

Catawba County Courtroom

Technology Instructional Guide



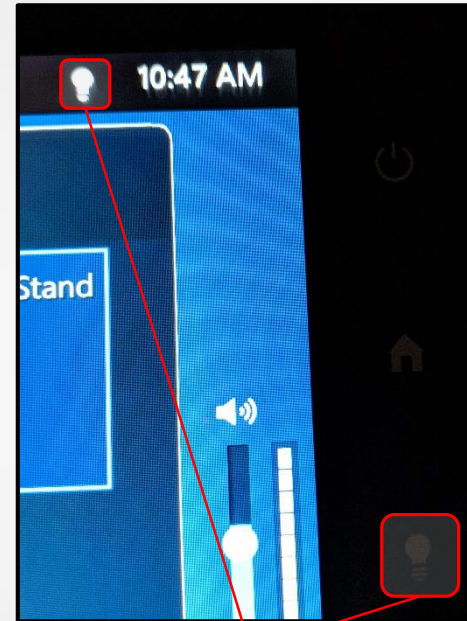
Technology Items

- Lighting Controls
- Shade Controls
- Network Delineation
- Network Connectivity
- Assisted Listening
- Speakers
- Phones
- First Appearance / Arraignment
- Bailiff desk / printers
- Audio / Video system (Crestron)

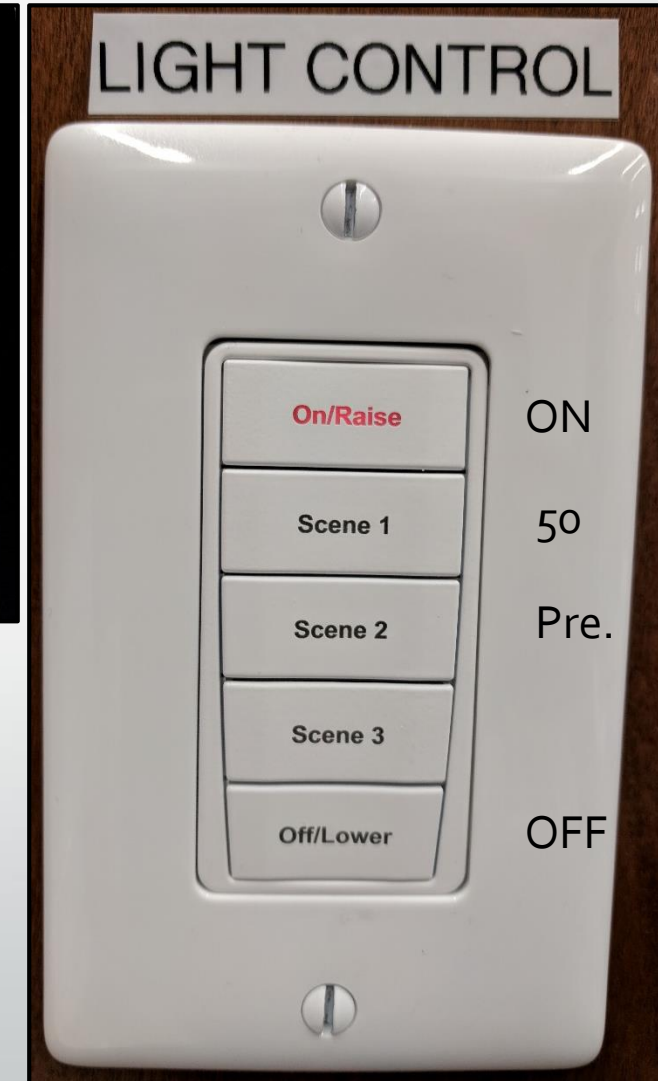


Lighting Controls

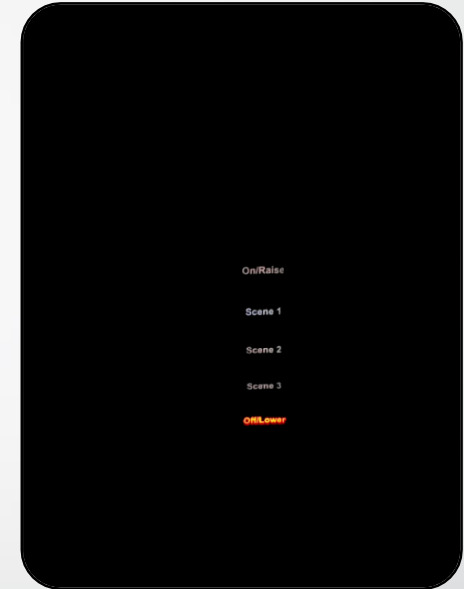
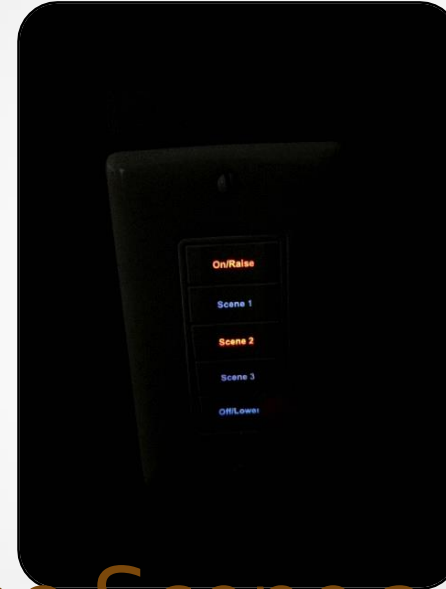
- On – Turns on Light
- Scene 1 – 50%
- Scene 2 – Presentation
- Scene 3 – There is no Scene 3
- Off – Turns off all lights
- Light control syncs with Tablet & iPad connections
 - Tablets have icon to access light & shade (where applicable) controls



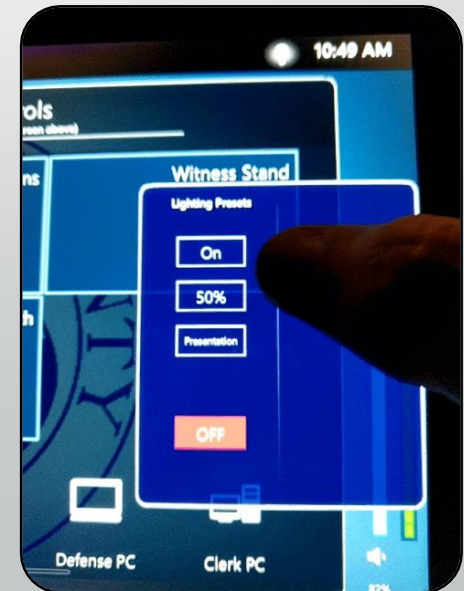
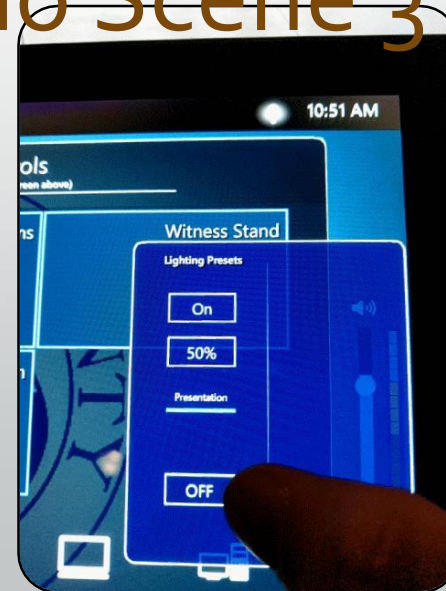
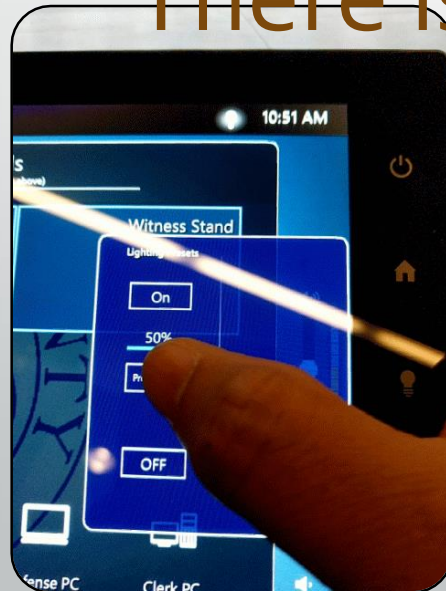
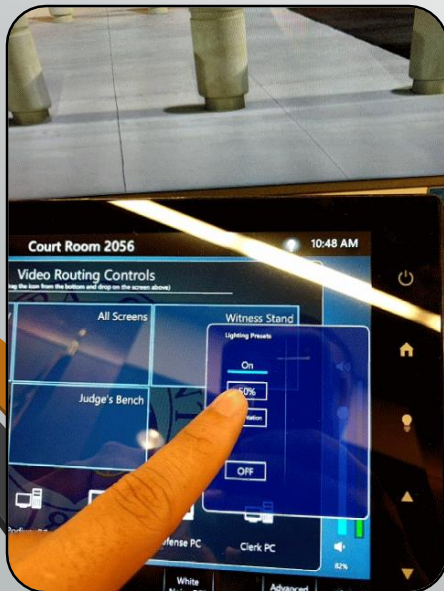
You can tap either to access controls



