

Arlington Circuit Court



Operation of Audio / Visual Equipment

List of Equipment

**Court Rooms 10A, 10B, 10C, 10D
and 11A**

- ✓ **Document / Evidence Display Camera**
- ✓ **DVD / VCR System**
- ✓ **Laser Pointer / Powerpoint Control**
- ✓ **Laptop Hookup to Courtroom Monitors**
Bring your own laptop. The court will not supply one.
- ✓ **Internet Access**
- ✓ **Audio / Video Capability for Remote
Witness Access**

Requirements for Use

TRAINING

Individual or group,
arranged through
Court personnel. Make
arrangements through
ccttech@arlingtonva.us
703-228-4399

USER CERTIFICATION CARD
from Circuit Court

BIANNUAL RE-CERTIFICATION

Lectern / Evidence Display System

Includes:



Microphone



Desktop Light



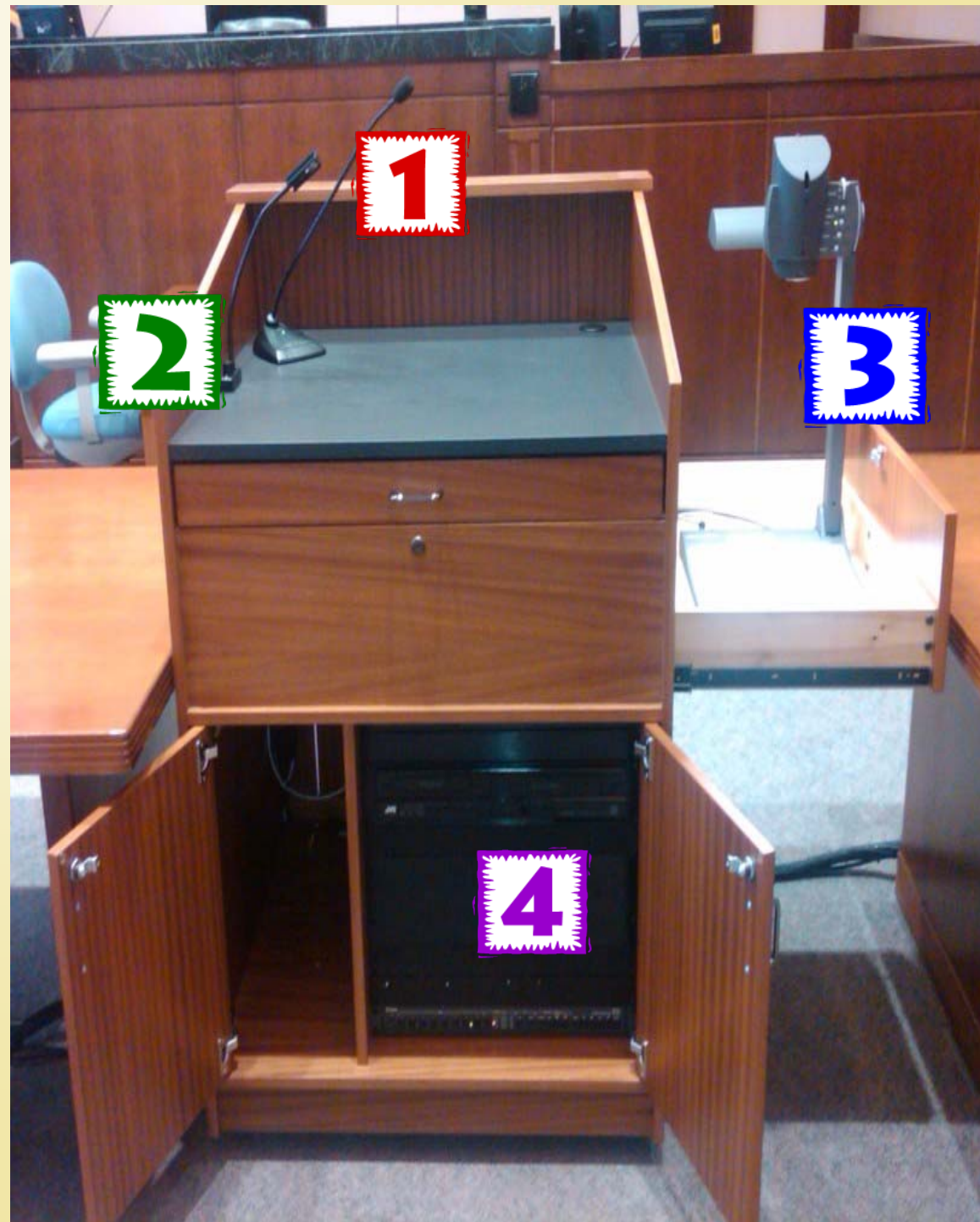
Doc Camera

(right side drawer)



