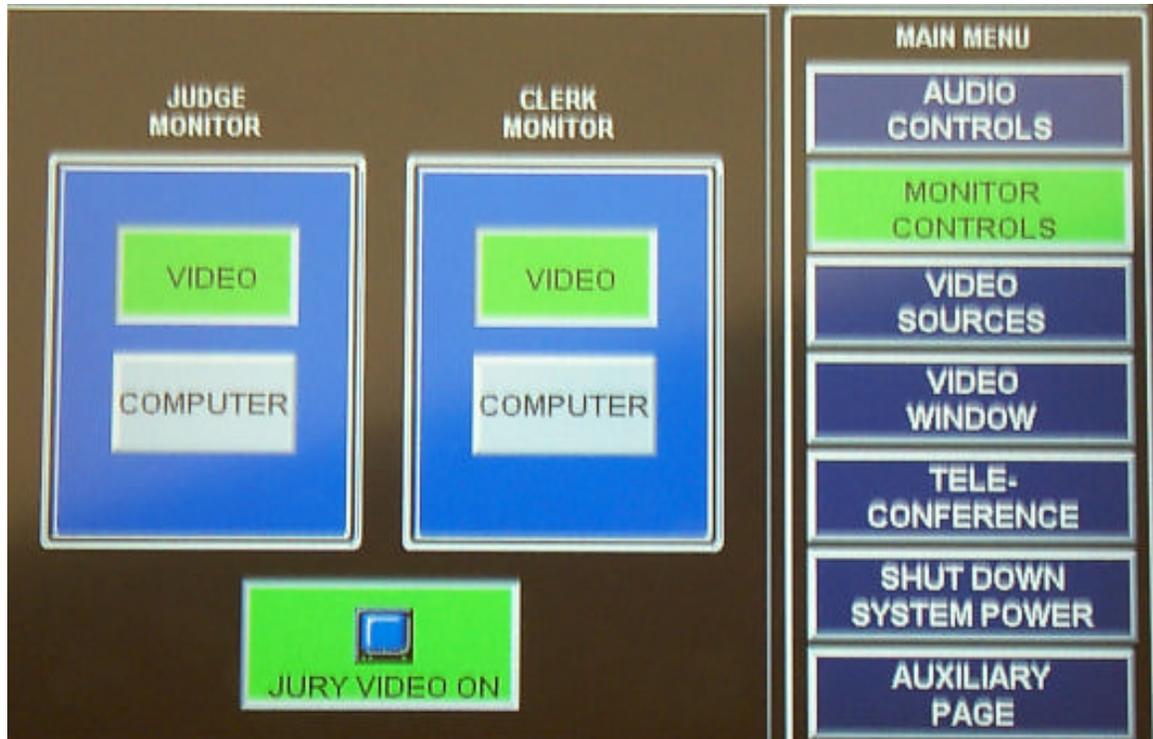
Playback

To control the level of playback volume, touch the arrow up or arrow down button. You can also turn off the playback by touching the Playback Off button.



Monitor Controls

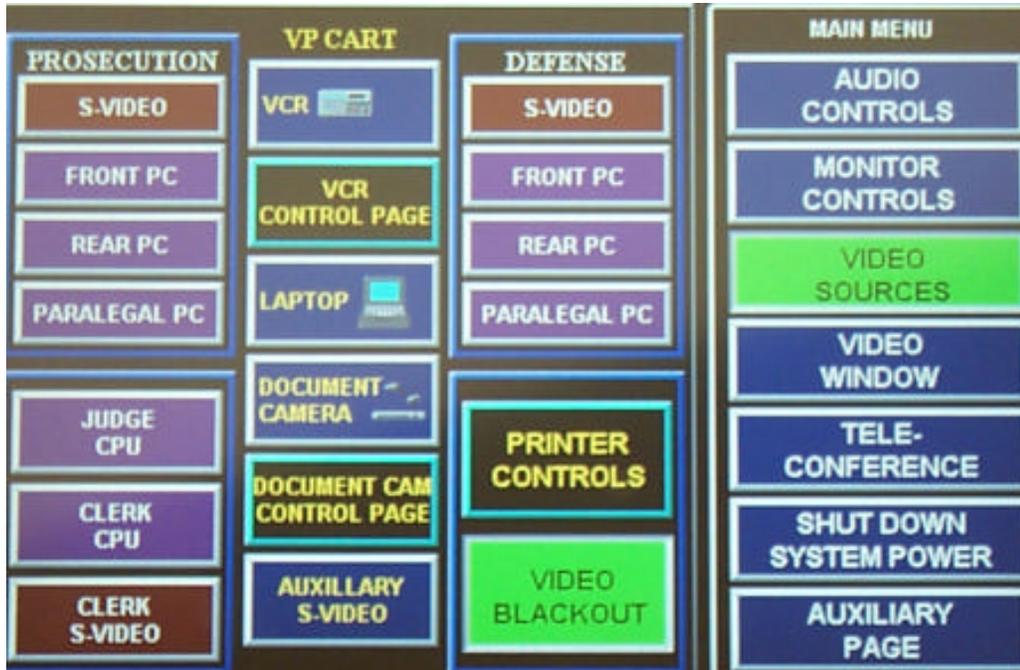
The Monitor Controls page allows the user to determine what is displayed on the judge's monitor and the clerk's monitor – either video input or CPU input.