Lighting In Action

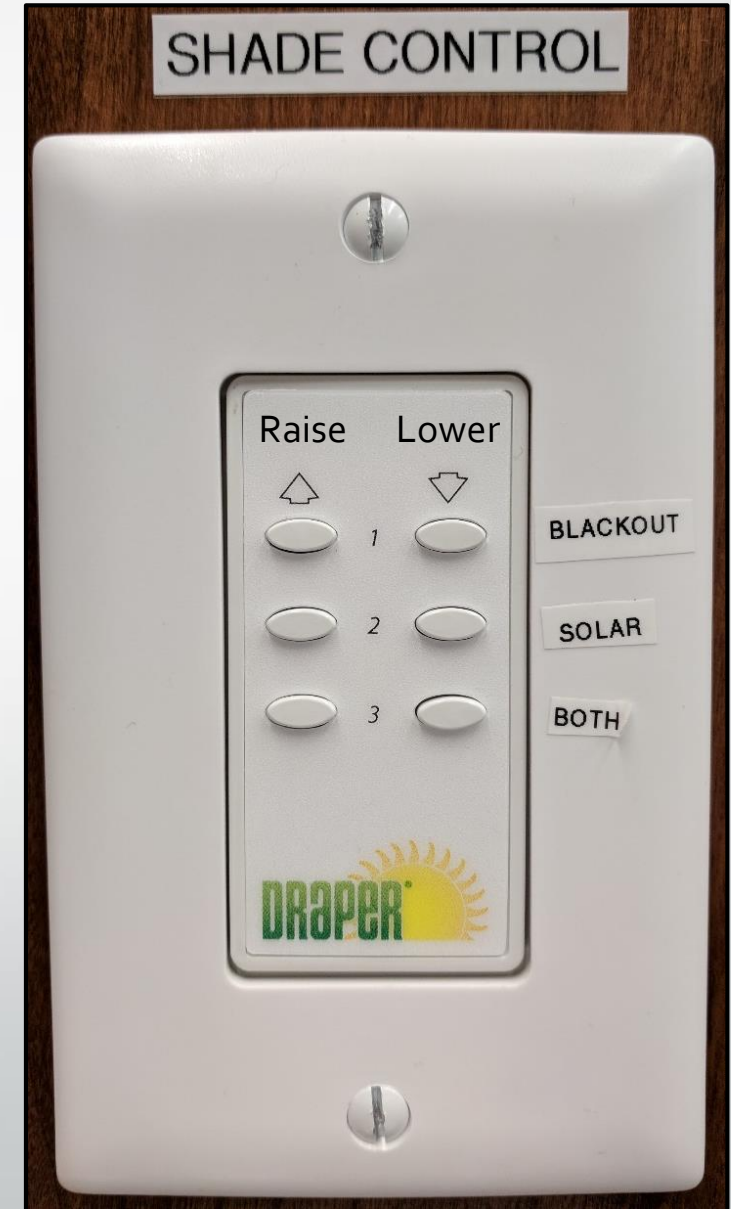


There is no Scene 3



Shade Controls (Crt.Rm. 9 & 10)

- Can also be controlled by tablet
- The Shade Controls are labelled as:
 - Row 1: Blackout Shades
 - Row 2: Solar Shades
 - Row 3: Both Shades
- Meaning
 - Blackout: Completely Blocks View
 - Solar: Blocks Sun; light visibility
 - Both: Raises or Lowers Both at same time
- If you lower Row 1, you must use Row 1 to raise it (using the raise on row 2 will not work for that shade)
- If you use 3 to lower, you may use 1 and 2 to control individually



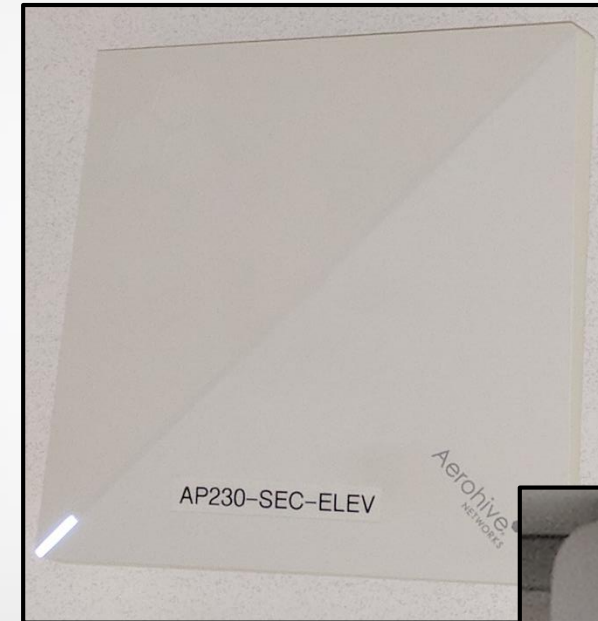
Network Delineation

- Table Connections
 - Defense Table – County Network & Power
 - Prosecutor Table – State Network & Power
 - County Networks are labelled **"Internet"**; State Networks are labelled **"Data"**
 - This will be updated to **"County"** & **"State"** for clarification



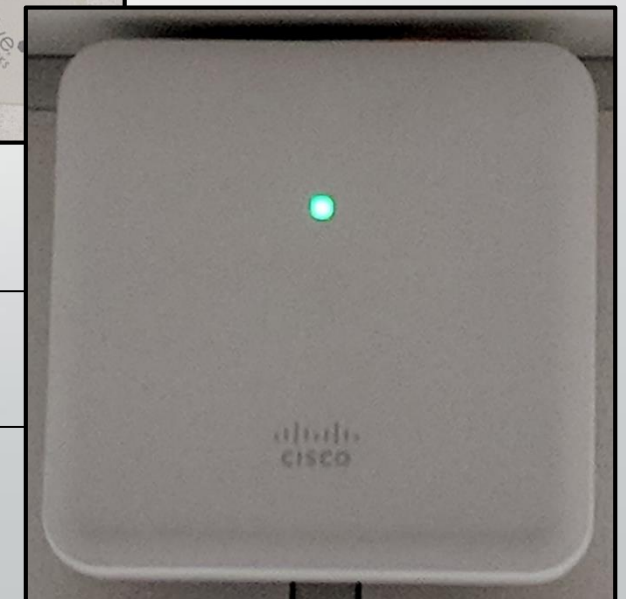
Network Connectivity

- Access Points (APs) located behind the courtroom & in the hallway
- AP above (near the center) is for the CoC IPad
 - It has **NO** Internet
- County & State connections are labelled accordingly:
 - **Internet = County**
 - **Data = State**



