A guide for Litigants using

Electronic Courtroom Technology in the United States District Court District of New Hampshire

Courtroom 4

January 2009

Table of Contents

Introduction

Control Panel

Display Source Selector

Use of Litigants Laptop

Using the Document Camera

Using the DVD and VCR

Using the touchscreen monitors

Using Infrared Headphones for Hearing Assistance or Translation

Video/Audio Conferencing

Wireless Internet Access

INTRODUCTION

Welcome the evidence presentation system, officially called Presentation Display System (PDS), in the United States District Court for the District of New Hampshire. This guide is intended to assist you with utilizing the technology integrated into Courtroom 4 to its greatest advantage, but there is no substitute for hands-on experience with the actual electronics.

The PDS is an audio/video network through which litigants may display evidence. Courtroom 4 has been equipped for litigants to display evidence using a document camera, VCR and DVD player, and litigants supplied laptop. This courtroom is also equipped with touchscreen monitors located at each counsel table, lectern, and the judges bench. Litigants can draw on these monitors, using their finger, to draw attention to a particular section of an exhibit. Additionally, Courtroom 4 has video conferencing capability.

If you intend to use the PDS for your trial, you must notify the court by no later the final pretrial conference. Once again, plan for practice time well in advance of the trial date. Practice time should be scheduled through the appropriate case manager at the court.

This guide is an operational manual for the PDS in Courtroom 4. It does not give you information or advice on how to prepare a case for electronic display of evidence.

CONTROL PANEL

There is a touch screen control panel (see figure 1) used to control the PDS, which is controlled by the judge or courtroom deputy. This control panel activates the display for the lectern, counsel tables, and video conferencing system. The litigant notifies the judge or deputy which source to select (either lectern or counsel table) and when the jury monitors should be enabled. By default, any time the source is changed, the jury monitors are turned off. It is up to the litigant to inform the judge or courtroom deputy as when and if the jury monitors should be turned on.

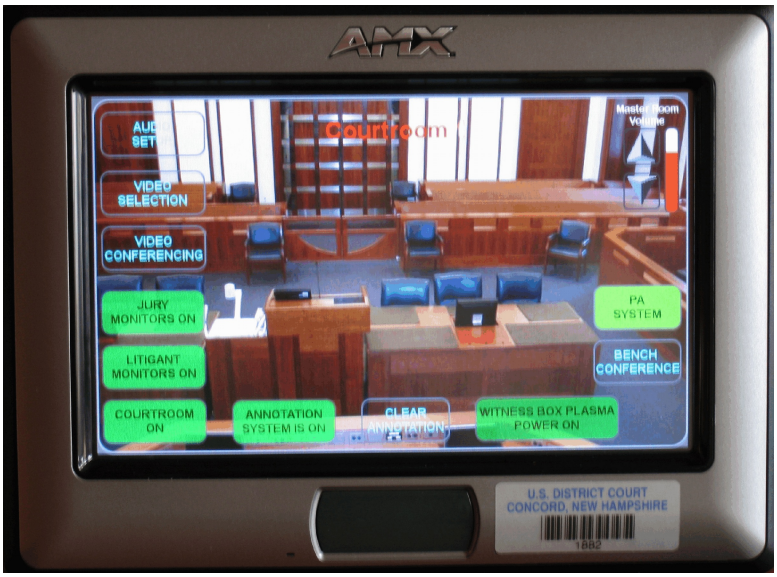

Figure 1

DISPLAY SOURCE SELECTOR

In order to display evidence from either the document camera or the court supplied vcr and dvd player that source must be selected from the display source selector (see figure 2) which is located at the lecturn.