DVD/VCR

(cabinet doors)



Up-to-Date Anti-Virus Protection!



- **If using internet, do not plug laptop into system until Clerk verifies anti-virus protection is current**
- **Open virus protection icon on laptop for Clerk's inspection**

Touch Panels at Counsel Tables



For system to operate, main control must be turned on at Clerk's station.

See Court Room Clerk for assistance.

Open Touch Panel on Counsel Table



**Gently push down
on front top of
touch panel in
desk to release
screen**



**Slowly lift up on
screen until
touch panel
lights up**

Review of Touch Panel at Counsel Table

Source Display

Preview

Main
Display

Select a Source...
...Then Press "Preview" or "Main
Display"

Laptop

DVD/VCR

Doc Cam

Touch Panel Display at Counsel Tables

Source Display

Preview

**Main
Display**

Select a Source...

...Then Press “Preview” or “Main”

Laptop

Display”

**Doc
Cam**

**DVD/VC
R**

**Stays on “Preview” until authorized for “Main
Display” on all screens**

Display Settings

PREVIEW

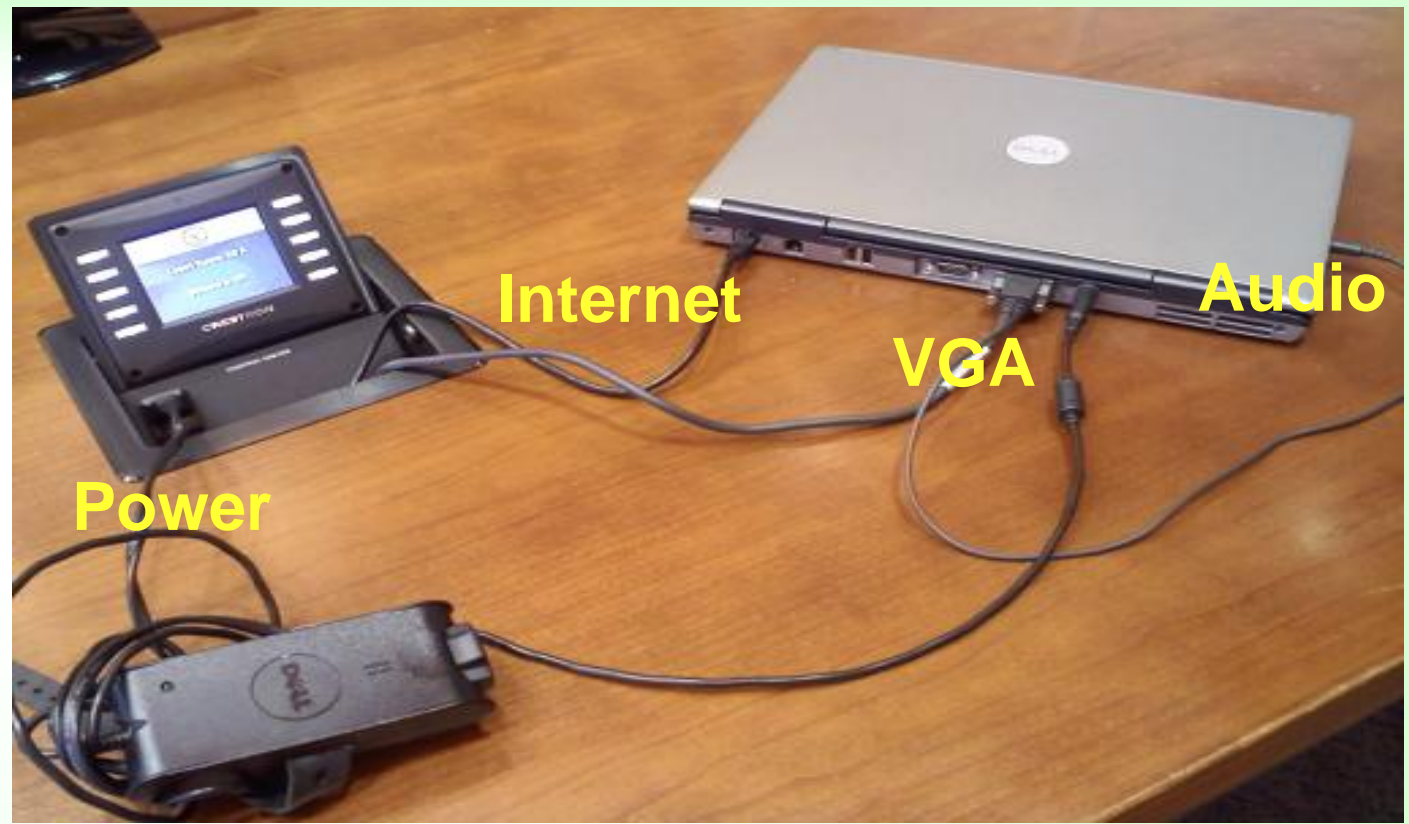
- ✓ Judge
- ✓ Plaintiff/Prosecutor
- ✓ Defense

