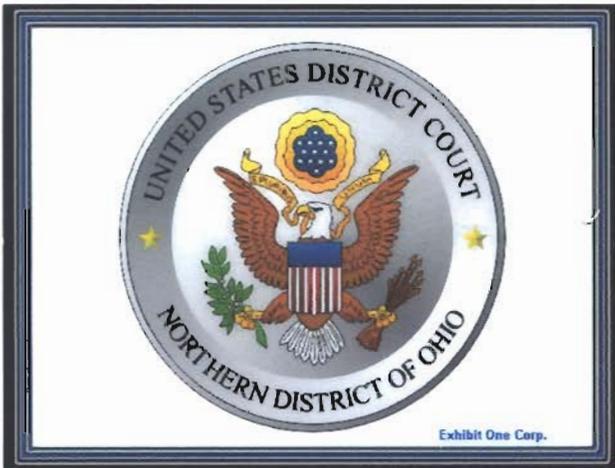


## To Start the Control Panel:



The **Greeting** screen appears when the system is powered on. A touch anywhere on the screen begins system initialization. When the system is initialized, the **Main Menu** screen displays.

## Main Menu:



**(1) Bench Conference Inactive:** Toggles **Bench Conference** mode on and off. When activated, the button turns **green** and reads **Bench Conference Active**. In bench conference mode, all other controls on the touch panel are unavailable. Normal voice reinforcement is disabled, and all microphones except the bench conference microphone are muted.

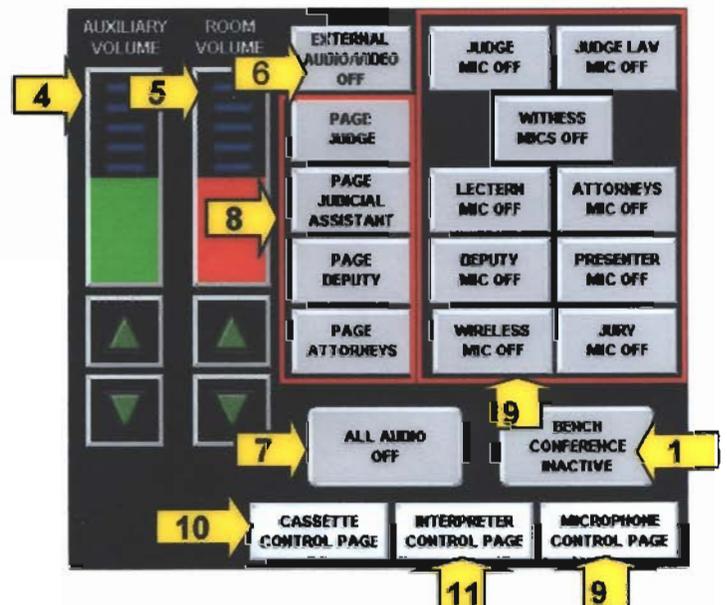
**(2) Gallery/Jury Monitors Off:** Toggles the monitors located in the jury box and gallery on and off. When activated, the button turns **green** and reads **Gallery/Jury Monitors Video On**.

**(3) Control Screen Navigation:** These buttons remain along the right side of the screen for quick access and easy movement among the main control screens. The active button turns **green**.

- **Audio Controls:** Opens the **Audio Controls** pop-up window (below) for controlling sound in the room.
- **Monitor Controls:** Opens the **Monitor Controls** pop-up window (Page 4) for controlling video monitors.
- **Video Sources:** Opens the **Video** pop-up window (Page 4) for control of video inputs.
- **Printer Controls:** Opens the **Video Printer Controls** pop-up window (Page 6) for printing control.
- **Video Conference:** Opens the **Video Conference** pop-up window (Page 7) for operating the video conferencing system.
- **Teleconference Controls:** Opens the **Phone Conference** pop-up window (Page 9) for control of voice conferencing.
- **Auxiliary Page:** Opens the **Auxiliary** pop-up window (Page 9), which provides activity to utility functions and reset options.
- **Exit:** The unlabeled button at the bottom of the screen returns to the **Greeting** page.

## Audio Controls:

Selecting the **Audio Controls** button on the **Main Menu** screen displays the **Audio Controls** pop-up window.



**(4) Auxiliary Volume:** Controls the volume from auxiliary audio inputs in the courtroom. The arrow-button borders turn white when pressed, then return to **green**.

**(5) Room Volume:** Controls overall audio volume in the room.



The **Up** button increases the volume level.



The **Down** button decreases the volume level.

**(6) External Audio/Video Off:** Mutes the audio and video feeds to the external sources (such as media feeds), preventing courtroom proceedings from being heard outside the courtroom. Selecting the button again restores external audio and video.

**(7) All Audio Off:** Turns off all audio in the courtroom.

**(6) External Audio/Video Off:** Toggles the external (out of courtroom) audio and video off and on as a unit. The button turns **green** when the audio/video is off.

**(8) Page:** Activates paging for the **Judge, Judicial Assistant, Deputy, or Attorney**. The button turns **green**, indicating that signaling is in progress, and the paging message briefly displays on the appropriate monitor, then times out.

**(9) Microphone Power:** Toggles microphones on and off for **Judge Mic, Judge Lavalier, Witness Mics, Lectern Mic, Attorney Mic, Deputy Mic, Presenter Mic, Wireless Mic** and **Jury Mic**.

