

# Electronic Courtroom Technology Guide

**United States Bankruptcy Court Middle District of Louisiana**



2012-12-12

## Contents

<i>Introduction.....</i>	<i>3</i>
<i>Touch Panel.....</i>	<i>4</i>
<i>Document Camera .....</i>	<i>5</i>
<i>External Devices .....</i>	<i>7</i>
<i>Types of Video Connections. ....</i>	<i>7</i>
<i>Types of Audio Connections .....</i>	<i>7</i>
<i>Connecting to the System .....</i>	<i>8</i>
<i>Presenting Evidence Using a Laptop/Tablet. ....</i>	<i>9</i>
<i>Other Media Inputs.....</i>	<i>10</i>
<i>Annotation .....</i>	<i>11</i>
<i>Video and Telephone Conferencing .....</i>	<i>13</i>
<i>Additional Information Regarding the Courtroom Audio and Video .....</i>	<i>14</i>

## Introduction

This guide is intended to assist attorneys with utilizing the Electronic Evidence Presentation equipment integrated into the courtroom to its greatest advantage.

The Multimedia Lectern provides attorneys with access for electronics in the courtroom. By accepting inputs from many different electronic devices (listed below), it allows counsel to display exhibits, video recordings, or multimedia presentations with the push of a button.



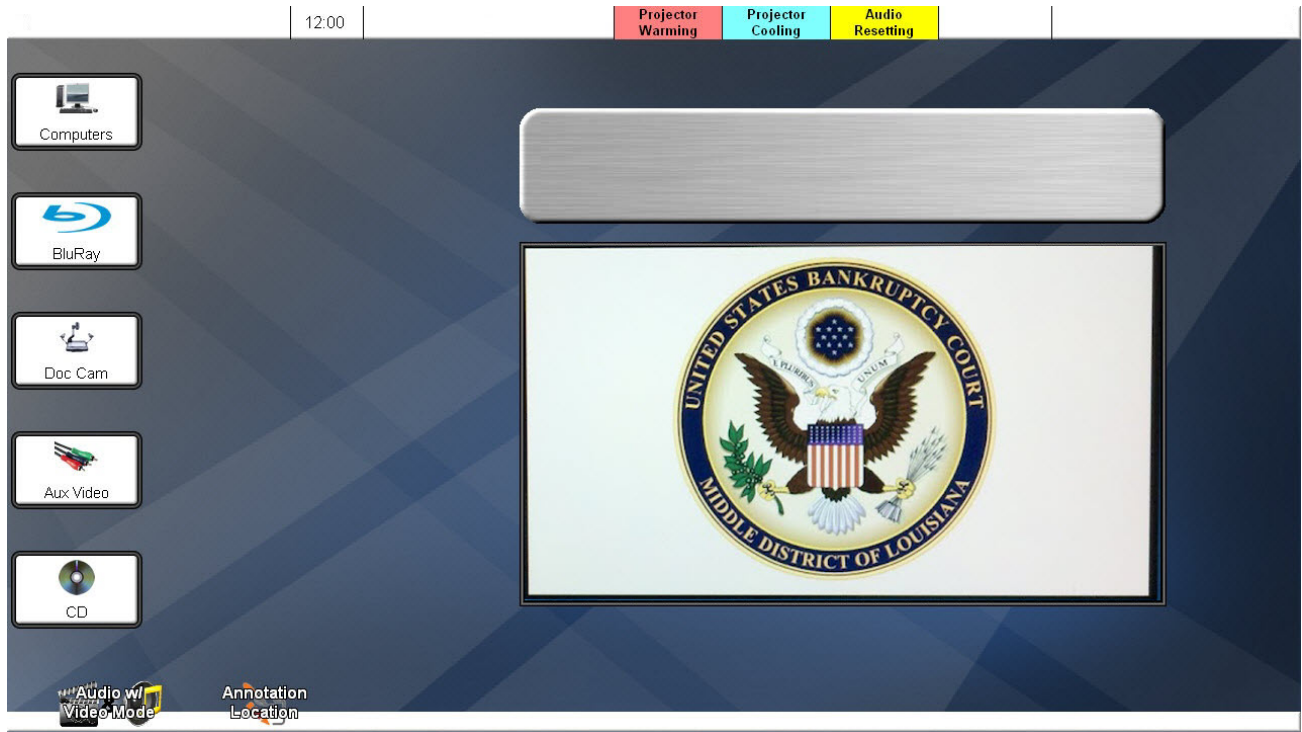
## Multimedia Lectern

All equipment is controlled using a touch screen panel located on the lectern. Simply touch on-screen buttons to activate the input devices

## Touch Panel

Counsel can now enhance their presentations and testimony with:

- Document Camera
- Audio and Video inputs
- On Screen Annotation
- Video / Telephone Conferences



## Document Camera

Physical evidence such as printed documents, transparencies, slides, or x-rays may be displayed throughout the courtroom via the court's document camera.



