

HIGH TECH COURTROOM FAMILIARIZATION

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11.0 Crestron Control System

Users at the podium have a separate 6" Crestron CT-1550 control system for previewing and presenting media sources.

11.1.1 Standby Timeout

After a 120-minute (2-hour) period of inactivity the screen of the control panel will appear completely blank; this is merely a power saving feature. The panel will resume normal operation in response to a touch anywhere on the screen.

11.5 Video Controls

Touching one of the buttons on the left hand column selects the active video source for the evidence presentation system. The active video source's button will visually turn **green** when selected. The podium has a limited source selection, as shown in *Figure 5*.

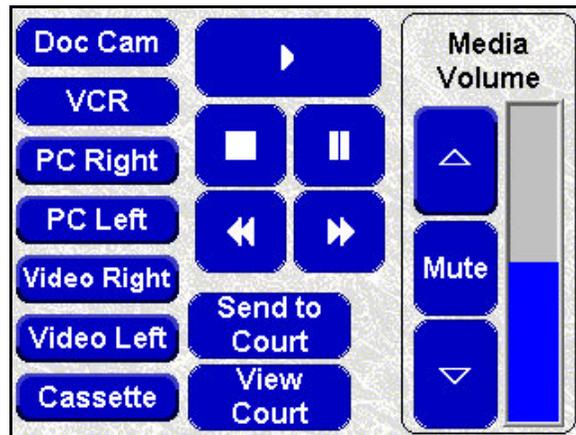


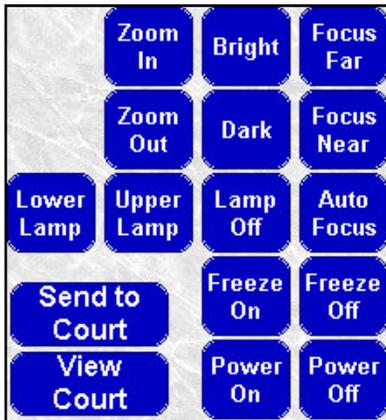
Figure 1

When a source is selected on the podium's control panel, it is always shown on the podium monitor in preview mode first.

 The **Send to Court** button sends the image from the preview mode at the podium and displays the evidence on all courtroom monitors. When active, this button appears **green**, indicating that evidence is being presented to the courtroom.

 The **View Court** button shows the podium user the active source for the evidence presentation system on the podium monitor. This is used to set up the presentation.

11.5.2 Document Camera



- **Zoom In:** Enlarges the image of the document or object placed on the stage of the document camera, producing a more detailed image.
- **Zoom Out:** Reduces the image of the document or object placed on the stage of the document camera, producing an overall wider view.
- **Focus Far:** Adjusts the document camera lens to focus better on objects farther away from the camera lens to provide a clearer image.
- **Focus Near:** Adjusts the document camera lens to focus better on objects closer to the camera lens to provide a clearer image.
- **Auto Focus:** Automatically adjusts the focus of the document camera lens.
- **Upper Lamp:** Turns the upper light on.
- **Lower Lamp:** Turns the base lightbox on.
- **Lamp Off:** Turns all lamps off.
- **Bright:** Increases the brightness of the image captured by the document camera before it is displayed on the evidence presentation system.
- **Dark:** Decreases the brightness of the image captured by the document camera before it is displayed on the evidence presentation system.
- **Freeze On:** Freezes the image being displayed.
- **Freeze Off:** Unfreezes the image being displayed.
- **Power On:** Turns on the document camera and sets it to XGA mode and AWC (auto white correction).
- **Power Off:** Turns off the document camera.

11.5.3 Video Cassette Recorder (VCR)



When the **VCR** button is selected, the pop-up window shown below opens below the **Select Source** box with **Stop, Play, Pause, Forward, Rewind,** and **Exit** control buttons. Whatever image is displayed by the VCR at the podium when it is playing becomes viewable by all monitors in the courtroom.



