



A Guide for Litigants Using

# Electronic Courtroom Technology in the Northern District of Ohio

## TABLE OF CONTENTS

### Introduction

#### Introduction

1. Laptop Configuration  
(Video and Audio in courtroom)
2. Using the Document  
Camera
3. Portable Document  
Camera
4. Video-Conferencing  
Requirements
5. Use of On-Screen  
Annotation (Telestration)
6. Use of Infrared  
Headphones for Hearing  
Assistance or Translation
7. Realtime
8. TIP (Telephone Interpreting  
Program)
9. JERS (Jury Evidence Review  
System)
10. Attorney Wireless  
Internet Access

Office of the Clerk of Court

# INTRODUCTION

Welcome to Electronic Presentation in the courtrooms of the United States District Court for the Northern District of Ohio. This guide is intended to assist you with utilizing the technology integrated into the courtrooms to its greatest advantage, but there is no substitute for hands-on experience with the actual electronics and control systems particular to that courtroom.

**It is strongly suggested that you contact chambers to arrange a convenient time to bring your laptop to the courthouse to test all connections and settings.**

In some courtrooms, you will have control over the system inputs and settings on the touch panel control screens. In others you will have access only to the inputs available in the podium itself. While the equipment and control panels vary from courtroom to courtroom, each audio/video equipped room provides the same basic functionality. Once you are familiar with operating the controls in one courtroom, transition to a different courtroom is very easy.

Twice each year, Electronic Courtroom Training classes are offered free to interested parties by the Clerk's Office. All facets of courtroom operations are covered with emphasis on hands-on training with your laptop and media to ensure you are prepared to operate the system to its greatest advantage. The court web page has the dates listed under the Courtroom Technology section.

Your ability to utilize the technology in an Electronic Courtroom is of the utmost

importance in mounting a convincing argument. The display of electronic exhibits on screen allows jurors to spend more time absorbing the context of your presentation. Experience in using the system and understanding how to incorporate it into your workflow results in enhancing the comprehension and retention of your information.



Since we are five times as likely to remember something we both see and hear, the audio/visual means of presentation implemented in the courtrooms increases both efficiency and juror comprehension. With Minimal training, attorneys can present photos, documents, objects, and electronic presentations to focus juror attention on critical details.

The streaming of the litigation process through the implementation of advanced communication technologies has enhanced the court's ability to meet the needs of the bar and the public, while preserving the dignity and fairness of the proceedings.

The touch panels serve as your control center over the well-concealed electronics in the courtroom. The systems allow counsel to switch from displaying exhibits, video recordings or multi-media presentations with the push of a button.

## Some of the advanced technology integrated into the courtrooms:

- A document camera which can be used to display exhibits such as documents or medium-sized three dimensional objects
- Connections to display multi-media presentations or images from a laptop allowing documents, images, etc. to be displayed on any monitor in the courtroom.
- On Screen Telestration to highlight and emphasize specific details for display throughout the courtroom.
- Realtime transcription from the court reported can be directed to monitors at the the Judge's bench and counsel tables, with prior arrangements with the court reporter.
- Technology-ready counsel tables provide quick-connect capability for data, voice, realtime transcription and video. Counsel can bring a laptop to plug into discreetly concealed ports to access the electronics in the courtroom.
- LCD video displays are located on each counsel table, on the Judge's bench, the courtroom deputy and the court reporter desk, and for jurors to make visual display efficient.
- Large LCD screens for gallery viewing
- Infrared listening assistance and translation is available to all participants.
- The courtrooms are augmented by video and audio conferencing systems. Video-conferencing cameras are mounted strategically around the courtroom: on the Judge and witness, as well as the presenter at the lectern. This equipment can be used for remote witness testimony, pretrial conferences or other court proceedings.
- Please visit our web page at <http://www.ohnd.uscourts.gov> frequently for training schedules, user guides, and contact telephone numbers for our electronic courtrooms in Akron, Cleveland, Toledo, and Youngstown. The court welcomes the bar to take advantage of these facilities and the available training. Counsel are encouraged to contact the courtroom deputies to arrange for the use of this equipment. The Northern District of Ohio continues to strive to provide litigants with the best resources available to assist in the efficient administration of justice.

