



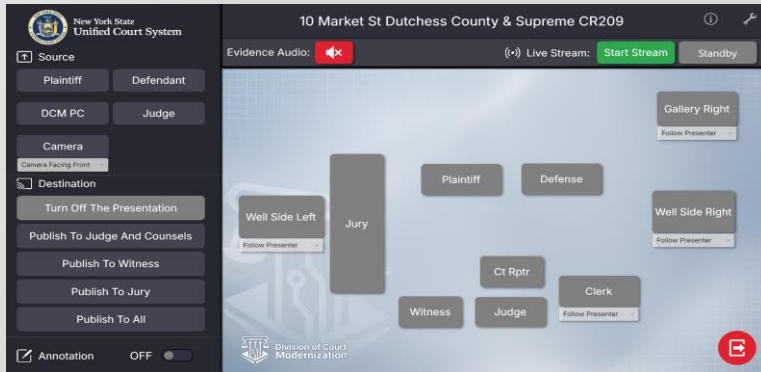
Division of Court Modernization



COURTROOM TECHNOLOGY TRAINING

Control App

The Control app determines which sources are displayed on the courtroom monitors.



The app is run from the judge's bench and there is a shortcut on the desktop to access the app

- The clerk and both attorneys have monitors they can control the app via the magic mouse on the #2 setting



When you are done using the app, you can click the arrow on the bottom right to exit the program



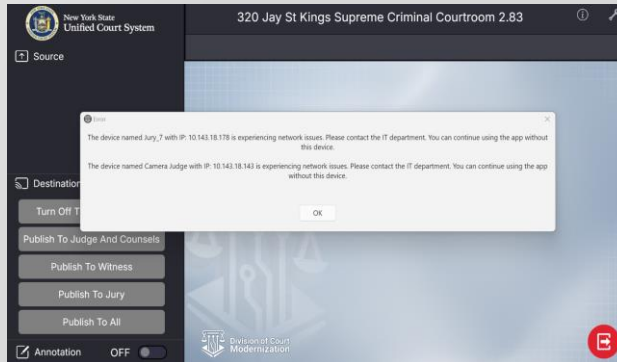
This is also a fail-safe as it turns off all the monitors in the courtroom



Control App

The Control app determines which sources are displayed on the courtroom monitors.

When opening the app, if you receive the following error message, there is an issue with one of the devices



Please contact your local IT staff or open a ticket with DCM Services to assist in resolving the issue.

When you are done using the app, you can click the arrow on the bottom right to exit the program



This is a fail-safe as it turns off all the monitors so in the courtroom



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Sources

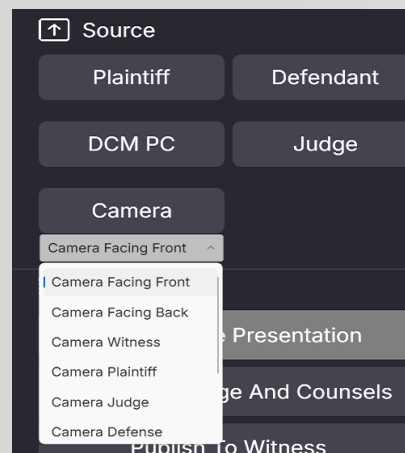
HDMI inputs are available at the attorneys' tables, as well as the judge and court reporter for transmitting content from electronic devices such as Windows laptops, MacBooks, tablets, and smartphones to the courtroom monitors.

To use the BYOD (Bring your own device) HDMI interface, your device must support HDMI. For smartphones, tablets and other devices without an HDMI port, the court may be able to supply an adapter for these devices, but it is suggested you bring your own. The most commonly used adapters are HDMI to USB-C and HDMI to Apple Lightning.

There are multiple color-coded sources within the courtroom, that can vary based on the courtroom size, utilization, layout etc.

