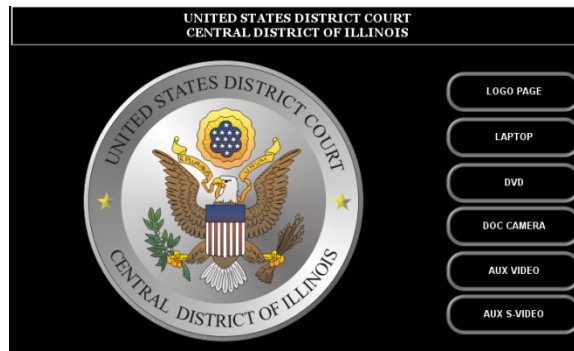




# COURTROOM MANUAL

## EVIDENCE CART



**Section**

**Description**

- |     |   |
|-----|---|
| 1.1 | Laptop, Auxiliary Video, & Auxiliary S-Video Controls |
| 1.2 | DVD Player Controls                                   |
| 1.3 | Document Camera Controls                              |
| 1.4 | Annotation & Evidence Screens                         |
| 1.5 | Microphones   |
| 1.6 | Interpretation & Assisted Listening Devices           |

## Laptop, Auxiliary Video, & Auxiliary S-Video Controls

## Section 1.1

Select one of the following provided cabling choices.

Press the



button.



Press the



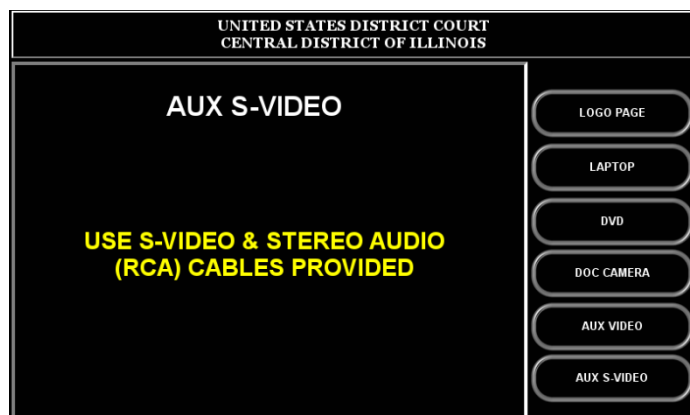
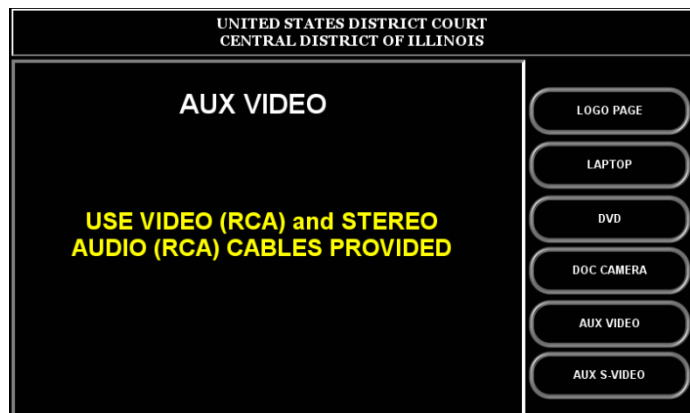
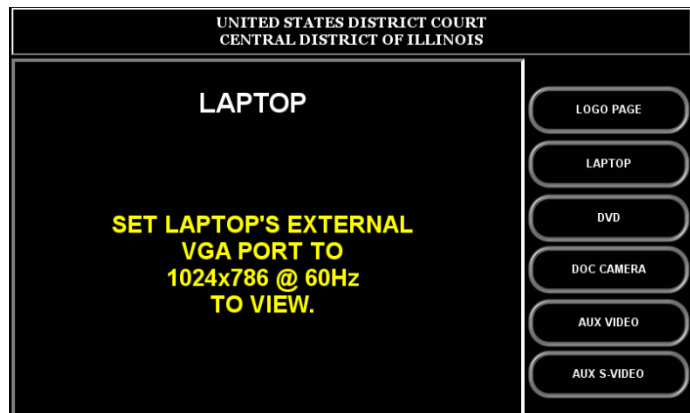
button.



Press the



button.



## DVD Player Controls

## Section 1.2

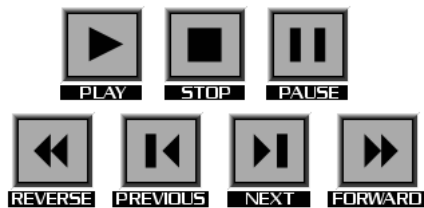
Press the



button.

The DVD Control Screen appears.

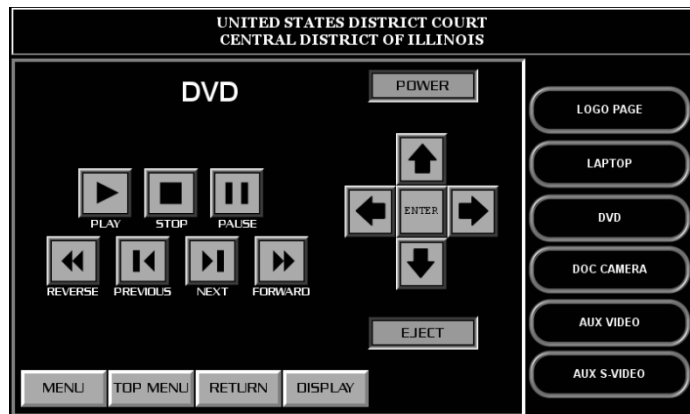
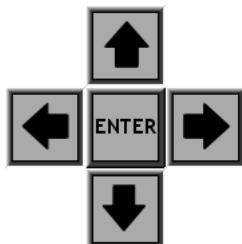
The buttons on the screen are standard DVD controls.