MAIN DISPLAY

- ✓ TV Monitor
- ✓ Judge
- ✓ Plaintiff/Prosecutor
- ✓ Defense

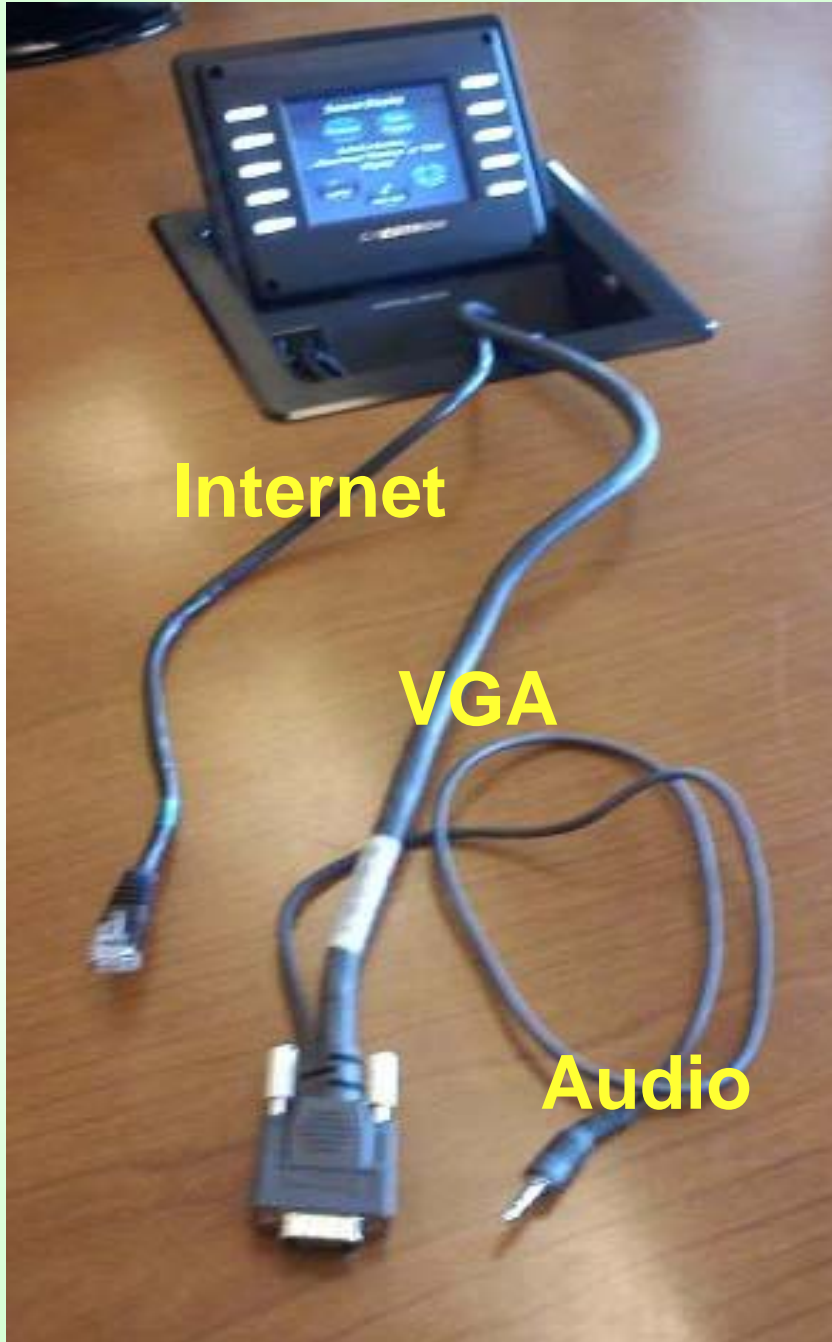


Laptop Display Set-up



- **Extend wires from well below touch panel screen**
- **Insert network, VGA cable, and audio wires (headset icon) into laptop**
- **Insert laptop power cord in plug below screen**

Laptop Display



- Turn on laptop
- Press “Laptop” on Source Display touch panel
- Press Function F8 to display laptop screen on monitor
- Keep Source Display at “Preview” until approved by court for main display

