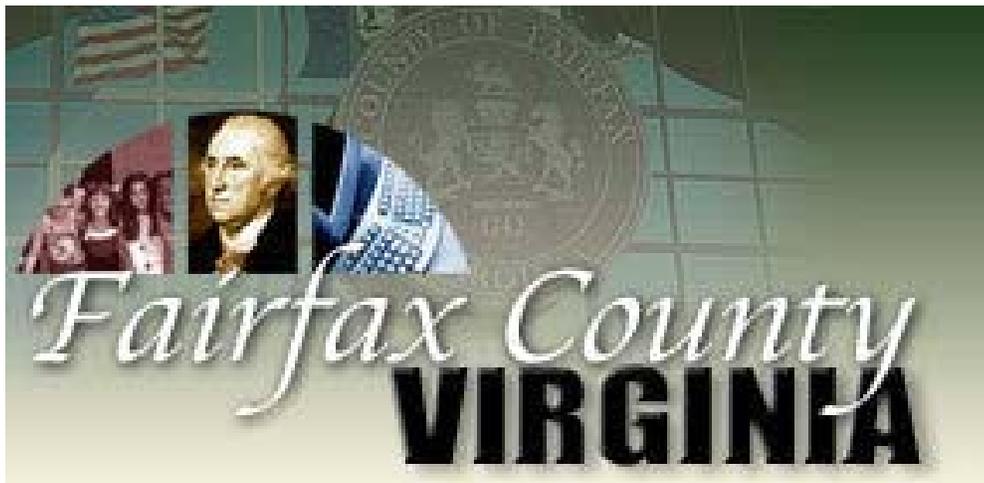


FAIRFAX COUNTY COURTS
Courtroom Technology Office

Courtroom Technology Management System



Judge / Clerk Guide

Version 2.0

Judge/Clerk User Guide

Version 2.0

Revised July 1, 2009

Courtroom Technology Management System

**Fairfax County Courts
Fairfax County Department of Information Technology
Courtroom Technology Office
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ACKNOWLEDGEMENTS

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Introduction

The Courtroom Technology Management System (CTMS) provides comprehensive audio and video support to all of the technology-equipped Courtrooms, as well as the Adult Detention Center and the Master Control Room.

Management of the courtroom technology is provided by a Crestron remote control system with interactive touchpanels. The system is programmed to allow the Judge and the Court Clerk to have complete control over all functions of the system. This is accomplished via duplicate 17-inch touchpanels located on their respective desktops.

A separate, smaller and portable wireless control panel is available to attorneys with less functionality and controls than the Judge or Clerk.

The system supports various courtroom processes such as:

- Electronic Evidence Presentation
- Remote Arraignments
- Video Teleconferencing
- Audio System Control

- Remote Witness Testimony
- Audio Teleconferencing
- Overflow Room Monitoring

About This Manual

This manual provides information to enable potential non-technical users to understand and operate the system using the Crestron control touchpanels located in the courtrooms.

The system is designed so it can be easily set up for typical usage. However, the system has many capabilities beyond those covered in this manual. For additional information or assistance, users should consult the Courtroom Technology Office (CrTO).

FAIRFAX COUNTY COURTHOUSE
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System Overview

The Courtroom Technology Management System (CTMS) provides comprehensive audio and video support to all of the technology-equipped Courtrooms, as well as the Adult Detention Center and the Master Control Room. The system also provides access to the outside world through telephone hybrids and ISDN (Integrated Services Digital Network) codecs.

The CTMS system includes:

- State of the art fiber optic network and routing system.
- Large wall-mounted flat screen displays in each courtroom for gallery viewing.
- 17-inch touchscreen monitor with annotation capability for the witness.
- Six 17-inch monitors in the jury box plus one portable monitor for special case scenarios.
- 17-inch touchscreen monitors with annotation capability at each attorney table and the center podium.
- 17-inch monitor at the Court Reporter's desk.
- Computer audio/video interfaces at each attorney table, the center podium, and the witness box allowing the presentation of electronic evidence.
- Evidence cart or podium with a high resolution document camera, DVD/VCR/DV player, multi-format audio interface
- Wireless control touchpanel in all courtrooms.
- Audio system with "Mute or Talk" microphones.
- Closed circuit telephone system between the attorney and protected witness room.
- Video codecs that facilitate remote arraignments or video teleconferences for a remote witness or a secluded witness.

The core of the system is located in the Master Control Room (MCR). All locations within the Judicial Center connect to the MCR using fiber optic cables. Information is routed to and from the various locations as needed. Remote status monitoring and troubleshooting of the individual courtroom systems is also possible from the MCR. The core system components are connected to the individual courtroom systems through

the fiber optic network and are controllable from the courtrooms using the Crestron touchpanel remote control system.

The system is capable of sending or receiving audio and video information to and/or from any location within the facility. It can also be used to provide "Overflow Room Monitoring" when needed. Remote arraignments are also possible, as well as the presentation of remote evidence or remote witness testimony. Electronic evidence, in virtually any format, can be presented with ease without the need for additional support equipment or personnel.

Large flat screen displays for gallery



Monitor displays in the jury box



Large flat screen display (Courtroom 5J and 5E only) and 17-inch monitor at the witness stand



Reserving a Courtroom

In order to use the courtroom technology presented in this manual, you need to reserve the courtroom.

Currently, only the Circuit Court and the General District Court permit courtrooms to be reserved online. To reserve the courtroom you will need to submit a Courtroom Technology Reservation form. These forms can be found online at the following addresses:

The **Circuit Court** form:

http://www.fairfaxcounty.gov/courts/circuit/courtroom_technology_reservation_form.htm

The **General District Court** form:

http://www.fairfaxcounty.gov/courts/gendist/courtroom_technology_reservation_form.htm

There is no need to reserve a courtroom in Juvenile Court as all of their courtrooms are technologically equipped.

The two reservation forms (General District and Circuit Court) are identical, but in their respective sections of the Court website. Make sure that you are completing the form for the proper court.

Fill out this online form completely in order to reserve a courtroom. After submitting the completed form, the IT support staff will contact you to confirm availability.

Two weeks advance notification is required for all courtroom reservations.

Users are encouraged to request courtroom reservations well in advance, as soon as trial dates are known.

If users no longer need the courtroom, they **MUST** cancel their reservations. To cancel, please contact the IT support staff via phone at [246-2366](tel:246-2366) or e-mail at CCRHelp@fairfaxcounty.gov. By canceling the reservation, it frees up the courtroom for others. Failure to adhere to these policies may jeopardize your ability to use these resources in the future.

Courtroom Technology Reservation Form - Fairfax County, Virginia - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.fairfaxcounty.gov/courts/circuit/courtroom_technology_reservation_form.htm

Most Visited Smart Bookmarks Getting Started Latest Headlines

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homepage > courts > circuit court > courtroom technology reservation form

Printer Friendly A A A Text Size Text Only

Courtroom Technology Reservation Form

The 19th Circuit Court of Virginia has multimedia evidence systems available for court use. The systems enable attorneys to present evidence simultaneously to everyone in the courtroom through a network of monitors and flat screen televisions or solely with the use of a television and DVD/VCR. For more information about courtroom technology, please visit the Courtroom Technology Office (CrTO) website.

Orientation prior to use of the equipment is strongly encouraged. Please contact the Circuit Court IT Department at (703) 246-2366 to set up an appointment. If you need to bring your own equipment to the courthouse, please call (703) 246-3279 to clear it with security.

Attorneys interested in reserving equipment must fill out and submit the form below, all fields are required. At least two weeks notification is required. The systems are available on a first-come, first-served basis. The systems are run by the attorneys, not by court staff.

Should the case settle or be continued it is the responsibility of the attorney to submit a cancellation form. A new reservation form will be required for the new continued date.

Failure to adhere to these policies may jeopardize future use of courtroom technology.