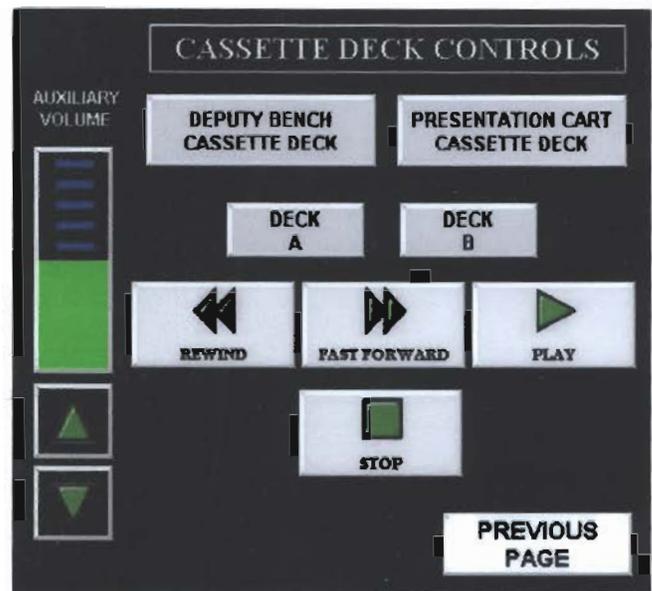
The button turns **green** and reads **Mic On**. Press the button again to turn the microphone off.

**(10) Cassette Controls:** Opens the **Cassette Deck Controls** pop-up window (below).

**(11) Interpreter Controls:** Opens the **Interpreter Controls** pop-up window (Page 3).

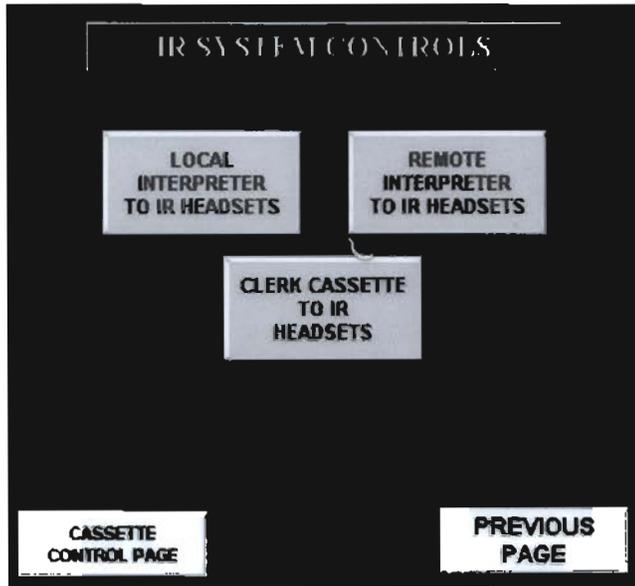
**(12) Microphone Control Page:** Opens the **Microphone Levels** screen (Page 3), which allows volume adjustment for individual microphones.

## Cassette Controls:



- **Deputy Bench Cassette Deck and Presenter Cart Cassette Deck:** Switches control between the cassette player located at the deputy bench and the player located on the media cart. The active player button turns **green**.
- **Deck A, Deck B:** Switches control between Deck A and Deck B on the selected cassette deck. The active cassette deck button turns **green**.
- **Rewind:** Begins backward scanning of the inserted audio cassette during playback. If the cassette deck is not in playback mode, this rewinds the audio cassette to its starting position.
- **Fast Forward:** Temporarily increases the rate of playback to allow for high speed forward scanning of the inserted audio cassette. If the cassette deck is not in playback mode, this forwards the audio cassette to its ending position.
- **Play:** Begins playback of the inserted audio cassette.
- **Stop:** Stops playback of the inserted audio cassette.
- **Auxiliary Volume:** Controls the volume for the active cassette player.
- **Previous Page:** Returns to the previous page.

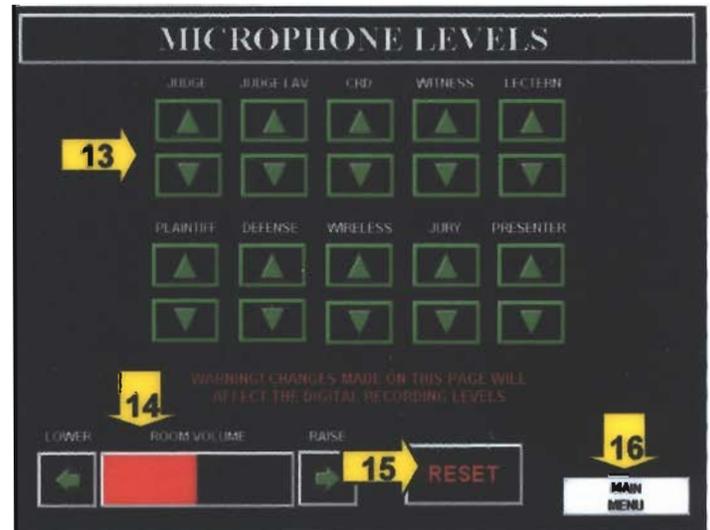
## Interpreter Controls:



- **Local Interpreter to IR Headsets:** Sends the audio output from the local interpreter to the infrared (wireless) headsets.
- **Remote Interpreter to IR Headsets:** Sends the audio output from the remote interpreter to the IR headsets.
- **Clerk Cassette to IR headsets:** Sends the audio output from the cassette deck at the clerk location to the IR headsets.
- **Cassette Control Page:** Opens the **Cassette Deck Control** pop-up window (Page 2) for adjustments to the cassette deck.

## Microphone Controls:

Selecting the **Microphone Control Page** on the **Audio Controls** pop-up window opens the **Microphone Levels** screen.



**(13) Individual Microphone Volume:** Enables users to adjust the audio level for these individual courtroom microphones:

- **Judge**
- **Judge Lavalier**
- **CRD**
- **Witness**
- **Lectern**
- **Plaintiff**
- **Defense**
- **Wireless**
- **Jury**
- **Presenter**



The **Up** button increases the microphone volume level.



The **Down** button decreases the microphone volume level.

