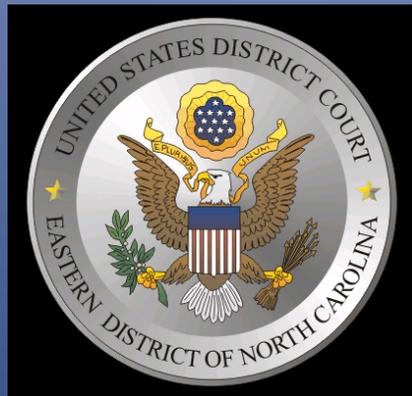


USDC EDNC Courtroom Evidence Presentation System in Raleigh, NC



Raleigh Audio/Video System Reference Guide

Eastern District of North Carolina



Start

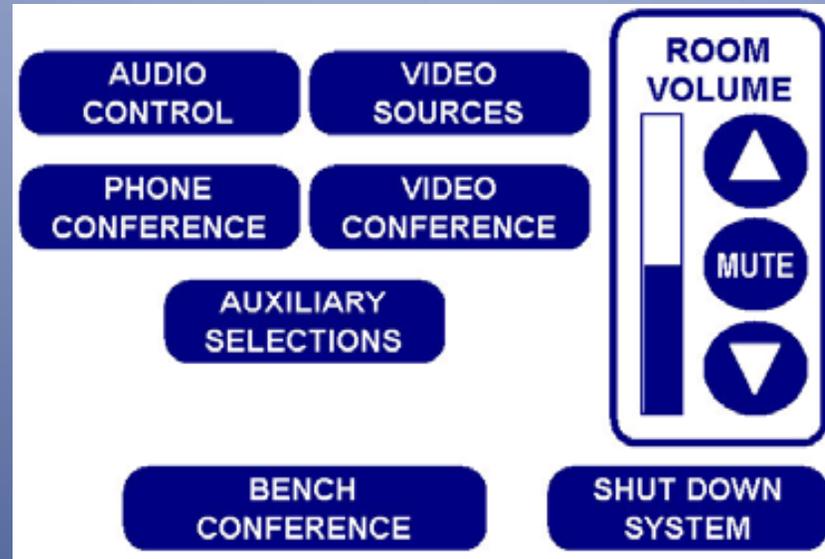
- This is the evidence presentation system control device. (Crestron)
- Tap the screen with your finger to 'wake up' the system
- Then tap the "Start" button

System Start Up



- To continue the startup process press *Yes*. *The system will start up and you will be able to access all controls.*
- If you do not want to turn the system on, press *No* and you will be returned to the **Court Seal Page**.

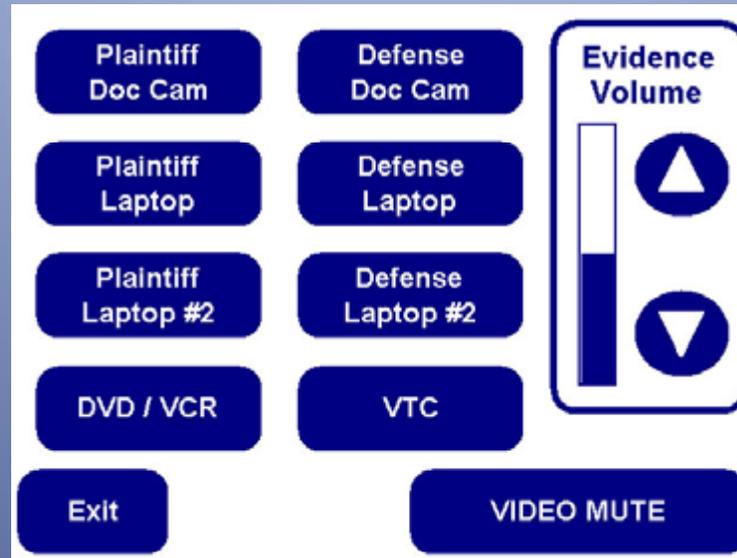
Main Menu



The **MAIN MENU PAGE** allows quick access to individual control pages. Tap on any one of the menu buttons to access related control pages on your touch panels. The current Time and Date are displayed in the left and right top corners of this page. You can also raise, lower, or mute the room volume from the Main Menu Page.