Equipment Type

Case Details

Request Type: Reservation Cancellation

Case Number:
ex: CL2009-9999999, F9999999

Case Style: vs

Trial Date:

Trial Length:

Requestor Information

Attorney Name:

Party: Plaintiff Defendant

Phone Number:

Email Address:

Please describe what will you will be presenting for your case below:

High-Tech Courtroom

- Remote Videoconferencing
- Document camera - Magnify portions of a document or a small piece of physical evidence
- Show documents, images or slideshow presentations from an attorney-provided laptop
- Display videotape or DVD evidence
- Play audiotape evidence

Video Equipment

- Television
- DVD/VCR



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Phone: County Main Number - 703-FAIRFAX (703-324-7329), TTY 711 | **County Phone Listing**

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Evidence Presentation Sources

Electronic evidence, in both digital and analog formats, has become commonplace today in courtrooms. How to properly present the evidence and effectively use the technology during a courtroom trial requires knowledge, experience, and confidence to understand and optimize the capabilities provided by the Courtroom Technology Management System.

Using the touchpanel, users can select from multiple evidence sources.

An evidence source can be considered any medium through which evidence will be displayed, such as a laptop, projector, or DVD player.

Court- Provided Equipment and Connectivity

- DVD/CD player
- VHS player
- Document Camera
- Video Connection (IT assistance required)
- Digital Video Connection (digital camera, camcorder, etc.)

- Multiple type audio connections (e.g. RCA, mini phono, etc.)
- Computer Audio and Video Connections at Witness, Podium and Attorney tables

User- Provided Equipment/ Cables

- Laptops and computers
- Adaptors – e.g. DVI to DB15HD
- Cables - Audio Cassette decks, i-Pods etc
- Power supplies – batteries, power adapters, converters
- Exhibits, display stands

Laptop video and audio connections are provided at each of the attorney tables, podiums and witness stand. At each of the attorney tables, the necessary connectors are located within the wells at the front of the table.

Note: Only one laptop at each table can be connected as an evidence source.

Laptop Audio/Video Connectors Located Within Well



Close up of laptop audio and video connections



The court provided VGA connector should be compatible with most Windows-based laptop computers. However, this connection is not compatible with Apple computers. Users who wish to use Apple computers to display their evidence must supply their own video adapter to interface with the provided VGA connection. These adapters can be purchased from your local electronics retailer.

Critical Note: Users should preset their computer display resolution to the system default setting of 1024 x 768 at 60 Hz **before connecting to the system. If your display resolution is not set correctly prior to connecting to the system, the resulting display may be sized incorrectly with only a fraction of the screen viewable or may flicker.**

All locations have 3-prong, grounded, 15A - AC Power outlets. The podium has power connections on the evidence cart or from the floor box. The attorney tables have power strips located within the wells at the front of each table.

Location of Power Strip at Attorney Tables



Touchpanel Controls

The Courtroom Technology Management System (CTMS) provides comprehensive audio and video support to all of the technology-equipped Courtrooms, as well as the Adult Detention Center and the Master Control Room.

Attorneys can easily control CTMS system functions from the podium touchpanels by simply touching the various screen buttons available on the unit's display screen. This device is located at the podium, in a charging cradle to the right of the display monitor. This device can be stationary or portable.

The system also provides the Judge and the Clerk with duplicate 17-inch touchpanel controls located on their respective desktops. Both Judge and Clerk have the ability to manage, oversee and override the attorney controls and the attorney touchpanels will reflect the subsequent changes.

Summary of Touchpanel Operations

To power the touchpanel handheld unit on or off, use the power button located on the side of the device.



Touchpanel Display Screen



Using the touchpanel users can:

1) select evidence sources, including:

- DVD/VCR/DV player
- Document camera
- Multi-format audio interface
- Computers
- Remote evidence
- Remote Witness

2) Preview these sources and request that they be published by the Judge or Clerk to wall mounted plasma displays for the gallery, multiple monitors for the jury, or an annotation capable monitor for the witness. You can also route evidence from the courtroom to a secluded witness. (The Judge or Clerk control the publishing of information to the designated destination displays). All of the evidence sources are located at the Podium, with only the Computer source available at the attorney's tables.

All of the audio and video inputs are located in the Podium or in an adjacent cabinet, depending on the courtroom.



Unless you're using a laptop, this is the location where you will insert DVDs, VHS tapes and connect audio or video devices to be used as evidence sources.



Publishing an evidence source makes that source viewable, displayed on the screens that are enabled for publishing to, which is controlled by the Judge or Clerk.

The Judge and Clerk also have the ability to:

- Adjust the volume or mute all microphones in the courtroom
 - Initiate or receive audio or video teleconferences
 - Adjust the audio level of any electronic evidence source
 - Allow "Overflow Room Monitoring" between courtrooms
- Set up remote arraignments
 - Log in and start up, or shut down the system
 - Publish audio sources, for which there is no preview - the audio will immediately start playing

Microphones

There are a number of microphones located throughout the courtroom. There should be one at each attorney table, podium, witness stand, Judge and Clerk, and Jury box.

Attorney Table Microphone



It should be assumed that all microphones are powered on. To turn a microphone off, press the button located at the base of the device. When powered on, the green light will be lit up. When powered off, the green light will be off. Podium mikes can only be muted by the Judge or Clerk.

Power Button For Microphones



Microphones Over Jury Box



Details for these operations are provided in the following sections.

Judge / Clerk Controls

Getting Started

When the system is shut down, your screen will be black.



Touch the screen anywhere to open the Fairfax County Logo Screen shown above.

