

To Start the Control Panel:

The **Start** screen displays upon system startup.



Touch the screen anywhere to begin system initialization.

The **Main Menu** screen displays after the system is initialized.

Main Menu:



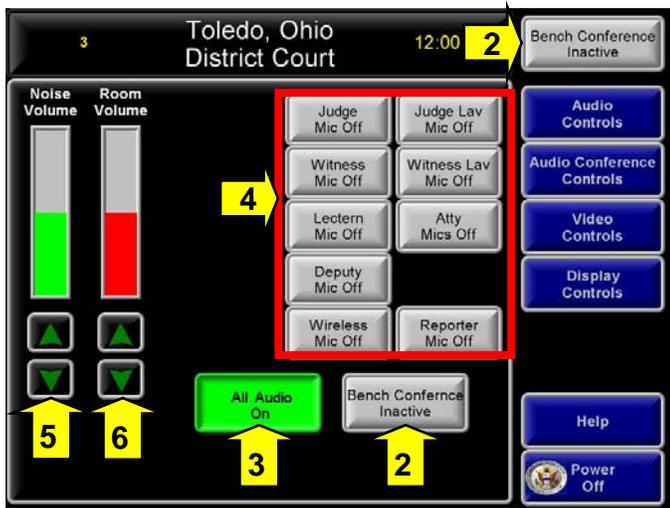
When selected, most buttons in the control panel system turn **green**.

(1) Navigation: Options on the menu bar display screens that are used to navigate the system.

- **Bench Conference: Inactive** at system startup. When activated, turns on the bench conference microphone and white noise and displays the **Bench Conference** controls (Page 2),
- **Audio Controls:** Displays the **Audio Controls** screen (Page 2) for controlling sound in the room.
- **Audio Conference Controls:** Opens the **Phone Conference** screen (Page 5) for control of voice conferencing.
- **Video Sources:** Displays the **Video** screen (Page 4) for control of video inputs.
- **Display Controls:** Displays the **Display Controls** screen (Page 3) for controlling video monitors.
- **Help:** Opens the **Help** screen (Page 6), which provides activity to utility functions and reset options.
- **Exit:** The unlabeled **Seal** button returns to the **Start Page**.

Bench Conference:

Selecting the **Bench Conference Inactive** button displays a screen for initializing a bench conference.



(2) Bench Conference Inactive: Indicates that the bench microphone is off. Press the button to turn on the bench conference microphone and the masking noise in the jury area.



When the bench microphone and masking noise are active, the bench conference buttons turn **green** on the screen and the navigation bar.

Press the button again to end bench conference mode. The buttons turn **gray**.

(3) All Audio On: Indicates that all audio is on. Press the button to turn off the audio components of the system.

When the audio is off, the button turns **gray**.



Press the button again to turn the audio components back on. The button will return to **green**.

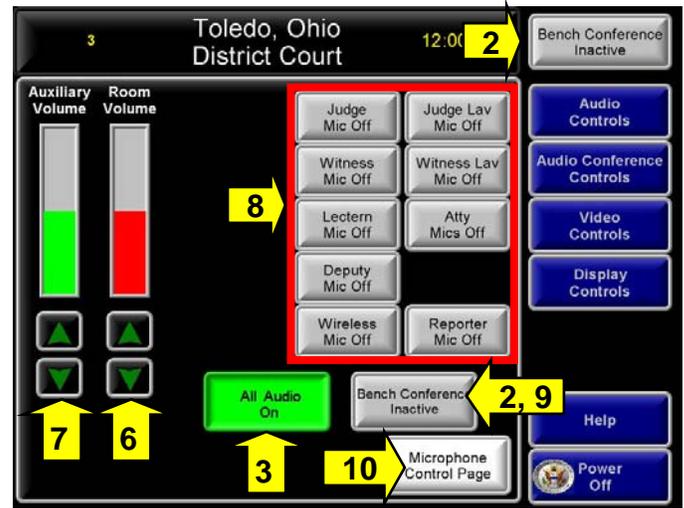
(4) Indicator Buttons: Indicate which microphones are active. If a microphone is off, the button is **gray**. Normally all microphones are off (muted) for bench conferences.

NOTE: See the **Audio** controls page to turn microphones on and off.

(5) Noise Volume: Adjusts the volume of the masking noise played during a bench conference. The indicator bar above illustrates the current volume level.