**(14) Room Volume:** Controls the speaker volume throughout the entire room. Press the **Raise** arrow to increase volume and the **Lower** arrow to decrease volume.

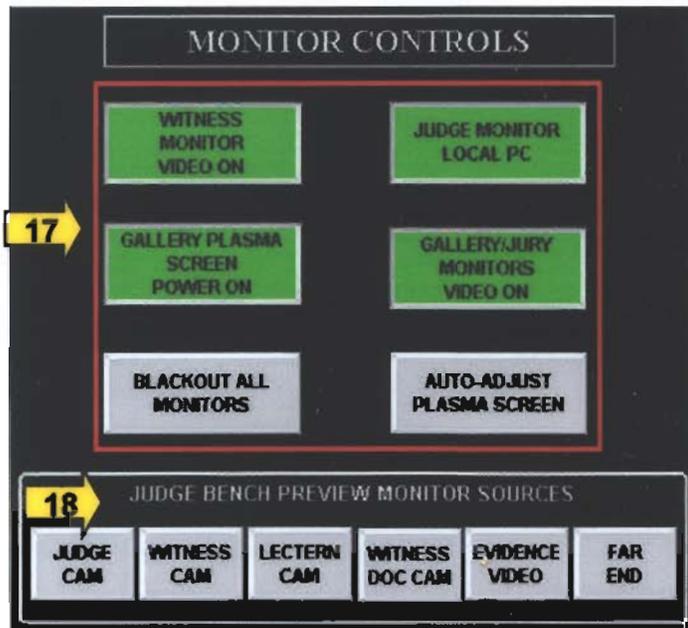
**(15) Reset:** Resets all microphones to their default volume levels. A confirmation screen (right) appears: Select **Yes** to reset or **No** to cancel.



**(16) Main Menu:** Returns to the **Main Menu** screen.

## Monitor Controls:

Selecting the **Monitor Controls** button on the **Main Menu** screen opens the **Monitor Controls** pop-up window.

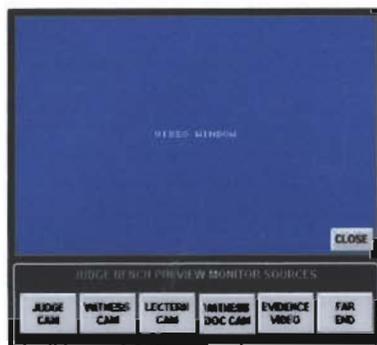


**(17) Monitor Adjustments:** By default, all monitors are powered on with the system. The buttons on this screen enable users to control individual monitors as needed. When a monitor is on, the button turns **green**.

- **Witness Monitor Video On/Off:** Toggles the witness monitor on and off.
- **Gallery Plasma Screen Power On/Off:** Toggles the gallery plasma screen on and off.
- **Blackout All Monitors:** Sends a black screen to all monitors.
- **Judge Monitor:** Toggles the judge's monitor image between the evidence presentation and the bench PC monitor.
- **Gallery/Jury Monitors On/Off:** Toggles the gallery and jury monitors on and off as a unit.
- **Auto-Adjust Plasma Screen:** Activates the plasma screen's automatic aspect ratio adjustment feature.

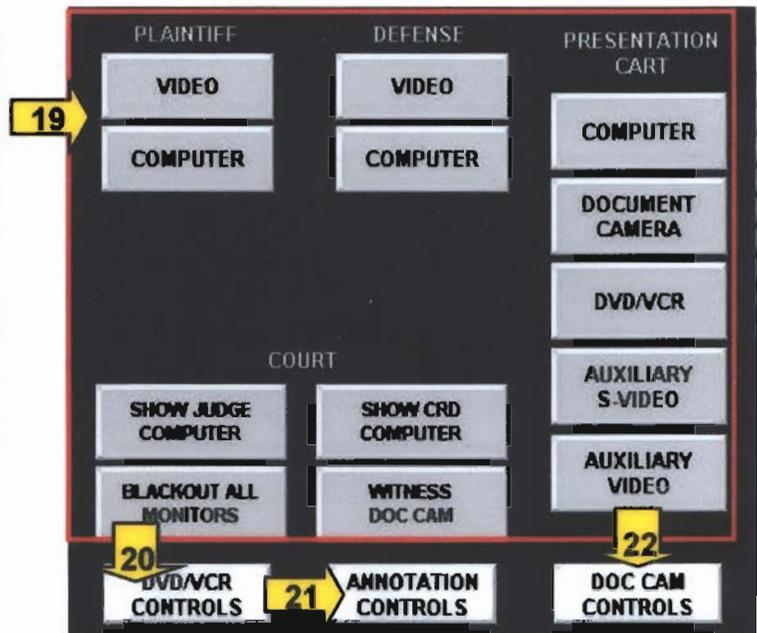
### (18) Judge Preview:

Selecting one of the buttons displays the **Judge Bench Preview** pop-up window (right) displaying the image from the selected device, enabling the judge to preview the evidence video. Selecting **Close** closes the pop-up window.



## Video Sources:

Selecting the **Video Sources** button on the **Main Menu** screen opens the **Video Sources** pop-up window.