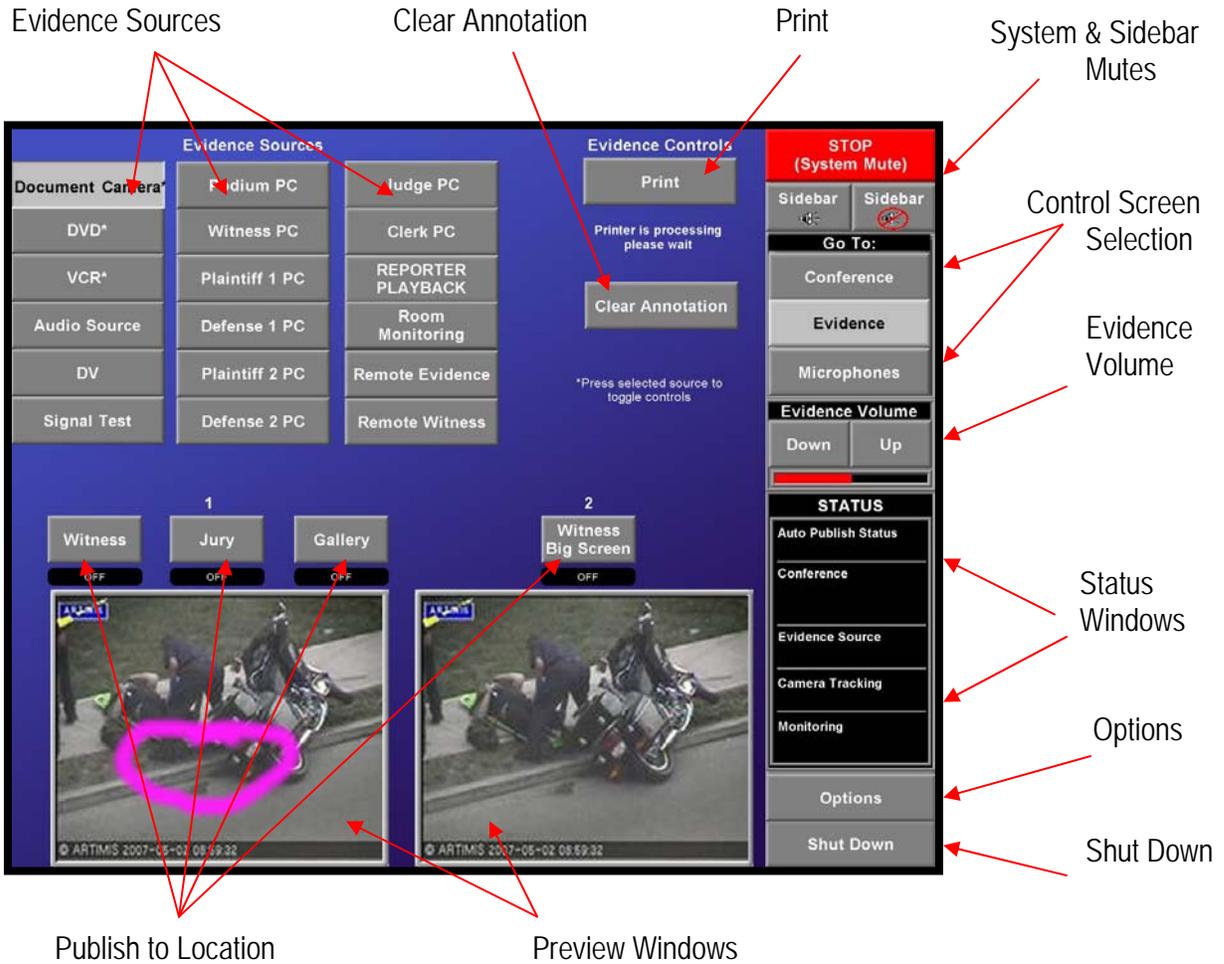


Follow the prompt and touch the screen again to bring up the keypad. You can now type in your access code and press 'enter' to log in and start up the system.

Note: See CrTO personnel for access codes.

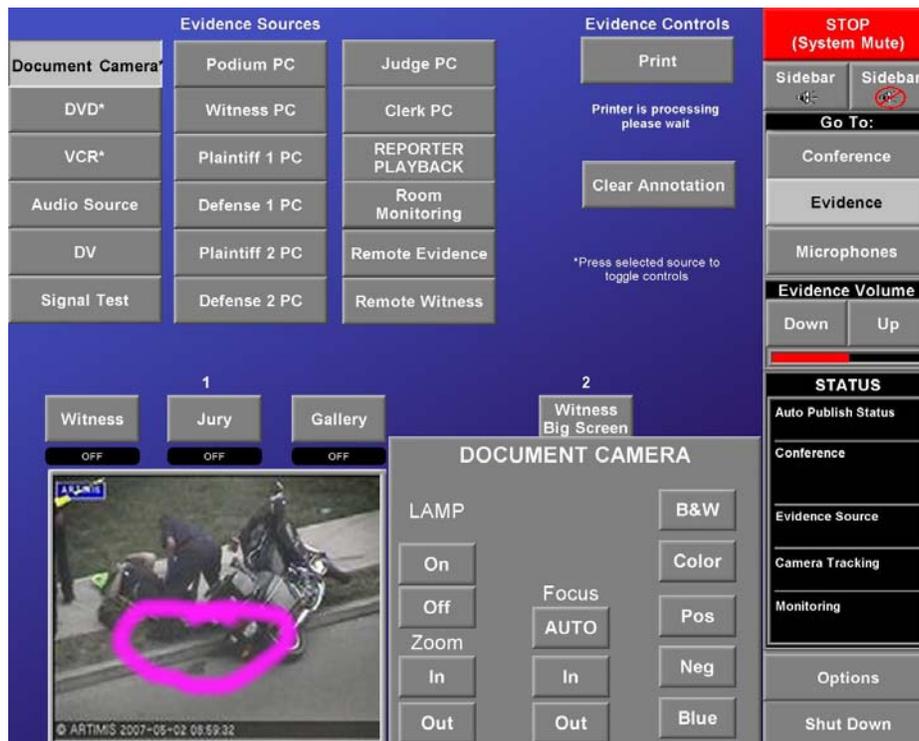
Please wait for the system to complete its start up sequence before continuing. This should take approximately 1 minute.

Evidence Screen



Shown above is the Evidence Screen pointing out the various locations of the function buttons and windows. This is one of three control screens available to the system operator. All of the functions shown on the right side of this screen, as well as the two preview windows at the bottom, are also found on the conference screen.

Some of the buttons on this screen have multiple layers of control. *They are identified by an asterick (*) after the name on the button.* After making your initial selection, pressing these buttons a second time will open a pop-up window showing you the associated controls for that device.



The above screenshot shows an example of the document camera as the selected evidence source with the pop-up window open showing additional controls. To close the pop-up window simply press the selected source button again. Also shown in this screenshot is an example of annotated evidence. Annotation can only be seen in the **LEFT** preview window.

Evidence Screen Function Buttons

Evidence Sources

When an evidence source is selected, by default, it will only appear on the screen displays for the Judge, Clerk, court reporter, litigator's podium and all attorney tables with displays. By default, this evidence is not automatically displayed to the witness, jurors, gallery or protected witness.

The evidence will appear in the preview windows at the bottom of the Judge's screen. The Judge and Clerk retain control of the system and what can be published (displayed). Upon approval of the Judge, the evidence can be

published to any or all of the multiple flat-screen displays available to the witness, the jury, and the gallery. It can also be published to the protected witness.

Should the Judge not need to preview the evidence, the Judge or Clerk can change the default setting to "auto-publish," thereby allowing all submitted evidence to be displayed to all display devices that have been selected. Attorneys should be aware of this "auto-publish" feature and the ability to inadvertently publish evidence prior to the intended time.

Available Evidence Sources

Evidence Sources		
Document Camera*	Podium PC	Judge PC
DVD*	Witness PC	Clerk PC
VCR*	Plaintiff 1 PC	REPORTER PLAYBACK
Audio Source	Defense 1 PC	Room Monitor
DV	Plaintiff 2 PC	Remote Evidence
Signal Test	Defense 2 PC	Remote Witness

Clear Annotation

The display monitors located at the podium, the witness box, and each attorney table are annotation-capable. The annotated evidence will appear on all monitors and displays where the evidence is published or viewable. You can use your finger on the display or the provided stylus to draw annotations on the monitor. Pressing the Clear Annotation button (lower left on display) will erase the annotation from all locations.

Besides clearing all annotations, there are other annotation options directly available to the user located on the display monitors.

By touching the upper left hand corner of the display, a user may change the color of the annotation markings. This setting changes the current color for all annotation input locations. If a user requires a certain annotation color, they will need to change it to the specific color, prior to annotating.

Upper Left Hand Corner Annotation Option – Change Color



By touching the upper right hand corner of the display, a user may undo the last mark made. This action will undue the last mark, regardless of who made it.

Upper Right Hand Corner Annotation Option – Undo Last Mark



By touching the lower left hand corner of the display, a user may clear or erase all annotations on the display.

*Lower Left Hand Corner Annotation
Option – Erase All*



Be cautious when using the displays located on the attorney tables to make annotations. The lower left hand corner of the display is in a prime position to be accidentally pressed when reaching for a document or leaning over to talk to a party or co-counsel.

Print

The system is equipped with a color printer controlled by the Judge or Clerk. Pressing the Print button will send a copy of the selected evidence, including any annotations, to the printer located at the Court Clerk's desk.

System Mutes

Pressing the Red **STOP** (System Mute) button will instantly mute all microphones and unpublish any audio or video evidence source. Pressing the **STOP** button again will unmute the microphones, but will *not* republish the evidence.

Sidebar Mutes

There are two sidebar selections available to the Judge. The button on the left is "*sidebar with noise masking*" and the button on the right is "*sidebar without noise masking*". Pressing either button will mute all microphones and audio sources except for the sidebar mic which is used for recording only. Pressing it again will return the system to its previous state. Noise masking is "white noise" sent to all areas of the courtroom except the bench to help prevent the sidebar conversation from being heard by anyone other than the Judge and the attorneys.