- Plaintiff- (Blue)
- Defense- (purple)
- DCM PC
- Judge
- Reporter
- Multiuse/ Camera Button- gives you the options to show any of the cameras in the courtroom and any additional sources

If you try to select a destination before you select a source, you will receive the following error message

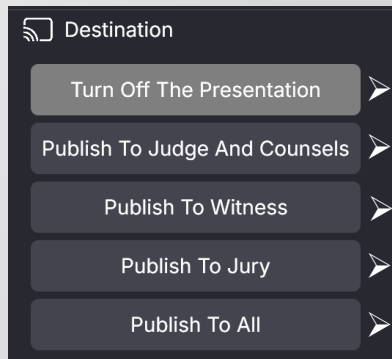


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Outputs

The layered approach displays content to the monitors:



- Turn all the monitors off
- Preview mode to court staff and attorneys
- Evidence authentication mode to include the witness
- Presentation mode to add the jurors
- Publish to all mode include spectators and publish evidence to the live stream (if applicable)

Destination Options	Judge	Court Clerk	Counsels	Witness	Jurors	Spectator
All off						
Judge and Counsels	✓	✓	✓			
Witness Only	✓	✓	✓	✓		
Witness & Jury	✓	✓	✓	✓	✓	
All on	✓	✓	✓	✓	✓	✓

If you are playing a video, no audio will be heard in the courtroom until "Publish to Jury/ Publish to All"



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Control App Output

The Control App layout is personalized for each courtroom

showing the monitor locations the sources will be published to, based off the judge's perspective of the courtroom

- Judge
- Clerk
 - Has the ability to break out so they clerk can access the DCM PC without interrupting the evidence presentation
- Plaintiff (1 or more depending on the table size)
- Defense (1 or more depending on the table size)
- Witness
 - 22" Touch Screen for Annotation
- Court Reporter
- Spectator Monitors
 - Used to publish to spectators or as additional views/ confidence monitors



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Breakout Monitors

Certain monitors in the courtroom are programmed to be “broken out” which displays a source that is different from the other monitors.

All the Spectator monitors and the Clerk monitor can be broken out to display a source that is different from the other monitors.



- Click on the dropdown under the monitor you want to change and choose the source
- When the monitor is teal, it is broken out and showing the source selected
- When the monitor is grey it is off
 - This monitor will stay on the selected source until you manually change it back to “Follow the Presenter”
 - When the monitor is following the presenter, it will follow the color of the selected source
 - To reset all the breakout monitors
 - Right click in the layout to retrieve the menu



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Low Vision Jury Monitors

Additional Monitors have been installed in the jury box to assist jurors with low vision. They will have the ability to view the witness on one screen and the evidence being presented on the other.

The chair has also been replaced to be movable to allow the juror to get as close to the monitor as needed.



In addition to the large evidence presentation monitor, a 22” monitor has been placed on the table in the deliberation room for low vision jurors



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Jury Deliberation

The courtroom technology allows communication with the Jury Deliberation room. It also has the ability to play evidence privately from the courtroom, or via a laptop directly in the deliberation room.

With the approval of the Judge, using the control app, evidence can be streamed into the deliberation room.

- Select the source you want to stream
- When you are ready, toggle on Deliberation
 - This will stream the source directly into the deliberation room
 - Any audio will automatically play in the deliberation room



If the decision is made for the jurors to receive a laptop to play the evidence, there is an HDMI input in the deliberation room



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Annotating Evidence

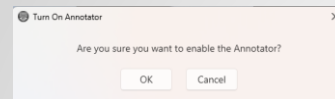
During evidence presentation, you can perform annotation(s) using the touch screen (Witness/ Plaintiff/ Defense) displays or the provided wireless mouse.

Please ensure that the correct, preferred source is selected, and the attorney is ready to present their evidence before activating on the annotation feature.