## Laptops in the Courtroom

The most versatile presentation tool available to you is your laptop. Proper configuration for courtroom use is essential to efficiently display video presentations such as PowerPoint, Windows Media Player, and documents such as Adobe Acrobat PDF's.

Laptops with HDMI ports should have the Video Resolution set to **1920 x 1080**. It is also recommended to set the laptop to dual screens, these steps are explained further down in this article.

A single VGA connection is located at the Presentation Lecturn for laptops that do not have a built-in HDMI port. The following instructions will detail how to connect the VGA connection to courtroom monitors. The following instructions assume your laptop has a Windows Operating System, that your laptop has the appropriate VGA video output, and your user account has administrative rights.

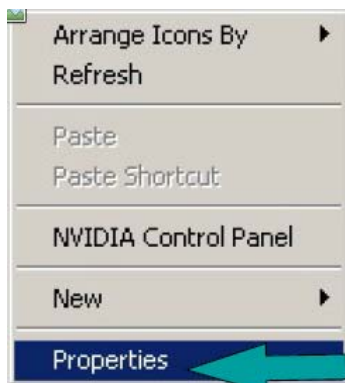
**Note: In Display Properties the second monitor will only show once the VGA or HDMI cable is plugged into the laptop.**

## Connecting with VGA Only: Windows 7

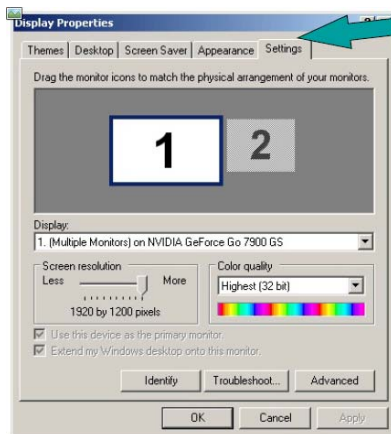


### VGA Port

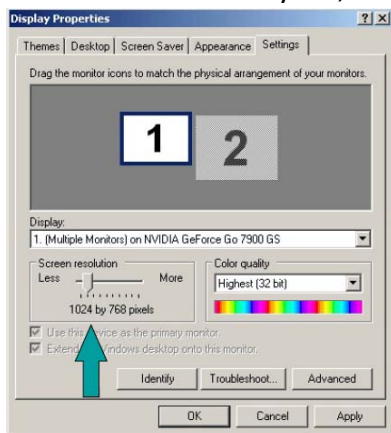
1. Anywhere on a blank portion of your desktop, right click and in the dialog box shown below select Properties



## 2. Click Settings



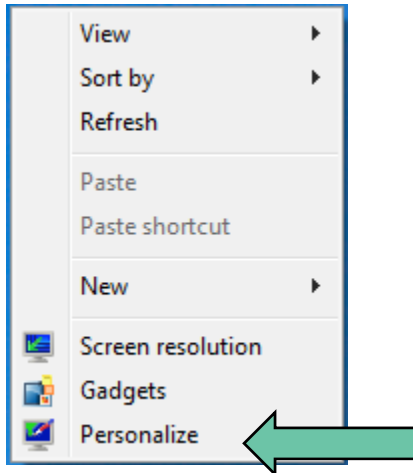
## 3. If it is not currently set, move the slider under screen resolution until it indicates **1024 x 768**.



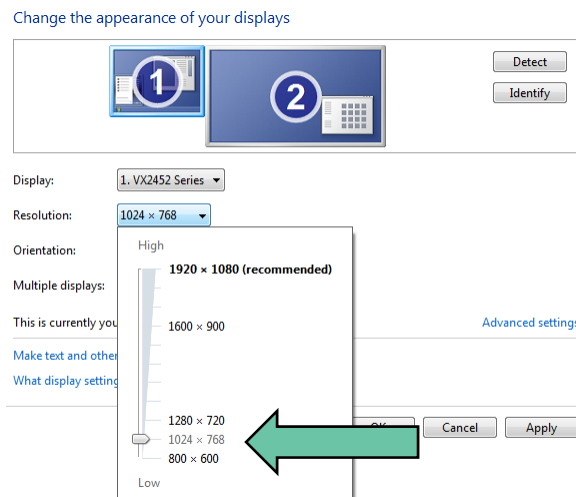
Then Click Apply.