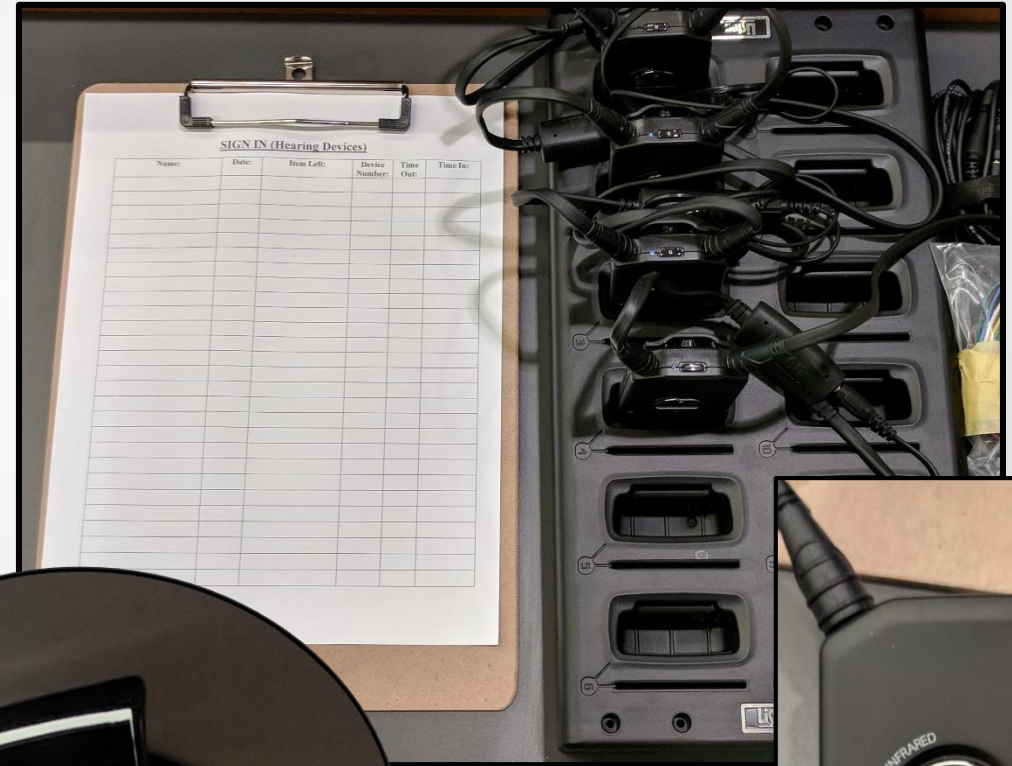
Our AP – Located behind Courtroom

AV AP – Located in Courtroom



Assisted Listening

- Receiver in corner
- Devices are labeled; with paper & permanent marker
- Clipboard System
- Simply Grab & Go
 - Pick up device
 - Place headphones on



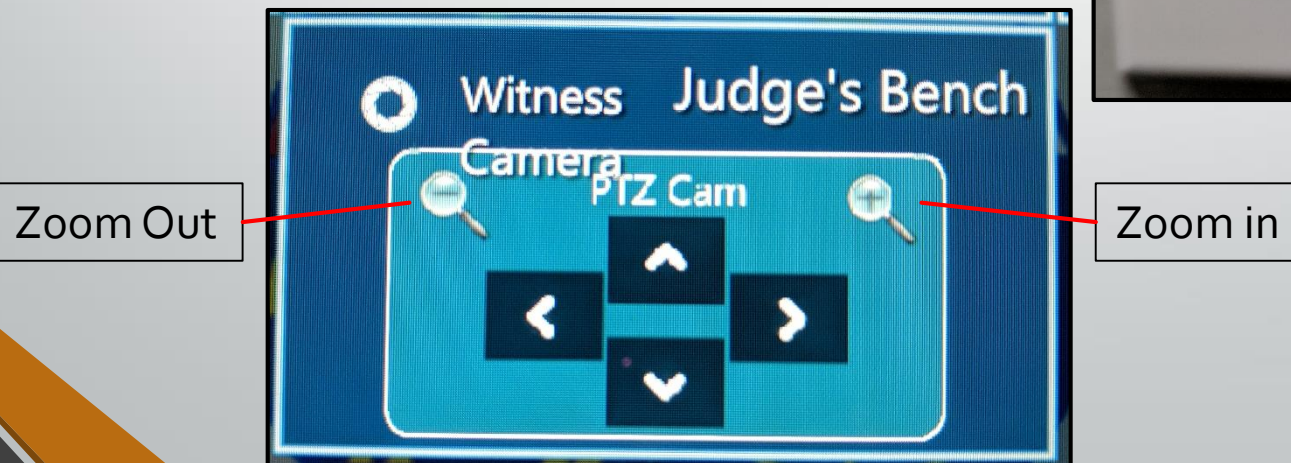
Phones

- Phones are located at Bailiff Station & CoC area
- Bailiff's Phone is a Ring Down from Jury deliberation Room
 - Will only call internal numbers & 911
- Phones in Deliberation Room will only call to Bailiff
- The Phone at CoC is a State Phone
 - Operates like a normal phone



Witness & Attorney Rooms

- Attorney Rooms
 - Dial on wall to control volume
- Witness Room (Crt.Rm. 6 & 8)
 - Dial on wall to control volume
 - Camera for Witness
 - Cameras are not always on
 - Adjust it
 - Judge, or CoC, will select as source
 - Tablets & IPads also have control of it

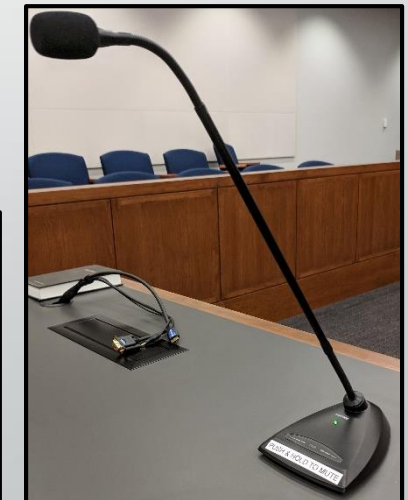
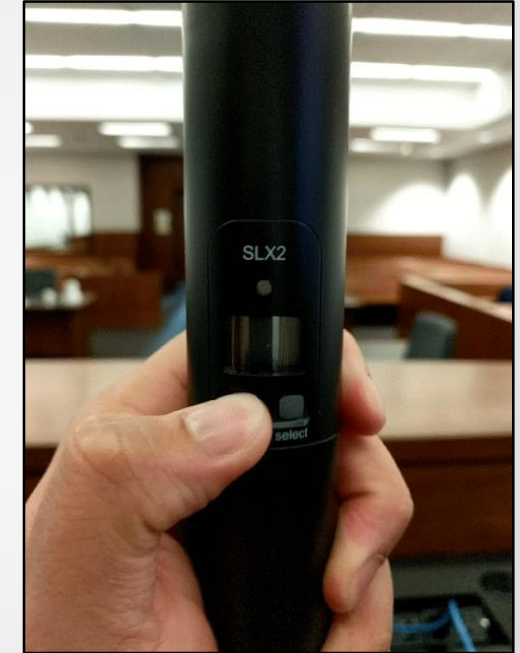


Audio Visual (AV) System

- Audio
 - Mics
 - Handheld Mics
 - 12 Speakers
- Display
 - Tablet Sources & Location
 - Video Arraignment
- Connections
 - HDMI
 - VGA
 - Aux
- Podium
 - Computer
 - Annotation
 - DVD
 - Connection Hub
 - Document Camera
- 2 Controllers 2 Rule them All
 - Tablets
 - Remotes & Locations

