



UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF CALIFORNIA

COURTROOM TECHNOLOGY USER GUIDE

The District Courtrooms in the Schwartz and Carter/Keep Courthouses are equipped with the state-of-the-art audiovisual technology. The Audio-Video System installed in these courtrooms consist of Audio, Video and Control System. 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 laptops, tablets and smartphones. Video inputs (VGA and HDMI cables) are located at the counsel table as well as the lectern, Judge's bench, Courtroom Deputy and Witness desks.

The audio system in the courtroom consists of wired and wireless microphones, assistive listening and interpretation headsets. The A/V system is also capable of doing telephonic conference calls through two telephone lines.



Each lectern has a screen annotation monitor, document camera, Blu-ray player, HDMI and VGA video cables, two microphones and a control touch panel. There is also a screen annotation monitor at the witness box.



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 panel and lectern. Section 2 will cover various aspects of the evidence presentation system and hardware.

SECTION 1

AMX Control Touch Panel

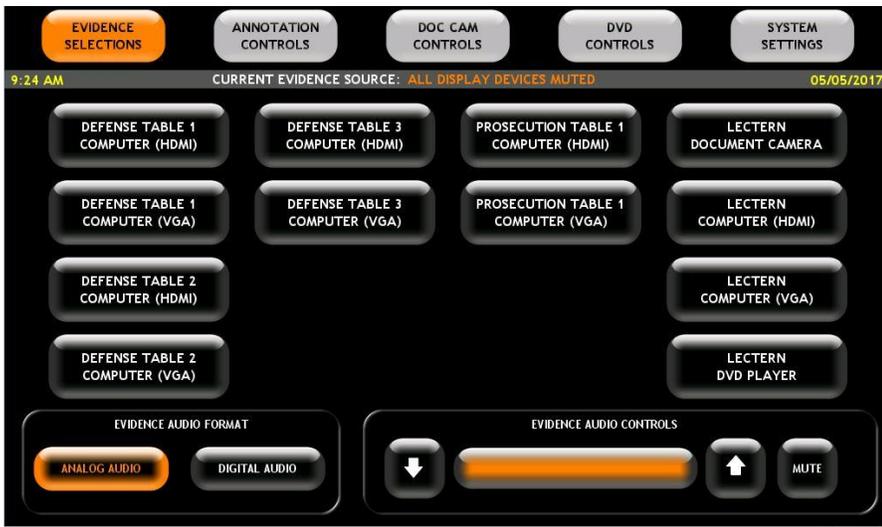
At the lectern you will find an AMX touch panel which allows you to control basic functions of the evidence presentation system. The button across the top of the screen are labeled by function.



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**).

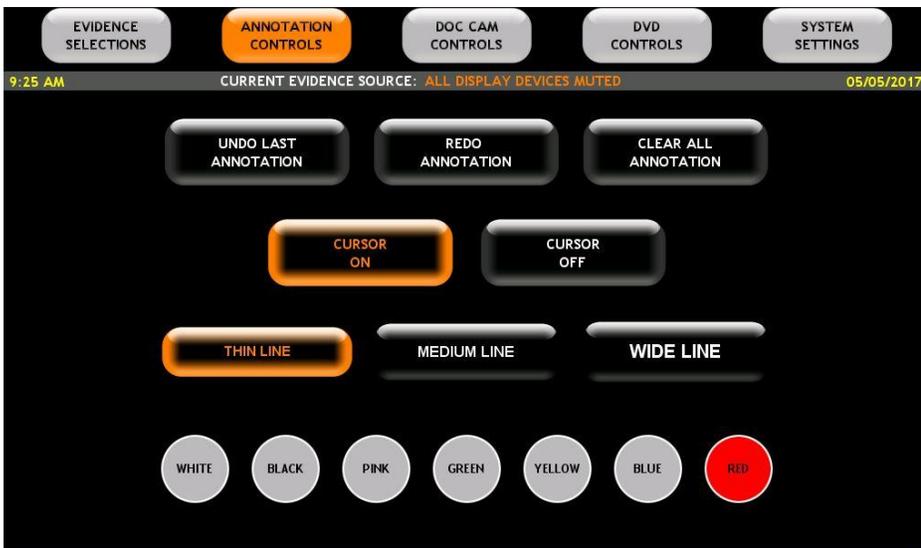
Do not attempt to use the 'System Settings' button

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 video source (For instance laptop or tablet) 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 you last action, redo annotation and clear all annotations. If the annotation is not active (disabled) none of the annotation control buttons will function.

Document Camera Controls

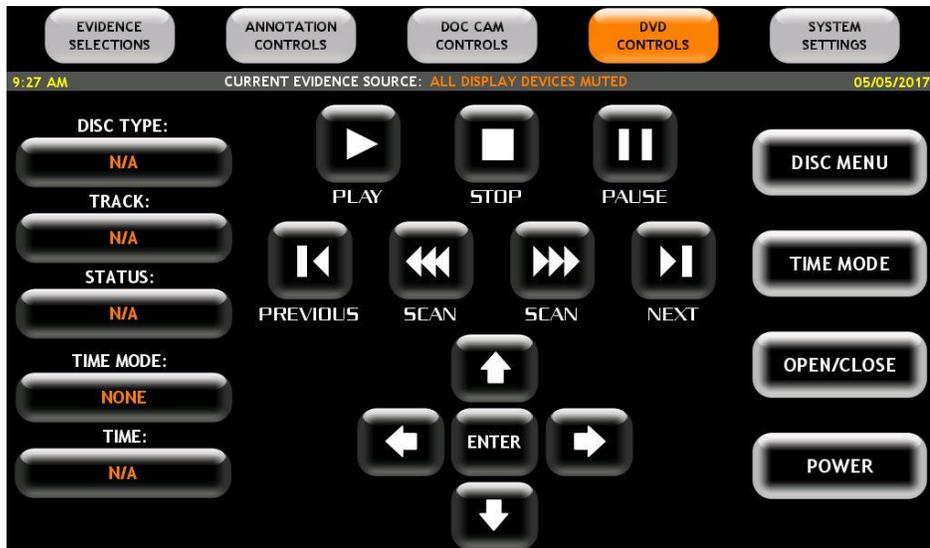


Use this page to turn on/off power, manually adjust the focus or select auto focus, manually adjust the iris or select auto iris, zoom in/out, select lighting options, switch between text and image mode, switch between positive and negative mode. The document camera is located in the roll out shelf on side of the lectern (see picture below). **Note: The Iris and Focus setting should always be set to AUTO.**



Please use the pull handle to open and/or close the document camera.

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. Information windows on the left side of this page display the disc type, current track number, player status, current time mode and the entire DVR 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, most likely, 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.



DVD PLAYER

SECTION 2

Counsel Tables

At each counsel table are recessed boxes with cabling to connect electronic devices. Both analog (VGA cables with 3.5mm stereo audio plug on the left) and digital (HDMI cable on the right) connections are available. Consult with your technician on which connection to use. Each table also has additional AC power outlets. (See picture below).



Video Distribution



Each courtroom has an integrated video distribution system. You can input images/media into the system to display throughout the courtroom. There are video monitors in the gallery, jury box, counsel tables, 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 video 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

There is a fixed video conferencing system installed in each courtroom of the Carter/Keep Courthouse. There are portable video conferencing cart for the courtroom in the Schwartz Courthouse. If you would like to use the video conferencing system, please contact the Courtroom Deputy at least 3 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 AND RULES

- 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 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.
- If you have any questions please contact the Courtroom Deputy or the A/V Specialist Bruno Dobu at (619) 446-3659.