# Connecting VGA only: Windows 10

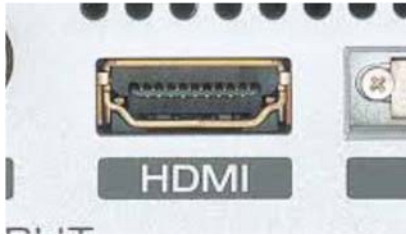
1. Anywhere on a blank portion of your desktop, right click and in the dialog box shown below select screen resolution.



2. If it is not currently set, click on the drop down for Resolution and move the slider until it indicates **1024 x 768**. Then click apply.



## Connecting with HDMI: Windows 7 and 10



### HDMI PORT

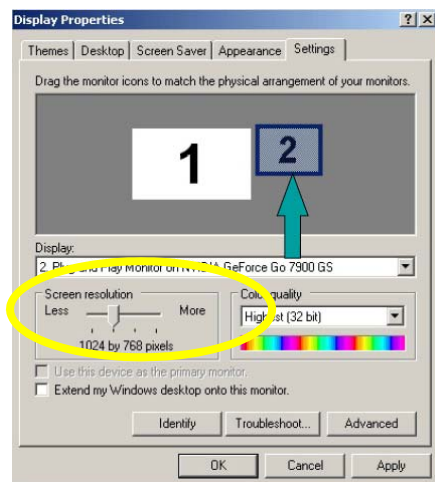
1. From the concealed ports located in the center of each counsel table or the HDMI cable at the lecturn remove the HDMI cable and plug it into the HDMI port on your laptop. Adjust the Screen Resolution to **1920 x 1080**.

## Configuring Laptop to use Dual Monitors:

This example is most desirable as it allows you to queue documents for display in the courtroom without distracting others with non-essential clutter such as navigating to your data via Windows Explorer or opening PowerPoint presentation to the correct slide. It is important to observe that when selected as an input to the presentation system everyone will watch what you are doing and this can serve to dilute the relevance of your information. Similarly, you may wish to select black as your desktop background rather than a family photo to better utilize the laptop as a professional presentation tool.

The following configuration will apply to both VGA and HDMI connections.

1. Click to highlight the display box representing monitor 2. If using **VGA ONLY** ensure it is set to **1024 x 768**. Place a check in the box labeled "Extend my Windows desktop onto this monitor". Click **OK** when done.



2. Next, navigate to and open a document you wish to use. To display your document in the courtroom, click the “restore down” button in the upper right corner of the application. It is found between the minimize and close buttons and is represented by two overlapping squares.



Now click and hold the navbar with your left mouse button and drag it to the right of the laptop screen - it will move from the laptop to the courtroom screens. Click the same button in the middle again. This time it is labeled as “maximize”. Your document is now displayed in the courtroom.



You can reconfigure the display using either of the examples shown above and may find that having double the desktop space is advantageous, even, for normal use. Navigating the web while working on a word processing document, or having two documents open simultaneously and copying/pasting between them can result in greater productivity!

**Note: If you are unable to drag and drop documents to the courtroom display open back up Display Properties and drag and drop the monitor icon to the other side of the second monitor icon. Click APPLY and test that you are now able to move documents to the courtroom displays.**

**Note: If your laptop has a DVI port for video output, you must bring your own adaptor to connect to either VGA or HDMI**



**DVI Port**



## Audio in the Courtroom

Audio can also be played in the courtroom from your laptop. Any file that contains audio that is playable on your computer can be heard in the courtroom by plugging the supplied HDMI cable at the counsel tables. For laptops with VGA connections one headphone audio cable is supplied at the lecturn. The headphone jack is typically labeled with a headphone symbol. Verify you are using the correct port by connecting a pair of headphones or external speakers.