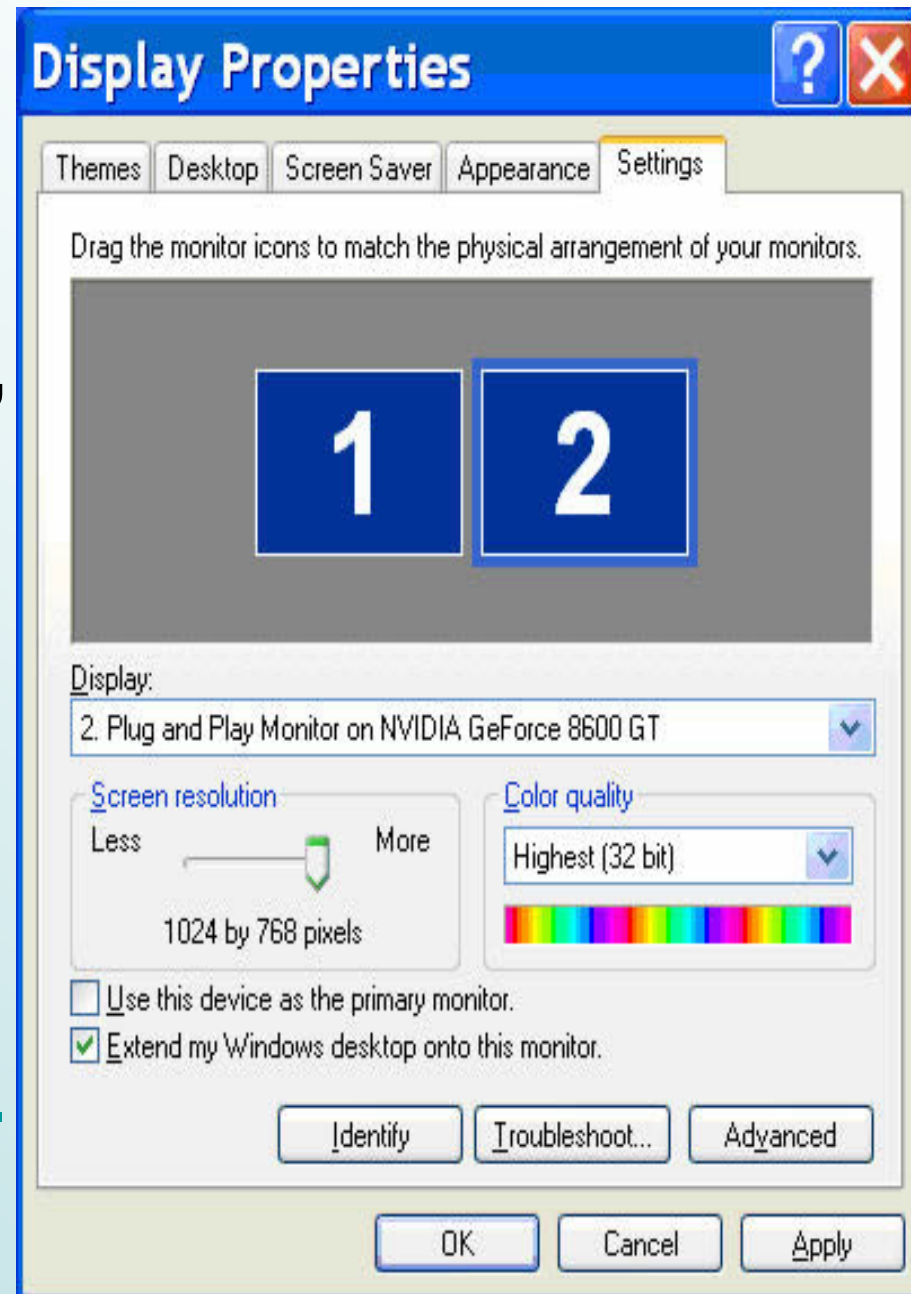
When Finished

- ✓ **Gently unplug wires from laptop**
- ✓ **Roll-up and return wires to well below touch panel screen**
- ✓ **Gently push down on screen until flush with desk to close and deactivate power**

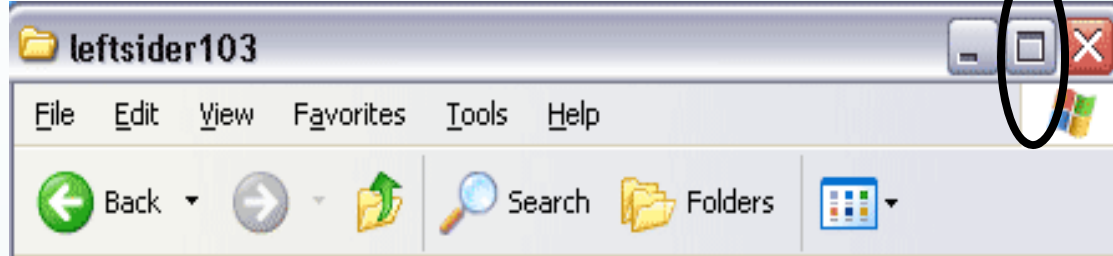
Monitor Display Problems?

TRY:

- Right click “*Properties*” on laptop desktop
- Under Display Properties, click “*Settings*” tab
- Select box **2**
- Check box “*Extend my Windows desktop onto this monitor*”
- <http://www.youtube.com/watch?v=ikb4NKU68XI>



Display Document / Image from Laptop



- ✓ **Click “maximize” button at top right of tool bar to crop screen (circled above)**
- ✓ **Drag screen across to right until it appears on desk monitor**
- ✓ **Click “maximize” button again to restore full screen**
- ✓ **On source display panel, touch “Main Display” once approved by court to show**