**(19) Video Sources:** Selecting a device activates that source, and its video appears on the monitors in the courtroom. When a video source is activated, the button turns **green**. Options are:

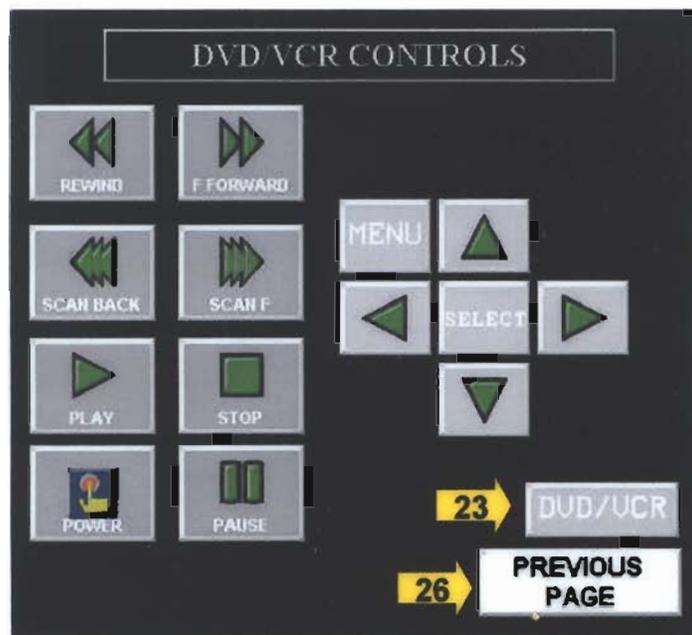
- Plaintiff and Defense: **Video** camera or **Computer**
- Media cart: **Computer**, **Document Camera**, **DVD/VCR** combination unit, **Auxiliary S-Video** input, **Auxiliary Video** input
- Courtroom: **Judge's Computer**, **CRD** (deputy's) **Computer**, or **Witness** document camera.
- **Blackout All Monitors:** Sends a black screen to all monitors.

**(20) DVD/VCR Controls:** Opens the **DVD/VCR Controls** pop-up window (Page 5).

**(21) Annotation Controls:** Opens the **Annotation Controls** pop-up window (Page 5).

**(22) Document Camera Controls:** Opens the **Document Camera Controls** pop-up window (Page 6).

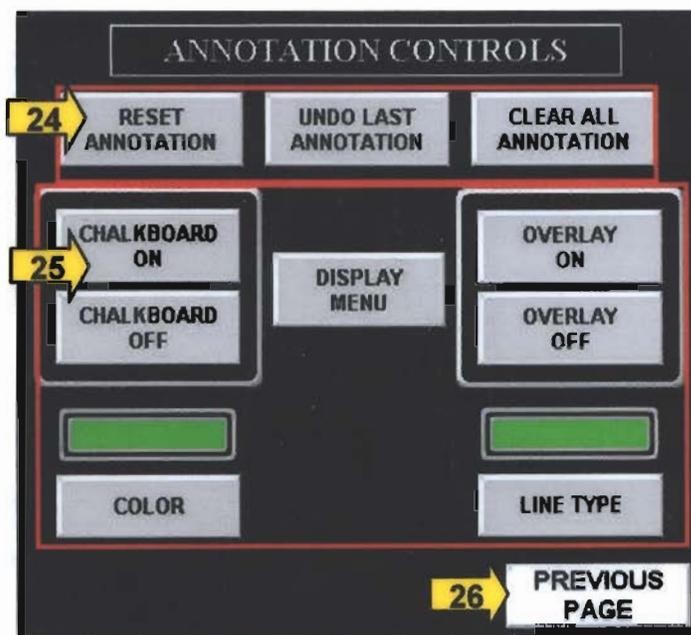
## DVD/VCR:



**(23) DVD/VCR:** Toggles control between the DVD and VCR portions of the combination unit. Select this button before using the controls.

- **Rewind:** Begins backward scanning of the inserted media during playback. If not in playback mode, this rewinds the media to its starting position.
- **Fast Forward:** Temporarily increases the rate of playback to allow for high speed forward scanning of the inserted media. If not in playback mode, this forwards the media to its ending position.
- **Scan Back:** Begins high-speed visual scanning backward on the inserted media.
- **Scan Forward:** Begins high-speed visual scanning forward on the inserted media.
- **Play:** Begins playback of the inserted media.
- **Pause:** Pauses playback of the inserted media.
- **Stop:** Stops playback of the inserted cassette.
- **Power:** Toggles power on and off to the DVD/VCR unit.
- **Menu:** Displays the DVD on-screen menu, enabling configuration and function selection. Use the cursor keys to navigate the DVD menu. When the desired selection is highlighted, press the **Select** button to confirm settings.

## Annotation Controls



**(24) Annotation Controls:** Enable users to work with the markups on the image using the Boeckeler Pointmaker system.

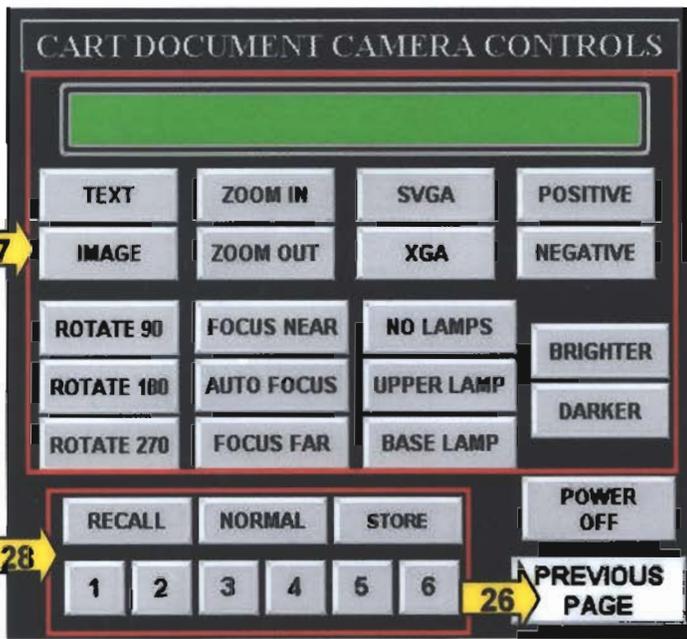
- **Reset** reboots the annotation system, forcing a rescan and reevaluation of the system connections.
- **Undo** erases the most recent entry.
- **Clear All** restarts annotation, clears all entries, and erases all markings on the screen.