To enable annotation, click "Toggle on"



" The system will then ask for confirmation; click "OK" to continue

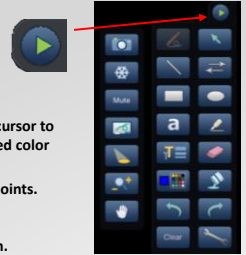


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Annotating Evidence

Once annotation is enabled, tap on the top right corner of the screen to access the annotation menu



Pen: Draw freely on-screen.

Line tools: Draw a line between two points.

Shape tool: Draw a rectangle shape on-screen.

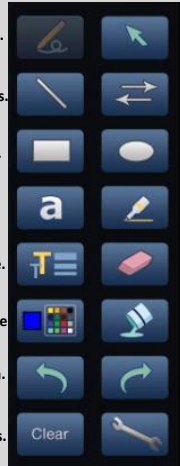
Text tool: Allows text to be written.

Size tool: Change the line thickness of the annotations and font size.

Color tool: Choose from 16 available colors. The 3 Touch screens can be configured to different colors, and the color must be selected on the screen you want to change

Undo: Undo your previous annotation.

Clear: Remove all on-screen annotations.



Pointer : selecting this button changes the cursor to an extra-large arrow of the currently selected color

Arrow tools: Draw an arrow between two points.

Shape tool: Draw an ellipse shape on-screen.

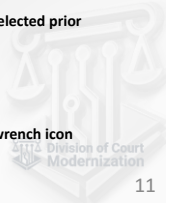
Highlighter tool: Highlight on-screen text.

Erase tool: Erases on-screen annotations.

Bucket tool: Fill in the shape you created. This must be selected prior to you using the shape tool.

Redo: Redo or undo your previous annotation.

Advanced options are available when you press on the wrench icon

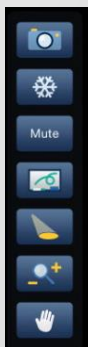


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Annotating Evidence

Advanced options



Capture tool: With approval of the judge, save a screenshot of the annotated evidence to the court's secure network drive and prints a physical color copy to the courtroom's network printer.

Freeze: Select this to freeze the live video. To unfreeze the video, reselect this button.

Mute: Select this to mute the video input and display a black screen. Annotations and menus are still visible. To unmute the video, reselect the Mute button or select the Whiteboard tool.

Whiteboard tool: Write or draw freely on a white background.

Spotlight: Select this to create an ellipse to focus on a specific area of the screen, while the outer area brightness is greatly reduced. The ellipse can be moved to any point by dragging the cursor while within the ellipse.

Zoom tool: Enlarge the evidence. Tap the touch screen once to reset to the default zoom.

Pan tool: Allows for movement around of the zoomed image.



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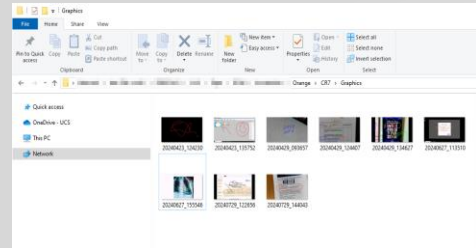
Capturing Annotated Evidence

With approval of the judge, the clerk can save a screenshot of the annotated evidence to the court's secure network drive and print a physical color copy to the courtroom's network printer.



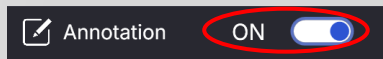
After using the capture tool to capture the screenshot:

- The clerk can access the saved annotations on the CMI computer located within the courtroom. Each courtroom has its own dedicated folder.
 - To organize the annotations, create a sub-folder for each case and move the relevant evidence into the appropriate folder.
 - The annotations are named with time stamps; the clerk may rename the files as needed within each folder.
- If an attorney requests a digital copy of the annotation, upon receiving the judge's approval, the clerk should retrieve the annotation from the folder and send it to the attorney via email.