There are two variables that will affect the volume level in the courtroom: your laptop's volume setting and the auxiliary volume setting in the courtroom electronics control panel. If the audio from your laptop sounds distorted, it is most likely being caused by having your volume output level set too high. If the volume is too low, it is likely being caused by either too low a setting on the laptop or too low a setting in the system or both.

1. Plug the audio cable at the lecturn or HDMI cable at counsel tables .
2. Set a comfortable audio level on the laptop for your material. Do this by clicking the speaker icon as shown below in the lower right hand corner of your system tray and setting the level about midway to start.



3. Begin playback of your media and decide if the volume is suitable. Adjust accordingly. It may at this point be necessary to adjust the volume level on the laptop to fine tune the audio quality in the courtroom. Also confirm that the audio level in Windows Media Player or other program that will be used play back video or sound is turned up and not muted.
4. If unable to play sound through the courtroom speakers when connected via HDMI test the laptop sound at the lecturn. The lecturn has 1 VGA, 1 headphone connection for sound and 1 HDMI connection. If the laptop is equipped with a VGA connection test the video and sound using the VGA and headphone jack. If the laptop does not have a VGA connection use the HDMI video connection and the headphone cable from the VGA connection, test if the sound plays through the headphone cable.
5. Prior to the trial confirm that all drivers and software are current and updated.

## Some Considerations About Courtroom Audio & Video:

- The Audio in the courtroom is monaural signal which means 2 channel (stereo) audio is heard as monaural audio in both sides headsets.
- You should disable system sounds such as key clicks as they will be reproduced along with your program material and can be distracting. Prior to the proceeding, plug a set of external speakers or headphones into the headphone output to test.
- Some laptops have applications which monitor what devices are plugged into output ports (such as headphones or microphones) and configuring this software in advance will reduce mis-configurations.
- Most wireless interface devices like mice and screen pointers use radio signals to transmit their signal to the receiver in or at the laptop. The pre-amplification circuits used in the courtroom microphones are sensitive to these signals and may pick up these radio emissions and reproduce them in the courtroom speakers. Always use a corded device to minimize courtroom distractions.
- Your laptop contains evidence crucial to your proceeding. A backup laptop or disk loaded with your documents is a wise precaution in the event of a failure.
- Make sure your laptop is always configured with the latest updates and patches prior to it's use in the courtroom. This will not only allow it to operate at maximum efficiency, it will also prevent unexpected messages about the latest update needing to be downloaded or installed during a presentation. If connected to the internet via attorney wireless, you may wish to temporarily disable system updates.
- Also, although your laptop may be capable of recording audio and video, please remember that such recordings of any type are **PROHIBITED BY LAW** in the courthouse.

### ***Remember:***

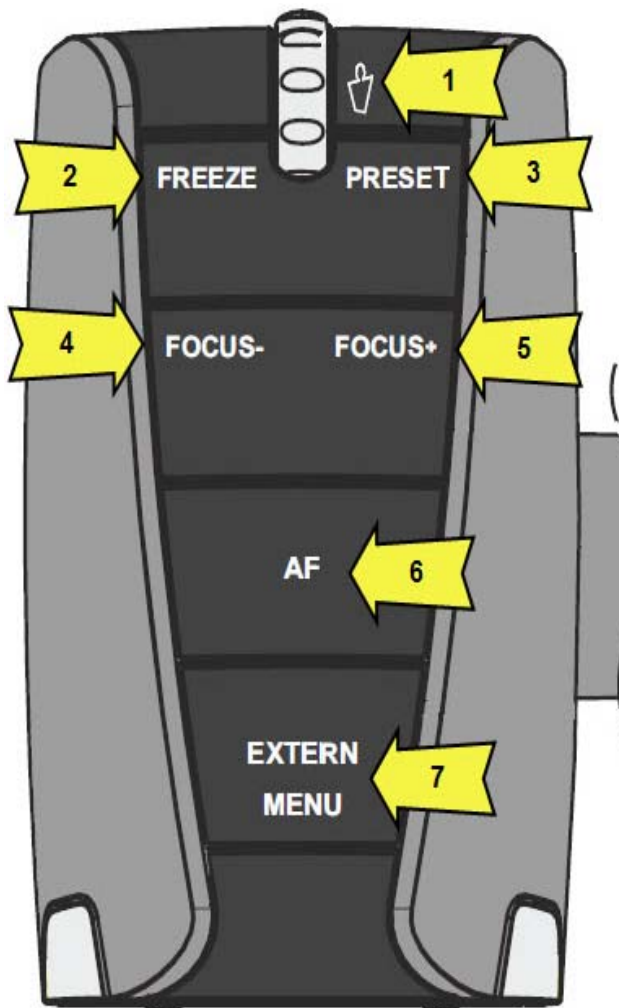
- To ensure that your exhibits are displayed correctly in the courtroom, contact the chambers to schedule an opportunity to test your laptop and familiarize yourself with all the technology available within each courtroom.