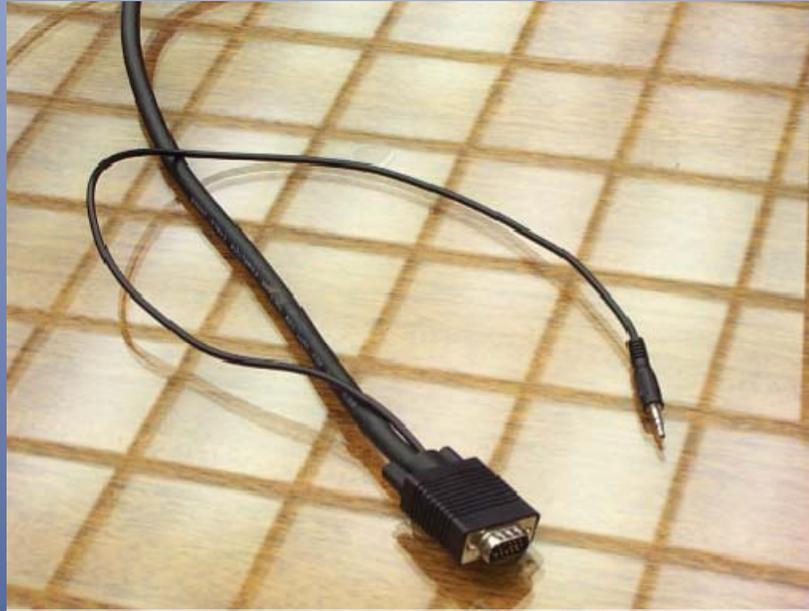
Selecting the Video Source Device

Laptop #2 connection is behind counsel's table in the floor.
This is an auxiliary laptop input.



- Green colored button indicates the active source.
- Touch the screen on the button you want to activate.
- The source that you want to activate must already be turned on.
- The Video Mute button will take out the video to the jury. This button is available on all touch screens.
- Exit will take you back to the Main Menu

LaptopButton



- Computer #1 indicates the laptop connection on the table.
- Connect the 15 pin connector to the video output of your computer.
- Insert the sound plug into the computer output labeled with the headphone icon.
- The laptop resolution should be set to 1024 x 768. With a refresh rate of 60 HZ
- If you have any questions about these outputs or the resolution of on the laptop, please consult with your IT support staff.
- It is not the responsibility of the court to support non-court-owned equipment.

Laptop 2 button

- Computer #2 indicates the auxiliary laptop connection input location beside the gallery rail.
- Connect the 15 pin connector to the video output of your computer.
- Insert the sound plug into the output labeled with the headphone icon.
- The laptop resolution should be set to 1024 x 768.
- Refresh rate must be set for 60 MH
- If you have any questions about these outputs or the resolution of on the laptop, please consult with your IT support staff.
- It is not the responsibility of the court to support non-court-owned equipment



Document Camera Button



- Select the Document Camera source button to project whatever is placed on the white surface of the document camera. It will project a flat item such as paper or a photograph. This will also project images from 3 dimensional items such as a set of keys or a piece of equipment.