- **Rewind:** Begins backward scanning of the inserted videocassette media during playback. If the VCR is not in playback mode, this rewinds the videocassette to its starting position.
- **Stop:** Stops playback of the inserted videocassette media.
- **Play:** Begins playback of the inserted videocassette media.

- **Pause:** Pauses playback of the inserted videocassette media until the button is pressed again.
- **Forward:** Temporarily increases the rate of playback to allow for high speed forward scanning of the inserted videocassette media. If the VCR is not in playback mode, this forwards the videocassette to its ending position.

11.5.4 Audio Cassette Player



The **Cassette** button selects the audio cassette deck as the active audio source to be heard over the courtroom audio reinforcement system. The same standard transfer functions shown above for the VCR are also available for the audio cassette deck.

11.5.5 Podium Auxiliary Video



By selecting the **Video Right** button, the primary auxiliary video input at the podium is displayed on all monitors in the courtroom.



By selecting the **Video Left** button, the secondary auxiliary video input at the podium is displayed on all monitors in the courtroom.

List of Equipment



your equipment.

Each attorney table has:

- two evidence monitors
- two pedestal mount microphones
- a plug-in jack for local dial-out telephone service
- a bank of 110v 15a electrical receptacles
- a set of audio and video input jacks for a computer.

The jacks and outlets are contained in a box at the front center of the attorney tables. Lift up the lid, and you will be able to plug in

Right Hand Table



Left Hand Table



Evidence System Monitors

There are two flat screen monitors placed on each table. These are connected to the Evidence Presentation System, and the picture selected by the Court Operator from the evidence system is displayed on the monitor.

If the small green light at the bottom right of the monitor is not lit, turn the monitor on by pressing the power button on the lower right hand of the monitor frame. No other buttons should need adjustment.

Pedestal Mount Microphone

This microphone is a long range microphone and will pick up normal conversational tones at a range of 1-4 feet. The microphone is also directional, so speak directly at the round face of the microphone when it is pointing toward you.

If the microphone is not picking up your voice, position the base of the microphone closer to you. If this is not possible, please speak louder.



The button marked “Push” on the base of the microphone will cause the microphone to “mute” or not pick up your voice as you speak to it. Thus if you are in a private conference you can push this button and your voice will not be picked up by this microphone.

Telephone Jack(Modem Line)

There is a single dial-up line at each attorney table for computer use. The lines are configured for “Local” Des Moines calls only, will not accept any long distance prefixes, and will not accept incoming calls.

Most Internet Service Providers’ s have Des Moines phone numbers available for their subscribers on a 56K dial up line. If you wish to use this phone line for Internet Service, please have your computer configured to call the Des Moines number for your ISP.

To dial out on this line, you must dial a “9” and then the local number. Have your firm’s computer person configure the dial-up service on your computer.

110v 15a Electrical Receptacles

There are at least two non-used receptacles in the tray for use by laptops or peripherals. The receptacles are meant for light use, as they are shared with the Evidence Presentation Monitors at the table. The electricity provided has not been conditioned, and isn’t spike protected. The court assumes no responsibility for the use/misuse of private equipment plugged into its electrical or telephone lines.

Computer video/audio Jacks

Look in the above pictures labeled Left Hand Table, Right Hand Table for the tray of equipment jacks available to the attorneys. Look for the jacks labeled LAPTOP VIDEO AUDIO. These jacks provide inputs for your computer to place information into the Evidence Presentation System. These inputs can be used in place of the units on the posts of the lectern.

The inputs are “15-pin VGA” and “1/8 inch Stereo Audio” patch cords. Resolutions supported are 1024x768 and lower. To use these jacks, retrieve a cord from the top right-hand shelf of the lectern. Hook it to the jacks. Take the other end to your laptop and place the correct ends in the video port and the audio port on the laptop. If you do not use sound on the presentation, do not hook up the wire to your external speaker sound port. After connecting the system to the Evidence Presentation System cables, redirect your laptop’s display out the port usually found on the back of the laptop. (Normally a special function key is used in conjunction with either the “f5 or f6” keys of the laptop.)

