

United States District Court, Southern District of California

Courtroom Technology User Guide for Annex Courthouse

State-of-the-art technology has been integrated into all six courtrooms of the Annex Courthouse. At the heart of this technology is an evidence presentation system. This system combines video distribution with annotation and is designed to allow users to connect external media devices such as a laptop computer. Video and audio inputs into the system are located at the counsel tables as well as the lectern.

Each lectern has an annotation monitor, document camera, DVD player, A/V input connections, and an AMX control touch panel. The following is an overview of the components integrated into the lectern and how to control the individual pieces of equipment. Section 1 will cover the AMX Control touch panel and lectern. Section 2 will cover various aspects of the evidence presentation system and hardware.

Section 1

AMX Control Touch Panel

At the lectern you will find an AMX touch panel which allows you to control basic functions of the evidence presentation system. The buttons across the top of the screen are labeled by function.



Namely, you will have partial control of what source is inputted into the system (evidence selections), control of the annotation system (annotation controls), control of the document camera (doc cam controls), control of the DVD player (DVD controls). *****Do not attempt to use the 'system settings' button*****

Evidence Selections



Use this page to select the input of the source you want to distribute through the system. This page also has an “Evidence Audio Control” meter that will allow you to turn up the volume of the source media. Remember to turn up the volume on the laptop to its maximum level before attempting to make adjustments to evidence audio control meter.

Annotation Controls



Annotation can only be enabled/disabled from touch panels located at the Courtroom Deputy’s bench so always confer with the Clerk before attempting to use the system. Use this page to control basic functions of the annotation system. You can change the line color, line width, undo your last action, clear all annotations, activate chalkboard mode, and turn on/off the annotation overlay. If annotation is not active (disabled) none of the annotation control buttons will function and a warning page will appear informing you annotation is not active.

Document Camera Controls



Use this page to turn on/off power, manually adjust the focus or select auto focus, manually adjust the iris or select auto iris, zoom in/out, select lighting options, switch between text and image mode, switch between positive and negative mode, and switch the image to landscape or portrait mode(image turn). The document camera is located in the roll out shelf on the left side of the lectern. (see picture below)

Note: The Iris and Focus setting should always be set to AUTO.



DVD Controls



Use this page to control the DVD player located in the presentation cart. The DVD player is accessible through the front cabinet doors. DVD transport controls (Play, Stop, Fast Forward, Reverse, Next and Previous) function as those on a normal DVD player. UP, DOWN, LEFT, RIGHT, and ENTER allow you to navigate through on-screen menu and setup items. [TRACK] allows you to select any DVD track by entering the track number in a keypad that appears when this button is pushed. Information windows on the left side of this page display the disc type, current track number, player status, current time mode and the entire DVD or current track number remaining or elapsed time. The DVD player is located in the lectern. (See picture below)

Note: The DVD player can only play finalized discs containing mastered video and audio. Data discs will not work. Most often, playing the DVD from a laptop is much quicker, easier and more reliable especially if you do not know what file format the disc contains. Consult your technical specialist for more information.



Section 2

COUNSEL TABLES

At each counsel table are recessed boxes with cabling to connect laptop computers. Both analog (VGA, 1/8" audio plug on the left) and digital (HDMI on the right) connections are available. Consult with your technician on which connection to use. Each table also has a recessed box with additional AC power outlets.



VIDEO DISTRIBUTION



Each courtroom has an integrated video distribution system. You can input images/media into the system for display throughout the courtroom. There are HD monitors in the gallery, jury box, counsel tables, and upper and lower benches. There are projection screens in each courtroom however... there are no projectors. It is up to you to provide a projector.

Note: Room lighting is the most important factor in determining image quality. The HD monitors throughout the courtroom will typically produce an image with much greater contrast than a projector and screen.

ANNOTATION

The monitors at the lectern and the witness stand have touchscreen enabled annotation which will allow you to create drawings overtop of images or documents. Simply input your media into the video system by connecting at any of the various inputs at the counsel tables or lectern. Next, ask the Courtroom Deputy to enable annotation. Once enabled, you can use the AMX touch panel for control of the annotation system. ***(See Section 1 under Annotation Control for more information)***

VIDEO CONFERENCING/TELECONFERENCING

Each courtroom has an integrated video conference and telephone conference system. Requests must be made with the Courtroom Deputy at least **5** business days in advance. It is your responsibility to provide all necessary contact information to the Courtroom Deputy. Contact information must include the following:

- Name of party
- Geographic location of party
- Name, phone number, email of point of contact at the far site(technical staff member)
- Date, time, and approximate duration of conference

A test connection will be made prior to the hearing. Based on the test connection, the Court will determine if the quality and consistency is adequate.

GENERAL GUIDELINES/RULES/ADVICE

- Bring a technician with you or at least consult with a technician beforehand.
- Show up early to test equipment and media.
- Always have hard copies on hand.
- The Court does not support Apple products. Apple products are notorious for their inability to integrate with other technology systems. If you use MAC, be prepared to troubleshoot on your own and be sure to bring any adapters you may need to integrate with the video system.
- The equipment and/or functionality of the system can and will be changed over time. Stay up to date on the latest and greatest by checking with the Courtroom Deputy prior to your scheduled hearing date.