**(25) Markup Controls:** Turn on and off the Pointmaker system features.

- **Chalkboard:** Controls choice of backgrounds for markup.
- **Overlay:** Enables markup over an image.
- **Display Menu:** Displays the main Pointmaker menu.
- **Color:** Changes the color of the markers, cycling through seven colors. The currently selected color displays in the field above.
- **Line Type:** Enables users to change the appearance of the lines used to mark the image. The currently selected line type displays in the field above.

**(26) Previous Page:** Returns to the previous page.

## Document Camera:



**(27) Camera Adjustments:** Enable users to change camera settings. Current mode or document camera messages display in the green message area at the top of the screen.

- **Text/Image:** Switches between **Text** and **Image** enhancement mode. **Text** mode produces a sharper and clearer image, while **Image** mode produces a smoother image.
- **Zoom In:** Enlarges the subject's image size.
- **Zoom Out:** Reduces the subject's image size.
- **SVGA/XGA:** Switches RGB output between **SVGA** and **XGA**.
- **Positive/Negative:** Controls lighting for display of text or 3D objects (**Positive**) or x-rays or other negative images (**Negative**).
- **Rotate:** Rotates the image **90°**, **180°**, or **270°**.
- **Focus:** Allows manual focus for objects **near** and **far** away from the camera. **Auto Focus** automatically focuses on the objects within the camera's viewing field.
- **Lamps:** Controls the document camera lighting (**No Lamp**, **Upper Lamp** on/off, or **Base Lamp** on/off).
- **Brighter/Darker:** Adjusts image brightness level.

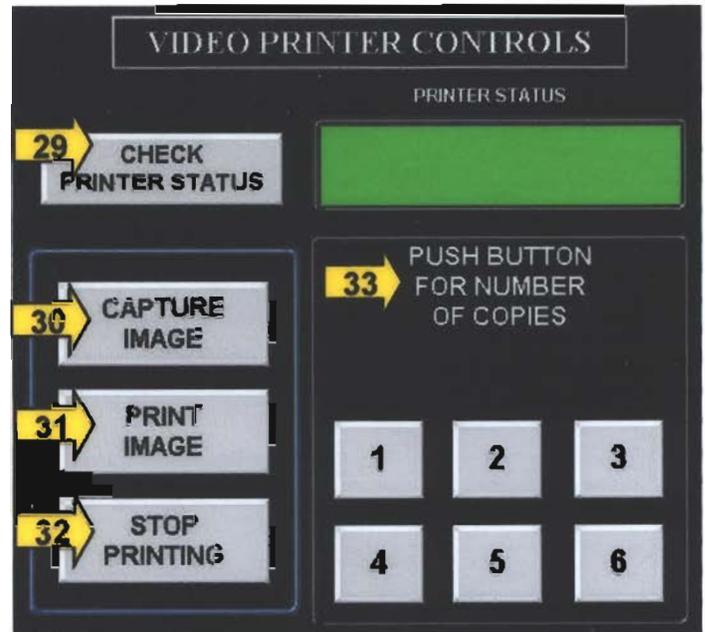
**(28) Presets:** Enables users to save or recall camera settings.

- **Normal:** Restores the default view.
- **Preset (1-6):** Activates one of the stored camera settings, or can be used to store current settings.
- **Store:** Stores the current camera adjustments for zoom, focus, and brightness in the next selected preset button. Press the **Store** button first, and then one of the **Preset** buttons (1-6) immediately thereafter.

- **Recall:** Recalls the settings stored in the next selected preset button. Press the **Recall** button first, and then one of the **Preset** buttons (1-6) immediately thereafter. The settings stored in that preset are applied to the document camera.

## Printer Controls:

Selecting the **Printer Controls** button on the **Main Menu** screen opens the **Video Printer Controls** pop-up window.



**(29) Check Printer Status:** Shows status of print job in the text area to the right.

**(30) Capture Image:** Makes a digital file of the current image from the video evidence presentation.

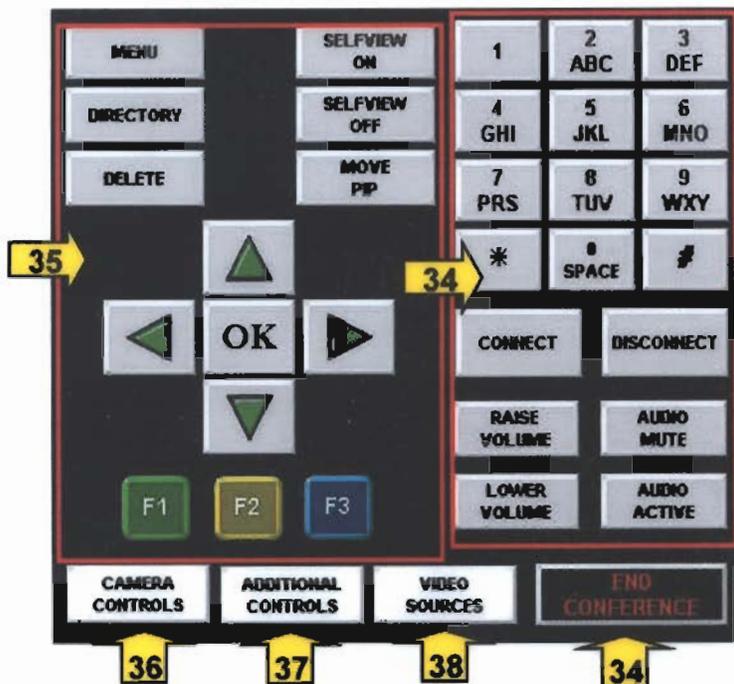
**(31) Print Image:** Sends the current image from the video evidence presentation to the printer.

