

NCCCH Courtroom Enhancements – 8B, 8C, 6D

Feb 5, 2004

Introduction:

The recent electronic upgrades to Courtrooms 8B, 8C and 6D now provide permanent audio video functionality previously available when one of the portable A/V carts was used in these Courtrooms. In addition, several new enhancements are now available in these three Courtrooms that were not available with the portable equipment carts. These additional enhancements include:

- A 50" plasma screen mounted behind the Witness Stand
- Jury Monitors
- Attorney Table Monitors
- The ability to present evidence from attorney laptop PCs from any or all of the four attorney tables and select which is displayed from the Crestron control panels. This feature allows a convenient way to select back and forth between plaintiff and defense attorney presentations.

Review of Functionality:

Visual evidence may be presented electronically from the following sources:

- The document camera on the Podium
- The DVD/VCR inside the Podium
- Laptop PCs at the Podium or Attorneys Tables
- Overhead LCD Projector

Evidence from the above sources may be seen on:

- The plasma screen behind the Witness Stand
- The Jury Monitors
- The Attorney Table Monitors
- The monitor on the Podium
- The Judge's Monitor
- The Witness' Monitor
- The motorized screen on the side wall

The evidence presented, regardless of electronic source, can be annotated from the monitor on the Podium or the monitor on the Witness Stand. The annotated image will be displayed on all active monitors in the Courtroom. In addition, a snap shot of the annotated image can be printed on the Sony color printer located on the Clerk's desktop.

Audio Teleconferencing:

With one day's prior notice to JIC, audio telephone conferencing is available. When used, the far end conversation can be heard over the Courtroom's loudspeakers.

Overview of Crestron Control Panel Screens:

The display of presented visual evidence and the Courtroom sound system can be controlled from either of the two Crestron control panels. One is located on the Judge's Bench, the other on the Clerk's Desk. The Crestron screens are normally dark until the front of the screen is touched.

Crestron Main Page:

The **Crestron Main Page** has three icons across the top: **Audio, Phone and Input Selection**. To get to the Main Page from any other Crestron screen, press **Back To Main**, found on the top left of any other Crestron page.

The **Main Page** shows the **Current Source** selected,

The **Room Volume** adjustment is normally set to maximum as the room volume level is automatically maintained.

Judge's Mic Mute when pressed once and the icon color changes mutes both the Judge's and Clerk's microphones. Pressing the **Judge's Mic Mute** once more will reactivate the Judge's and Clerk's microphones.

Mute All when pressed once and the icon changes color will mute all of the courtroom microphones with the exception of the Judge's and Clerk's microphones. Pressing **Mute All** once more will reactive the microphones that were muted.

Bench Conference when pressed once and the icon color changes will mute all Courtroom microphones and provide a hissing background noise to the Jury and spectators from hearing bench conferences. Pressing **Bench Conferencing** once more will stop the hissing noise and reactivate the Courtroom microphones. When the **Bench Conference** noise is on, the noise level may be adjusted using the up/down volume adjustment at the lower left of the screen.

Crestron Audio Page:

The **Judge's Mic Mute** icon is duplicated on this page. When pressed once and the icon changes color, **Judge's Mic Mute** mutes both the Judge's and Clerk's microphones. Pressing the **Judge's Mic Mute** once more will reactivate the Judge's and Clerk's microphones.

The **Jury's Mic Mute** when pressed once and the icon changes color mutes the microphone used by the Jury when it is plugged in. Pressing **Jury's Mic Mute** once more will reactivate the Jury's microphone.

Witness Volume adjusts the volume level of the Witness' microphone. It is normally set to maximum as the room volume level is automatically maintained.

Evidence Volume adjusts the volume of the microphone on the Podium, the DVD/VCR volume, and the volume of laptop PC based presentations with audio connected at the podium or under the attorney tables. The **Evidence Presentation** volume is normally set at maximum, since the level is automatically maintained, but it can be adjusted depending on need.

Pressing **Back To Main** will change the Crestron screen to display the **Main Page**.

Crestron Phone Page:

Please notify JIC at least one business day in advance of using a Courtroom's audio teleconferencing system.