The cables to connect a laptop to the input jacks are normally stored on the top right-hand shelf of the lectern.

List of Equipment

The Lectern has:

- Evidence System Monitor with Telestrator
- Two flexible mount microphones
- Document Camera (ELMO)
- Control Panel for Evidence Presentation System
- Lectern Post Inputs
- VCR Player
- Cassette Tape Player
- Adjustable height wing tables (Wheelchair use)

Equipment, not noted on the list above, installed in the stack with the VCR and Cassette tape players is not user adjustable, so should be left alone. Supplies such as cables and blank cassettes are stored in the top right-hand shelf of the lectern.



Evidence System Monitor with Telestrator

The Telestrator Monitor is part of the Evidence Presentation System. It has two main purposes. The first purpose is that the presenter can view the evidence presented to the court electronically. The second purpose is so the presenter can identify specific parts of the evidence. There is a second Telestrator Monitor at the witness box in the courtroom,

so the presenter can annotate in one color and the witness in a second color during examination.

If the small green light at the bottom right of the monitor is not lit, turn the monitor on by pressing the power button on the lower right monitor frame. None of the other buttons need any adjustment.



When the evidence display monitors are turned on, a picture will appear on the monitor that the judge has selected for all to see. At this time you might be asked to identify part of the display. This is done by putting pressure on the screen which turns on an annotation function, similar to units used at sports events for TV broadcasts. There are multiple ways to highlight or annotate the display described in the following paragraphs. Labels on 3 corners of the monitor

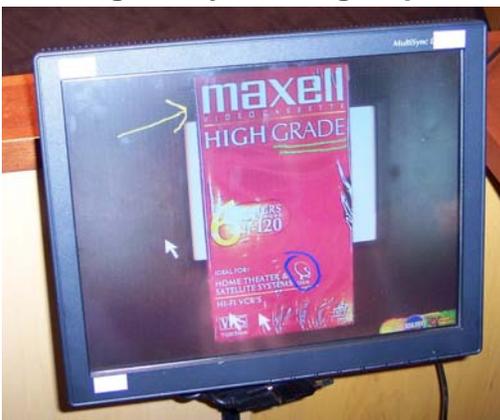
identify “function buttons” in the corresponding 3 corners of the screen.

Tapping on the Monitor Face



Tapping on the monitor will place a colored arrow at the point where you tapped. Tapping twice on the screen places two arrows at the point, etc.

Drawing with your Fingertip



Place your fingertip on the screen and move it around the item you wish to highlight. A colored line should follow your fingertip as long as it is contact with the screen. You can make various figures, numbers, or letters in the same fashion. When you raise your finger from the

screen, the line will stop. To draw more, replace your finger on the screen and continue.

Changing the Color



There is a Change Color label in the upper left hand corner of the frame around the monitor. When you press with your finger in the upper left hand corner of the screen, a small colored square will appear at the bottom right of the screen. Note both the position of the finger and the small colored square appearing at the bottom right hand corner of the screen. Keep pressing till the color you should use appears at the bottom right. Then you may draw on the screen or tap on the face to

place a line or an arrow on the screen with the selected color. The default color is blue.

Deleting Part of the Annotation



In the upper right hand corner of the monitor there is an “Undo” button label. When you press with your finger in the upper right hand corner of the screen, the last annotation placed on the screen will disappear. This allows corrections to be made on the screen.

Deleting All of the Annotation



In the bottom left hand corner of the monitor there is a “Clear All” button label. When you press with your finger in the lower left hand corner of the screen, ALL annotations on the screen will disappear.

Two Flexible Mount Microphones

These microphones are long range microphones and will pick up normal conversational tones at a range of 1-4 feet. The microphones are also directional, so speak directly at the round face of the microphone when it is pointing toward you.

If the microphones are not pointing towards your face, move the boom so the microphone on the end of the boom is within 1-4 feet of your mouth and pointed directly at your mouth.