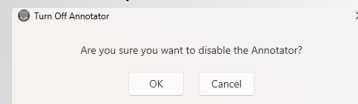


When you are finished, you can use the same button to turn the annotation off

To disable annotation, click "Toggle off"



The system will then ask for confirmation; click "OK" to continue



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Capturing Annotation

Attorneys can now save screenshots and video recordings of the courtroom presentation directly to their personal devices.

Connecting the capture card to your personal device is an effective way to document a Witnesses annotation process or to capture a screenshot once the annotation is finalized.

It can also be used to archive a video showing multiple witnesses annotating the same exhibit using different colors.

Please note that while this setup will record video of the evidence presentation, it does not capture any audio.

These recordings may be valuable during jury deliberations or in the appeals process if needed.

Each attorney table is equipped with a Magewell USB capture card.



To use it:

You will have to change your screen setting to extend

This will allow you to show the evidence in the courtroom while capturing the evidence

Connect the capture card to your Windows laptop or Mac device using the provided USB cable.

Once connected, open your device's native camera application or any third-party camera app for Windows laptop.



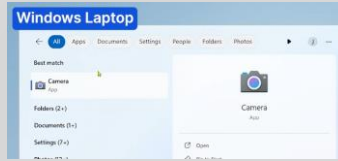
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Capturing Annotation

For Windows Laptop

- Open the camera app



- Click on the Change Camera button to switch to the **USB capture HDMI Plus**.
 - The capture card mirrors the video feed shown on the attorney table's monitor, so any updates made to that screen will automatically appear on your device and in any screenshots or recordings.



Take screenshots using Photo mode or record video using Video mode.

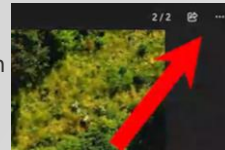


Capturing Annotation

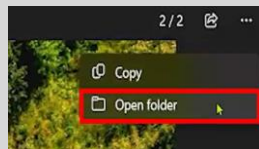
To view the media, click on the thumbnail



Then click on the three dots in the top right of the screen



Select Open Folder.



This will take you to the Picture Camera Roll folder where your media are saved



Capturing Annotation

On a Mac device open the Photo Booth app



Under the Camera, tab located in the top menu bar, select the USB Capture HDMI Plus as the video source.

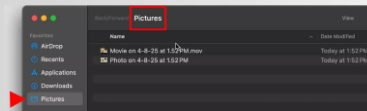


Take screenshots or record video as needed.



You can export media by dragging the thumbnails to your desktop.

Media can also be found in the Pictures folder in the Home window under Favorites.



Once finished, simply unplug the USB cable from your device.



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Audio

Microphones have been installed throughout the courtroom to ensure that all parties are clearly heard in the courtroom or Virtual environment.

- Adjust the microphone to the appropriate height and angle.
 - Please speak 2-3 inches away from and directly in front of the microphone.
 - A taller microphone has also been installed to allow the attorney to address the judge while standing
- Use the button labeled "Push" to mute or unmute the microphone.
 - Green/ Red light indicates the microphone is active, and no light means it's muted.
 - Please mute the microphone when not in use for privacy.



*****It is imperative that everyone in the courtroom speaks directly into a microphone to be heard clearly in both the courtroom and to the external participant(s) over Teams or the live stream if applicable.*****

Each courtroom is also equipped with a set of wireless microphones that include a handheld and/or a lapel wireless microphone.

These microphones can be used simultaneously.

There is a charging bay that will turn off the microphones and inserted and turned on when removed

Wireless Microphone



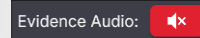
- Press and hold the red power button located on the bottom of the microphone.
- The indicator light and the screen on the handle will light up when the microphone is ready.
- Hold the microphone higher up on the handle so your hand doesn't cover the transmitter on the bottom.
- Speak clearly and keep the microphone 2-3 inches in front of your mouth.
- To mute or unmute, use the switch on the handle.