Audio:

Selecting the **Audio Controls** button displays a screen for accessing microphone controls.



(6) Room Volume: Adjusts the overall audio output volume in the room.

(7) Auxiliary Volume: Controls the volume from auxiliary audio inputs in the courtroom.



The **Up** button increases the volume level. The button turns **green** when selected.



The **Down** button decreases the volume level. The button turns **green** when selected.

(8) Microphone On/Off: Indicates which microphones are active and enables you to turn microphones on and off. The button turns **green** when the microphone is on. Available microphones are:

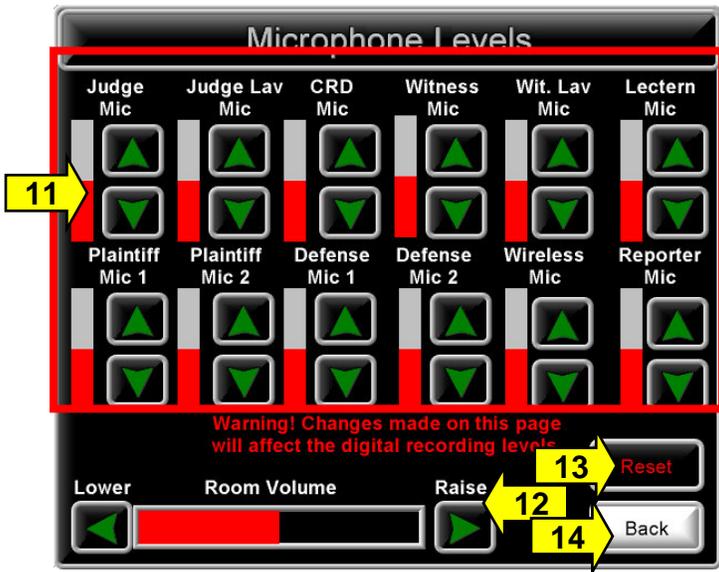
- Judge microphone
- Witness microphone
- Lectern microphone
- Deputy microphone
- Reporter microphone
- Judge lavalier
- Witness lavalier
- Attorney microphones
- Wireless microphone

(9) Bench Conference: When **Inactive**, press the button to turn on the bench conference microphone and the masking noise for a bench conference (see previous section). Press the button again to cancel bench conference mode.

NOTE: When a bench conference is started, the system switches to the **Bench Conference** screen.

(10) Microphone Control Page: Displays the **Microphone Control** screen (Page 3) containing individual volume controls.

Microphone Control:



(11) Individual Volume Controls: Increase or decrease the volume of each microphone. Microphones available for adjustment are:

- Judge
- CRD (Deputy)
- Witness lavalier
- Plaintiff 1
- Defense 1
- Wireless
- Judge lavalier
- Witness
- Lectern
- Plaintiff 2
- Defense 2
- Reporter

The **Up** button increases the volume level. The button turns **green** when pressed.

The **Down** button decreases the volume level. The button turns **green** when pressed.

NOTE: Changes in microphone volume levels can affect the digital recording of court proceedings.

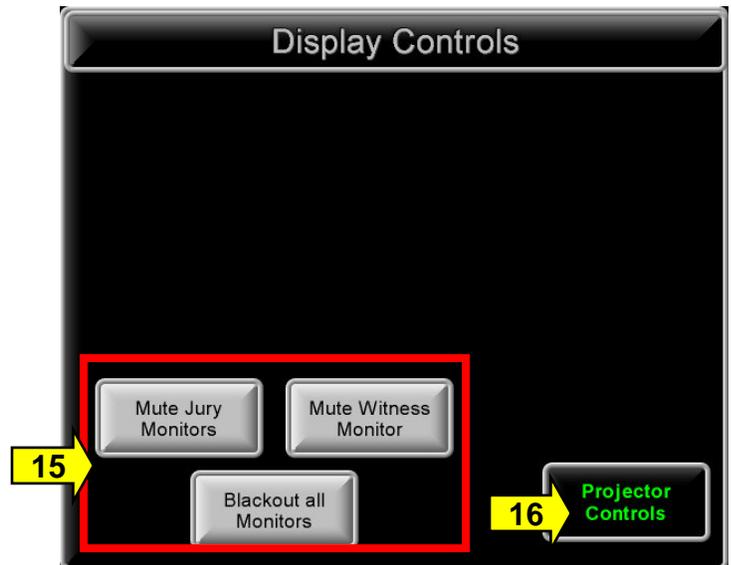
(12) Room Volume: Controls the speaker volume throughout the entire room. Press the **Lower** arrow to decrease volume and the **Raise** arrow to increase volume.