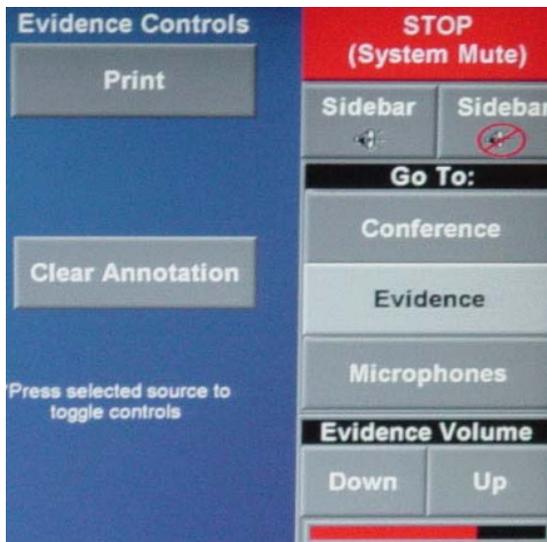
Evidence Volume

Only the Judge or Clerk can control volume levels. To adjust the volume of any evidence source or an audio or video teleconference, including remote arraignments, simply press the Up or Down buttons in the Evidence Volume section. The red bar below the buttons indicates its level status. There is a separate volume control for a protected witness.

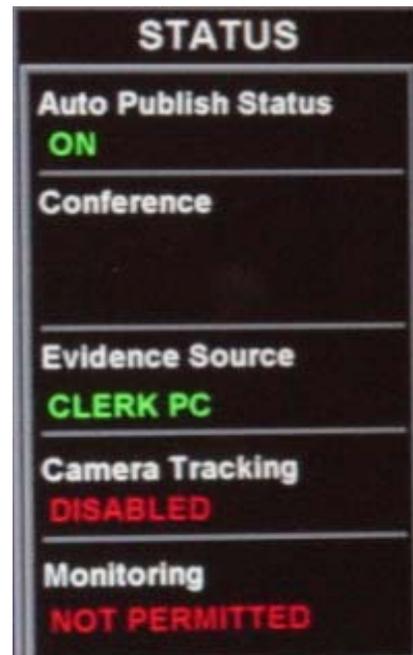
Status Windows

The Status Window allows the Judge or Clerk to monitor the current state of various functions of the system. The Status Window allows the Judge or Clerk to see whether or not the Auto Publish or Camera Tracking functions are turned on; what evidence source is currently selected; if room monitoring is allowed; or if a codec has been reserved for a video-conference.

Clear Annotation, Print, Stop (System Mute), Side Mute & Evidence Volume Controls



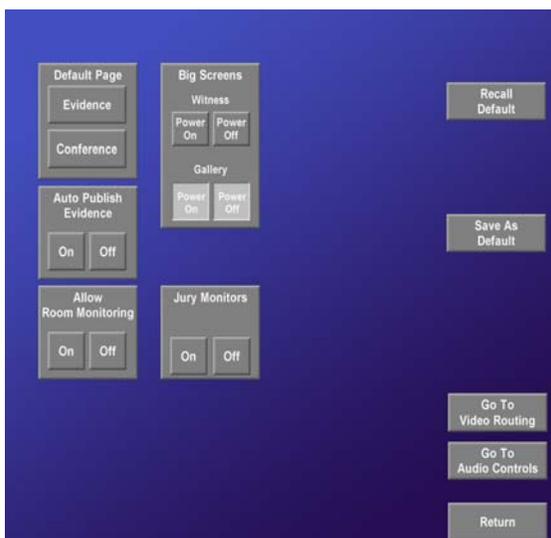
Status Window



Options

The Options screen gives the Judge or Clerk access to some of the functions that are not used on a daily basis, such as allowing room monitoring, turning on the Auto Publish function or powering on the witness big screen display.

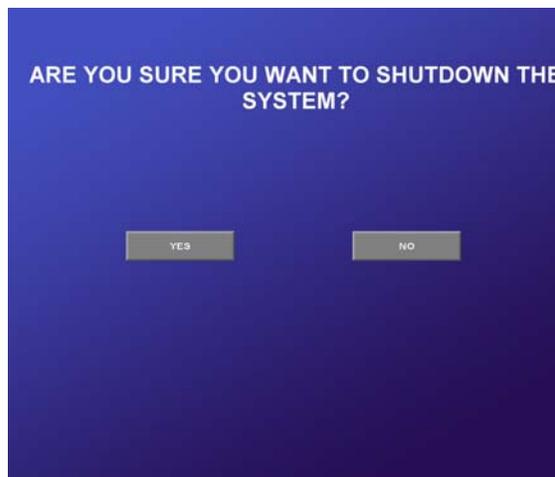
Options Screen



Other features available on this screen include selecting the default start up screen, as well as saving and recalling system defaults. To exit this screen, press the Return button and the user will “go back” to the previous screen.

Shut Down

To turn the system off, press the Shut Down button. This will bring up the confirmation window below.



Following the prompt, press **YES** to continue to shut down or **NO** if you want to keep the system on and return to the previous screen. Once shutdown is complete, all system components will systematically shut down. There is no need to turn off individual equipment; *monitors, microphones, document camera, VCR, DVD, etc.*

Room Monitoring

The Room Monitoring function allows any courtroom to be viewed and listened to by any or all of the other courtrooms. The “source” courtroom will appear in the “monitoring” courtrooms at the preview windows of the Judge and Clerk touchpanels and can then be published to the gallery for general viewing.

To set up Room Monitoring, you must first go to the “Options” screen (see previous page) in the courtroom to be monitored and “allow” room monitoring. Once this is done, any other courtroom can press the Room Monitoring button located in the Evidence Sources section. This will

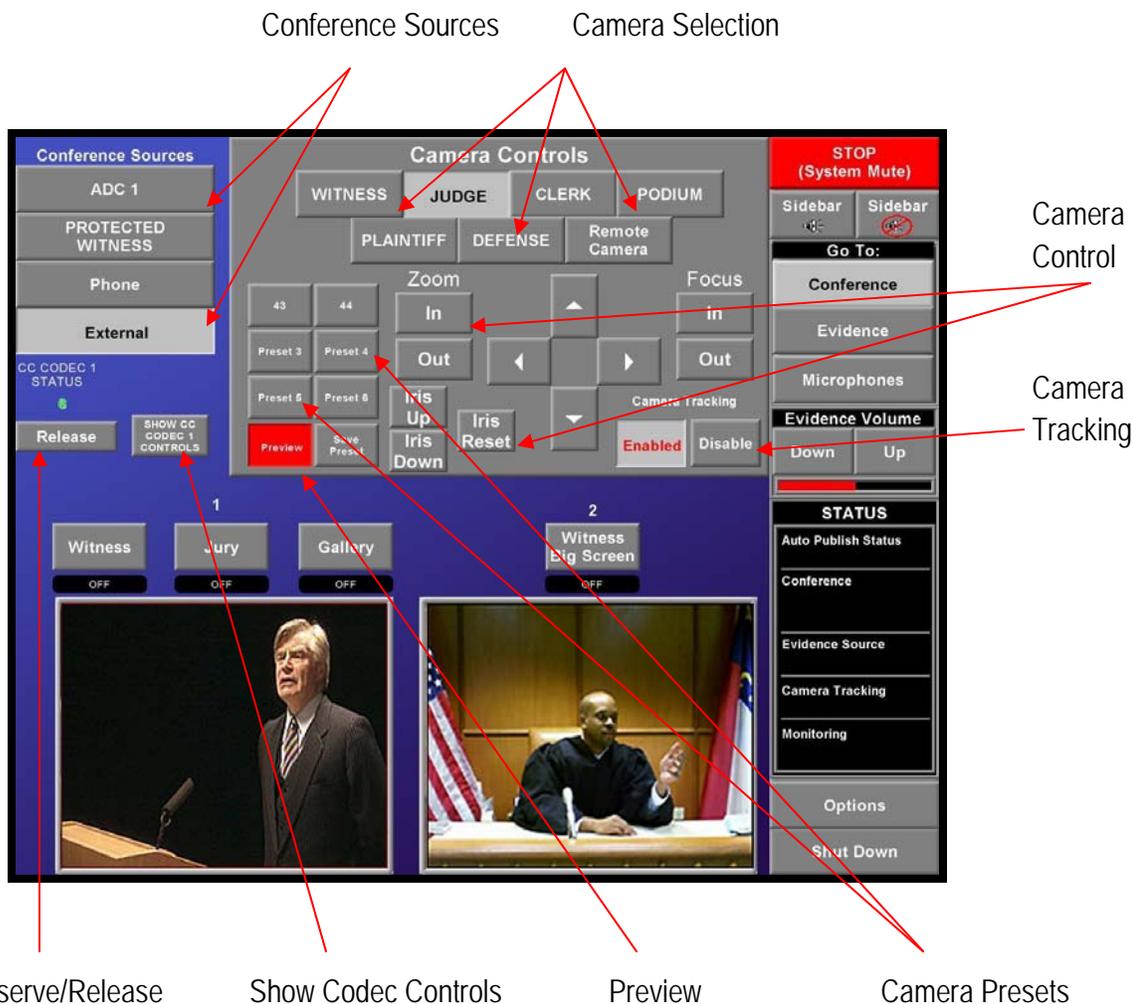
bring up the “Available Rooms” pop-up window shown below.