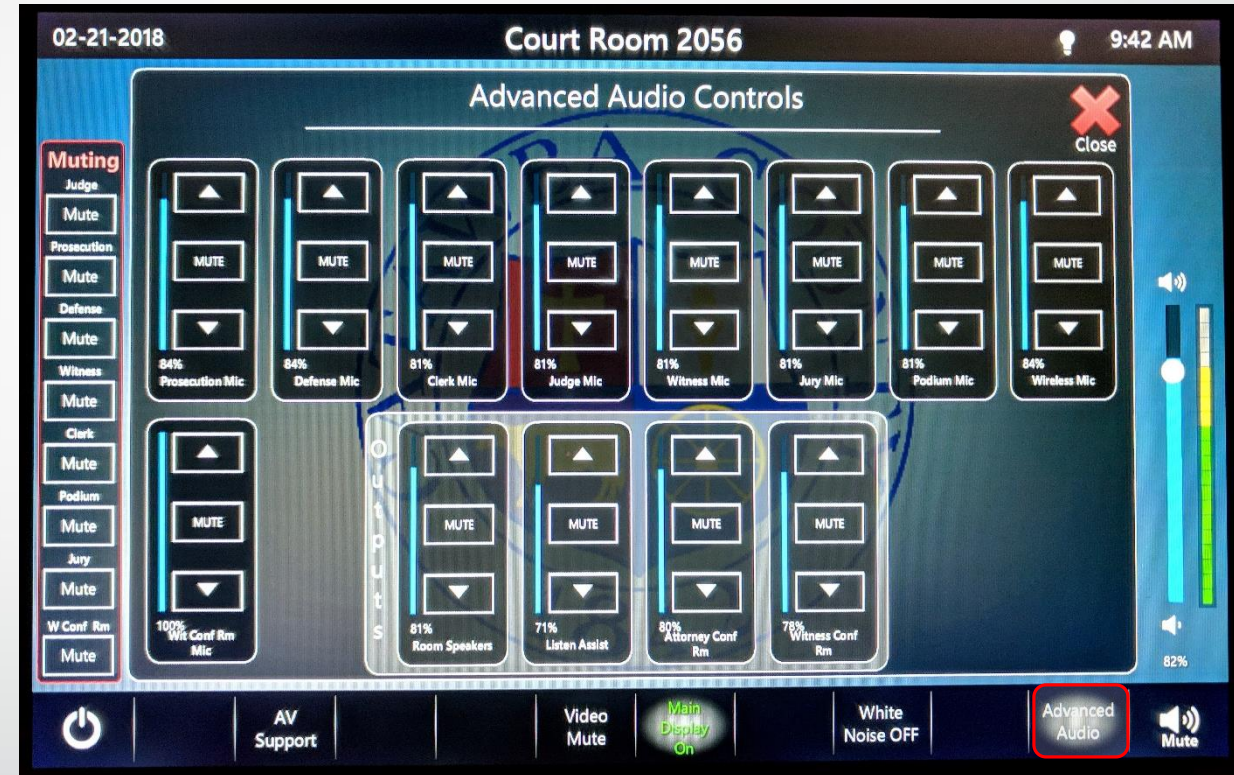
Audio

- Mics at Table
 - **Always HOT**
 - Press & Hold to Mute
 - Jury Mic has mute button at base (Mutes when pressed; **NOT PRESS & HOLD**)
- Handheld Mic
 - Press and hold to turn on
 - Will automatically connect
 - Judge might have to unmute it
- Tablet Controls **ALL** Mics & Audio
- 12 Speakers in Each Crt.Rm.
- Wireless Mic **Are Specific** to each Crt.Rm.



Advance Audio

- Advance Audio allows changes to individual microphones
 - Can mute individual mics here; similar to side bar
- Microphones **WILL NOT** behave properly when main audio level is **below 70%**
- Can mute all mics by tapping **"Mute"** in bottom right
 - Beside Advanced Audio



Tap to Access & Exit

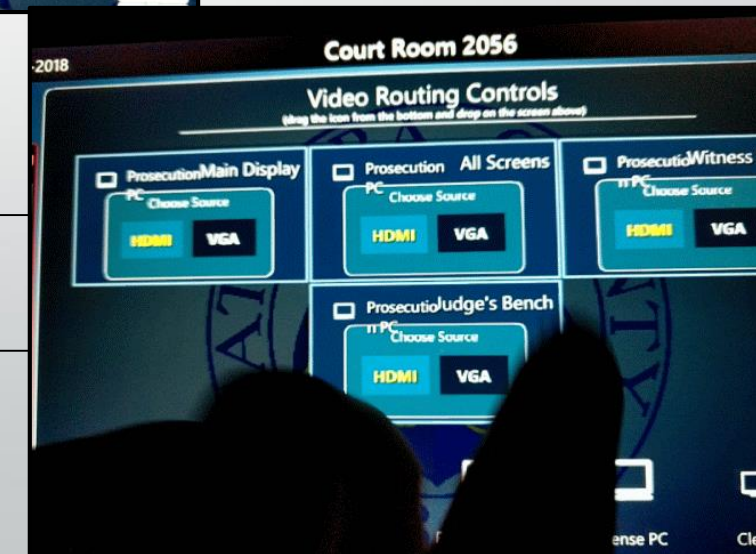
Display

- Displays are controlled through Tablet
- Sources are listed at bottom of screen
 - Use finger to drag and drop source to display
 - Source display on the selected display
 - Icon will remain in the box
 - Podium, Judge & Table displays have to specify the connection type: **VGA** or **HDMI**
 - It will **NOT** automatically detect
 - You only have to select the Type for one source, it will change for all displays
 - Removing Source: drag and drop source outside of box
 - Change Source(without removing them): drag new source into box of the one you want to replace
- Can have all three displays show different sources
 - Audio will only work through the **MAIN DISPLAY**



Moving Source to A Display

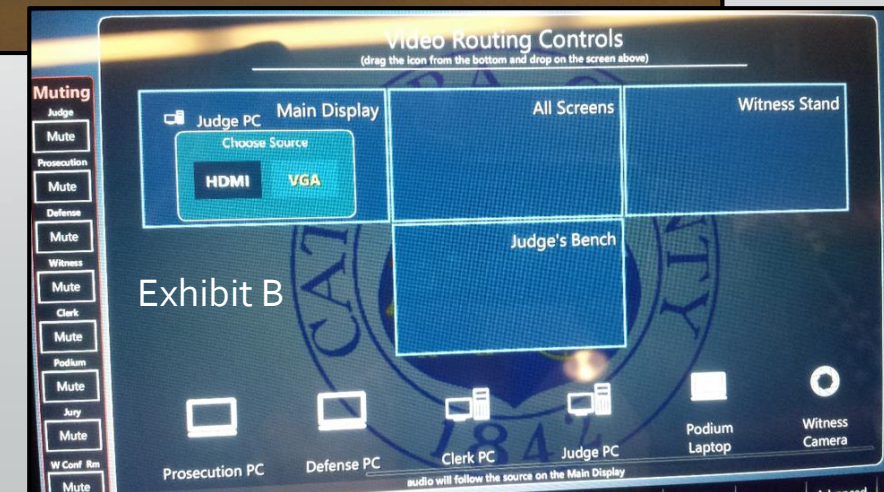
Changing from VGA to HDMI



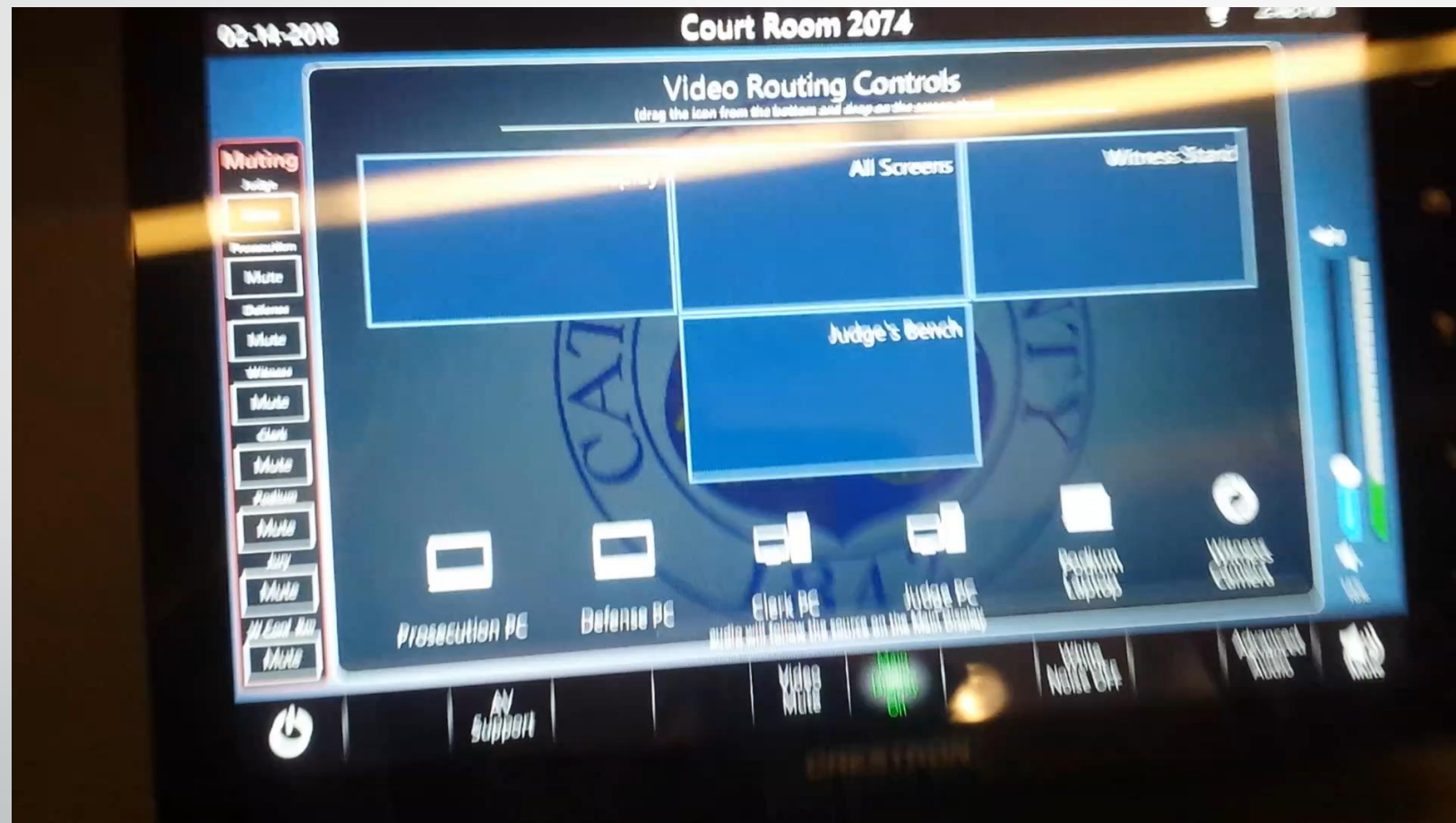
1st Appearance/Video Arraignment (9 & 10)