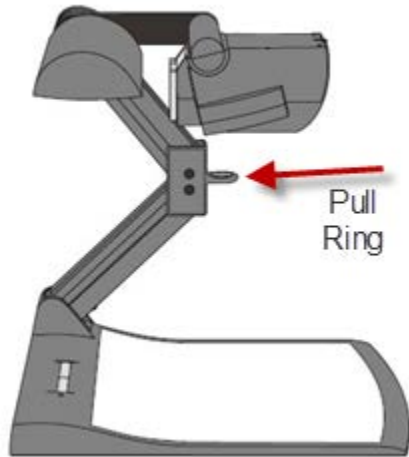
The document camera is located on the lectern and is similar in function to an overhead projector.

### To use the document camera

1. Touch "Doc Cam" button on the touch screen monitor.



2. Pull the arm upwards using the pull ring



3. Place the evidence on the white surface.
4. Use the "ZOOM IN", and "ZOOM OUT" buttons on the touch screen or Zoom on document camera to adjust the display.
5. Press the Audio Only Mode button on the touch panel. Located in the bottom left corner. This will toggle to Audio with Video Mode and turn on video system (drop screen, turn on projector, and send content from document camera to all monitors.)



## External Devices

This section will step you through connecting your device and selecting the source via the touch panel.

### Types of Video Connections

The system is configured to take the following video connections:

- **VGA**



- **HDMI**



- **DVI**



- **Composite Video**



### Types of Audio Connections

The system is configured to take the following audio connections:

- **3.5mm**



- **RCA**

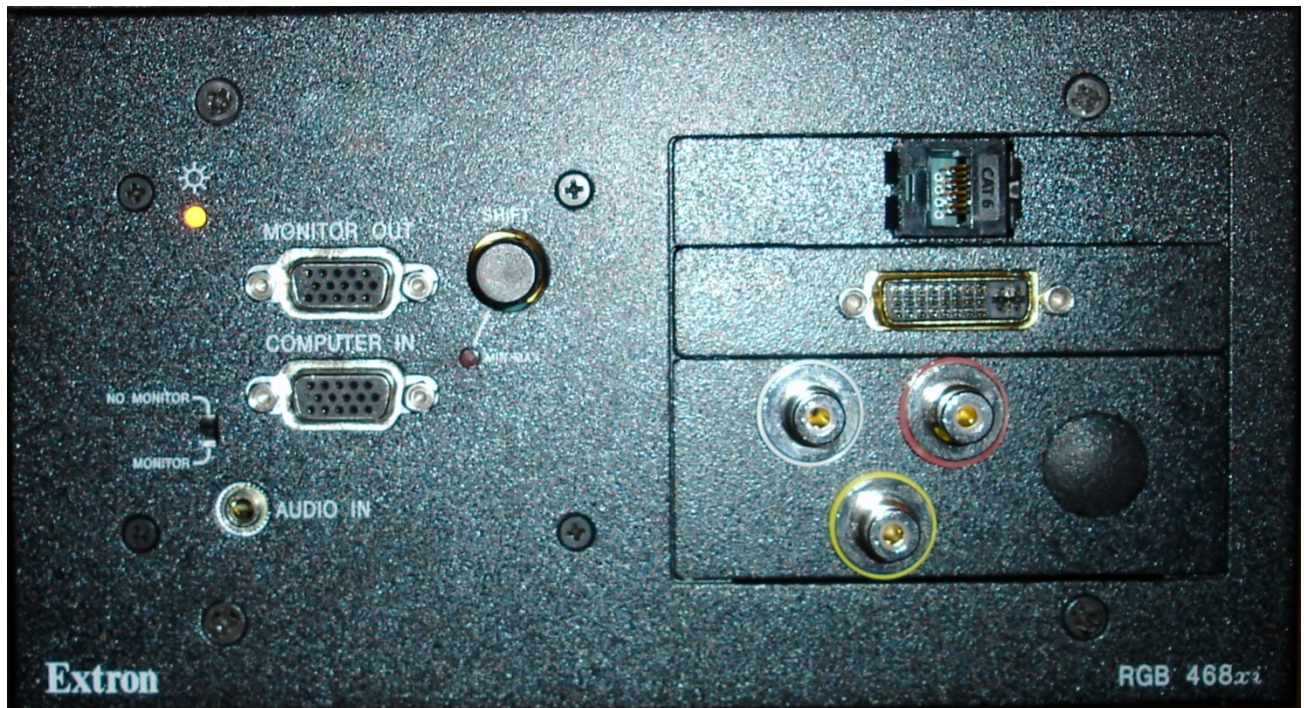


Please remember to bring any special dongles, adaptors or cables which may be needed to connect your device to the presentation equipment. Cables are not provided by the court.



## Connecting to the System

On the Lectern you will find several different connectors that will allow evidence from a personal device to be displayed. These connection types are VGA, DVI, and Composite video. Below is a picture of the connection plate where your device will be connected. Audio can also be routed through the system using RCA or 3.5mm audio ports. Cables will be needed to connect at this location. Please remember to bring any cables that will be needed to connect your device.



There are VGA and HDMI connections on both attorney tables and at the witness location. As well as a 3.5mm audio cable connection to route audio through the system, if needed. These cables can be found rolled up on top of each work surface.



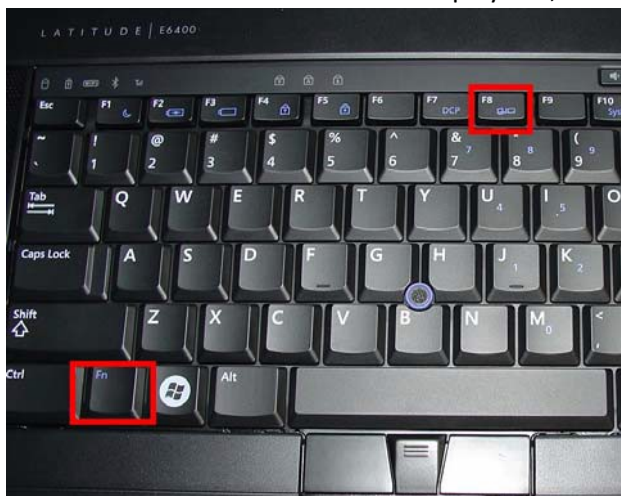
## Presenting Evidence Using a Laptop/Tablet

Electronic evidence such as digital documents, video, or computer generated slide shows and photographs may be broadcast throughout the courtroom using the electronic display system.

Video can be routed through the system using HDMI or VGA located at the witness and attorney locations. The Lectern has DVI, VGA, and Composite video ports. Cables will be needed to connect at lectern.

In order to connect your device to the court's display system, the device must have capability of displaying video content via VGA, DVI, or HDMI display ports (shown in prior section under *types of connections*).

1. Set resolution
  - a. This can be achieved on notebooks by right clicking on desktop and choosing properties or screen resolution depending on your operating system.
  - b. Optimal Resolution is 1280x768 for wide aspect, 1024x768 for standard
  - c. Most mobile devices ex: iPad, Android Tablets, and other mobile devices comply within the resolution constraint. No need to set resolution.
2. Connect Video Cable to Device
  - a. Most notebook computers require the external display port to be enabled before content is sent.
    - i. Hold down the function key (marked "fn", usually in blue)
    - Press the CRT/ LCD button (Usually F5 or F8, it will either be marked "LCD/CRT" or have a monitor symbol). Typically each press of the function key combination advances one step through the cycle: laptop LCD only, both displays on, external displays only, and then repeats the cycle.