Any courtroom that has allowed Room Monitoring will have a red button in the pop-up window. Pressing the red button will select that courtroom to be monitored and turn the button green to indicate which courtroom you are monitoring (5th floor in above example). To stop monitoring, press the green button. This will end the current monitoring session and the button will turn back to red.

A courtroom cannot be monitored unless the “Allow Monitoring” function in that courtroom has been turned on.



Conference Screen



The **Conference Screen** shown above is very similar to **The Evidence Screen**. It also shares many of the same functions and buttons. This screenshot points out only those functions and buttons that are unique to this screen. For more information about this screen, please see **The Evidence Screen**.

Conference Screen Function Buttons

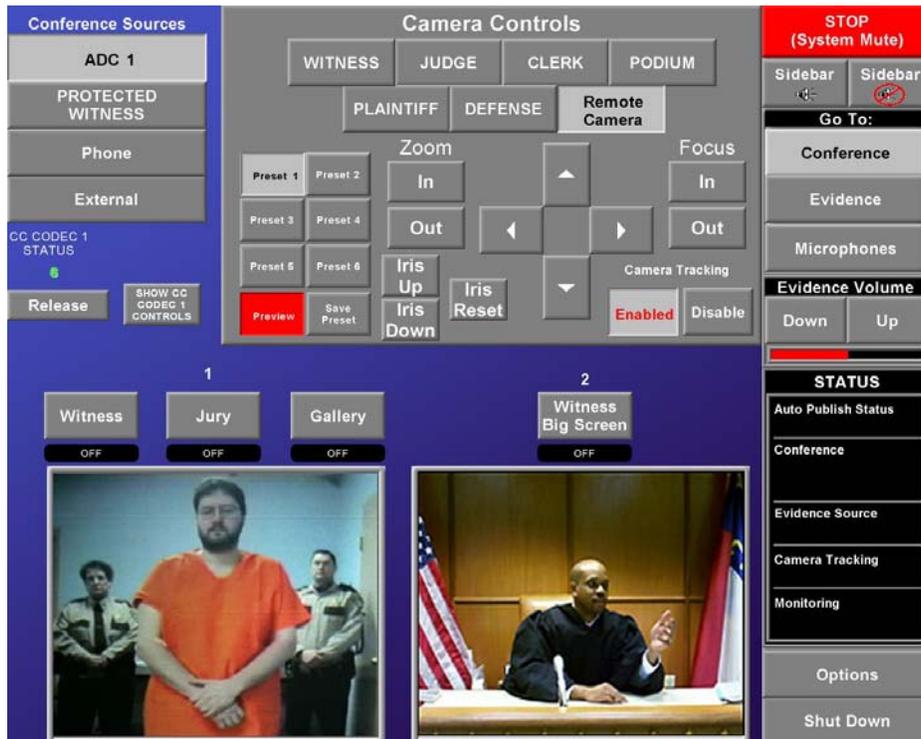
Conference Sources

Four conference modes are available and include the Adult Detention Center (ADC), Protected Witness, Phone, and any external location with compatible conferencing capabilities. The following is a brief description of each of these four modes and how to properly use them.

To establish a remote arraignment, someone in the ADC must select the designated courtroom from the touchpanel located in the arraignment

room. Once this has been done, the Judge or Clerk shall press the ADC Conference Source button on the touchpanel to allow two-way audio and video communication between the courtroom and the ADC. Only one courtroom can have full, two-way communication at a given time. However, any courtroom can monitor the ADC at any time by simply selecting the ADC Conference Source button.

ADC: Remote Arraignments from the Adult Detention Center



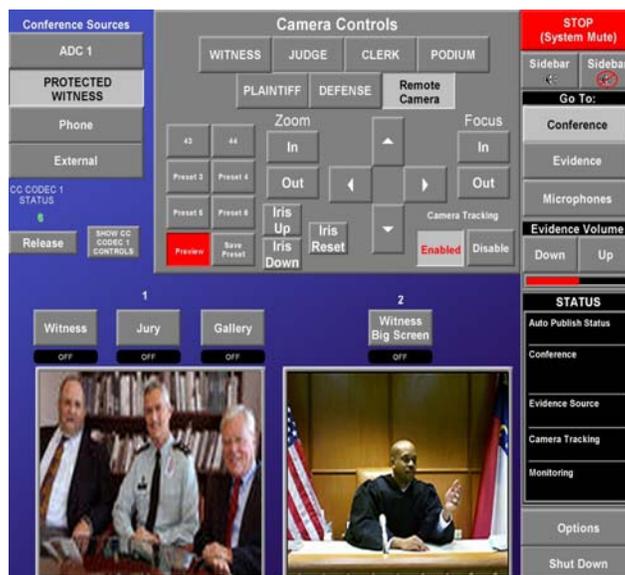
Protected Witness

The Protected Witness selection allows a Judge to use the jury deliberation room to protect the identity of a witness and to allow the witness to monitor the proceedings in the courtroom. Electronic evidence presented in the courtroom can also be seen by the protected witness located in the jury deliberation room. If desired, the Judge can also allow the protected witness to be viewed in the courtroom on the large plasma displays, as well as the monitors in the jury box, attorney tables and podium, with audio being heard through the courtroom's sound system.

To set up a Protected Witness conference, it is necessary for CrTO staff to set-up the camera and microphone in the jury deliberation room.

A secure closed circuit telephone system is also available to allow private and contemporaneous communications between the witness and their counsel. Once the equipment is set up, the Judge or Clerk will select the Protected Witness button on the touchpanel. This allows the Judge or Clerk the ability to control the microphone level and camera position in the jury deliberation room, allows the witness to be seen and heard in the courtroom and allows the witness to see and hear the courtroom proceedings.

For normal use of the jury deliberation room, the protected witness camera, microphone, and secure telephones must be removed. It is also important to ensure that the system is taken out of protected witness mode when not being used for this purpose.