Jury Video Touch the Jury Video button to toggle the displays in the jury box on and off.

Video Sources

The Video Sources page allows the user to select the input sent to courtroom monitors. It also allows the user to control certain equipment, such as the VCR and Document Camera.



Prosecution/ Defense

Selecting one of these 4 buttons determines the input sent to display on the monitors in the courtroom and the audio playback.

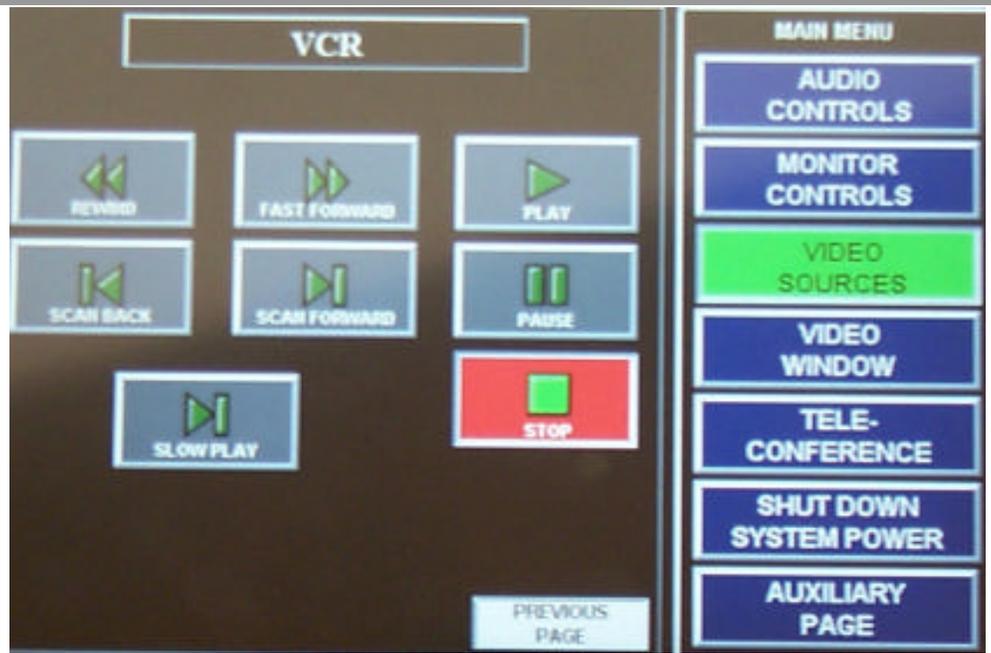
Judge CPU Clerk CPU Clerk S- Video

Touching one of these buttons determines the input sent to the display monitors in the courtroom.

VCR

Touching the button labeled "VCR" will send input from the VCR to the display monitors in the courtroom.

**VCR Control
Page**

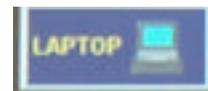


Use this page to operate the functions of the VCR.

* If any other video source button is selected, the VCR will stop playback automatically.