The Menu control buttons operate as normal. Arrow to a menu item, then press



the





## Document Camera Controls

## Section 1.3

Press the



button.

To turn the Document Camera on,

Press the

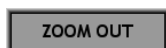


button.

The frequently used buttons other than power are as follows.




Press and hold, the document will zoom in to the desired camera angle. When prompted to digital zoom press the button and hold it again to zoom in digital mode.



Press and hold to zoom out to the desired camera angle.

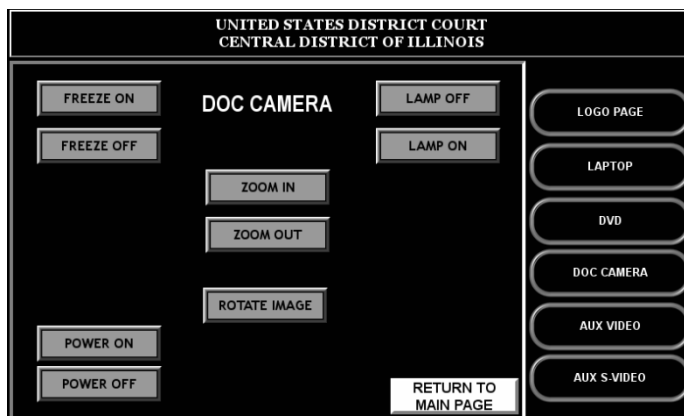
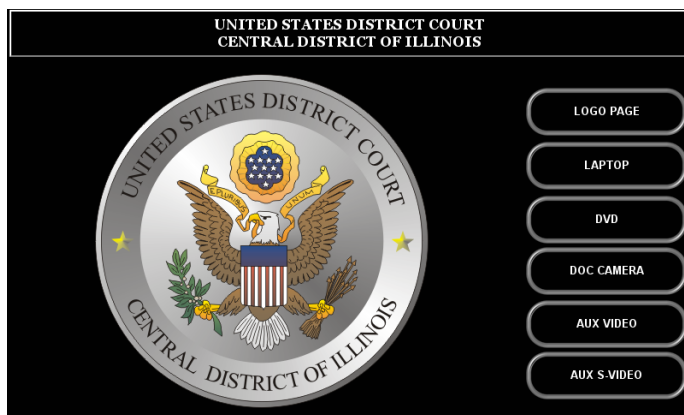


Place document on the camera's surface and press to temporarily store an image of the document. The image will remain until the  button is pressed. Use this function to view a document while preparing the next document for viewing.

Pressing the



button, rotates the document's image 90° clockwise each time the button is pressed.



## Annotation & Evidence Screens

## Section 1.4

Three annotation evidence monitors are available in the courtroom. They are located at the Evidence Presentation Cart, the Witness Stand, and the Judge's Bench.

To annotate or draw on the screen press firmly on the screen. Lines will appear and follow your touch across the screen. Tap the screen to create an arrow to point at an object.

To change the Color of the line, press the screen in the upper left corner an onscreen color sample will appear to show you the next available color. Continue to press this corner until you select the desired provided color.

To Undo the last drawn line, press the screen in the upper right corner. Repeat this process to remove each remaining line one at a time.

To Clear all drawn lines press the screen in the lower left corner.

**Color**

**Undo**

**Clear**



## Microphones

There are many microphones for specific uses available in the courtroom. The most common are the desktop microphone and the lectern or witness microphone. The desktop microphone has “Push” button to mute the microphone for privileged attorney client conversations. If you mute the microphone, you must un-mute it by press the “Push” button again. Lectern and witness microphones are muted by the Judge or Courtroom Deputy Clerk.

Note: Please do not move or adjust microphones without first being directed to by the Judge or Court staff.

Wireless microphones are also available. The lavalier microphone can be worn to help support a quiet speaking person. The hand held wireless microphone may be used in special applications, for example when a person is unable to be seated in the Witness Stand.

Note: If you use a lavalier microphone, remember to power it off, remove it from your person, and leave it on the counsel table before exiting the courtroom.




If an interpreter’s services are used via telephonic interpretation and an attorney has the need to speak to a non-English speaking person in a privileged conversation, a Revolabs wireless microphone and earphone will be provided by the Court.

Once powered on and the Courtroom Deputy moves the telephonic interpretation system into “Privileged Mode,” the attorney and non-English speaking person can have a privileged conversation with the aid of the interpreter. No audio is transmitted to the Court at this time.

Note: If you use the Revolabs wireless microphone solution, move away from lectern microphone and/or mute any counsel table microphones; remembering to un-mute the microphones prior to returning to normal Court proceedings.

## Section 1.5



-  Flashing Red Light = Muted
-  Flashing Green Light = Un-Muted
-  Mute / Un-Mute Toggle Button

## Interpretation & Assisted Listening Devices

## Section 1.6

The Interpretation and Assisted Listening systems use a common headphone.

Channel I is used for Assisted Listening.

Channel II is used for Interpretation.

Turn on the headphone, select the correct Channel, and adjust the volume to desired level. The Sennheiser logo and dark black plastic piece must be facing away from the body. The headset is intended to be worn beneath the chin.

If a prospective juror or witness has a Telecoil or T-Coil hearing aid, audio from all microphones and any audio evidence source will be automatically provided in Judges Stand, Witness Stand and in the Jury Box via an Induction Loop. If the party's hearing aid is not the type listed above, that person will not notice any difference. Their hearing aid will work as normal but without the assistance of the loop.