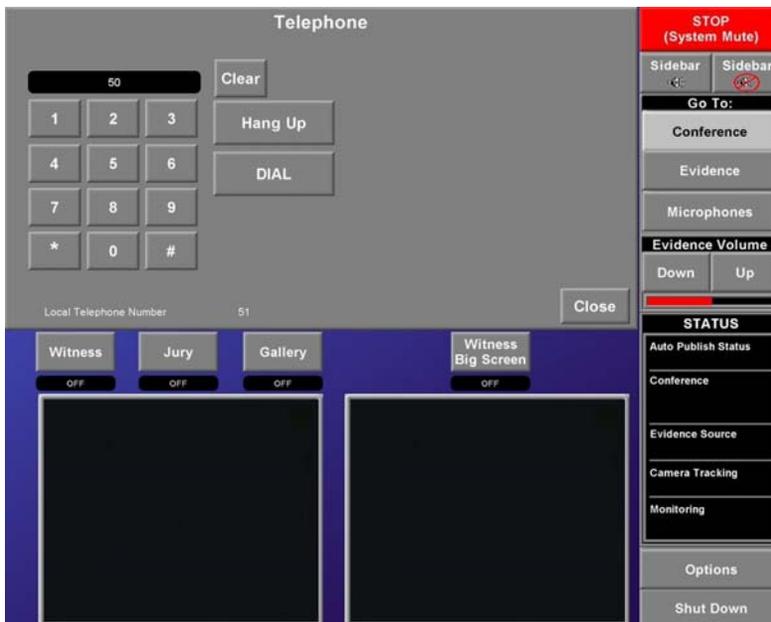
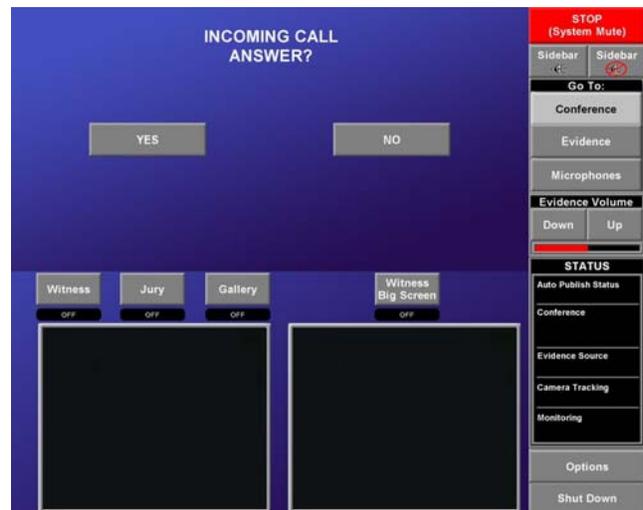
Telephone

The Judge or Clerk can send or receive a telephone call from the touchpanel. The call will be heard over the sound system in the courtroom. This is done by pressing the "Phone" Conference Source button.

The screen below shows the "Telephone" pop-up window that will appear when you are in Phone Conference Mode. To place a call, use the keypad to enter the number and then press the "DIAL" button. You can adjust the volume of the call by using the "Up" or "Down" Evidence Volume buttons. To end the call, press the "Hang Up" button. To clear an incorrect number, or switch to a new number, press the "Clear" button.

When an incoming Phone call is received, you will see the pop-up window shown above asking whether or not you want to answer the call.

Press "YES" to answer or "NO" to decline the incoming telephone call.

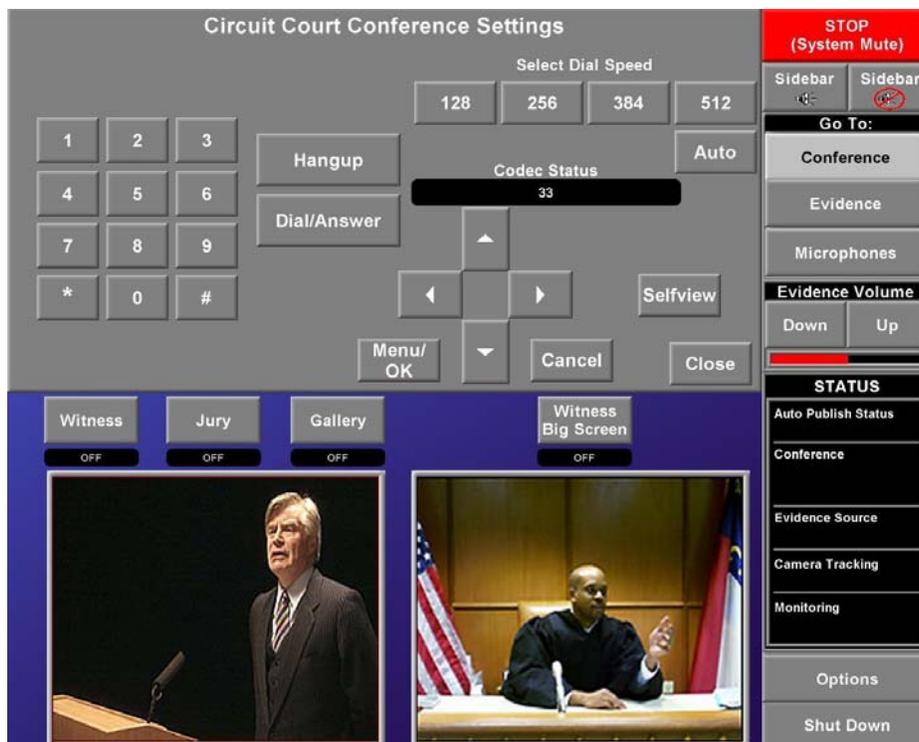


External Conference Source

The External Conference Source is used for Video Teleconferencing (VTC) using one of the video codecs located in the Master Control Room. To use a codec you must first reserve it by pressing the Reserve button. Once a codec has been reserved, the Judge or Court Clerk can then initiate or receive a VTC call from their touchpanel and publish it to the courtroom.

To initiate a Video Teleconference press the "Show Codec" Controls button. This will bring up the Conference Settings pop-up window

shown below. Using the keypad enter the ISDN number of the far end codec that you want to call and press the "Dial/Answer" button. To clear an incorrect number, or to switch to a new number, press the "Cancel" button. To select which camera that you are transmitting to the other party of the connection, close the pop-up window and make your selection from the Camera Controls window. You can adjust the volume of the VTC using the Evidence Volume buttons. To end your session press the "Hangup" button.



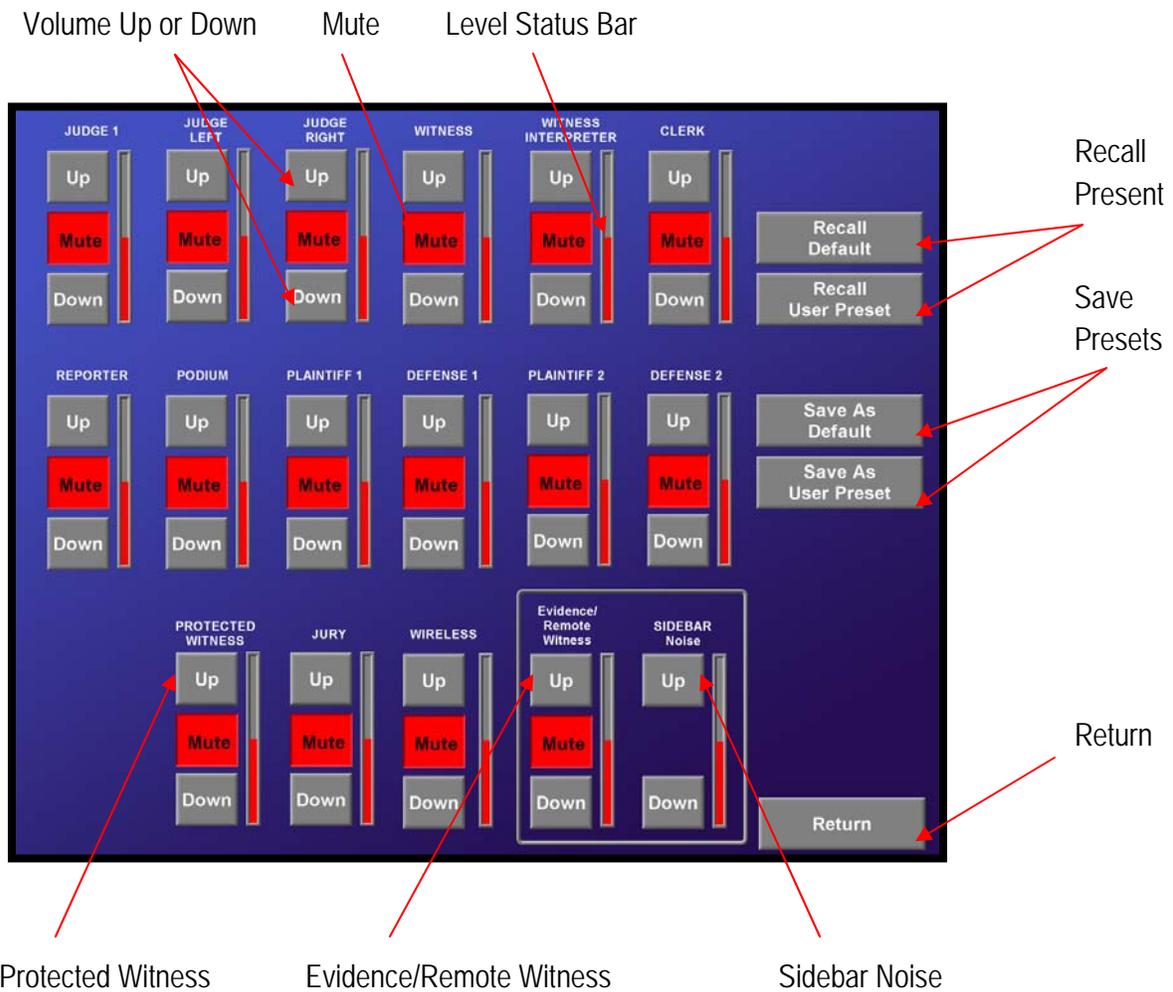
When an incoming Video Teleconference call is received, you will see the pop-up window shown below asking whether or not you want to answer the call.