(13) Reset: Returns all microphones back to their normal operational levels (installation defaults). A "Please Wait" message displays as the audio system resets.

(14) Back: Returns to the **Audio** page.

Display Control:

Selecting the **Display Controls** button displays a screen for accessing monitor controls.



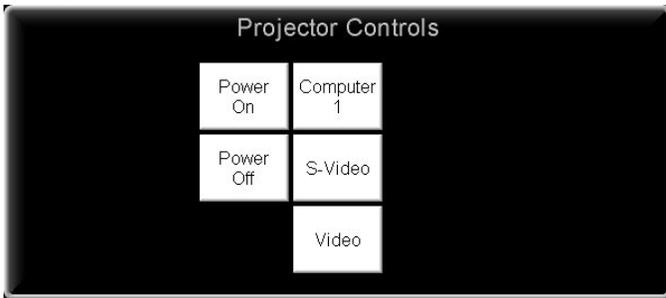
(15) Monitor Adjustments: The buttons on this screen enable you to control individual monitors as needed. When a monitor is on, the button turns **green**.

- **Mute Jury Monitors:** Toggles the gallery plasma screen on and off.
- **Mute Witness Monitor:** Toggles the witness monitor on and off.
- **Blackout All Monitors:** Sends a black screen to all monitors when activated.

NOTE: Monitors are off by default and are turned off when you reset the system (see Page 5).

(16) Projector Controls: Opens up the **Projector Controls** screen (see Page 4).

Projector Controls:



- **Power On:** Turns on the projector.
- **Power Off:** Turns off the projector.
- **Computer 1:** Sends the projector image to the Computer 1 input.
- **S-Video:** Sends the projector image to the S-Video input.
- **Video:** Sends the projector image to the Video input.

Video:

Selecting the **Video Controls** button displays a screen for selecting the source for evidence presentations.

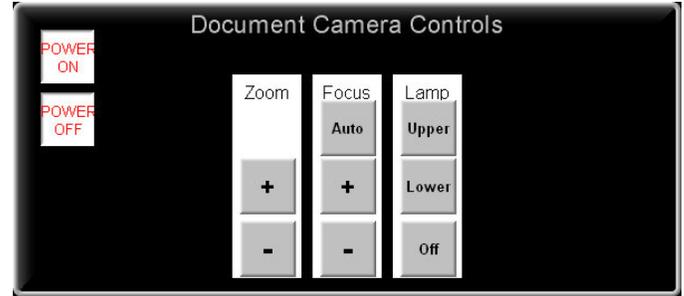


(16) Select Video Source: Selecting a device activates that source, and its video appears on the monitors in the courtroom. When a video source is activated, the button turns **green**. Options are:

- Computer
- Document Camera
- DVD/VCR
- None

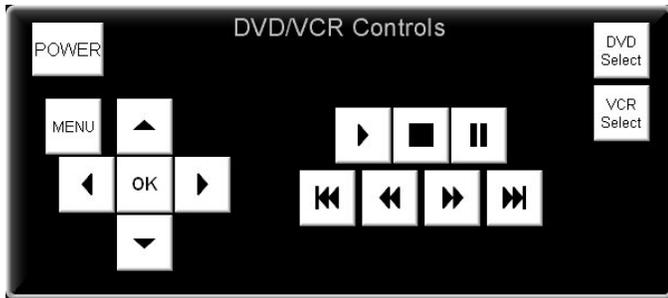
When you select **Document Camera** or **DVD/VCR** as the video source, the controls for the selected device display.

Document Camera:



- **Zoom +:** Moves in and enlarges the subject size within the image.
- **Zoom -:** Moves out and reduces the subject size within the image.
- **Auto Focus:** Automatically focuses the image.
- **Focus +:** Adjusts to focus better on objects nearer to the camera lens.
- **Focus -:** Adjusts to focus better on objects farther away from the camera.
- **Lamp Upper:** Turns on the upper lamps.
- **Lamp Lower:** Turns on the lower lamps.
- **Lamp Off:** Turns off all lamps.
- **Power On:** Powers on and off to the document camera.
- **Power Off:** Turns the document camera off.