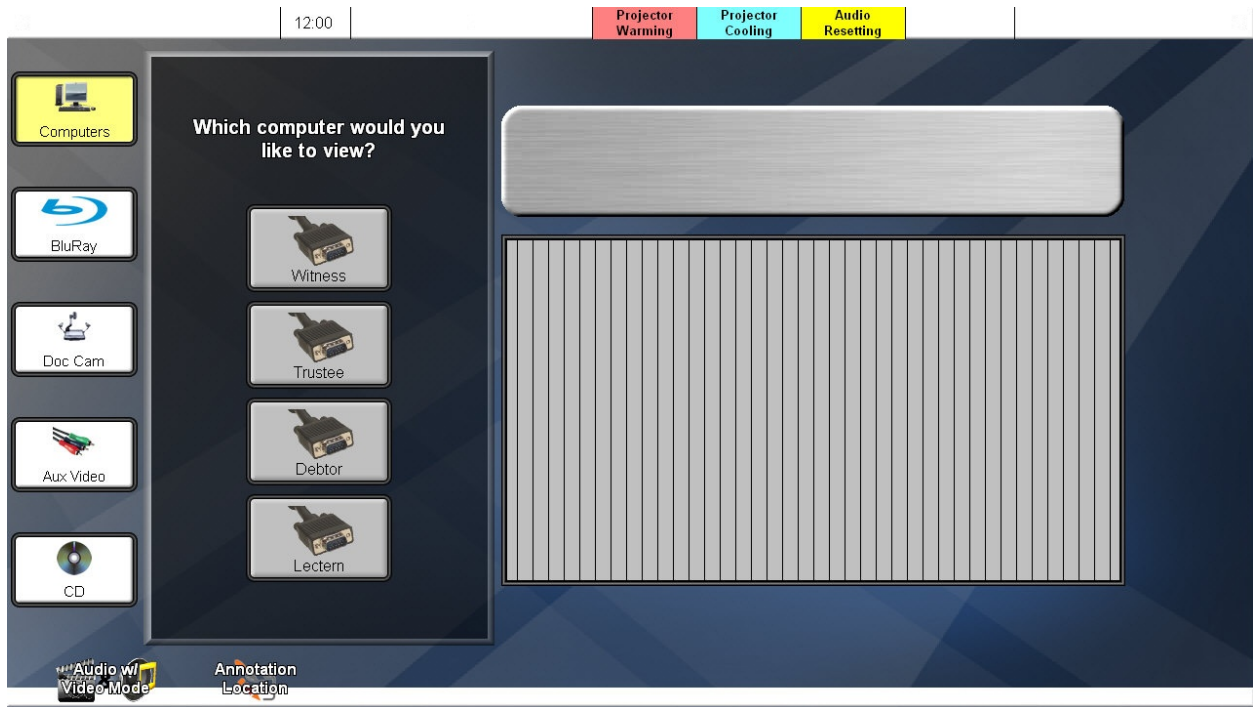
**Hold the 'Fn' key and press the 'F8' key (external monitor).**



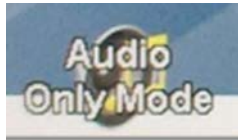
**External Monitor Key**

3. If audio enhances the presentation connect the 3.5mm audio cable in to the device's headphone port. This routes sound through the system.
4. Selecting your source using touch panel.

- a. Witness, Trustee, Debtor, and Lectern locations
  - i. Connect the device (Follow section on connecting your device)
  - ii. Select computers on the left column of inputs.
  - iii. Another bank of buttons will appear as shown below.



- iv. Select location you want to present from.
- v. If projector is not powered press the Audio Only mode button in the lower left corner. This turns projector on as well as the monitor on front of lectern.



## Other Media Inputs

The system is also capable of playing Blu-ray/DVD videos, CD/Cassette Audio, and Composite video with RCA audio. To arrange the use of these media inputs please advise the court.

## Annotation

If annotation is needed it will have to be enabled by the Court.