Please release the codec when you have completed your call so it will be available for use by another courtroom.

Press "YES" to answer the call and then publish it to the courtroom, or press "NO" to decline the incoming Video Teleconference call.



Microphones Screen



The Microphones Screen allows you to monitor the status of all the audio sources in the system. From this screen you can control the volume and mute state of each microphone.

Saving and recalling User Presets can also be completed from this screen.

Microphones Screen Function Buttons

Volume Up or Down

To adjust the volume level of any microphone press the "*Up*" or "*Down*" button as needed.

Mute

Microphones at all locations, except the podiums, have mute buttons. To mute or un-mute a microphone, press the "*Mute*" button on the touchpanel or on the microphone itself. When a microphone is muted, the mute buttons on the screen will be red. When un-muted, the buttons will be gray.

Level Status Bar

When you adjust the microphone volume, the red Level Status Bar will raise or lower accordingly to visually display the changes being made.

Save Presets

A default preset can be saved by setting the volume and mute states to the desired setting and pressing the "*Save As Default*" button. You will be prompted to enter an access code before your preset will be saved. (See CrTO personnel for access codes.) A second preset can be saved for a specific application, without deleting

the default preset, by pressing the "*Save As User Preset*" button. This preset is temporary and will be deleted when the system is shut down. An access code is not required.

Recall Presets

To recall the default or the user presets press the appropriate "*Recall*" button.

Return

To exit the Microphones screen and return to the previous screen, press the "*Return*" button.

Sidebar Noise

Controlling the noise level for masking a sidebar conversation is also done by pressing the "*Up*" or "*Down*" buttons.

Evidence/Remote Witness

This group of buttons controls the volume levels of all audio sources other than the microphones.

Protected Witness

The Protected Witness "*Mute*" button will always be in a muted state unless you are in the Protected Witness Conference mode. To enter this mode, you must go to the Conference Screen and press the "*Protected Witness*" button. You will then be able to control the volume of the microphone.

Attorney Controls

Wireless Touchpanel

The system provides a Wireless Touchpanel located on the podium or portable evidence cart allowing the user to control the various evidence presentation devices. This touchpanel can be operated while attached to its charger/stand or it can be used remotely by detaching it from the charger/stand.

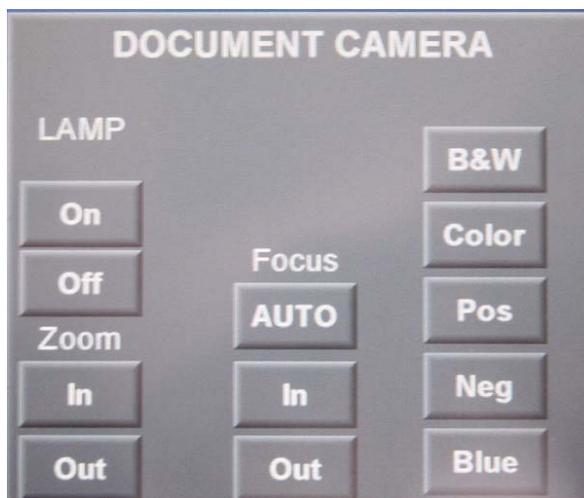
The screenshot below shows the default screen. To make a selection, simply press the button of the evidence source you need to use.

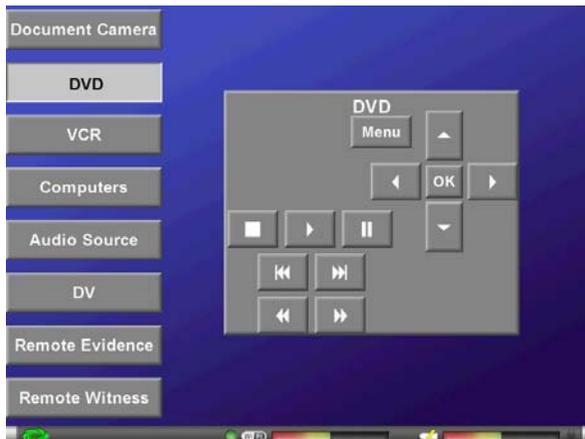
Like most wireless devices with rechargeable batteries, the batteries in this wireless device don't last very long. A user can operate this device for up to an hour before it will need to be recharged. To be safe, when not in use, place it back on its charger/stand.

When you select any of the available evidence sources, you will automatically see the pop-up window with its associated controls as shown in the screenshot below.



Document Camera Controls





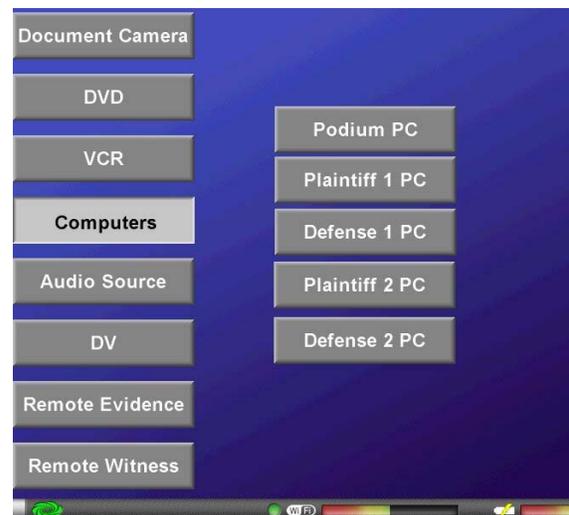
DVD Controls



VCR Controls

Pressing the Computers button will bring up the additional buttons shown below allowing the user to select any of the computer audio video interfaces located at the center podium and all of the attorney tables.

Computer Controls



All evidence sources available on the Wireless Touchpanel can be controlled locally, as well as by the Judge and the Clerk's touchpanels. **Each evidence source change causes the Judge and Clerk preview video to change as well!**

Document Camera

The document camera is located next to the Podium, and can be used to display exhibits on the LCD displays located at the attorney's tables, Podium, Judge and Clerk's desk, witness stand, and both the jury and gallery. The document camera display bed is large enough to fit a standard 8 ½" x 11" sheet of paper. For larger exhibits, an easel may be used to hold the exhibit, with the camera turned towards the easel. Using an easel, the largest exhibit size that can be displayed within a single screen is 16" x 20". The camera lens can be tilted by moving the rotating camera on top of the extended stand.

Document Camera In Collapsed Position, Next To Podium and Wireless Touch Panel



To use the device, you must first extend the document camera by pulling the camera to an upright position.

Document Camera Extended



To power on the document camera lamp, you may press the power button located directly on the document camera or using the Wireless Touch Panel, press the "On" button for the Document Camera. Additionally, the document camera lamp may be powered on or off from both the document camera or the Wireless Touch Panel.