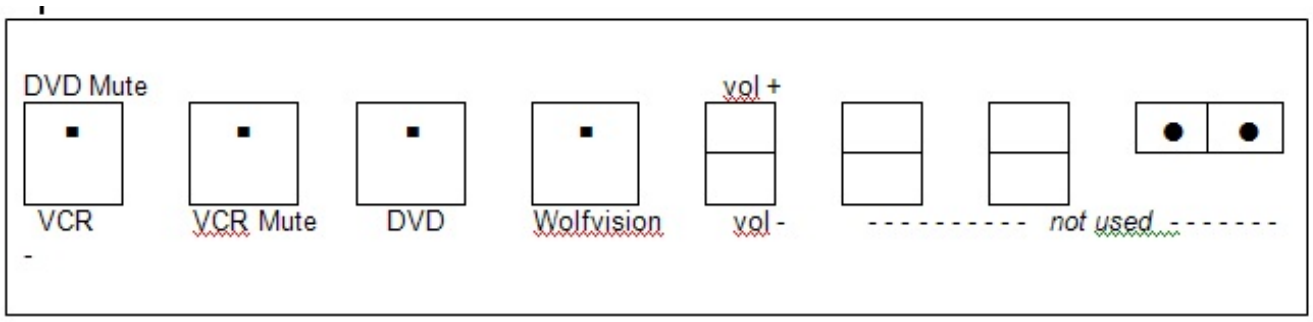

Figure 2

Display Source Selector control panel - controls what is seen on the PDS monitors
Five options are available:

VCR - This displays a videotape in the VCR with sound.
VCR Mute - This displays a videotape in the VCR without sound.
DVD - This displays a DVD in the DVD player with sound.
DVD Mute - This displays a DVD in the DVD player without sound.
Wolfvision - This displays anything on the document camera.

USE OF LITIGANTS LAPTOP

A litigant may use their laptop for presenting evidence. Proper configuration of the laptop is essential to efficiently display video presentations such as PowerPoint, Windows Media Player, etc, and documents such as Adobe PDF's.

The litigants supplied laptop can be connected to the PDS through a connection panel behind the monitor on the counsel table. There are two connections at each table. One connection is a VGA and the other is a Audio. There is also a power strip to provide power to the laptop. Each connection is labeled. Please inform the judge or courtroom deputy which connection you are using. If the laptop is not displaying throughout the courtroom hit the blue fn key (function key) and F8.

The laptop screen resolution should be set to 1024x768. To change this setting, right mouse click on the desktop and choose properties from the drop down menu. Click on the setting tab. Slide the screen resolution bar to the right or left until 1024x768 is displayed (see figure 3). Click apply then ok.

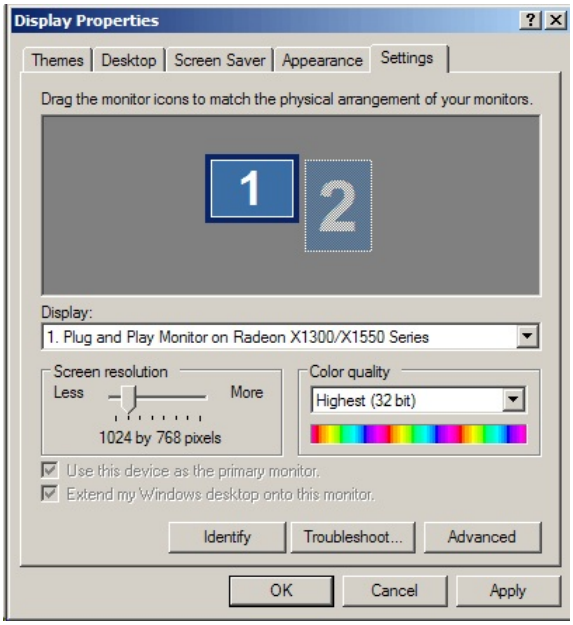

Figure 3

All cables have been supplied by the court and are already connected at the litigants table. **PLEASE DO NOT REMOVE THESE CABLES FROM THE COURTROOM.**

The Court Technology Specialist is available to assist with questions. The Court Technology Specialist is unable to configure a litigants laptop without consent from the litigant. If you require assistance from the Court Technology Specialist and are in court please inform the courtroom deputy otherwise please call 603-225-1176 or email at jim_chiavaras@nhd.uscourts.gov.