Remove Document from Monitor

**Press “Preview” on source display
touch panel**

**Click “maximize” button at top right
of tool bar**



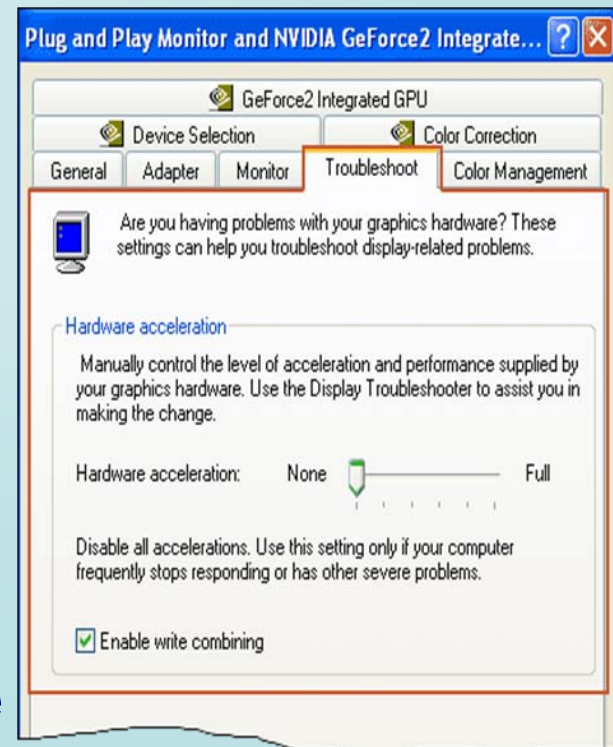
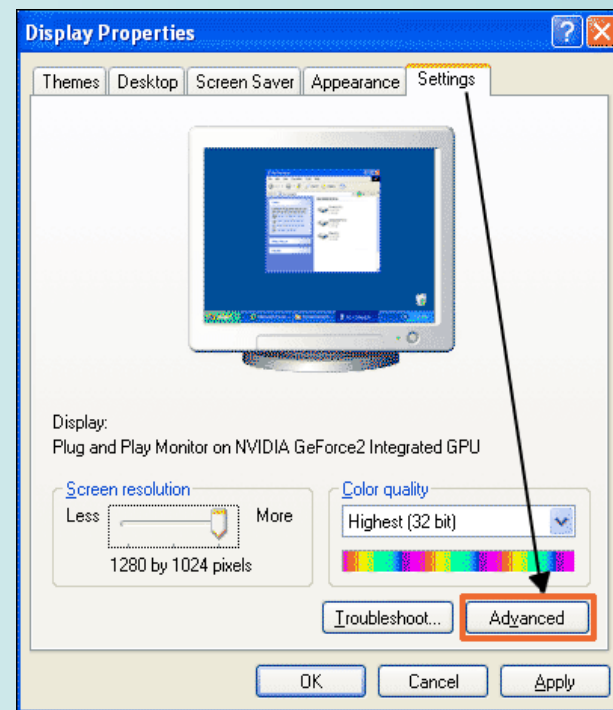
**Click and drag screen back onto
laptop monitor**

Video Problem?

- May be “**Hardware Acceleration**” setting on laptop which allows you to specify performance of graphics hardware.
- Problem includes, but is not limited to issues in playing video files in different media players and display problems with graphics.
- The symptoms include jerky videos and applications running slowly or failing to run.
- Especially common in older PC's.

Turn Off Hardware Accelerator

- ✔ Click on **Start > Control Panel**
- ✔ Double click on the **Display** icon
- ✔ Select **Settings** tab and click on **Advanced** button, then click **“Troubleshoot”** tab
- ✔ Drag slider to extreme left of scale (may also select intermediate value)
- ✔ If not resolved with hardware acceleration off, problem could be old video drivers for your laptop video adapter
- ✔ Alternative: with acceleration at “Full”, reduce acceleration one notch at a time