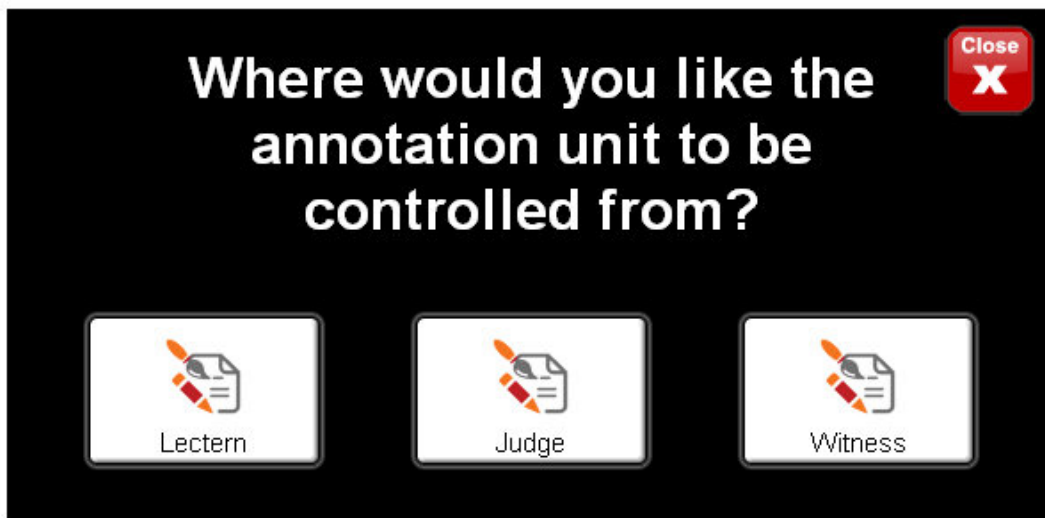
Once enabled by the court annotation location should be selected.

### Selecting location for annotation

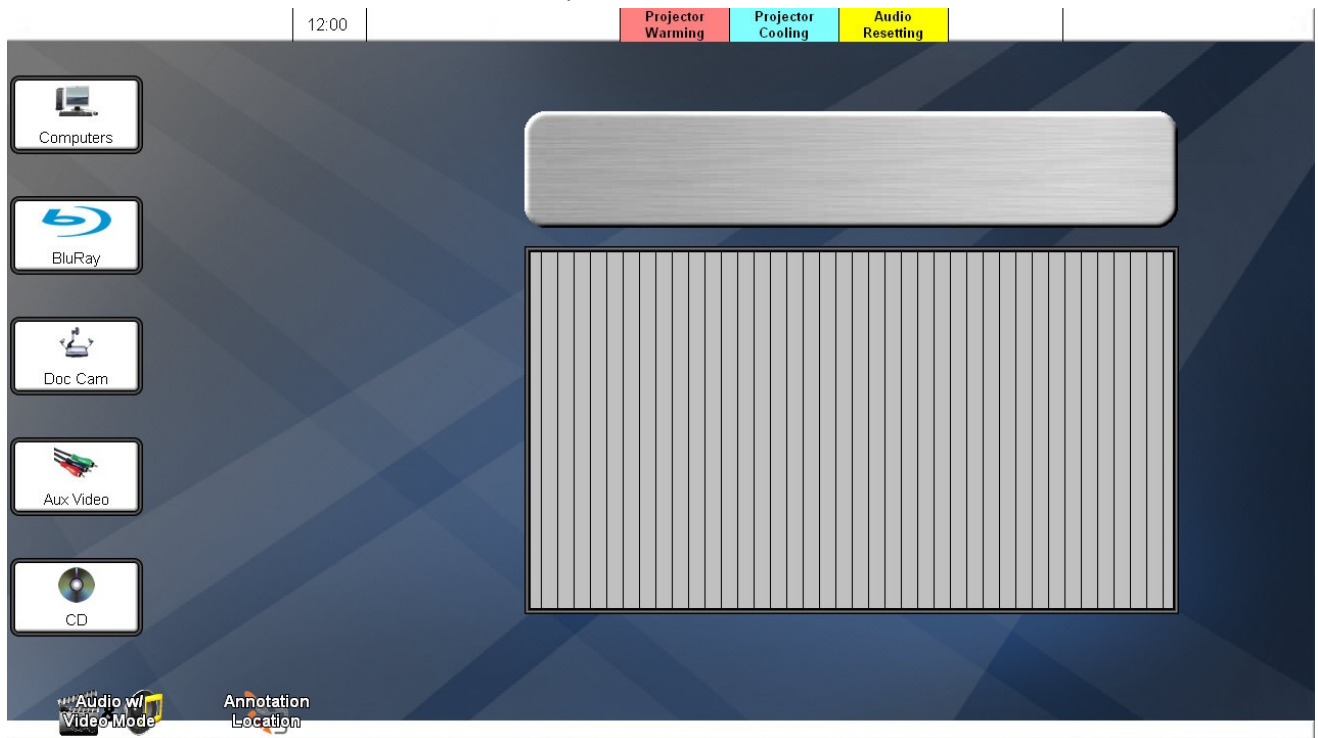
1. On the Touch Panel select Annotation Location