Lapel Microphone

- Clip the lapel microphone to a collar or other part of clothing about 5-7 inches from your mouth.
- Open the transmitter by simultaneously pressing both side buttons to release the flap.
- Press and hold the power button until the transmitter lights up.
- Place the transmitter in a comfortable part of your clothing using the clip located on the back of the transmitter.

The audio can be muted VIA the app, using the Evidence Audio button



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Audio

To improve quality of sound, DCM Group has upgraded the existing speakers within the courtroom with new JBL HST speakers.



The Judge and the Court Reporter both have personal spotlight speakers to assist with sound reinforcement.



The Tec-1 device is placed on the judge's bench to control the audio in the courtroom.



Judge Only- mutes all microphones except for the judge

High, Medium, Low- adjust the volume of the microphones and/ or evidence presentation



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TEC-X Interpretation

The TEC-X allows the court user to control how the interpretation is broadcasted.

Using the wireless microphone press the Public and Private button toggles between the two modes.

In **Public Mode**, interpretation audio is broadcast through the courtroom sound system and shared with all participants in virtual meetings.

In **Private Mode**, interpretation audio is routed exclusively to designated Williams Sound assisted listening channel 2 within the courtroom and is not transmitted to virtual meeting participants.



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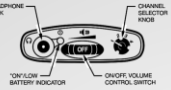
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ALS Audio (Williams Sound)

Courtrooms are equipped with an infrared Williams Sound ALS system. The emitter is installed in the courtroom (usually in the front across from the jury box) and receivers, headsets, dual charger bays and accessories are supplied for each courtroom.

For best results when using the receiver:

- Plug in the headset to the audio port of the receiver and place it on your head.
 - Users can use their own headsets that have a 3.5mm audio connector
 - There are also t-coil and Bluetooth adapters that can be paired with compatible hearing aids
- The dial farthest to the right should always be set to channel 1, as it is the default channel for all court audio transmissions. If it is not, please turn the dial to channel 1.
- Turn on the receiver by moving the volume wheel from the off position. The receiver has been powered on once the indicator light turns red.
- Slowly begin adjusting the volume wheel to the right to your preferred volume level.
- For best results, please try to keep the receiver in direct line of sight to the ALS emitter in the room.
 - Emitters are usually mounted in the front of the room and work best when the receiver is facing as direct as possible. Turning away from the emitter may cause static. Some seating locations will have better reception than others. For example, sitting near columns or placing the receiver behind furniture can lead to poor reception.
- We recommend that you use the attached lanyard to keep the receiver around your neck.
 - Make sure the front of the receiver is not covered while in use.
 - For example, please make sure you do not put your hand or cross your arms over the receiver. Also make sure your jacket or other layers of clothing aren't covering the receiver and avoid placing the receiver in a pocket or bag.
- Each courtroom will have a dual charging bay and a minimum of 1 receiver
 - Please make sure to turn off the receivers and dock them in the charging bay when they aren't in use
 - The charging cradle will not "over charge" the receivers



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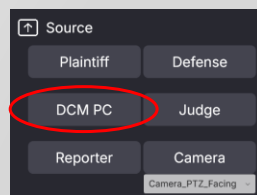
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Video Conferencing

Video Conferencing is done VIA the CMI PC with the use of Teams and Many Cam

Make sure that the DCM PC is selected at the Presentation Source



To control the PC, you will use the magic mouse on the #1 setting

Teams will be used to conduct the meeting



ManyCam must be open (can be minimized) and will be used to show the cameras in the meeting



The CMI PC is connected to the courtroom Audio via the EX-UBT.

The microphone setting within Teams must be set to the EX-UBT (may be labeled as TesiraForte handsfree speakerphone or headset) to allow everyone to hear the virtual participant(s) dialogue over the courtroom speakers and for the remote party to hear everything spoken into the courtroom microphones.

