



# COURTROOM TECHNOLOGY REFERENCE GUIDE

## **Welcome to the United States District Court, Central District of California**

This reference guide is intended to inform attorneys, trustees and individuals about the technology available in our courtrooms.

The courtroom technology includes equipment for:

- Physical and electronic evidence presentation
- Telephonic conference
- Courtroom audio/video
- Audio enhancement for the hearing impaired

Due to the high demand for audio and video equipment, reservations should be made 1–3 weeks in advance of the date needed. Reservations with less than a 3 day notice may not be granted.

**To reserve courtroom technology equipment, contact the Audio/Visual Help Desk.**

Phone: (213) 894-3061

Fax: (213) 894-3105

Email: [AVGroup\\_cacd@cacd.uscourts.gov](mailto:AVGroup_cacd@cacd.uscourts.gov)

# PRESENTATION SWITCH/SCALER

Located in the technology cabinet under the document camera, the presentation switch/scaler is an input device for audio and video content. It provides switching between four available sources.



## FUNCTIONS

- DVD/VCR - Play evidence from the DVD/VCR combo player.
  - DEF (Defendant) - \* Display audio and/or video content from the Defendant's laptop.
  - PLA (Plaintiff) - \* Display audio and/or video content from the Plaintiff's laptop.
  - DOC CAM (Document Camera) - Display content from the Document Camera.
- \* For optimal image quality, equipment resolution should be set to 1280 x 1024 pixels or 1024 x 768 pixels.

# DVD/VCR



## PLEASE NOTE

- Will play music files in .wav format.
- May not play all video formats.
- Test all media prior to court proceedings.



# TOUCH SCREEN MONITOR

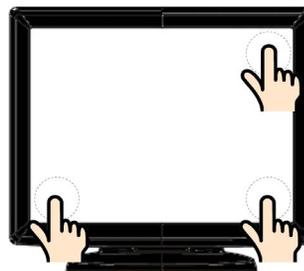


## FEATURES

- Mark-up displayed content.
- Change annotation colors.
- Undo last mark.
- Clear all marks.

## PLEASE NOTE

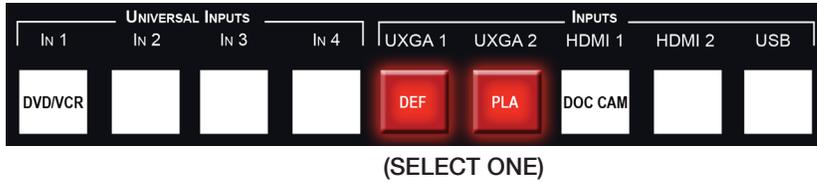
- See monitor bezel for menu items.
- Apply pressure when touching the screen.



## FUNCTIONS

- **CHANGE COLOR**  
The line color will change by touching the specified corner. The current line color is displayed on the opposite side of the monitor.
- **UNDO**  
Undo your last action.
- **CLEAR ALL**  
Remove all marks.

# LAPTOP CONNECTIONS



- When using a laptop to present content, turn laptop on *after* connecting the cables.
- For optimal resolution, settings should be 1280 x 1024 pixels or 1024 x 768 pixels.



## PLEASE NOTE

If the image is only appearing on the laptop display, one of the following keystroke combinations may be necessary to have the image display through the court's audio/visual system.

- **Acer:** Press Fn+F5
- **ASUS:** Press Fn+F10
- **Compaq:** Press Fn + F4
- **Dell:** Press Fn +F8
- **Gateway:** Press Fn+F3
- **HP:** Press Fn+F4
- **IBM:** Press Fn+F7
- **Lenovo:** Press Fn+F6 (Windows 2000 or Windows XP)  
Press Fn+F7 (Vista or Windows 7)
- **Samsung:** Press Fn+F4
- **Sharp:** Press Fn + F3 or Fn+F5
- **Sony:** Press Fn+F7
- **Toshiba:** Press Fn+F5
- **Apple:** Press and Hold F7 (for 3-5 seconds)

If the above steps do not resolve the problem, restart your laptop with the court supplied audio and video cables attached.

## DEVICE COMPATABILITY

At each counsel table the Court furnishes the following equipment:

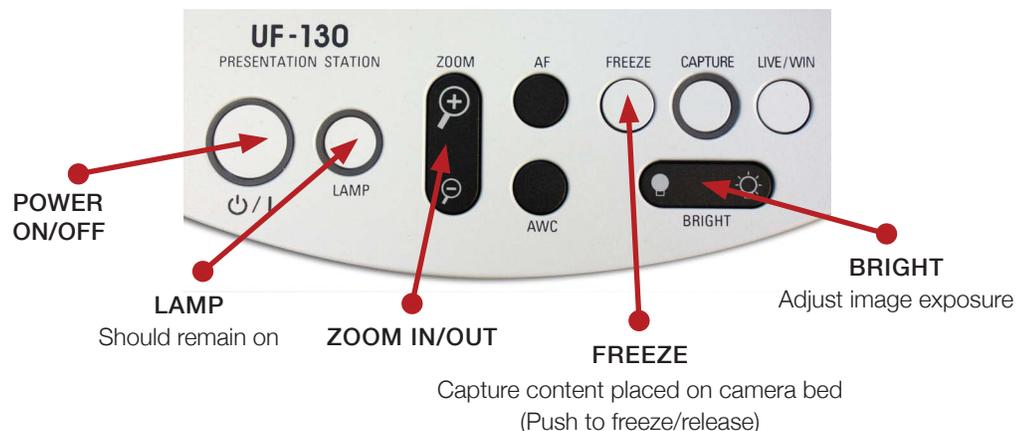
- VGA video and attached 3.5mm stereo audio cable.
- If you are using an Apple device, you will need to provide the appropriate VGA adapter.

# DOCUMENT CAMERA



## FEATURES

- Display documents (9" x 12" or smaller)
- Display photos
- Display 3-D Objects



## HEARING EQUIPMENT

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Assistive listening devices are available with advance notification.

- Reservations should be made 1—3 weeks in advance of the date needed. Reservations with less than a 3 day notice may not be granted.
- Logo must be facing away from users body.
- Use channel "A" (2.3MHz) for amplified courtroom audio.
- Use channel "B" (2.8MHz) for translated speech.
- To reserve the equipment, contact the Audio/Visual Help Desk:

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Email: AVGroup\_cacd@cacd.uscourts.gov

## MICROPHONE ETIQUETTE

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- Please speak directly into the microphone.
- The microphones are highly sensitive and will pick up the slightest sound.
- Push and hold to mute the microphones.
- Do not point the microphones straight up.
- Never place a cell phone near a microphone.
- Any wireless device will cause electromagnetic interference and disrupt court proceedings. These include cell phones, bluetooth devices and any WiFi capable device.