- In Jail:
 - Staff will turn iPad on & Activate FaceTime for inmates
- In Court:
 - Judge and/or Attorney's will turn iPad on & Activate FaceTime
 - VGA & Audio **MUST BE** plugged in [Exhibit A]
- FaceTime will be active when the Judge selects the login credentials (which are stored on device & differs for each Courtroom)
 - When session is over, FaceTime app can be closed & iPad turned off
- To broadcast to Main Display:
 - Ensure Main Display is on
 - Drag & Drop **Judges PC** to **Main Display** on Tablet [Exhibit B]
 - This can be done to any display
 - If iPad is in different location, follow above steps for appropriate location

VGA
&
Aux

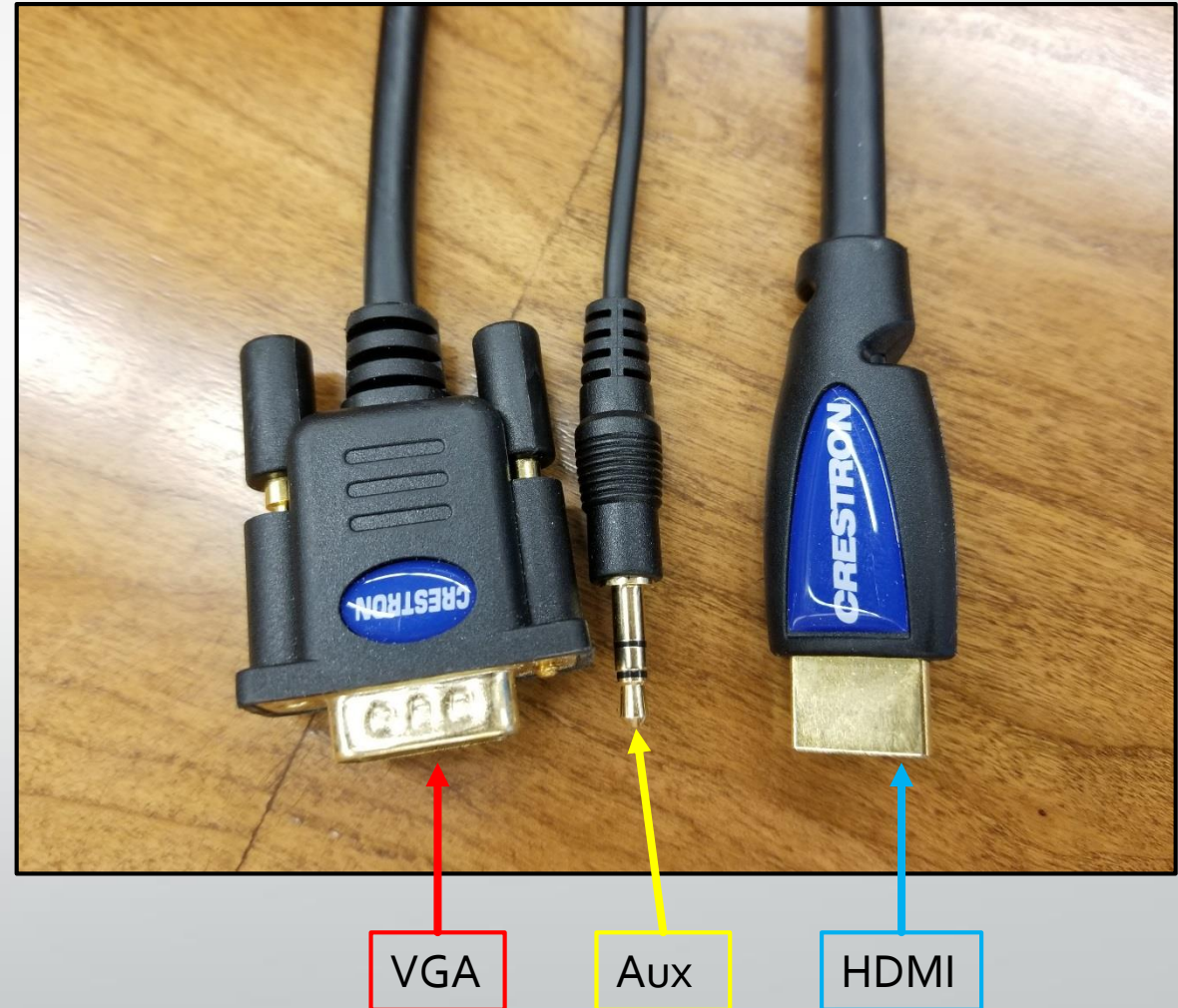


1st Appearance/Video Arraignment Video



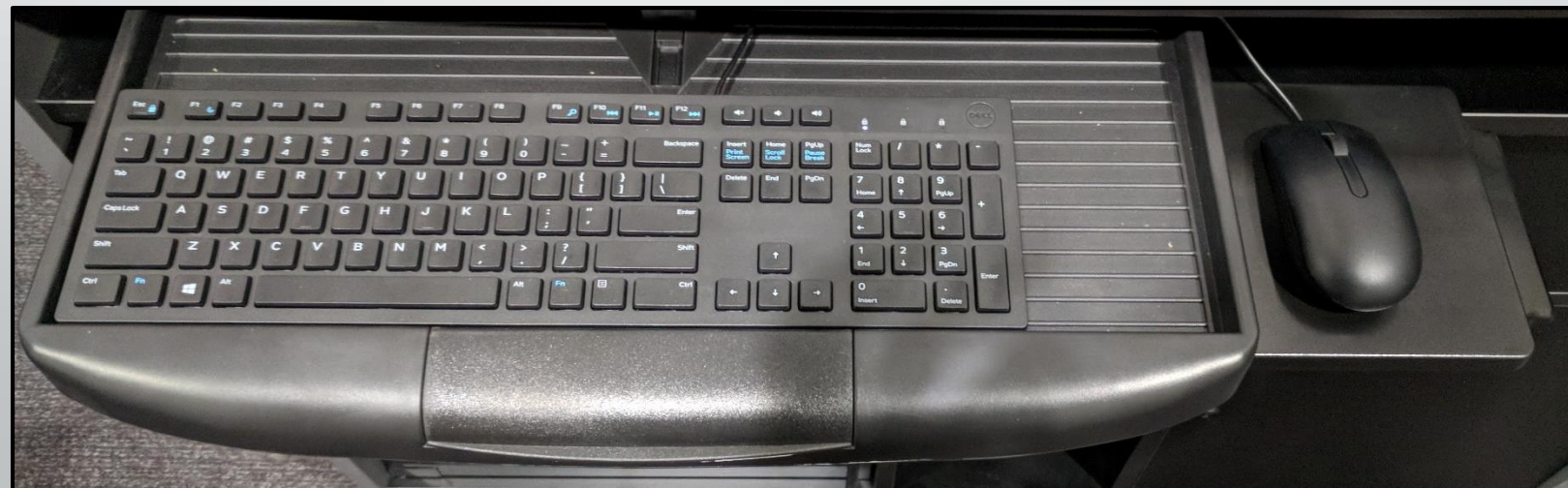
Connections

- Tables & Judge bench has 3 connections:
 - HDMI – Higher Quality
 - VGA – Medium Quality
 - Aux – Audio
- There are cable connections at Podium for Hub
- Aux **MUST BE** plugged in to get audio over speakers