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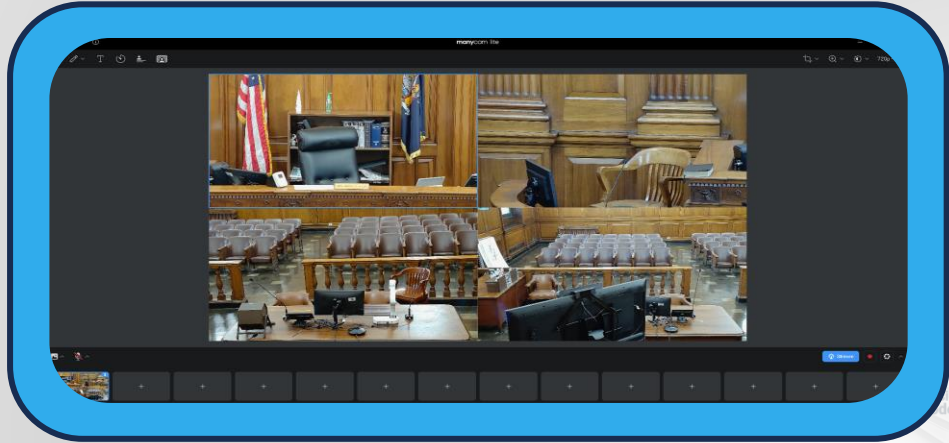
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ManyCam

ManyCam is used on the CMI PC to allow multiple cameras to be shown on a Teams meeting to the external attendees. The default setting is to show the judge, witness, and attorney tables, but presets can be created to satisfy the court's needs.

- The preset that is selected in ManyCam will be the camera view on Teams for external participants
- If you want additional presets, please reach out to your local LAN department



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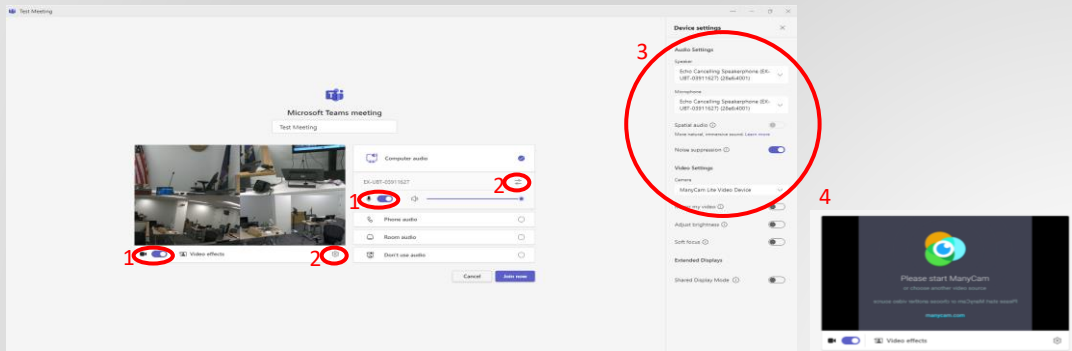
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Teams

Microsoft Teams is used for Virtual Hearing within the courtroom.

When you join the meeting, you will be able to select your audio and video settings.

1. Make sure the toggle is on for the video and audio
2. If the camera isn't showing as ManyCam and/ or the audio isn't on EX-UBT, you can open the device settings
3. Change the drop down to show EX-UBT for Audio and ManyCam for Video
4. If you see this camera view, make sure ManyCam is opened



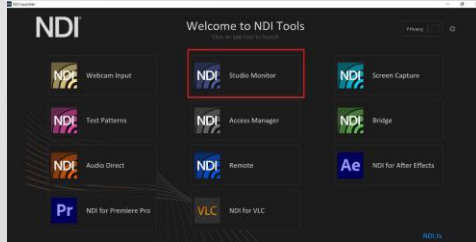
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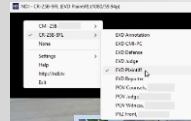
Showing Evidence over Teams

If any of the parties in the courtroom would like to share evidence during the virtual court appearance, please follow these steps:

- Connect the evidence to the courtroom as if you were presenting in the courtroom
- Open the NDI Tools application on the CMI PC and click on "Studio Monitor."