## Use of the Document Camera

Each Courtroom is equipped with a document camera for courtroom display of documents, x-rays or other small three dimensional objects. These objects can be illuminated from upper lamps or from below (such as with x-rays) to enhance detail. While there may be different models from courtroom to courtroom, their basic functionality and operation is identical. We will now explore some of the most common controls to familizrize you with using these devices

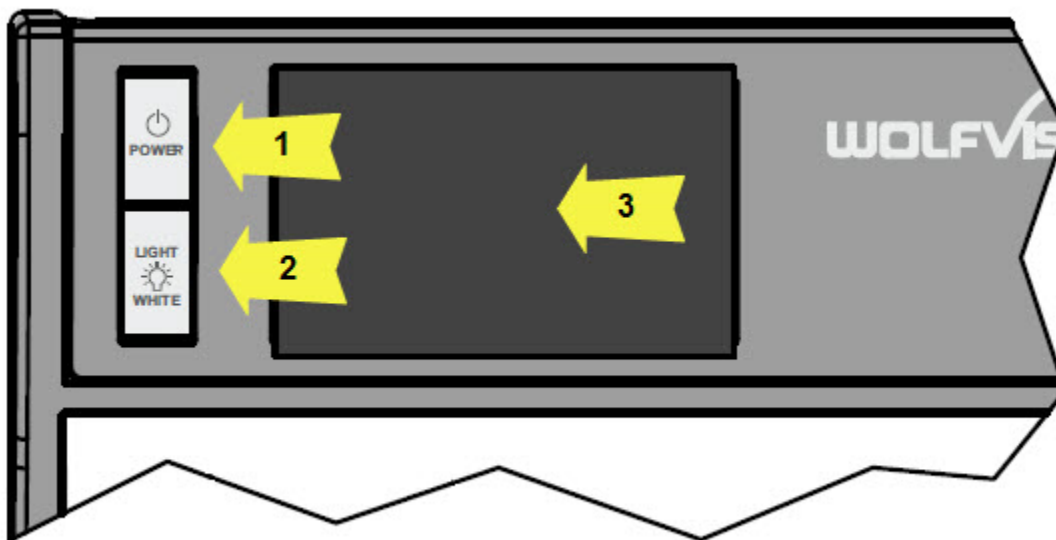


## Document Camera Head



- 1. Zoom Wheel: Turn the wheel down to zoom in and up to zoom out. The more you turn the Zoom Wheel, the faster the zooming works.
- 2. Freeze: Freezes the current image. The Freeze light indicates if the freeze mode is activated. Press again to unfreeze the image. This allows seamless transitions between presentation items. Freeze does not affect the preview screen in the upper left side of the image bed.
- 3. Preset: For storing the preset, press the PRESET key for more than 2 seconds. For recalling the preset, press the PRESET key quickly.
- 4/5. Manual Focus: When the Manual Focus is pressed the Visualizer switches off the autofocus function.
- 6. Auto Focus (AF): Switches the auto focus on and off. The AF light indicates if the AF is switched on or off. Default should be on
- 7. Extern/Menu Key: Switches between Visualizer image and External Input.