DVD/VCR:



- **Power:** Turns the DVD/VCR combination player on and off.
- **DVD Select / VCR Select:** Determines which portion of the DVD/VCR combination unit is being activated. Select one of these buttons before using the controls.
- **Menu:** Displays the DVD/VCR on-screen menu for configuration and selections.
- **OK:** Confirms settings in on-screen menus. Use the arrow keys to navigate through the menus, then select **OK** to confirm a selection.

- Play:** Begins playback of the DVD or VHS cassette.
- Stop:** Stops playback of the DVD or VHS cassette.
- Pause:** Pauses playback until the button is pressed again.
- Skip Back:** Skips backward through the tracks or chapters on the DVD during playback, or rewinds the videocassette.
- Back:** Rewinds the DVD or VHS cassette toward the beginning.
- Forward:** Forwards the DVD or VHS cassette toward the end.
- Skip Forward:** Skips forward through the tracks or chapters on the DVD during playback, or rapidly advances the videocassette forward.

Audio Conference:

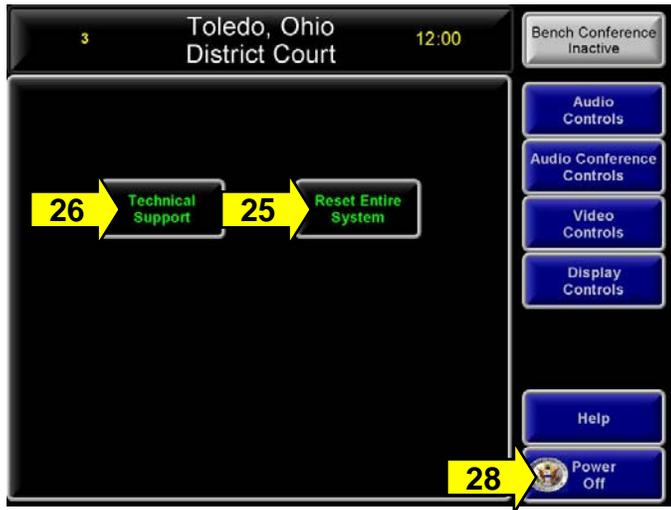
Selecting the **Audio Conference Controls** button displays the **Audio Conference** screen.



- (18) Connect:** Initiates the teleconferencing call. First dial the desired number using the number keys. The number displays in the text box above the keypad as it is entered. Then select the **Connect** button. The line status displays in the box above the button.
- (19) Disconnect:** Disconnects the teleconferencing line.
- (20) Privacy:** When activated, mutes outgoing audio, ensuring that remote teleconferencing users cannot hear courtroom audio. When active, the button turns **green**. To restore outgoing volume, press the **Privacy** button again.
- (21) Flash:** Temporarily places the current teleconferencing source on hold, and addresses another incoming call. This is useful when connecting more than one party to a teleconferencing call.
- (22) Delete:** Deletes the last number dialed from the display window above the keypad.
- (23) Pause:** Inserts a half-second pause into the dialing string. This feature is useful in situations such as dialing 9 for an outside line. You might dial "9 – Pause – Pause – 14807631002" for a 1 second connection time between getting the outside line and dialing the desired party's telephone number.
- (24) Incoming Volume:** Increases and decreases the incoming volume of the teleconference. Press the **Lower** arrow to decrease volume and the **Raise** arrow to increase volume.

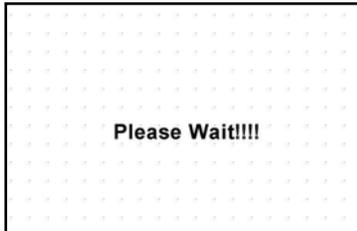
Help:

Selecting the **Help** button displays the **Help** screen.



(25) Reset Entire System:

Returns all system components to their normal operational settings (installation defaults). If the system is not working as expected, use this feature before calling technical support. A "Please Wait" screen displays as the system resets. The system then displays the **Start** screen.



(26) Technical Support: Displays a screen with technical support contact information.

Technical Support:



(28) Back: Returns to the **Help** screen.

(27) Power Off: The **Power Off** button returns to the **Start Page**.