If the microphones are not picking up your voice, move closer to the microphones. If this is not possible, please speak louder.

Document Camera (ELMO)

A document camera is a color video input source for the Evidence Presentation System. It is used to display physical objects as thin as a piece of paper as well as thick three-dimensional objects. Books can be opened up and placed on the face of the unit and the text read on the Evidence Presentation System. The camera has two light sources; the first a pair of lights above the object to be presented, and the second a light under the white area in the center of the base of the camera.



All Controls for the camera are on the Control Panel described below or the Control Panels on the Judge and Courtroom Deputy's desks. The controls include brightness, focus, top lights, bottom light, and on/off controls.

Control Panel for Evidence Presentation System



The black touch panel box on top of the post of the lectern is the Control Panel for use at this station. It has a hand rest on either side of the screen and a menu-driven touch panel for the use of the presenter at the lectern.

This Control Panel is one of 3 that manipulate the audio and video from the equipment at the lectern. The other two are located at the Bench and the Courtroom Deputy station. Both of the other panels override settings made at this work area.

The individual control menus for each piece of equipment available for use at the lectern are explained in Chapter 11 of this document.

Lectern Post Inputs

Below the Control Panel on top of each Lectern Post there is a group of inputs available for use. Make sure the yellow power light is lit on this unit. If not, check the other post and hook up to whichever side is operating.



A computer input cord is continuously occupied by the grey cord pictured. Insert the free end of the cord into the VGA port of your laptop and, if using sound, the small bayonet plug into the sound output jack of your laptop. Use the appropriate control as specified by your computer manufacturer to output 1024x768 resolution signal to the Evidence Presentation

System from your computer. Choose the computer jack input from the correct post on the menu and display.

If you wish to move the Control Panel from the left to right lectern post, unhook the flat, wide cord from the jack in the lower right hand, move the control panel to the other post and hook the cable back into the other post. After a couple of minutes the Control Panel should be ready for use on the other post.

Another input source is the jack labeled S-Video. This is one of the newest digital video input formats available. Plug in your video equipment, test your equipment, and do the presentation. Make sure the output port selected for the equipment is the S-Video output port.

The other video input is the blue RCA jack on the panel. This is a lower quality of output than S-Video.

The Audio Inputs available on this panel are the standard red and white RCA Jacks. External equipment brought in for sound/video input should hook up to standard color jacks for either mono or stereo sound on equipment manufactured since 1985.

VCR Player



The tape player is a VHS format VCR. In the Evidence Presentation System rack for this courtroom it is set to **play tapes only!** It is the top unit in the rack on the lectern.

The operation of the VCR is done easiest from the Control Panel on top of one of the posts. Using the controls on the VCR will play the tape, but not introduce the video and sound into the Evidence Presentation System.

Cassette Tape Player

This device is a 1/4" tape player that will accept multiple grades of tape and recognize multiple formats of recording. The Cassette Tape is also a **PLAY ONLY** device at the lectern. It is located directly under the VCR.

To operate place the tape in the side marked "Play". Then you will be able to control the device from the Control Panel on top of one of the posts of the lectern.

The bottom units mounted in the lectern are not user adjustable and should be left alone.

110v 15a Electrical Receptacles

There are two receptacles on the floor directly behind and on the right side of the lectern. The electricity provided has not been conditioned and is not spike protected. The court assumes no responsibility for the use/misuse of private equipment plugged into its electrical lines.

Adjustable Height Wing Tables

The wing tables on the sides of the lectern have limited up and down movement. There is a knurled knob fitting into a groove cut around the post, that can be loosened and the table moved to a different height. The table tops are rather heavy and awkward, so request assistance if you wish to change the height.

Summary

The cables to connect a laptop to the input jacks are normally hanging on the posts of the lectern. Spare cables are stored on the top right-hand shelf of the lectern.