USING THE DOCUMENT CAMERA

Courtroom 4 is equipped with a Wolfvision VZ9-Plus document camera (figure 4). This document camera, which has a built-in preview monitor on the upper left corner, can display documents, three dimensional objects, and negatives. This camera was not designed to display entire 8.5x11 inch document clearly throughout the courtroom. Please zoom in to the area of the document you would like to display. If you would like to use the document camera to display evidence, please make sure to inform the judge or courtroom deputy to make the document camera the source at the control panel.

Figure 4

The document camera head (figure 5) is where most of the controlling can be done.

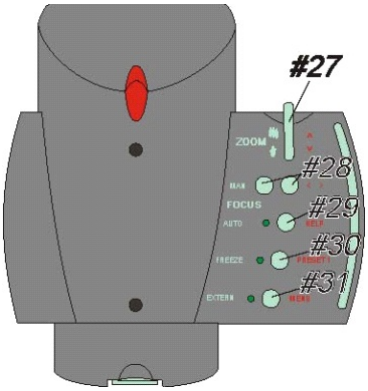

Figure 5

#27 Zoom Wheel
Turn the wheel down to zoom, and up to zoom out

#28 Manual Focus
When the manual focus keys are pressed the camera switches off the autofocus function.

#29 AutoFocus
Switches the auto focus on and off. The AF light indicates if the AF is switched on.

#30 Freeze
Freezes the current image.

#31 EXT/INT Key
Switches between the document camera image and external input

The document camera also comes with an infrared remote control (figure 6). For more experienced users and for added functionality, there are some additional features on the remote control. Nearly all functions on the remote control can also be controlled through the keys on the camera head.

#32 Zoom keys
The zoom keys work like the zoom wheel.

#33 Laser pointer key
Important: Do not stare directly into laser beam.

#34 Preset Keys
For storing a preset, press one f th preset keys for more than 2 seconds (see below).

#35 Image turn mode key
For picking up vertical pages with higher resolutions.

#36 Auto Focus (AF) key
Switches the auto focus on and off.

#37 Manual Focus
When the focus keys are pressed the camera switches off the auto focus function. The next time the AF key is pressed, auto focus is switched on again.

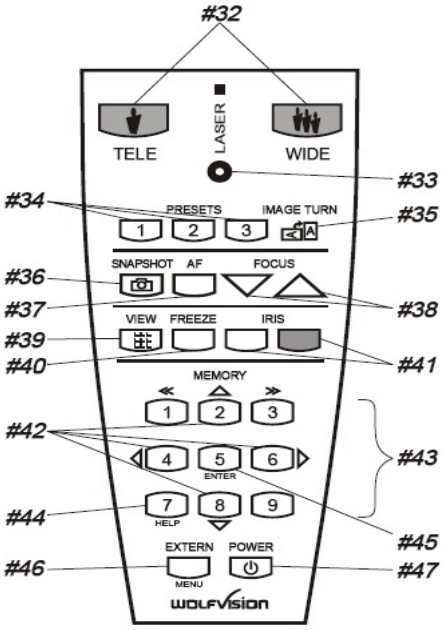

Figure 6

#38 EXT/INT key
Switches between the camera image and an external input.

#39 All key
For displaying all 9 pictures of the memory as split image (see below).

#40 Manual Iris key
When the iris keys are pressed, the camera switches off the auto iris.

#41 Select Keys
For navigating through the on-screen menu.

#42 Help/Rest key
While you are in the on-screen menu, you can activate the on-screen help by pressing the number 5 key.

#43 Memory keys 1-9
For saving and recalling pictures (see below).

#44 Menu key
Pressing this key for 1 second activates the on-screen menu.

#45 Power key
Pressing this key switches the unit on and off.

As mentioned above, the camera, through the infrared remote control, has preset functions and image memory for up to nine images.

Preset Function
The camera offers the possibility to store the current settings as a preset and recall them by just pressing the respective preset key on the remote control. The preset 1 can be recalled by pressing the freeze key on the camera head for 2 seconds.

For storing a preset: adjust any function as required and then press any one of the PRESET keys on the remote control for 2 seconds or more. An on-screen message will inform you when the preset is stored.

When presets are stored, all current settings such as zoom, focus, iris, etc are stored.

Image Memory for 9 Images
Up to 9 images can be stored in the built-in memory and recalled with one of the numerical keys on the infrared remote control (see figure 7).