DOCUMENT CAMERA



Set-Up

**Located in right
drawer of lectern**

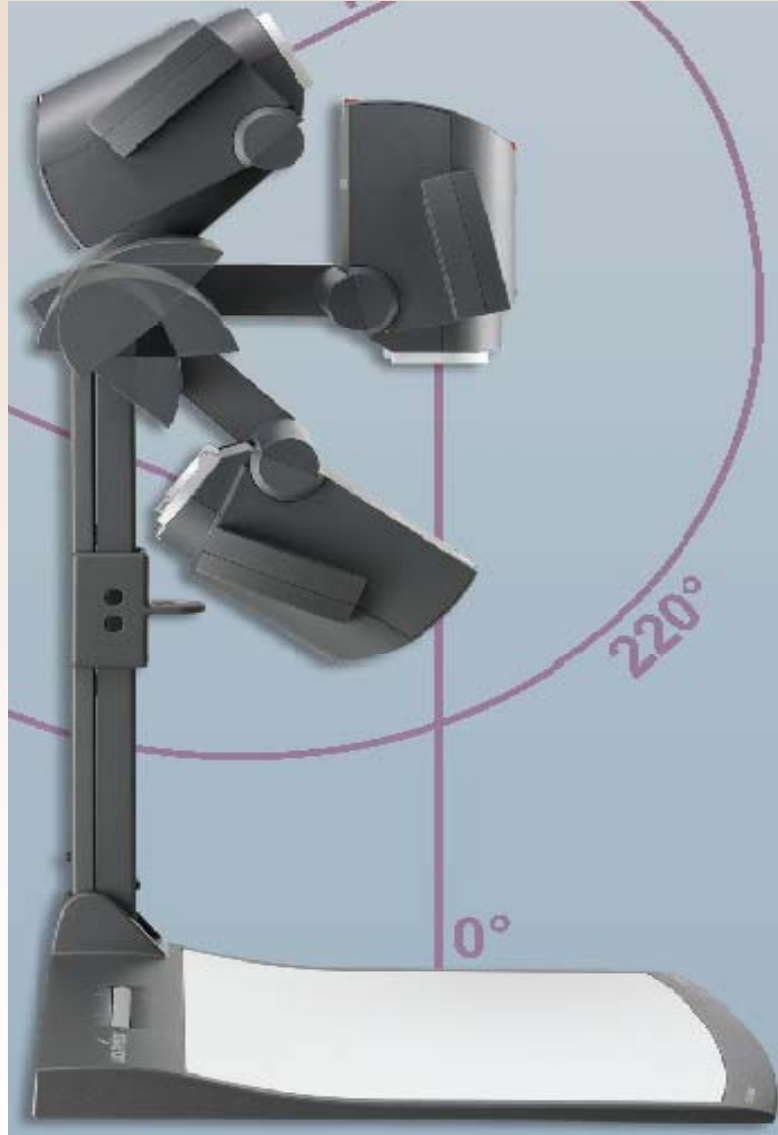


**Lift gently using ring to
extend to full height**



**When done, rotate camera head
to flat position, pull ring toward
you to fold down position, and