**(32) Stop Printing:** Cancels the current print job.

**(33) Print Number of Copies:** Selecting a button determines how many copies to print (1-6).

## Video Conference:

Selecting the **Video Conference** button on the **Main Menu** screen opens the **Video Conference** pop-up window.



**(34) Conferencing Controls:** Provide dialing and audio controls.

- **Connect:** Starts the videoconferencing process by taking the line off hook for a dial tone. First press the **Connect** button, and then dial the remote site's number, using the keypad.
- **Disconnect:** Hangs up the videoconferencing line.
- **Raise/Lower Volume:** Controls the incoming volume during video conference.
- **Audio Mute:** Disables the videoconference audio.
- **Audio Active:** Restores the videoconference audio.
- **End Conference:** Stops conference mode and deactivates the Codec equipment.

**(35) Codec Controls:** Provide access to functions of the videoconferencing Codec. For detailed information, refer to the manufacturer's documentation.

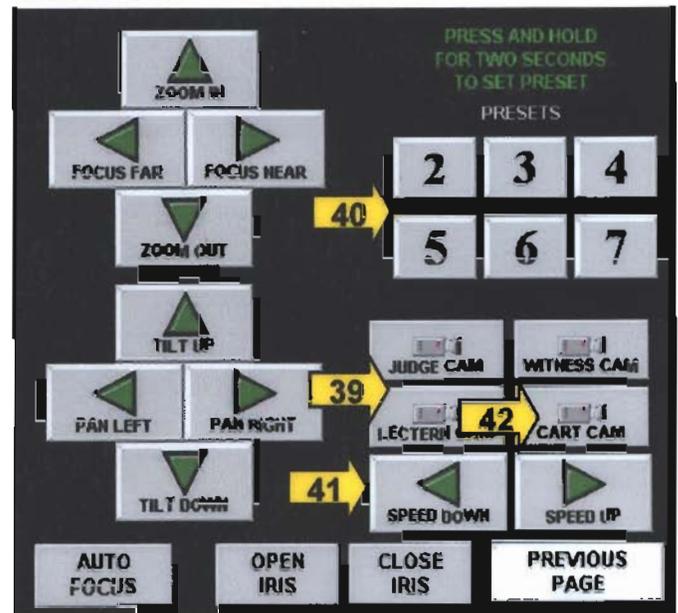
- **Menu:** Displays the Codec's internal menu. Use the arrow keys to navigate through the menu and select **OK** to confirm a selection.
- **Directory:** Opens the Codec directory.
- **Delete:** Deletes directory entries.
- **Self View On:** Displays the image being sent to the remote location on the courtroom monitors.
- **Self View Off:** Turns off the far-end preview.
- **Move PIP:** Moves the picture-in-picture (PIP) box on the monitor.
- **F1, F2, F3:** Function keys as defined in the Codec system.

**(36) Camera Controls:** Opens the **Camera Controls** pop-up window (below) for the courtroom video cameras.

**(37) Additional Controls:** Opens the **Far-End Camera Controls** pop-up window (Page 8) for controlling the outgoing image.

**(38) Video Sources:** Opens the **Videoconference Sources** pop-up window (Page 8) for selection of video sources during a videoconference.

## Camera Controls:



**(39) Select Camera:** Select which video camera to control and send to the far end (camera pointed at the **Judge**, **Witness**, or **Lectern**).

- **Zoom:** **Zoom In** moves the camera in toward the image, thereby enlarging it. **Zoom Out** moves the camera away from the image, reducing it and providing a broader view.
- **Focus:** **Near** focuses on objects located near the camera. **Far** focuses on objects located farther away from the camera to provide a clear image.
- **Tilt Up/Down** adjusts the camera's tilt range between 90° up and 30° down.
- **Pan Left / Right** adjusts the camera's pan range between 100° each way (left and right).
- **Auto Focus:** Automatically focuses on the objects within the camera's viewing field.
- **Open Iris:** Widens the camera iris opening to make the image brighter.
- **Close Iris:** Narrows the camera iris opening to make the image darker.

**(40) Presets:** To save the current settings as a preset, select a preset number (2-7) and hold for 2 seconds. To recall a preset, press and release the appropriate button. **Preset 1** is the default (see Page 9).

**(41) Speed Down/Speed Up:** Changes the settings for the camera pan and tilt speeds. Press the **Down** button to lower speeds and the **Up** button to increase speeds.

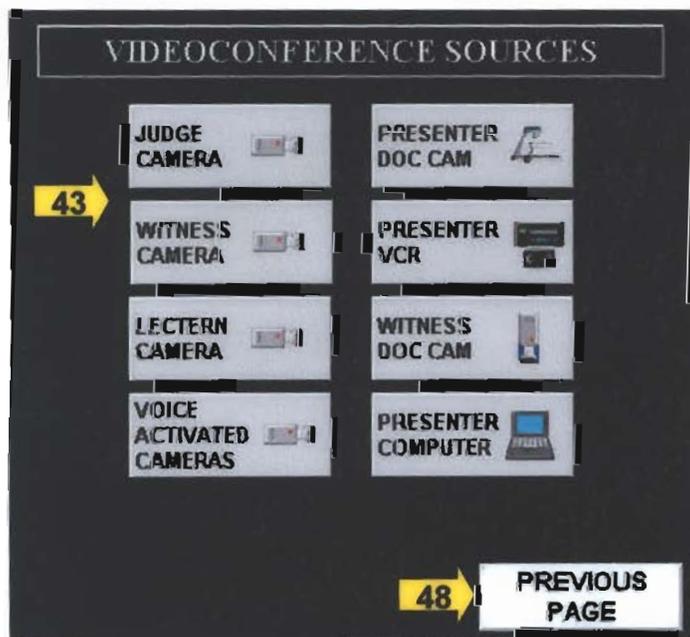
**(42) Cart Camera:** Opens the **Cart Camera Controls** pop-up window, with controls for the camera at the media cart.