Laptop

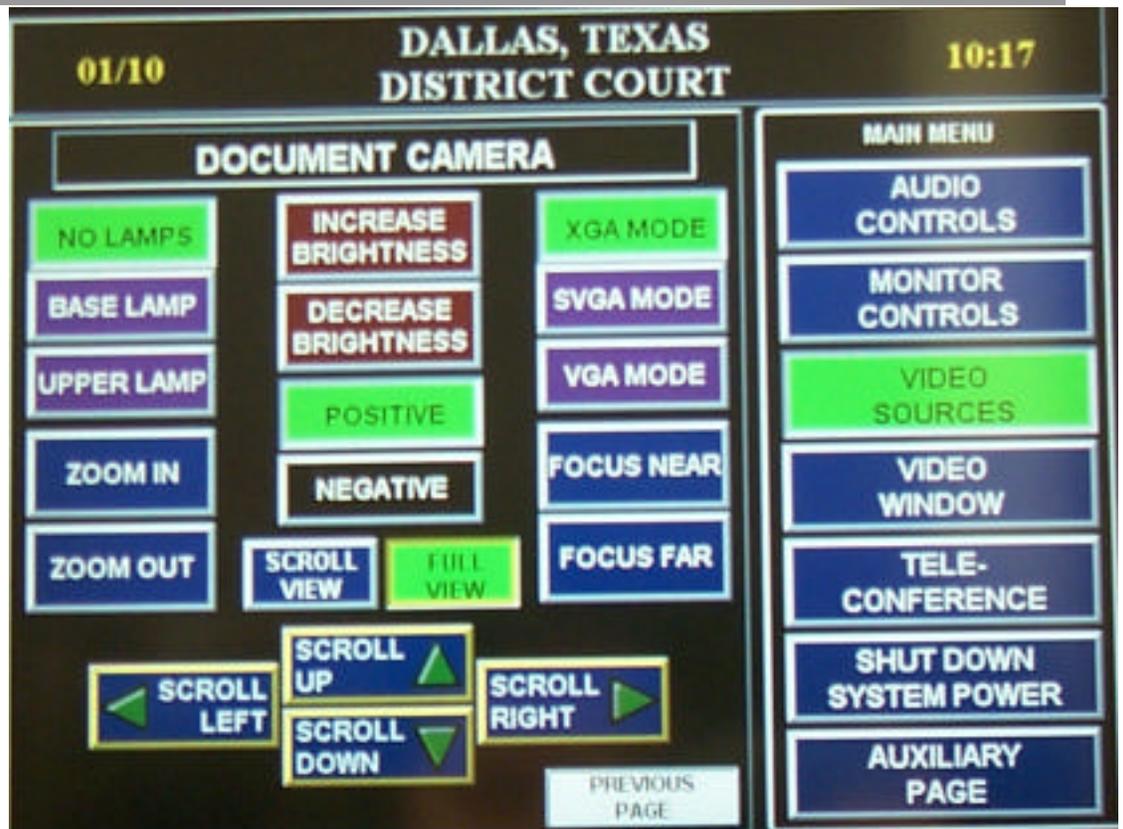
Touching this button will send input from a laptop plugged into the lectern to display monitors in the courtroom..



**Document
Camera**

Touching this button will send input from the Document Camera to display monitors in the courtroom.