- Click on the three bars located at the top left corner to access the menu.
- In the menu, select your courtroom from the list, and choose the source of evidence you want to display. The name of the source will start with "EVD," followed by the source name.



Live Streaming

On the control app there is a Streaming button that controls the Live Streaming

When the button is green the stream is off



When the stream is on, the button will turn red and there will be a border around the app



The Streams is viewed via the web, using the end stream button will break the link and anyone watching will need to refresh their browser to continue watching when its back up.

For that reason:

When you want to "pause" the stream you can use the standby button

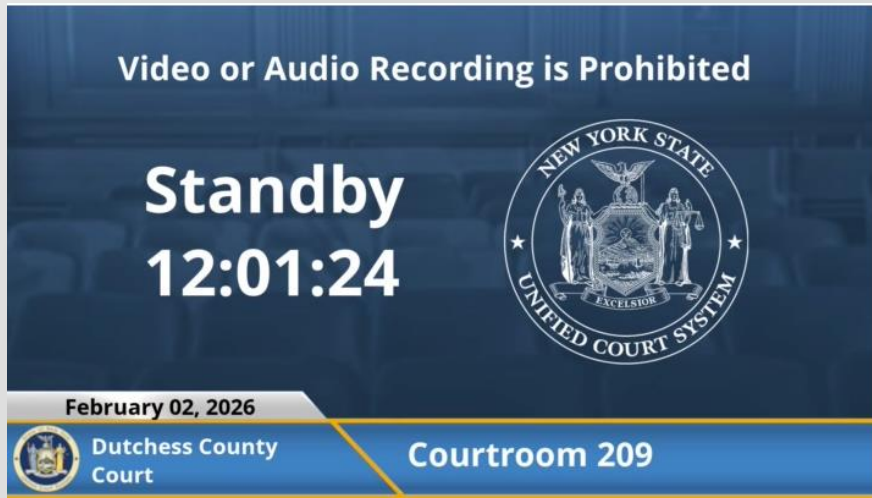
- Currently the streaming is used for internal overflow rooms.



Stream Layouts

When the user logs into the stream, with the supplied username and password, they will see the following:

When the stream is off or in standby mode, a standby screen will be displayed.
When this screen is up, no audio or video will be transmitting to the viewers



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Stream Layouts

Once the stream is turned on VIA the control app, the layout will automatically switch to the courtroom cameras
Audio and video will now be transmitted

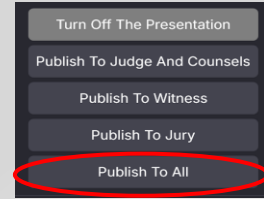


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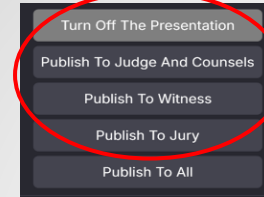
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Stream Layouts

When evidence is being shown in the courtroom, if you "Publish to All" on the control app it will change the layout to also show the evidence on the stream



Changing to one of the other 4 destination will change the layout back to the cameras only



When you are done, you can click the end stream button to turn the stream off (which will change the layout back to the standby page

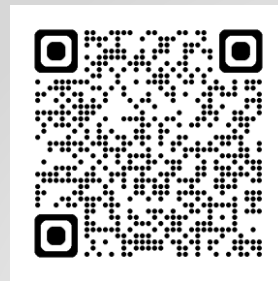


Court Employees- Feel free to view how to videos and documentation on our resources page



[DCM Internal Resource Page](#)

Outside attorneys- Feel free to view how to videos and documentation on our How-To Page



[Public How-To Videos](#)