To initiate a call from the Courtroom, press 9 for an outside line followed by the phone number. The digits will appear in the Crestron screen's window. Then press **Dial**.

Use **Phone Volume** to adjust the volume of the far end party heard over the Courtroom's loudspeakers.

Press **Privacy** once to prevent the Courtroom audio from being heard by the party on the other end of the call. Press **Privacy** once more to rejoin the call.

Press **Hang Up** to end the call.

To receive a call, request the far end caller to dial the number on the Courtroom's telephone. After answering the call on the Courtroom's phone, press **Transfer** on the phone then dial the five digit number provided by JIC, press **Answer** on the Crestron panel then press **Transfer** once more on the Courtroom's phone. Hang up the Courtroom phone. The call should be active. The far end party should be heard over the Courtroom's sound loudspeakers.

The PC Select window allows for the selection of one of six audio and video PC sources:

- Defense Front Table
- Defense Rear Table
- Plaintiff Front Table
- Plaintiff Rear Table
- The Lectern
- Judge's PC

A cable, provided by the Attorney, can plug into the back of the Attorney's PC's External Monitor port. The other end of the cable plugs into the connector inside the floor box below the respective Attorney Table. Inside the floor box, a green light will be seen next to the PC connection when the PC's External Monitor port is active. If the light is not green, either the cable is not properly connected and tightened down or the PC's External Monitor port has not been activated, or both. The Attorney is responsible for providing the cable to connect their PC to the Courtroom's floor box connector. The cable is known as a HD-15 Male to HD-15 Male VGA cable and should be 6 to 10 feet in length.

If the Attorney's presentation includes audio, a cable must be connected from the Attorney's laptop's PC sound card output to the round audio input jack in the floor box, Adjacent to the PC input connector. It is the Attorney's responsibility to furnish this cable. This cable, known as a 3.5 mm male to 3.5 mm male (mono or stereo) should also be 6 to 10 feet in length.

If evidence is presented from the podium, an audio/video cable is provided within the Podium to connect to the Attorney's PC. It is highly recommended that the connections below the Attorney tables be used instead, especially when both sides want to present evidence from their PCs. Switching from Plaintiff to Defense PC is easily accomplished by selecting the PC input from the Crestron panel.

Using the Overhead Projector:

The overhead LCD projector will display the same image shown on the monitors to the motorized screen on the sidewall of the Courtroom. To use the projector, remove the lens cap then press the red power switch on top of the projector once. When finished, press the red button once. "Power Off?" will show on the screen. Press the red power button once again. The projector will remain on until it has cooled down, then it will shut itself off.

Crestron Input Selection Page:

The **Plasma Display On** and **Plasma Display Off** icons can be used to turn the power on and off to the plasma screen. It is recommended that the plasma screen power be turned on while it is in use and turned off when it is not used. All other screens, including the annotation monitors, Judge's, Jury, and Attorney Table monitors should be powered on all of the time.

The **DOC** icon selects the document camera on the podium as the evidence presentation source. To use the document camera, turn on the document camera power by pressing the power switch at the lower left on. Remove the lens cap and ensure that the XGA green light is lit. If not, use the **Mode** button to select XGA. Otherwise, "out of range" will be displayed.

Use the **Route To** icons on the bottom of the Crestron Input Selection screen to send the video for display **To Plasma and Jury** monitors, and to allow printing on the Sony printer located on the Clerk's desktop. Press the **To Witness, Lectern & Projector** to display video to these devices. Use the **To Bench & Counsel** to display video to the Judge's and four Attorney Table monitors. Any or all of these displays can be simultaneously selected.

The **VCR/DVD** icon will select the VCR/DVD as the evidence presentation source. Pressing **VCR Controls** will bring up a page with remote control icons for operating the VCR/DVD that is located inside the podium.

The **Fut VTC** icon is reserved for the possible future addition of video teleconferencing within the courtroom.

Pressing **Print Image** will print a snap shot of any annotated or non-annotated video displayed on the monitors.

For further assistance, please contact JIC at 323-5369