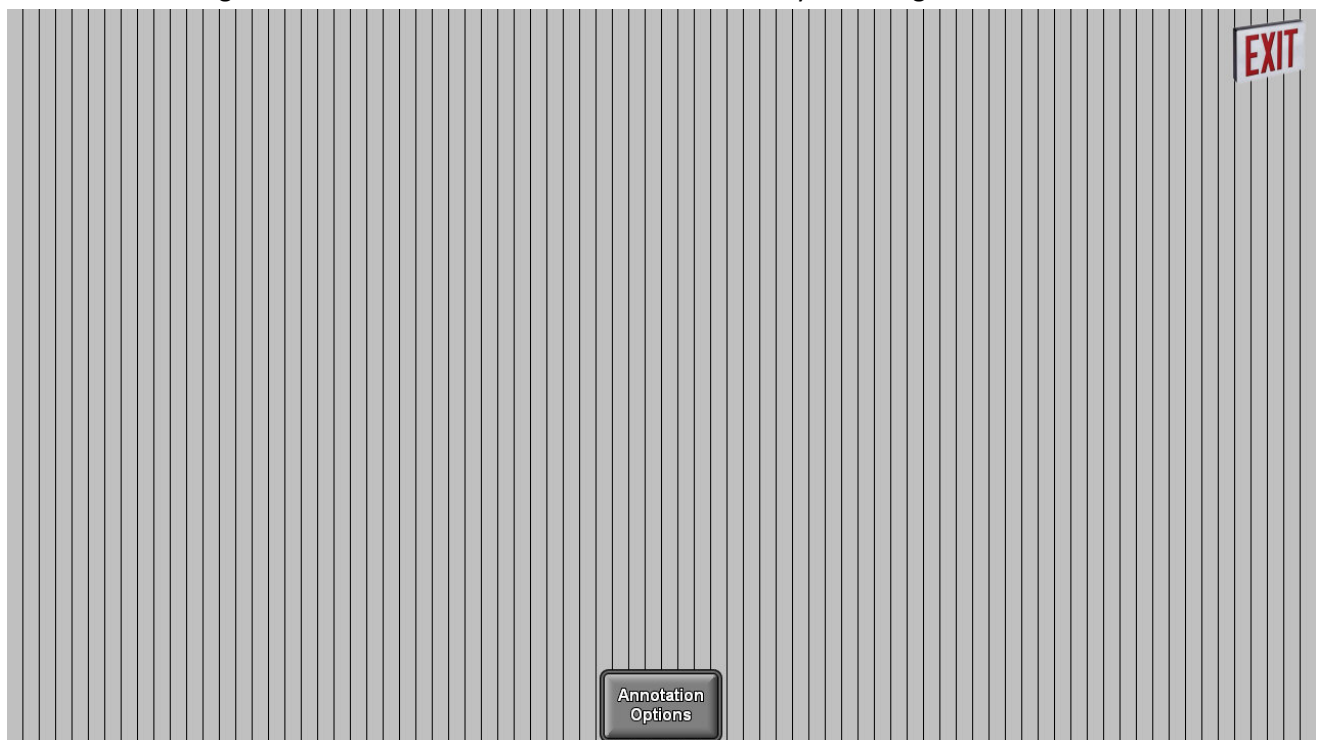
2. Once selected the following will be displayed. Select location where annotation is needed. The witness will always be enabled.