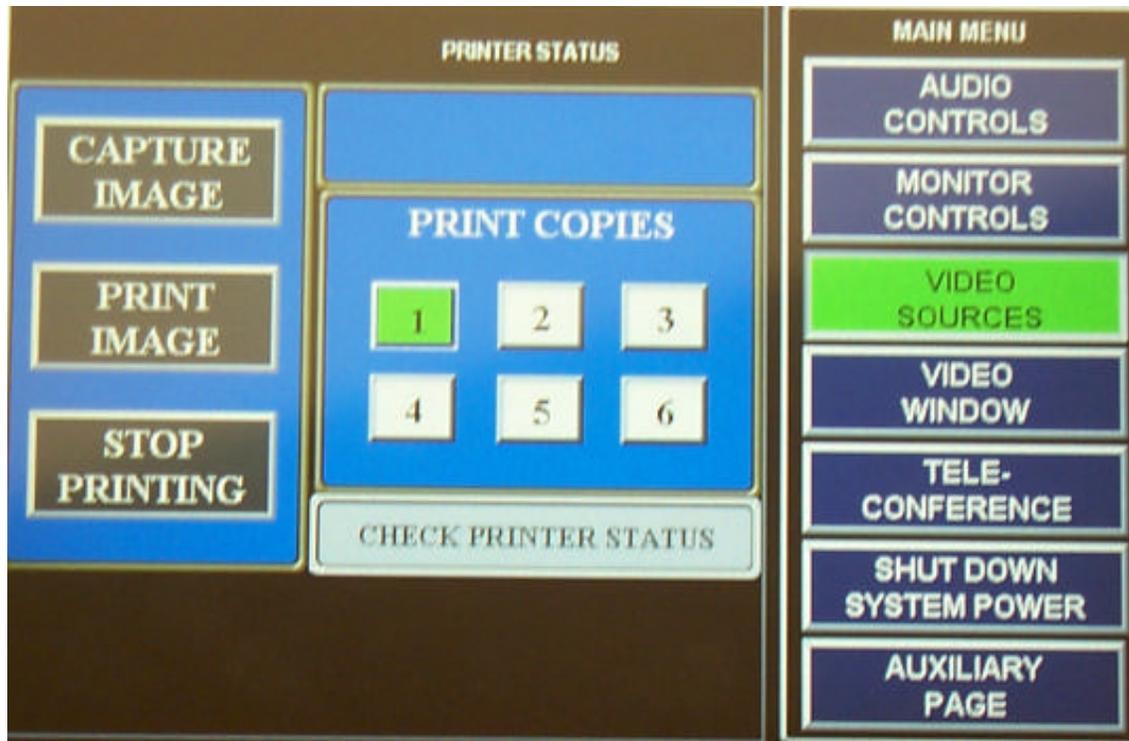
Use this page to operate the functions of the Document Camera.

Auxiliary S-Video

Touching this button will send input from the S-Video input to display monitors in the courtroom.



Printer Controls



Step 1

To print an image being sent through the system (via pc, VCR, or document camera), first touch the Capture Image button.

Step 2

Next, select the number of copies in the Print Copies frame.

Step 3

Finally, touch the Print Image button.

* To stop printing, touch the Stop Printing button. Printing will stop after the current copy has finished printing.

Video Blackout

Touching this button will blackout all video monitors in the courtroom.



Video Window

Selecting this option from the right section of the control panel will bring up a window displaying the image currently being sent to video monitors in the courtroom.



Teleconference

Selecting this option allows the user to initiate a teleconference in the courtroom. (Anyone wishing to speak to the caller must have their microphone toggled on.)

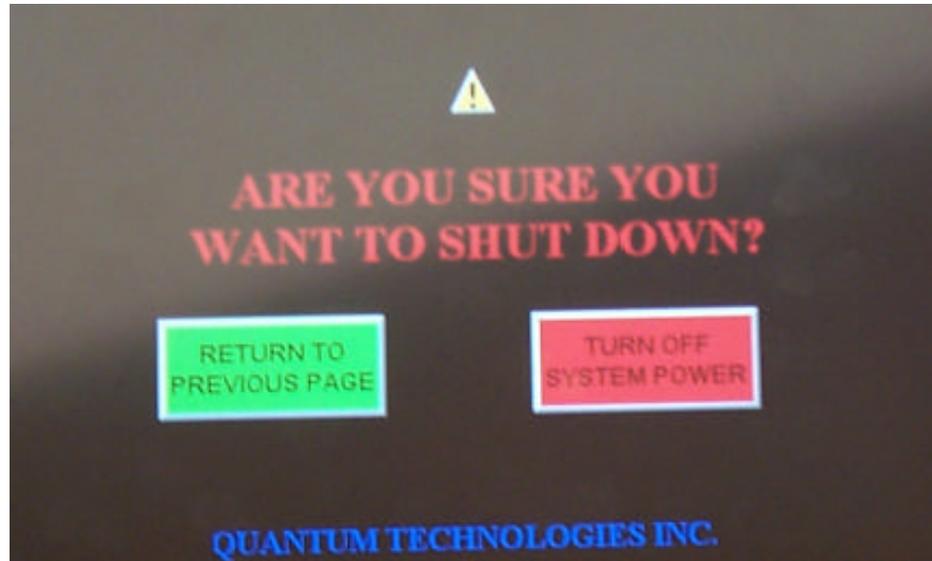


Step 1 Touch the Connect button (has picture of phone) and dial the number using the key touch pad. (Dial 9 for an outside line.)