Lectern Microphones & Sound Feeds

There are two boom mount directional microphones, one on either side, of the lectern. There is also an extra cord in the well holding the evidence monitor that can be used with the lavalier microphone in the pouch on the side of witness stand. When standing at the lectern, the microphones are set so they will pick up a normal speaking voice whether the user is speaking to the witness stand, the judge, or counsel tables. When seated at one of the wing tables move the boom microphone down so as to be able to speak to the face of the microphone.

At each lectern side table support post there is a 1/8" stereo sound jack, which is the audio part of the "Computer" inputs into the system. If the speaker port on a laptop computer is hooked to this jack, sound from the computer will be fed into the system when appropriately selected. (The green colored port on the computer is normally the speaker port.) A cord is normally coiled at this location for hooking up to your computer.

Also at each lectern side table support post an input exists for external video (VCR, reel to reel tape, or DVD) to be introduced into the system. These inputs typically use RCA type plugs to patch their sound into the system. When appropriately selected video and sound will be introduced into the evidence presentation system from these ports.

The Evidence Presentation System

The Evidence Presentation System is the foundation for all video work done. The system is a set of Video Inputs, Video Switching Equipment, Video Recording Equipment, and Video Outputs. Control of inputs is shared between presenter, court personnel at courtroom deputy station, and judge. Outputs are controlled by the court personnel at the courtroom deputy station and Judge.

Document Camera

Other generic names for this piece of equipment are an opaque projector and "ELMO". This unit gathers an electronic picture of an opaque object that is set on the lighted platform. Lighting sources both under and above the object make it suitable for presentation of paper documents, and/or 3-dimensional physical objects such as books, a telephone, small pets, or a set of keys.

Zoom, lighting, focus, freeze-frame, and lighter/darker controls are available for the operator to improve the presentation.

Computer inputs (Lectern, Attorney Tables, Bench)

Video and Audio connections for a laptop computer are provided at 5 different locations throughout the courtroom. One set of input jacks is located on each side of the lectern, one at each attorney table, and one under the bench. Appropriate cables are provided for connection of attorney provided equipment to be hooked into the system.

The Evidence Presentation System will capture what is being output from the laptop remote monitor and remote speaker jacks, so anything that can be done on the computer can be displayed.

VCR Equipment

A VHS format VCR is provided at the lectern for use by the lectern presenter. Controls for operation of the equipment are on the remote screens as well as on the front panel of the VCR.

Cassette Player/Recorder

This is included in the Evidence Presentation System as a source of audio evidence.

Inputs for Other Audio/Video Equipment

The court does not provide video playback equipment, other than the VCR, at the present time. A set of standard jacks are supplied on each side of the lectern with left & right channel sound jacks, a composite video jack, and a digital S-video jack for both legacy and future equipment needs. Legacy equipment such as reel to reel tape, CD video, Beta format VCR is usable. Modern equipment such as DVD video, digital video cameras, and computers can also be plugged into the lectern. User supplied equipment must be operated by the presenter by turning on or off the appropriate feed.

Telestrator Monitor (Lectern & Witness Box)

This equipment is not truly a separate video source but is used to annotate what is being displayed on the Evidence Presentation System. This equipment is a touch sensitive pad which overlays the monitor face. By placing one's finger *lightly* on the screen and moving it, annotations of presented evidence can be shown. (*Other video capturing equipment can and will be used to capture and reproduce the annotations as part of the evidence stream.*) The monitors will illustrate in different colors, so the presenter and the witness can annotate different items on the screen, or each other's annotations with clarity. See the Lectern Chapter for instructions on how to operate.

Phone line for Internet

The phone line at each attorney table is provided for dial-up Internet connections at each attorney table.

To use, the attorney can dial up a local Des Moines number and connect to their ISP (Internet Service Provider). These connections are provided as a service and are not capable of supporting the CM/ECF system.

A Judiciary Policy Bulletin (OIT08314.PDF), dated August 31, 2004 states that the court is not allowed to fund high speed access to the internet out of judiciary funds.