Storing an image: Press one of the memory keys for 2 seconds or more
Recalling an image: Press one of the memory keys quickly

By pressing the view key a split image with all 9 pictures of the memory can be displayed. When pressing the view key for 4 seconds, a menu appears on the screen asking if you would like to fill the memory with “AUTO SNAPSHOT” or if you would like to "ERASE MEMORY" (grey pictures). When choosing “AUTO SNAPSHOT” the camera stores a new image every second until all 9 memory locations are full. The functional settings of memory erasing can be changed in the on-screen menu (manually or automatically).

Split image of 9 picture memory

Figure 7

Freeze

The current image can be captured by pressing the freezw-key. When pressing the freeze-key for 2 seconds, preset 1 will be recalled. The DVI- and RGB outputs of the camera can be set to output different signals. One of them can always output the live image of the Visualizer camera, while the other one can be set to output a "freeze" image. This can be used for a "Live Picture to Freeze Picture Comparison" on two monitors or screens with just one Visualizer. While one display shows the "freeze" image that can be used for comparison, with the "live" image showed by the other display (other output).

USING THE DVD AND VCR

DVD Player

Although most laptops can play DVD's which can be displayed over the PDS, a DVD player is available. Before the DVD can display on the PDS please ensure that the DVD button is pressed on the display source selector.

To use the court supplied dvd player, please follow these steps:

1. Turn on power to the DVD player.

2. Press the open/close button to open to DVD slot.

3. Insert the DVD into the ejected slot.

4. Press the open/close button to close the DVD slot.

5. Press play.

VCR

The VCR offers the usual features for playing videotapes. Use the appropriate buttons inside the front panel or on the remote. The VCR is also equipped with a jog dial for frame-by-frame playback as well as a shuttle ring for slow-motion playback. See the sections below for instructions on using these features on the VCR.

Play videotape:

1. Press VCR input on the Display Source Selector .

2. Open the front panel (either press the push to open button, or open the panel with your fingers) to expose the tape slot and the VCR controls (see Figure 8). Insert tape into the VCR. The VCR will power on automatically. If the videotape safety tab has been broken, the tape will automatically start playing. Otherwise, you must press play/> on the VCR or the remote control.

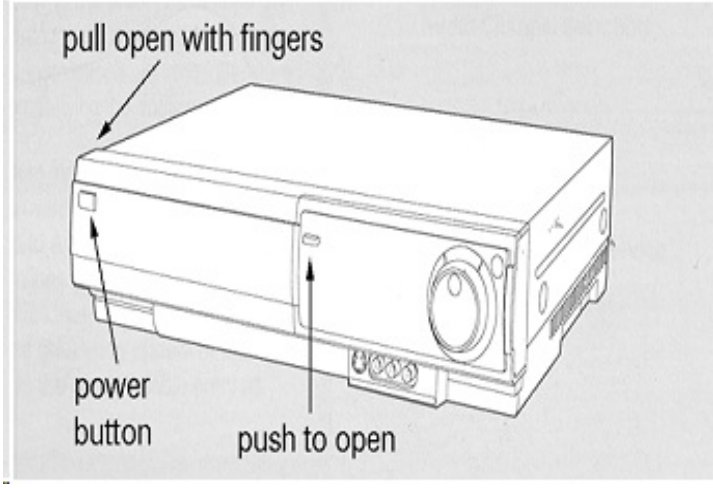

Figure 8

3. Use either the controls inside the front panel of the VCR or the remote control to select other functions, except for volume.

4. Volume is adjusted by pressing the vol+ or vol- buttons on the Display Source Selector).

Unedited tapes: It is preferred, although not required, that litigants have available an edited video for playback during any court proceeding. If such edited version is not available, the following features should assist you in presenting the unedited tape.

Real-time tape counter: The VCR is equipped with a real-time tape counter that shows the running time in hours, minutes, and seconds. You can easily determine how long the tape has been running, where objectionable material is located, or how much time is left on the tape. When a tape is inserted, the counter will reset to 00:00:00. There is also a counter reset button to reset the tape counter to zero at any time (see Figure 9).