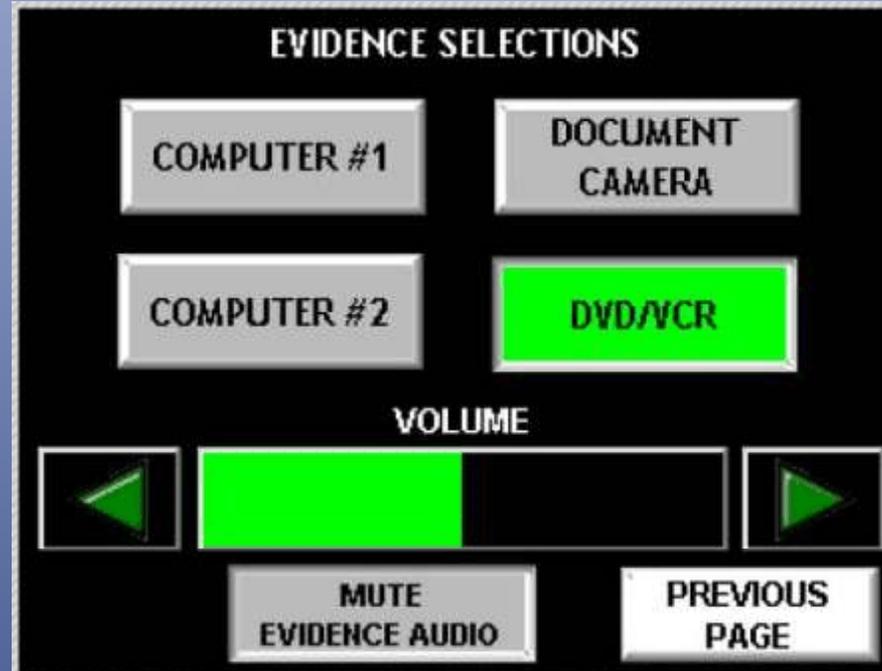
Evidentiary DVD Information

- Evidentiary DVDs for use in the court must be video certified DVD media. Unpredictable operation may occur resulting in an unacceptable image or no image if "Data DVDs" are used instead of "Video DVD's".
- Files should be saved on the DVD as .mpeg files.
- DVDs to be presented in court must be tested in the court systems prior to presentation at trial. Please contact the court to arrange a time to verify the compatibility of DVD evidence with the court systems.
- After the DVD has been successfully tested, it may be run from a laptop for court presentation. For ease of use, it is recommended that you use your laptop to play the DVD rather than use the court's DVD/VCR touch panel. If you use your laptop, select Computer #1 or Computer #2, as appropriate, and proceed to play the DVD.

Examples of acceptable DVD Media:

Format	Notes
DVD-Video	NTSC, North America Region Code 0 or 1
DVD-RW (VR Format)	NTSC, North America Region Code 0 or 1 Disk must be finalized (closed)
DVD-RW/+RW (VIDEO Format)	NTSC, North America Region Code 0 or 1 Disk must be finalized (closed)
DVD-R/+R (VIDEO Format)	NTSC, North America Region Code 0 or 1 Disk must be finalized (closed)

Evidence Selection DVD Button



If you choose not to use a laptop to present DVD evidence:

- DVD must be provided to the Courtroom Clerk before session begins.
- DVDs may be played in the equipment rack by selecting this button.
- After making the DVD selection, press previous page.
- Then press the DVD controls button.

Electronic Document Annotation

Annotation



- There are four elo displays in the courtroom. There is one on each attorney table and one in the witness stand.
- A witness or counsel may emphasize or draw attention to a specific portion of an exhibit by using his or her **fingertip** to draw on the screen.
- *The use of fingernails, pens or other objects will damage and scar the monitors.*
- The color of the markings may be changed by pressing the upper left corner of the screen, labeled "change color."
- Markings may be cleared from the screen by pressing the lower left corner of the screen, labeled "clear."
- Individual markings may be undone in the order that they occurred by pressing the upper right corner of the screen labeled "undo."
- After evidence has been annotated, it is possible to print what is seen on the display screen.

Recording and Microphone Information

Microphone Mute



- The base of the microphone has a mute button.
- When a green light is visible on the microphone base, recording may take place.
- The mute button must be held down for the duration of the muted conversation.
- The green LED indicator will turn off when muted.

Microphone Placement



- The microphones on the tables are cardioid microphones.
- This means that you need to speak toward the microphone for an accurate recording.
- If you stand, you need to gently raise the microphone to be near your mouth.
- There are wireless lapel microphones available from the courtroom clerk. Please request prior to court or during a recess.