close drawer.**

Camera Head



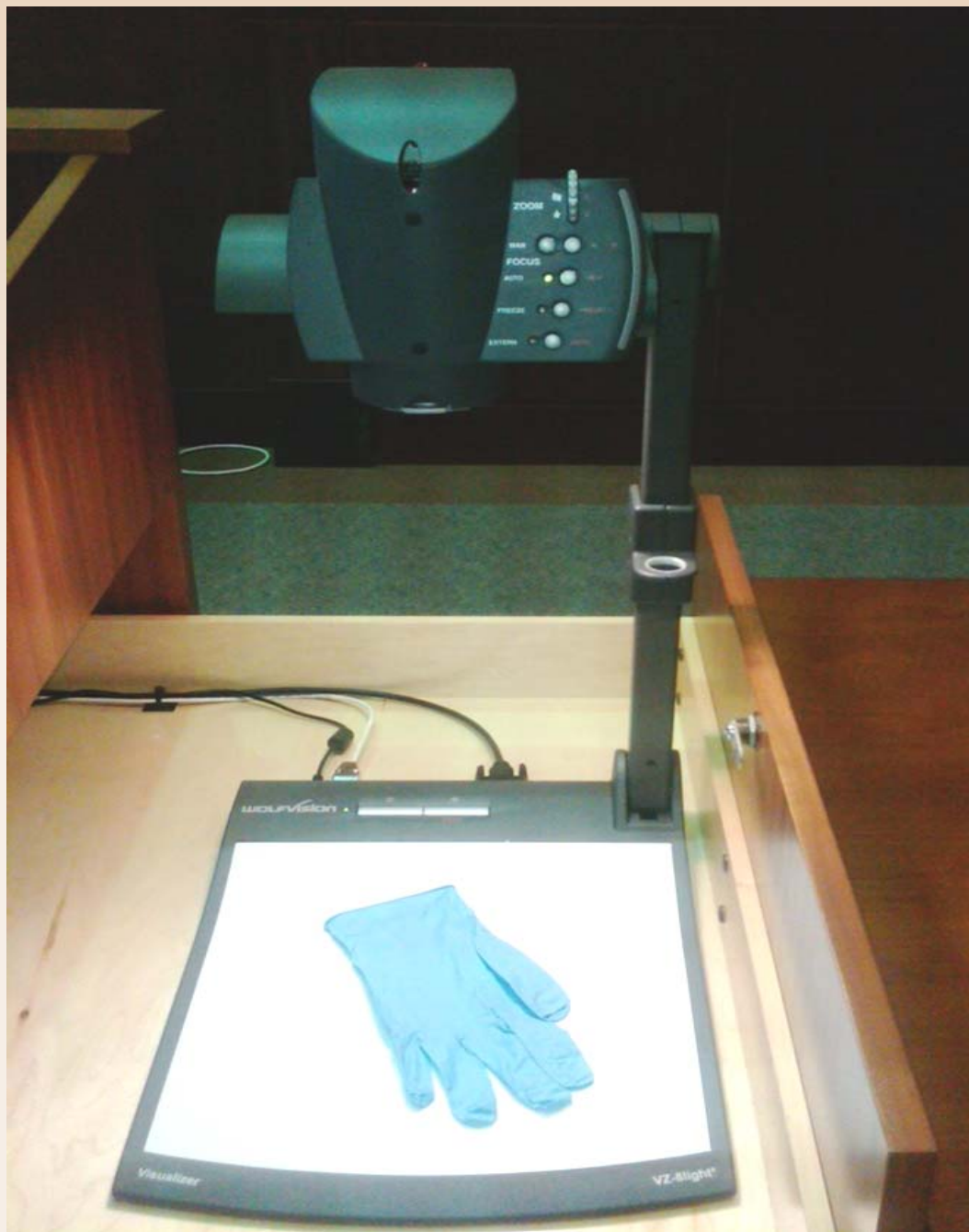
- **If light not “on”, hit power button at bottom left by white surface**
- **Rotate camera arm up and tilt head to point to white surface**
- **Auto Focus always set to “on”**

