#### ARLINTON COUNTY CIRCUIT COURT





#### Arlington Court Circuit

# Audio / Visual Equipment

## **Operation of**

#### V Document / Evidence Display Camera **Court Rooms 10A, 10B, 10C, 10D** List of Equipment and 11A V DVD / VCR System

- / Laser Pointer / Powerpoint Control
- / Internet Access
- Laptop Hookup to Courtroom Monitors
- Audio / Video Capability for Remote Witness Access

# Requirements for Use

### TRAINING

Individual or group, arranged through Clifford Kleback cpkleback@arlingtonva.us 703-228-7082





to-Date Anti-Virus Protection!	<ul> <li>If using internet, do not plug laptop into system until Clerk verifies anti-virus protection is current</li> </ul>	<ul> <li>Open virus protection</li> <li>Icon on laptop for</li> <li>Clerk's inspection</li> </ul>
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#### **Open Touch Panel on Counsel Table**



Gently push down on front top of touch panel in desk to release screen

Slowly lift up on screen until touch panel lights up

# Review of Touch Panel at Counsel Table



# Stays on "Preview" until authorized for "Main Display" on all screens







#### Laptop Display Set-up



- Extend wires from well below touch panel Screen
- Insert network, VGA cable, and audio wires into laptop
- Insert laptop power cord in plug below screen

#### When Finished

 Gently unplug wires from laptop

 Roll-up and return wires to well below touch panel screen

 Gently push down on screen until flush with desk to close and deactivate power

# Monitor Display Problems?

#### TRY:

- Right click "Properties" on laptop desktop
- **Under Display Properties,** click "Settings" tab

Select box 2

- Check box "Extend my Windows desktop onto this monitor"
- Set screen resolution to ここここ

Select "Apply"

/ Properties	ssktop Screen Saver Appearance Settings onitor icons to match the physical arrangement of your monitors.	d Play Monitor on NVIDIA GeForce 8600 GT	solution Color quality Highest (32 bit)	device as the primary monitor. my Windows desktop onto this monitor.	Identify Iroubleshoot Advanced	OK Cancel Apply
Display Prop	Themes Desktop Scre Drag the monitor icons to	Display: 2. Plug and Play Monito	Screen resolution Less	Use this device as the Vindows (		





#### Video Problem?

- May be "Hardware Acceleration" setting on laptop which allows you to specify performance of graphics hardware.
- Problem includes, but is not limited to issues in playing video files in different media players and display problems with graphics.
- The symptoms include jerky videos and applications running slowly or failing to run.
- Especially common in older PC's.

#### *Turn Off Hardware Accelerator*Click on Start > Control Panel Double click on the Display icon Select Settings tab and click on Advanced button, then click "Troubleshoot" tab

- Drag slider to extreme left of scale (may also select intermediate value)
- If not resolved with hardware acceleration off, problem could be old video drivers for your laptop video adapter
- Alternative: with acceleration at "Full", reduce acceleration one notch at a time



# DOCUMENT CAMERA



### Set-Up

#### Located in right drawer of lectern







### Lift gently using ring to extend to full height



# **Camera Head**



- If light not "on", hit power button at bottom left by white surface
- Rotate camera
   arm up and tilt head
   to point to white
   surface
- Auto Focus always set to "on"

## View Exhibit

Place exhibit on white surface Use Zoom wheel on camera head if needed Press "Doc Cam" on touch panel (keep at "Preview" display setting)



#### When Finished

- Remove exhibit from white surface
- Rotate camera head to vertical position
- Lower camera back to resting position
- Close the drawer
- Machine will power down at system shut off at Clerk's station

DVD / CD / VCR



### Located in bottom cabinet of Power is set to auto "on" lectern





- Always test your presentation on your home or office computer before bringing to court
- Bring DVD / CD, memory stick, or other as back-up for laptop use

#### **Instructions for Use:**

- Insert DVD, CD or VCR
- Press "DVD/VCR" on touch panel (keep at "Preview")
- Press "Play" on device or use remote

# When Finished

# Hit "Stop" on device or remote

# Remove DVD / CD / VCR

# Close cabinet doors

### Machine will power down with system shut off at Clerk's Station



#### **Tips for Success**

- Notify Clerk's Office at least 2 business days before your hearing that equipment is needed at: <u>cpkleback@arlingtonva.us</u>, or 703-228-7082
- Arrive at least 30 minutes before start time to set-up
- Be familiar with use of equipment prior to hearing date (staff may not be able to assist once court starts)

## Questions on Equipment **Operation or Set-up**



### Always check with the Clerk to avoid damage to equipment