Step 2 To disconnect the call, touch the Connect button again.

Shut Down System Power

Selecting this option allows the user to shut down the system power. It will prompt the user to be sure they want to shut down. It is not recommended that the user shut down the system.



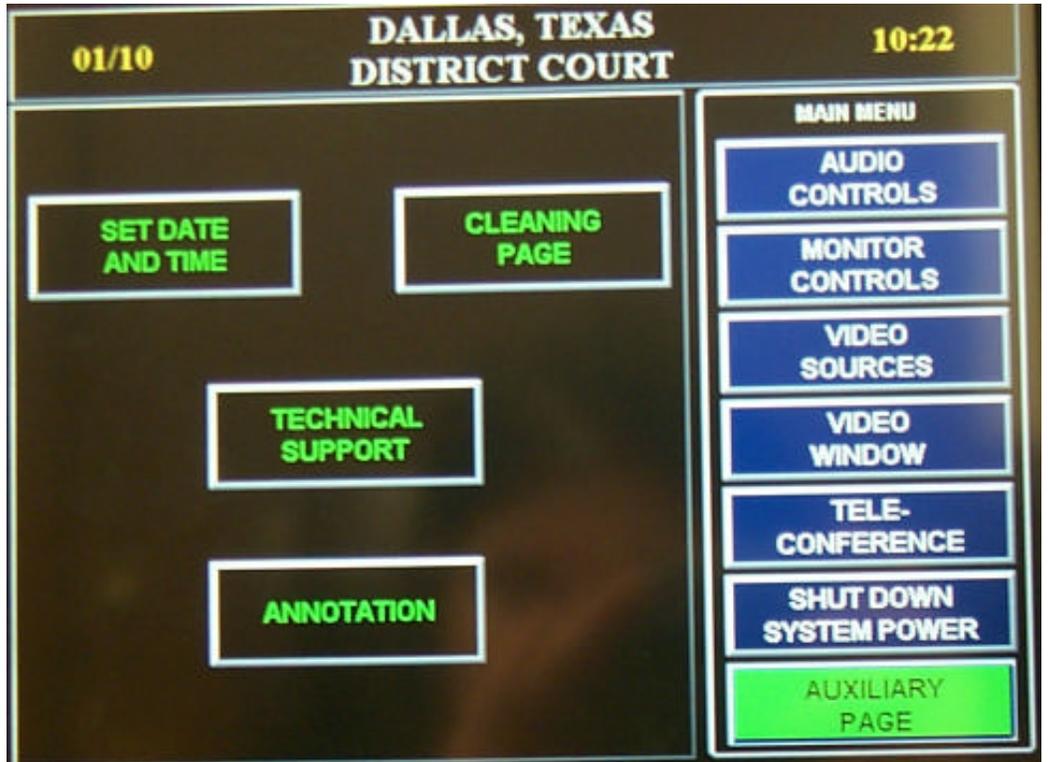
Rather than shutting down the system, it is recommended that the user use the Video Blackout button to turn off the display monitors and the All Audio Off button to turn off the sound system.

Please note that the control panels will shut off after a period of inactivity. To re-activate the control panels, simply touch the screen.

Auxiliary Page



To activate the Auxiliary Page, select the Auxiliary Page button from the right column of the control panel.



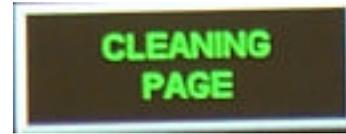
Set Time and Date

Select this button to adjust the time/date currently displayed on the control panels.



Cleaning Page

Select this button to activate the cleaning page. It is imperative that this page is selected when cleaning any of the control panels.



Headsets

Interpreter Headset

The interpreter's microphone headset has switch on and off. The connection for this headset is located at the rear of the defense table and at the witness stand. You must have the headset turned off to charge – there is a red LED light that indicates when the headset is charging.

Assisted Listening Headsets

These headsets should sit in the charger when not in use. There are two different channels that feed into these headsets. Channel 1 is for the signal from the Interpreter Headset. Channel 2 is for courtroom audio.

* Headsets should be cleaned with alcohol.

Revision History

Version	Revisions	Performed By	Date
v1.01	Initial release	Jennifer Pierce	01/24/02