Select **Previous Page** to return to the **Camera Controls** window.

## Video Sources:

Selecting the **Video Sources** button displays the **Videoconference Sources** pop-up window.

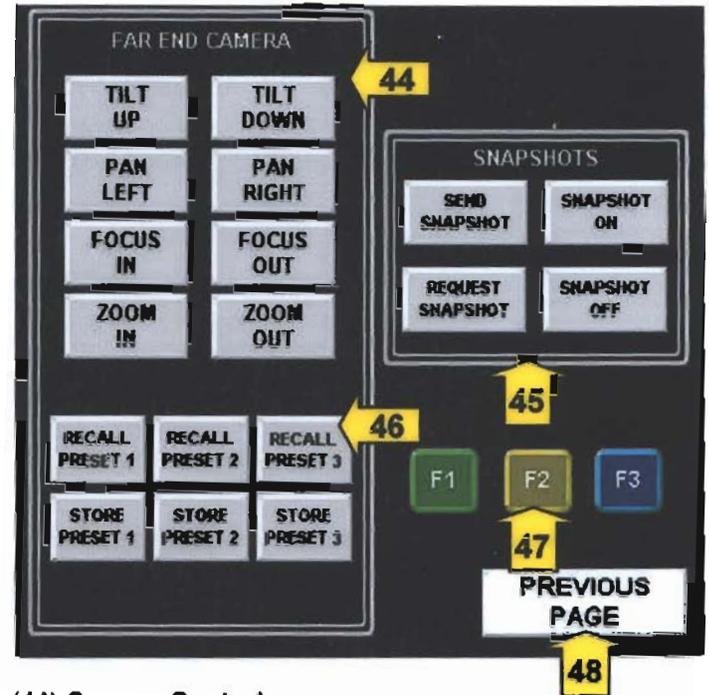


**(43) Videoconference Sources:** Enables selection of the video image to send to the remote location:

- Cameras with views of the **Judge, Witness, or Lectern**
- **Voice-Activated Cameras**, with active video camera following the conference audio
- **Presenter Document Camera** (at the media cart)
- **Presenter VCR**
- **Witness Document Camera**
- **Presenter Computer**

## Far-End Camera Control

Selecting the **Additional Controls** button displays the **Far End Camera Controls** pop-up window for control of the remote camera, if the far-end setup permits.



**(44) Camera Controls:**

- **Tilt Up/Down** adjusts the camera's tilt range.
- **Pan Left / Right** adjusts the camera's pan range.
- **Focus:** **In** focuses on objects located near the camera. **Out** focuses on objects located farther away from the camera to provide a clear image.
- **Zoom In** moves the camera in toward the image, thereby enlarging it. **Zoom Out** moves the camera away from the image, thereby reducing it and providing a broader view of the overall area within range of the camera.

**(45) Snapshots:** Enable a still image from a local camera to be sent to the far end, usually when the far-end system does not support a dual video stream. Pressing **Snapshot On** engages the snapshot mode. Pressing the **Send Snapshot** button then sends a snapshot of the current the image to the remote location. **Request Snapshot** requests a snapshot of the image from the far end. **Snapshot Off** restores normal mode.

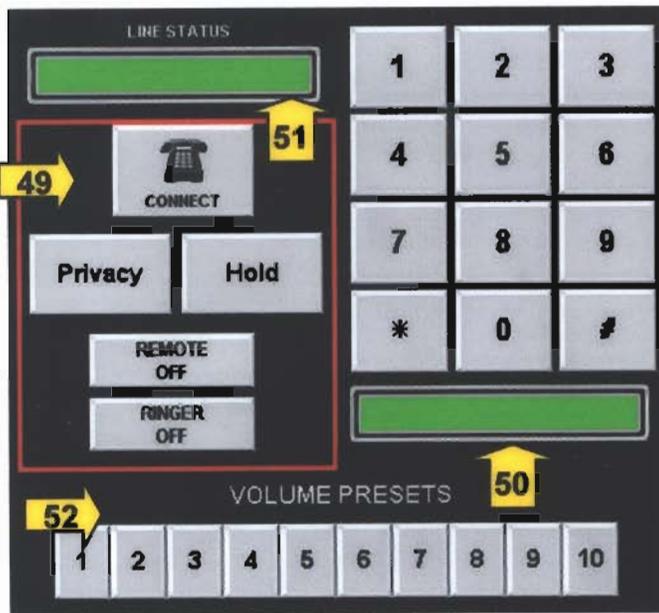
**(46) Store / Recall Presets:** To save the current setting as a preset, press a **Store Preset** number button. To recall a preset, press the appropriate **Recall Preset** button.

**(47) F1, F2, F3:** Function keys as defined in the Codec system.

**(48) Previous Page:** Returns to the **Video Conference** pop-up window.

## Phone Conference:

Selecting the **Teleconference Controls** button on the **Main Menu** screen opens the **Phone Conference** pop-up window.



### (49) Dialing Controls:

- **Connect:** Starts the videoconferencing process by taking the line off hook for a dial tone. First dial the remote site's number using the keypad, and then press the **Connect** button.
- **Privacy:** Mutes outgoing audio, ensuring that remote teleconferencing users cannot hear courtroom audio.
- **Hold:** Puts a conference call on hold.
- **Remote Off:** Controls activation of the remote audio.
- **Ringer Off:** Disables the phone ringer, ensuring that there will be no interruption from incoming calls.