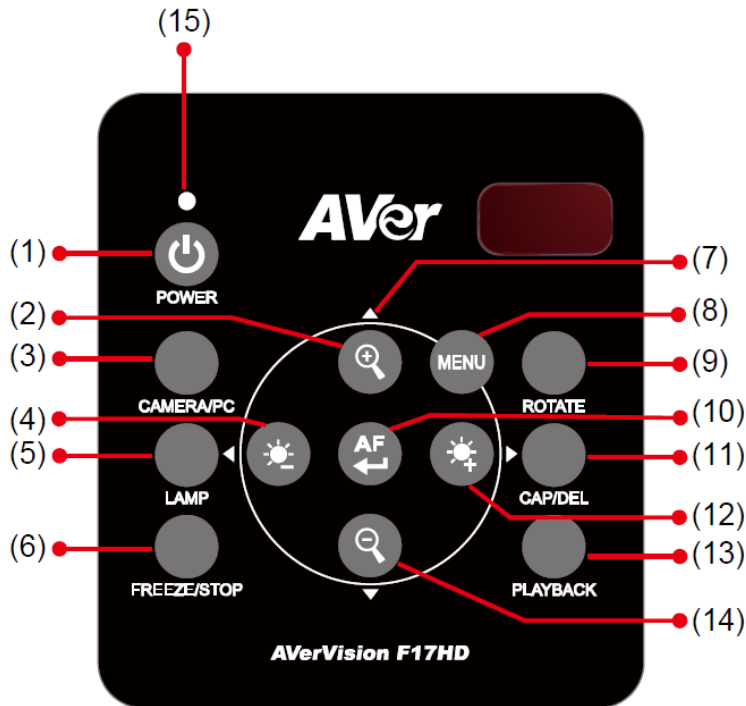
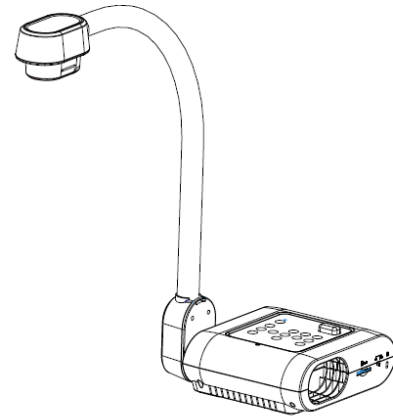
## Document Camera Base



- 1. Power: Powers on and off device
- 2. Light White: Turns on and off the lamp light on the Annotator.
- 3. Preview screen located in the upper left hand corner of the annotator. This will allow the user to preview what will be displayed to the courtroom if the Freeze option is used while displaying evidence.

# Portable Document Camera

The Portable Document Camera can be used in the same manner as the Document Camera at the Lectern. The Portable Document Camera can display an image 14.9" X 19.9" or an A4 and A3 size portrait paper. The camera head can be rotated to view objects that are odd shaped or too large to fit on a table.



1. POWER: Turns unit on/Standby Mode
2. INCREASE MAGNIFICATION: Increases magnification of the object being displayed.
3. CAMERA/PC: This feature is not used
4. REDUCE BRIGHTNESS: Decreases the brightness of the display
5. LAMP: Turns the lamp on/off
6. FREEZE/STOP: Freezes image displayed
7. DIRECTION ARROWS: Allows to navigate through the MENU once selected.
8. MENU: Open and exit from the OSD Menu
9. ROTATE: Rotates image 90° for each time selected.
10. AUTO FOCUS: Turns Auto Focus on/off
11. CAP/DEL: This feature is not used.
12. INCREASE BRIGHTNESS: Increase brightness of the display
13. PLAYBACK: This feature is not used.
14. DECREASE MAGNIFICATION: Decreases magnification of the object being displayed.
15. POWER LED Indicator: RED Standby, GREEN RGB/HDMI output, ORANGE TV Output

# Videoconferencing

## About:

Videoconferencing is a convenient means of allowing a remote witness, defendant or expert witness to participate in a proceeding from a remote location. There are two technical methods of establishing a videoconference. One is called I.P. address, or Internet Protocol, and the other is ISDN or Integrated Services Digital Network. The Court can make use of either call format.