View Exhibit

**Place exhibit on
white surface**

**Use Zoom wheel
on camera
head if needed**

**Press “Doc Cam”
on touch panel
(keep at “Preview”
display setting)**



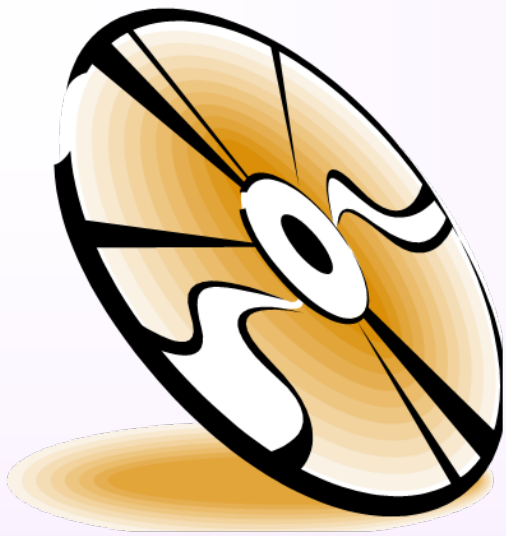
When Finished

- ✓ **Remove exhibit from white surface**
- ✓ **Rotate camera head to vertical position**
- ✓ **Lower camera back to resting position**
- ✓ **Close the drawer**
- ✓ **Machine will power down at system shut off at Clerk's station**

DVD / CD / VCR



- **Located in bottom cabinet of lectern**
- **Power is set to auto “on”**
- ✗ **Do not touch buttons at bottom of cabinet labeled “Extron Controls”**



DVD / CD or VCR



- **Always test your presentation on your home or office computer before bringing to court**
- **Bring DVD / CD, memory stick, or other as back-up for laptop use**

Instructions for Use:

- **Insert DVD, CD or VCR**
- **Press “DVD/VCR” on touch panel (keep at “Preview”)**
- **Press “Play” on device or use remote**

When Finished

- ✓ **Hit “Stop” on device or remote**
- ✓ **Remove DVD / CD / VCR**
- ✓ **Close cabinet doors**
- ✓ **Machine will power down with system shut off at Clerk’s Station**

Tips for Success

- **Notify Clerk's Office at least 2 business days before your hearing that equipment is needed at:**

**ccttech@arlingtonva.us, or
703-228-4399**

- **Arrive at least 30 minutes before start time to set-up**
- **Be familiar with use of equipment prior to hearing date (staff may not be able to assist once court starts)**



Questions on Equipment Operation or Set-up



**Always check with the Clerk
to avoid damage to
equipment**