Podium – PC

- PC is located within Podium
 - Mouse & Keyboard on slide out shelf
 - USB port located under monitor
- PC does not have a disc drive
 - Discs must be played through the DVD player above it

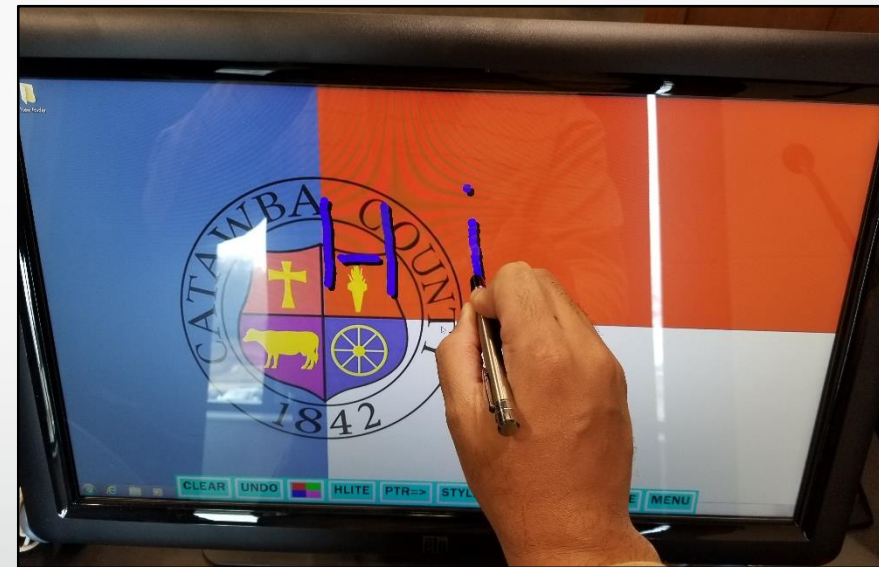


Podium – DVD & Annotation

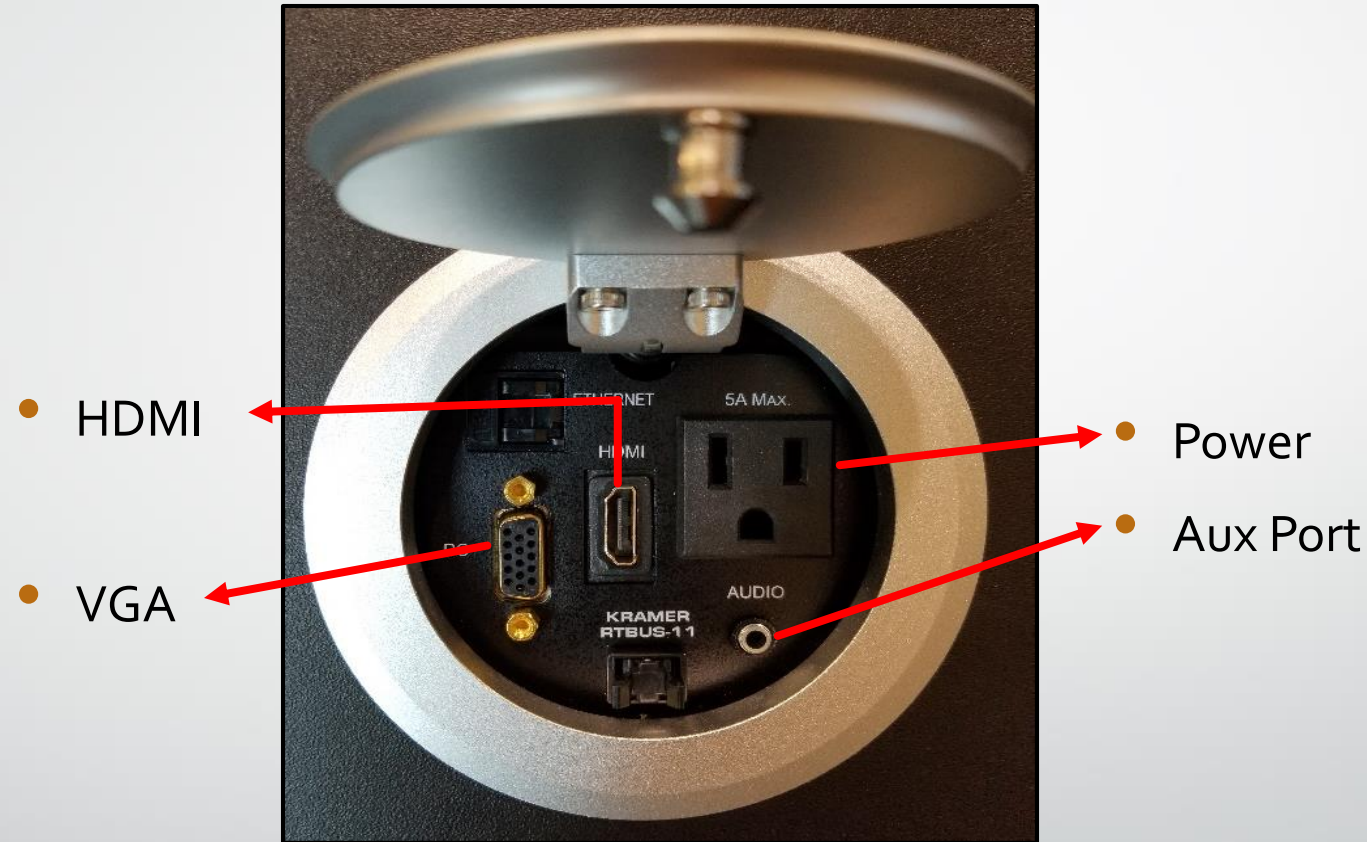
- DVD player is located within Podium (Above PC)
 - Remote is located in "Remote Holder" on Podium top
 - Blu-ray
- Annotations can be made with finger or pen provided in Remote Holder
 - May have to apply a little pressure to get to write properly
 - Annotations are shown on display in real time and can be cleared through options at bottom
- Tapping the **"Menu"** opens more options:
 - **CLEAR** – Clears Annotations/Drawings
 - **UNDO** – Undoes last marking
 - **COLOR** – Changes color of markings
 - **HLITE** – Turns touches into highlighter (deselect to turn to pen)
 - **PTR=>** - Changes how pointer looks
 - **STYLE** – Changes style of lines made
 - **INPUT** – Switches between PC & "whiteboard"
 - **PRINT** – Allows for printing, but we have no device connected
 - **SAVE** –Allows to save marks, but we have no save device connected
 - **MENU** – "Minimizes" menu bar



DVD



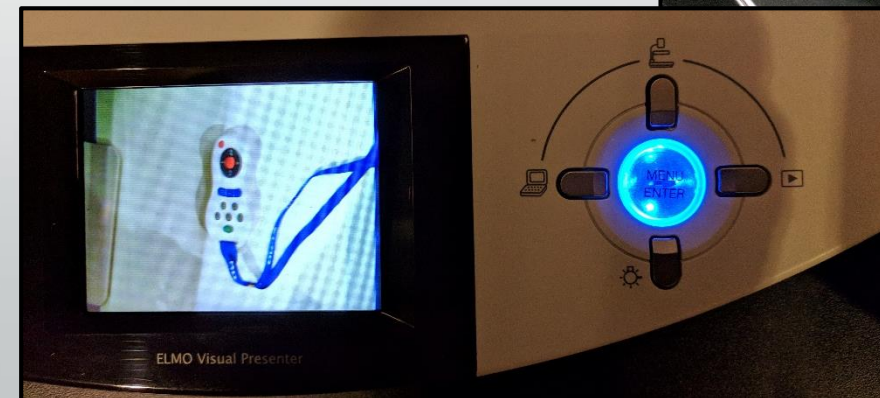
Podium – Connection Hub



- Cords have been provided for the connection hub (Under monitor)
- Connection Hub Source = **Podium Laptop** on Tablet