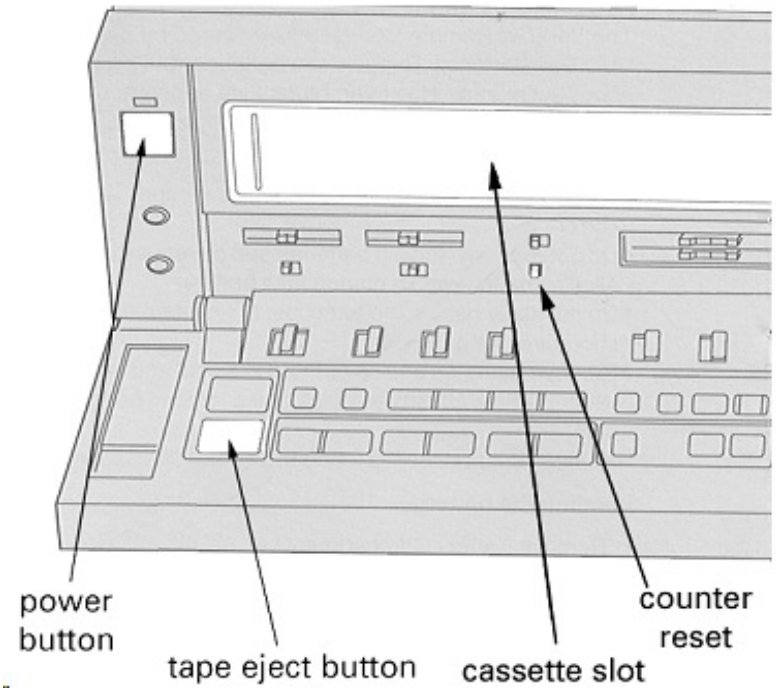

Figure 9

Jog Dial and Shuttle Ring: These controls allow you to vary the forward and backward playing speed, and to advance or retreat the tape a frame at a time (see Figure 10). Not just for editing, these controls can also be used during a presentation to break a video segment into sequential frames, or to advance slowly to a single freeze-frame image.

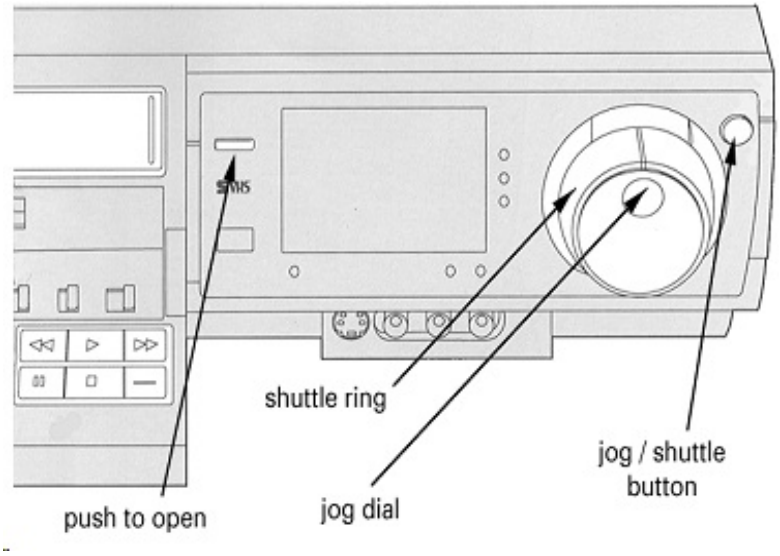

Figure 10

USING THE TOUCHSCREEN MONITORS

Each litigant table and witness stand is outfitted with a 17" touchscreen monitor. Additionally, a 14" monitor is supplied at the podium. These monitors will display evidence from the PDS and have to ability to draw on the screen with a finger to draw attention to a particular section of an exhibit.

Below is the list of the functions of the touchscreen monitor.