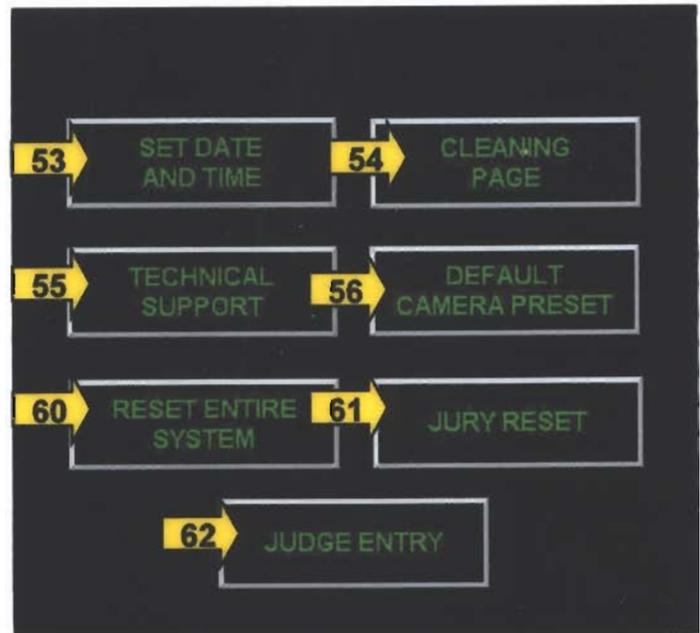
(50) **Dialing display:** Shows telephone numbers entered on the keypad, providing confirmation of numbers dialed.

(51) **Line Status:** Text area to indicate the current status of the conference line (such as **Incoming Call**).

(52) **Volume Presets:** Selecting a number activates a preset volume level. Levels are set at installation, with 1 the lowest volume level and 10 the highest.

## Auxiliary Controls:

Selecting the **Auxiliary Page** button on the **Main Menu** screen opens the **Auxiliary Controls** pop-up window.



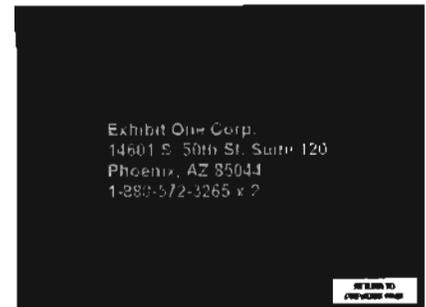
(53) **Set date and Time:** Displays a system page that enables users to set the date and time.

(54) **Cleaning Page:** Displays the **Cleaning Page**, which includes instructions for safely cleaning the control panel screen without triggering system functions.

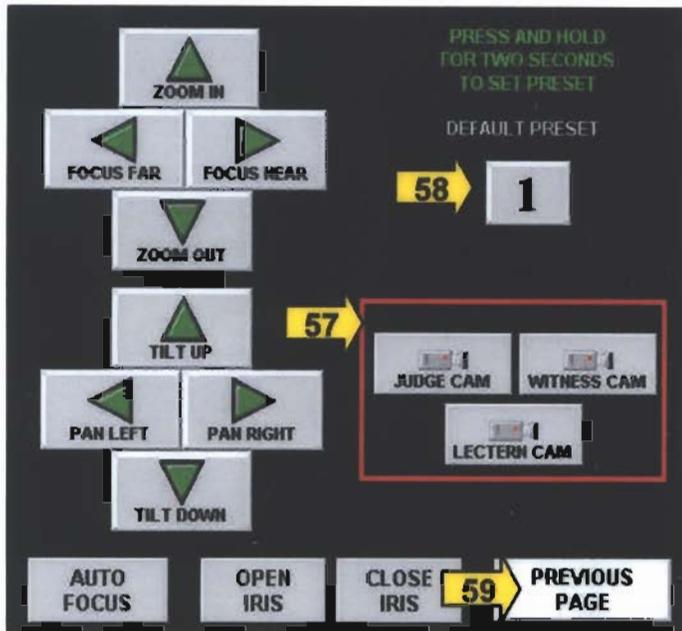


Pressing **Previous Page** returns the user to the **Auxiliary** screen.

(55) **Technical Support:** Opens a pop-up window with technical support contact information.



**(56) Default Camera Preset:** Displays a keypad for authorization code entry, enabling authorized users to access the **Default Preset** pop-up window (below) for saving default camera settings stored in **Preset 1**.



**(57) Select Camera:** Select which video camera to control (camera pointed at the **Judge**, **Witness**, or **Lectern**).

- **Zoom:** **Zoom In** moves the camera in toward the image, thereby enlarging it. **Zoom Out** moves the camera away from the image, reducing it and providing a broader view.
- **Focus:** **Near** focuses on objects located near the camera. **Far** focuses on objects located farther away from the camera to provide a clear image.
- **Tilt Up/Down** adjusts the camera's tilt range between 90° up and 30° down.
- **Pan Left / Right** adjusts the camera's pan range up to 100° each way (left and right).
- **Auto Focus:** Automatically focuses on the objects within the camera's viewing field.
- **Open Iris:** Widens the camera iris opening to make the image brighter.
- **Close Iris:** Narrows the camera iris opening to make the image darker.

**(58) Preset:** To save the current settings as the default preset, select the **1** button and hold for 2 seconds.

**(59) Previous Page:** Displays the **Auxiliary Controls** pop-up window.

**(60) Reset Entire System:** Resets both the audio and video components of the system. The following message appears on all control panels to indicate that the system is resetting. The system counts down until the reset is complete.



**(61) Jury Reset:** Resets the paging system after the jury has sent a paging message.

**(62) Judge Entry:** Activates an indicator light outside the courtroom, signaling the judge to enter. The clerk typically uses this button to respond to the judge's "ready" signal.