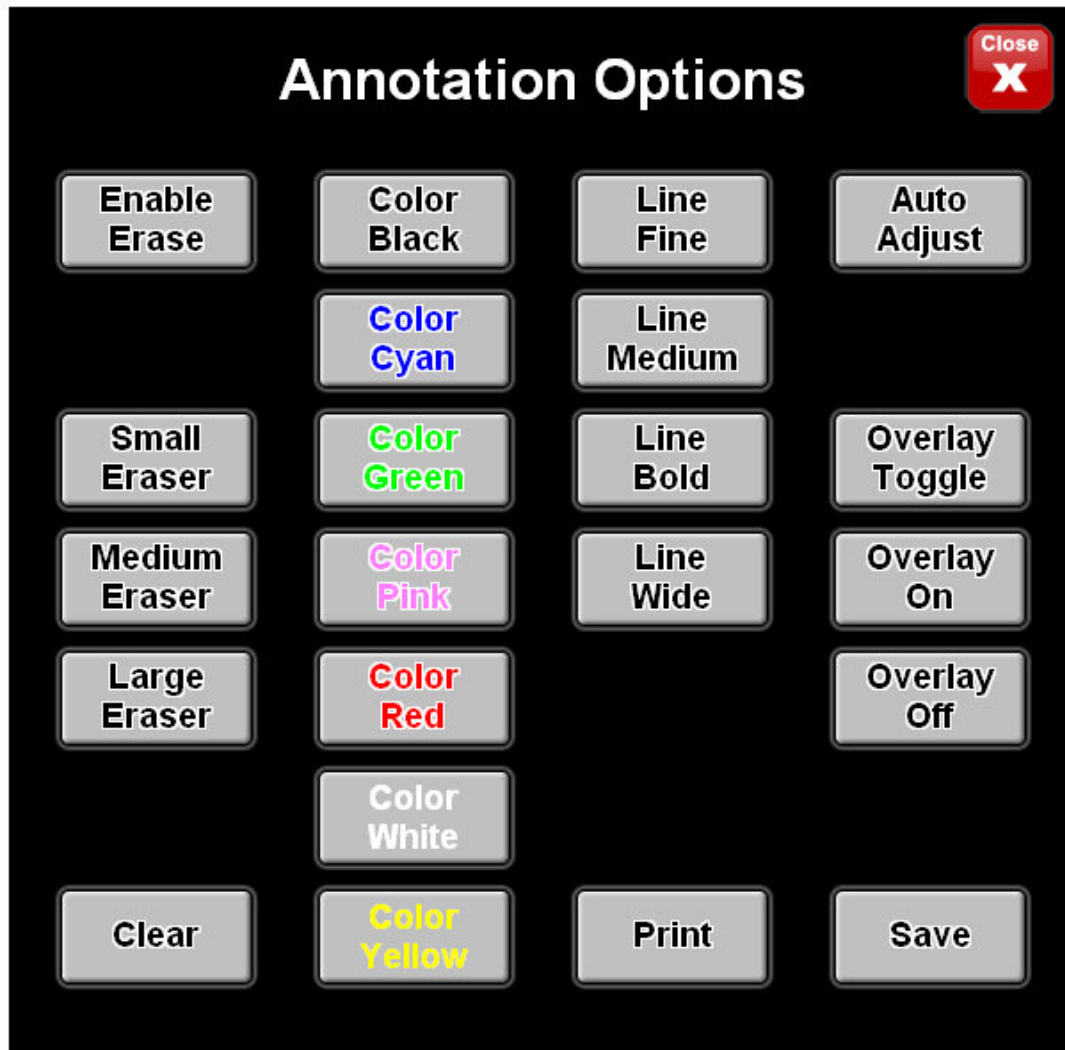
3. To annotate at Lectern touch the view panel



4. This enlarges the "view" to full screen. To annotate use stylus or finger.



5. Annotation Options – To clear screen, erase, change color, change line weight choose annotation options at bottom. This will bring up the window below.



## Video and Telephone Conferencing

To arrange for video or telephonic appearance, contact Judge Dodd's Chambers by phone or email. They will inform you whether the court will permit your video/telephonic appearance, and instruct you on the court's procedures.

Video conferencing can be done with Android and iOS if device is supported. The Polycom app must be installed on your device by going to Google Play or App Store and installing the Polycom app. Once your video presence is approved we will give further instruction and test before your court date.

## **Additional Information Regarding the Courtroom Audio and Video**

1. The audio in the courtroom is a monaural signal, which means the audio is the same on both sides of the headset or in the courtroom. (non stereo)
2. Disable system sounds such as key clicks as they will be reproduced along with your program material and can be distracting. Prior to the proceeding, you can test this by plugging a set of external speakers or headphones into the headphone output.
3. Some laptops have applications which monitor what devices are plugged into output ports (such as headphones or microphones) and configuring this software in advance will reduce mis-configurations.
4. Although your laptop may be capable of recording audio and/or video, please remember that such recordings are prohibited.

### **REMEMBER:**

To ensure that your exhibits are displayed correctly in the courtroom, contact the Information Technology Department to schedule an opportunity to test your laptop and familiarize yourself with the control panels available to you. They can be reached at 225-346-3303.