Document Camera

- Press the Power Button to Turn on & off
- Must Manually Adjust Camera and Lighting
 - Knob on Camera is used to Zoom
 - Preview screen at bottom, Document can be placed horizontally or Vertically
- Buttons on Base (Clockwise):
 - Computer (Not Useable)
 - Document Camera
 - SD Card Reader (Built In)
 - Light Control



Doc Cam - Remote

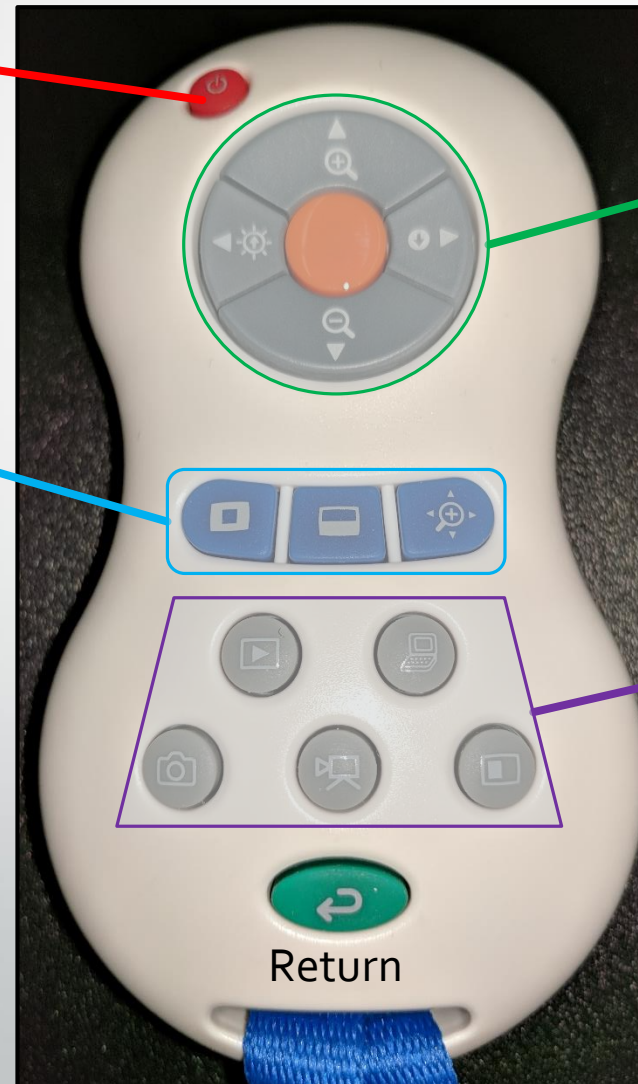
- Remote is stored beside Doc Cam

Power Button

- Left to Right
 - Focus Box
 - Focus Sheet
 - Zoom
 - Use arrow keys to move

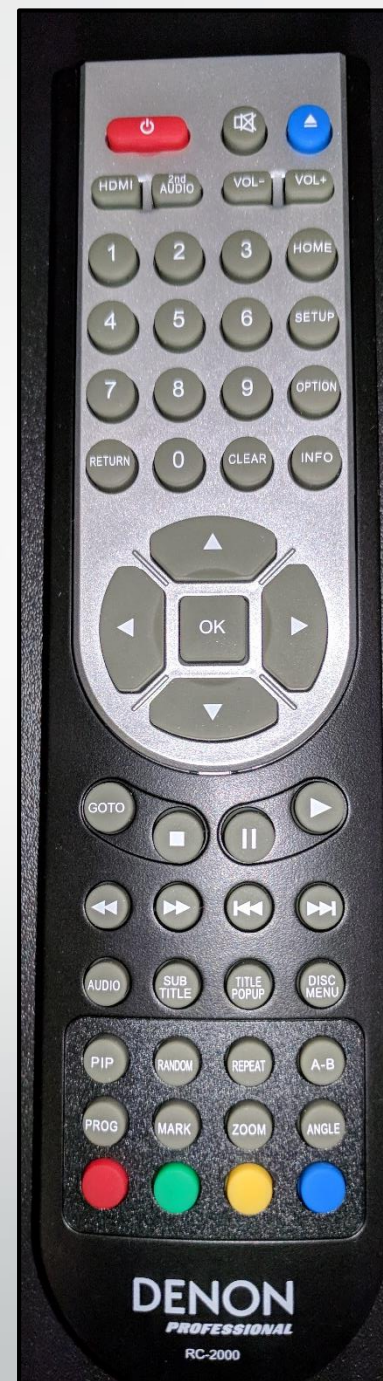
- Starting at Top
 - Zoom
 - Dim Light
 - Zoom Out
 - Brighten

- Left to Right:
 - SD Card
 - Doc Cam
 - Save Picture
 - Video
 - Half Blackout



DVD Remote

- Operates as a normal DVD player would



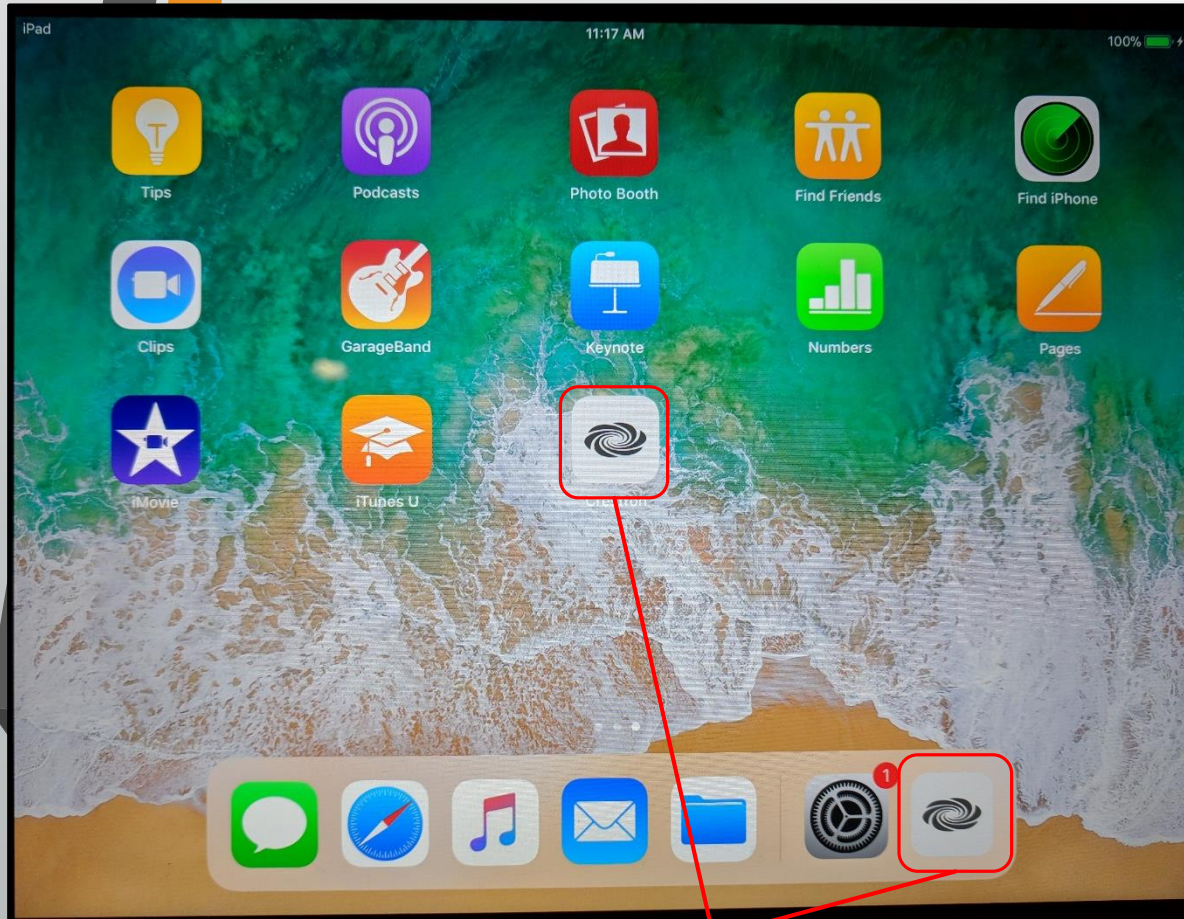
Tablet

- Interface is the same & Synchronized on Tablet & iPad



IPad (CoC)