1. Draw anywhere on the screen with the touch of a finger.

2. Tap the lower left corner to erase all annotations on the screen.

3. Tap the upper left corner to change the color of the annotation.

4. Tap the upper right corner to erase one annotation at a time

5. Tap the anywhere on the screen to display an arrow.

USING INFRARED HEADPHONES FOR HEARING ASSISTANCE OR TRANSLATION

The courtroom is outfitted with a number of infrared headphones (figure 11) that receive audio signals in the courtroom to assist the hearing impaired or for use with language translation. Shown below (figure 12) is the proper method of using the headphones to ensure that sound is heard correctly.

Figure 11

Proper use of headphone

Figure 12

Turn headphones on and check the setting on the channel switch (see figure 13).

Figure 13

There are two potential audio programs and three settings for the channel switch.

1. With the switch set to posiition "∞" a stero signal is received. Channel 1 is heard in the right ear and channel 2 is heard in the left ear.

2. With the switch set to position "I", the signal from channel 1 is heard in both ears. This is the normal position for language interpretation.

3. With the switch set to position "II", the signal from channel 2 is heard in both ears. This is the normal position for hearing assistance.

VIDEO/AUDIO CONFERENCING

Video Conferencing

A video conference is a set of interactive telecommunication technologies that allow two or more locations to interact via two-way video and audio transmissions simultaneously. The court uses three ISDN lines to perform our video conferences.

The District offers two types of video conferencing systems. The primary system integrates courtrooms 1 and 4. The secondary system is a portable unit ("roll around"), which is routinely set up in the first floor attorney conference room (Room #121). This system can be used by members of the bar and executive agencies. Because both systems share the same three ISDN lines, the clerk's office must closely schedule these activites as only one or our locations can be operational at any one time.

If you would like to schedule a video conference for either courtroom, please contact the case manager assigned to the case. While court staff will operate the majority of the equipment, you will need to familiarize yourself with the courtroom video conferencing guidelines prior to arriving at the courthouse. This document can be found on our website.

For scheduling information and use of the roll around unit, please read the Roll-Around Operators Guide. This document can be found on our website.

AUDIO CONFERENCING

Audio conferencing is available in all courtrooms. If you would like to schedule an audio conference, please contact the case manager assigned to the case prior to the hearing.

WIRELESS INTERNET ACCESS

Free Internet access via wireless fidelity (WiFi) and wired connections is now available to attorneys and legal staff in designated areas within the Warren Rudman United States Courthouse in Concord. This service will be available from 7:00 am to 6:00 pm unless arrangements for extended service are made well in advance. Members of the public may file a motion showing good cause to provide them with similar privileges, which will be resolved by the Clerk.

Those who wish to use this service must bring their own laptop computer or PDA with a built-in wireless network card or with an external wireless adapter that is 802.11a, 802.11b or 802.11g compatible. Please be advised that technical support will not be provided under any circumstances. Users of the wireless network must read the Disclaimer and the FAQ before accessing the network.

The following details the requirements necessary to access the wireless Internet service in the Rudman Courthouse:

1. Bring a laptop or PDA with a built-in wireless network card or with an external wireless card that is 802.11a, 802.11b or 802.11g compatible. See LR 83.7 for restrictions on the use of this electronic equipment in the courthouse.

2. Set your network card to use a dynamic IP Address (DHCP).

3. Users should be aware that there are security, privacy and confidentiality risks inherent in wireless communications and that the United States District Court does not make any assurances or warranties relating to such risks.

4. When you turn on your computer and are within reach of the wireless signal, you will notice a "wireless network detected" on the menu bar at the bottom of your computer screen.

5. Click on the message to view the available networks. The Court's wireless network is identified by the name "USDC".

6. Click on "Connect" at the bottom of the window to connect to the wireless network. You are now connected!

7. You must read the Disclaimer of Warranties and Limitation of Liability before accessing the wireless network.

Risks Inherent in Wireless Communications

Users should be aware that there are security, privacy and confidentiality risks inherent in wireless communications. By using this service, you acknowledge and knowingly accept the potentially serious risks of accessing the Internet over an unsecured network. Some precautionary measures that you should consider include:

1. Using the latest software patches and anti-virus software.

2. Using a personal firewall.

3. Using VPN software to securely communicate with office intranets.

For further information on how to protect yourself on this open network, consult a security professional.