Power Button (left) and Lamp On/Off Button (right) Located on the Document Camera

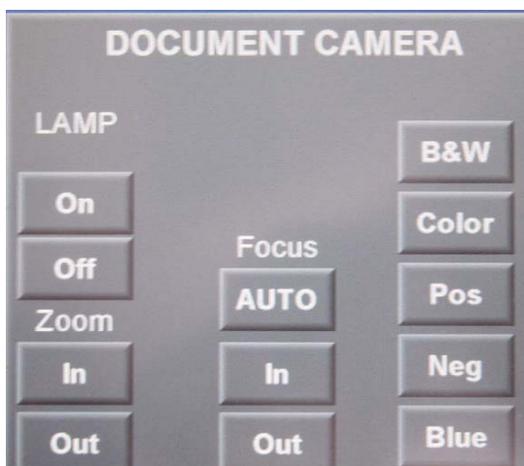


Using the Wireless Touch Panel or the controls directly located on the document camera, you may zoom the camera in and out, control the focus of the picture, and set the display type to Black and White, Color, Positive, Negative and Blue. Setting the display type to Positive, Negative or Blue will be useful when displaying images such as X-Rays or picture negatives. In most instances, the document camera will auto-focus the displayed image. If adjustment is necessary, use the focus controls to achieve the desired focus setting.

Document Camera Controls Located Directly On Top Of Camera



Wireless Touch Panel Location To Control Document Camera Settings



Settings and Defaults

Laptop computers have become commonplace in most courtrooms. Users should be aware that any presentation that can be viewed from a laptop is capable of being displayed in the courtroom. For optimum resolution and effective annotation, users should set laptop computer screen devices to the following display setting:

**1024 x 768 standard resolution,
60Hz Refresh Rate**

**Windows 2000 and earlier
operating systems are not
supported.**

To change the display resolution on your laptop computer, perform the following steps:

Windows XP-based computer:

- (a) Right-click on the Desktop and select 'Properties' from the drop-down menu
- (b) Click on the 'Settings' tab
- (c) Adjust the 'Screen Resolution' slider to the 1024 x 768 setting
- (d) Click the 'Advanced' button
- (e) Select the 'Monitor' tab
- (f) Select '60 Hertz' in the list for the Screen refresh rate:
- (g) Click 'OK'
- (h) Click 'OK' again for changes to take effect

Windows Vista-based computer:

- (a) Right-click on the Desktop and select 'Personalize' from the drop-down menu
- (b) Click on the Display Settings link, towards the bottom of the window
- (c) Adjust the 'Resolution' slider to the 1024 x 768 setting
- (d) Click the 'Advanced Settings' button
- (e) Click the 'Monitor' tab
- (f) Select '60 Hertz' in the list for the Screen refresh rate:
- (g) Click 'OK'
- (h) Click 'OK' for the changes to take effect

Windows 7-based computer:

- (a) Right-click on the Desktop and select 'Screen Resolution' from the drop-down menu
- (b) Click the 'Resolution' box to pull down the slider settings
- (c) Adjust the 'Resolution' slider to the 1024x768 setting
- (d) Click the 'Advanced' button
- (e) Select the 'Monitor' tab

- (f) Select '60 Hertz' in the list for the Screen refresh rate:
- (g) Click 'OK'
- (h) Click 'OK' again for changes to take effect

Macintosh-based computer:

- (a) Click on the Apple logo in the top-left menu bar
- (b) Click on the 'System Preferences' from the drop-down menu
- (c) Click on the 'Displays' option in the System Preferences window
- (d) Select the 1024x768 resolution setting
- (e) If there is an option to select the 'Refresh Rate' set it to 60 Hertz. Most Macs do not allow the user to change the 'Refresh Rate' and will default to 60 Hertz.
- (f) Exit the window

Annotation

The display monitors located at the podium, the witness box, and all of the attorneys tables are Annotation-capable. The annotated evidence will appear on all monitors and displays where the evidence is published or viewable. The annotated evidence also appears in the left preview window of the Judge and the Clerk's monitor; however, the Judge and Clerk do not have the ability to actually annotate. Annotating the evidence being viewed is done by simply using your fingertip or using the provided stylus to draw directly on the display monitor. By touching the appropriate corner of the screen (see labels on touchpanels) you can change the color (seven colors are available), undo the last mark, or erase all annotations. The Judge and the Court Clerk also have the ability to reset or erase the annotations. This is the only annotation function available to the Judge or Clerk.

System & Technical Specifications

Presentation Sources

Video Teleconference (VTC)

- Must be pre-arranged
- Supports Single Mode VTC (all types)
- Dual Mode VTC (Tandberg only with Natural Presenter Package)

Audio Conference

- Must be pre-arranged
- Single line phone connection into the courtroom audio system

Laptop/ Computer Connections

- **Users should preset their computer to the system default resolution of 1024 x 768 before connecting to the system!**
- DB15HD with 1/8" Stereo Audio
- User supplies DVI or Apple computer adaptor as necessary
- Connections available at all attorney tables, podium, witness, Judge and Clerk

RGB Capability

- Up to 1600 X 1200 (UXGA)
- Computers connected to Evidence Cart
- This location re-scales all input to 1024 X 768

Native RGB Resolution

- 1024 X 768, 60 hz (XGA)
- All Computer connections at all locations

Document Camera

- Viewing Area 8 ½" X 11"
- Any font size can be displayed using zoom controls
- Transparencies
- X-rays using Negative, Negative/Blue and Negative B/W
- Text Enhancement
- Rotating Camera Head for other larger objects

Evidence Sources

DVD (Digital Video Disc or Digital Versatile Disc)

- DVD Video (Finalized)
- Specifications:
 - UDF ver 1.02 or
 - ISO9660 or Joliet
 - Single or double layered discs

CD (Compact Disc)

- Video CD
- Super Video CD
- Specifications:
 - Compact Disc Specification - CD-DA
 - 2-channel 16-bit PCM encoding at a 44.1 kHz sampling /channel
 - ISO9660 or Joliet (Finalized)
 - MP3 and JPEG when finalized as ISO9660 or Joliet

Evidence Sources (continued)

VHS (Video Home System)

- S-VHS tape
- VHS tape
- Specification:
 - NTSC Standard

DV (Digital Video)

- User provides cable
- Specifications:
 - I-Link (Sony)
- Connector Type:
 - 4 Pin Firewire or 4 pin DV

Composite Video plus Audio

- User provides cable
- Specifications:
 - RCA style connectors
 - Video format is NTSC

Audio Sources (user provides cable)

- 1/8" mini stereo, 30dB gain, 50Kohm
- 1/4" un-balanced, 30dB gain, 50Kohm
- XLR – 60dB gain, 10Kohm, Max input +4dB
- RCA Line – un-balanced, 30dB gain, 50Kohm

Recording

Real Time Transcription – currently untested (*user provides equipment*)

- Two independent circuits: RJ14 (6pin) connections for connection to DB9 to RJ14 transmit and receive devices. Requires court provided RJ14 to RJ45 adaptor.

Audio Recording and Playback

(*user provides equipment*)

- 4 Independent channels of audio output at the Court Reporter location.
- Line level, XLR Male
- Channel 1 – Full courtroom audio mix
- Channel 2 – Judge and Sidebar microphones
- Channel 3 – Witness, Remote Witness and Interpretation
- Channel 4 – Podium and Attorney tables
- 1 Channel of audio input to the court system.
- Microphone level, XLR female

On The Horizon

- Wireless in the courtroom
- Automatic court recording
- Remote Interpreting
- Media Formats – Blu-Ray Disc, HD VMD disc, Digital multilayer disc, Ultra Density Optical disc, Holographic Versatile disc

Statement of Responsibility

The Court bears no responsibility for the improper or ineffective use of the courtroom technology. Users are expected to be prepared and knowledgeable when using the Courtroom Technology Management System. Formatting issues with various media devices can be problematic. Users are highly encouraged to test any equipment or resources to be used well before the actual trial date!

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