- Interface is the same & Synchronized on Tablet & IPad
- Passcode 00000



Creston App



Same Interface

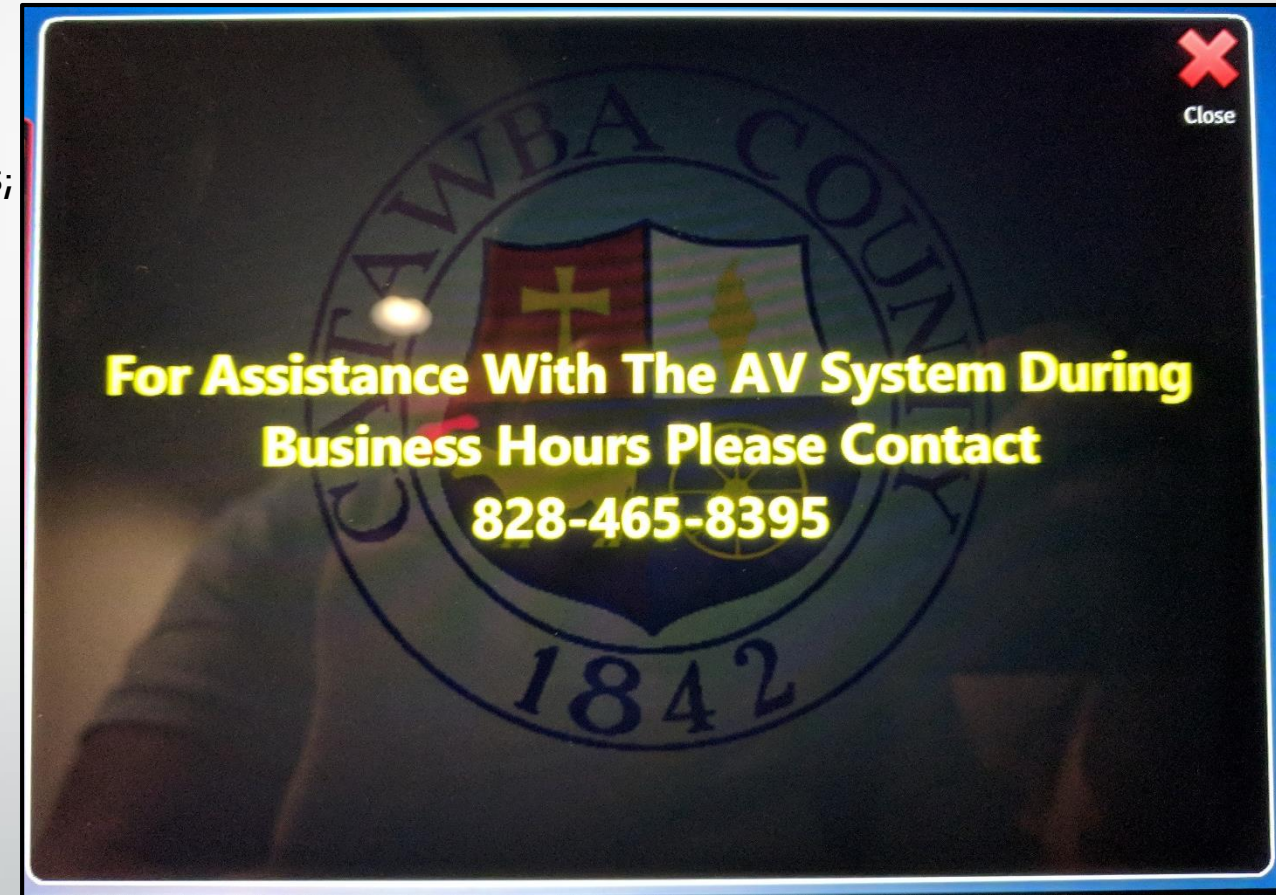
Location, Location, Location

- Remotes are located in Remote holder on Podium
- Document Camera Remote is located in the Doc Cam Drawer
- Handheld Microphones are located at CoC
- Learning Assist Devices are located by the CoC
- Manual lightning & shade controls are by CoC
- Tutorials & Documentation is located at appropriate locations



Helpful Information

- To blank all screens at once: Video Mute
 - In this mode you **CANNOT** change sources; you must unmute first
- White Noise will generate static over all speakers in room
- IPads (or Tablets) will not work in other courtrooms it is **NOT** designated for
- Please remember to shut off Judge & Witness Monitors at end of court



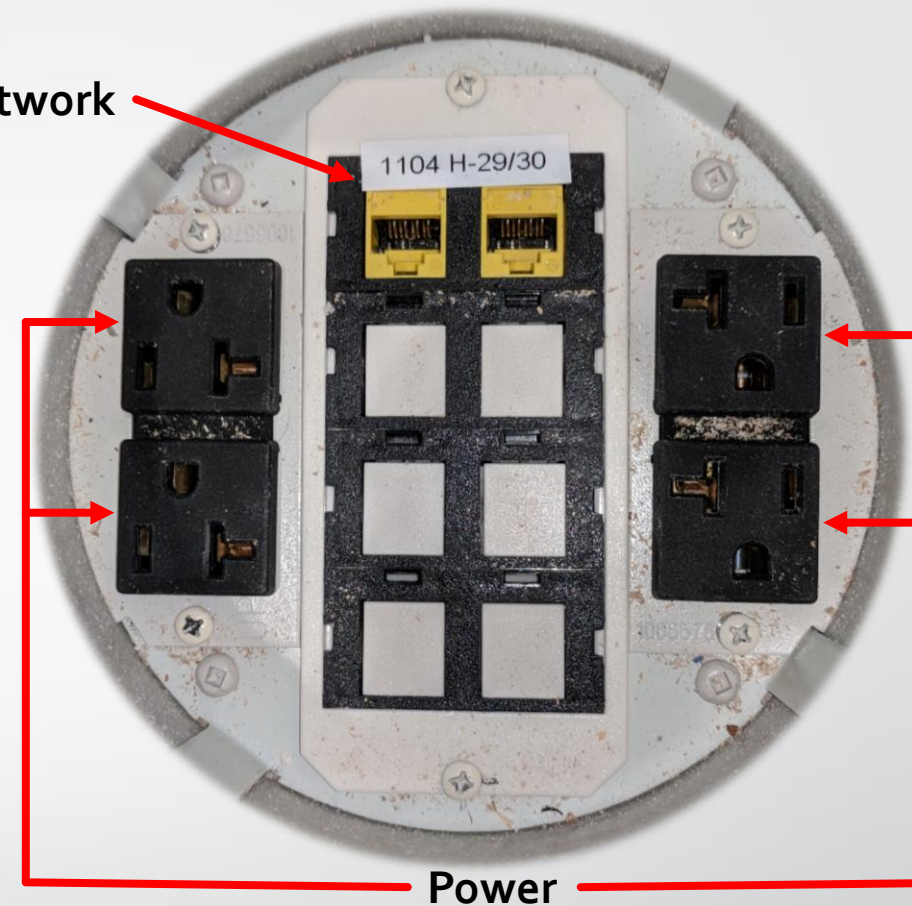
State Supported Items



Troubleshooting

- General Power
 - If Power is not coming through table, check floor box outlet
- Floor Box
 - Power & Network
 - Connects to Pop-up box at Table
- If source is not displaying on screen:
 - Check source selected on tablet
 - Check connection type on tablet
 - Check box beside table to ensure it has lights
 - If not, check floor box outlet
- If no Audio:
 - Ensure Aux is plugged in
- The difference between Podium PC & Podium Laptop
 - Podium PC = PC IN PODIUM
 - Podium Laptop = LAPTOP HOOKED UP TO PODIUM

Network



Box at Table

Questions or...



Thank You

For Your Time

For Your Consideration

For Your Service