I.P. and ISDN system can be easily differentiated from each other by the type of number used to establish a video call. I.P. system use a number such as: 162.127.49.12., which looks much like a computer address. ISDN system use a number which looks like a regular telephone number such as 216-555-1212.

## Procedure:

When a Judge in a particular case deems that a remote video appearance is acceptable, you must first coordinate with the courtroom deputy to tentatively arrange a time for the call, provide the ISDN or IP number for the facility that the Court will contact as well as the name or voice telephone number of a technical contact. The courtroom deputy will then provide this information to the Court's Automation Department to ensure that the desired time slot is available (bandwidth is limited and simultaneous calls can lead to degraded performance). At that point, a Court I.T. representative will contact the technical counterpart at the remote facility and arrange for a test call well in advance of the scheduled date between the two locations to ensure compatibility.

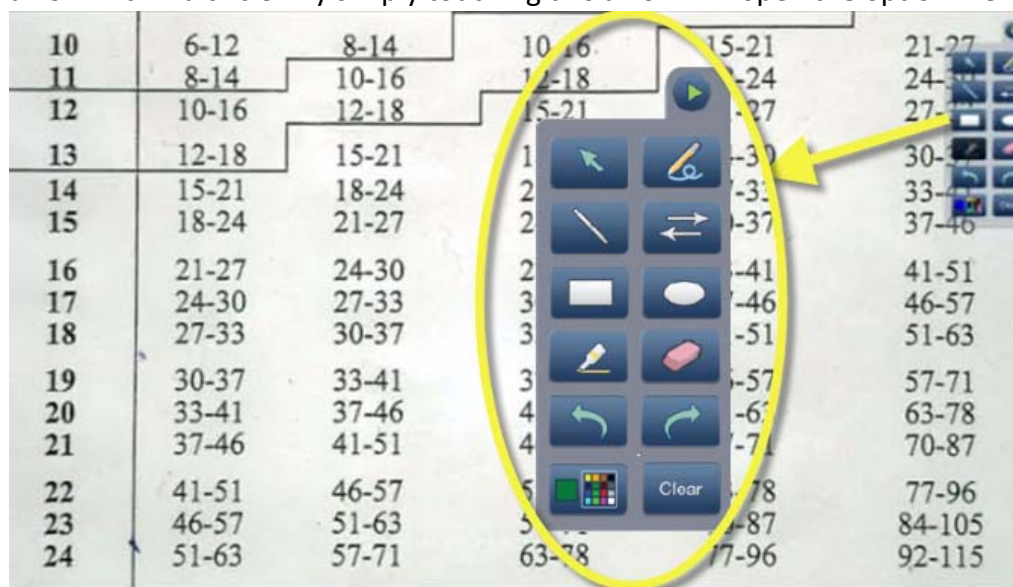
The Court makes use of a national bridging system to connect with one or more remote locations. The remote location must make use of a dedicated video conferencing endpoint. Other video services, such as Skype, are not supported.
















## Courtroom Annotator

All of the video courtrooms in the Northern District of Ohio are outfitted for telestration, or the ability to draw on the screen to draw attention to or highlight a particular section of an exhibit. This functionality is achieved by the use of the annotators located on the devices generally located at the lecturn, witness stand and at the bench for the judge.

This will allow for the direct on screen annotation that will be seen throughout the courtroom. This involves drawing with one's finger directly on the screen of LCD panels located at the witness stand or lecturn. This annotation is an overlay to evidence being presented and can be done using any source video input to the system. The upper right corner of the LCD has a small arrow within a circle. By simply touching this arrow will open the option menu.



- |   |   |   |   |
|---|---|---|---|
|  | <b>Touch Arrow:</b> Icon to display or hide the menu                |  | <b>Highlighter:</b> Freehand translucent marking to highlight areas on the screen |
|  | <b>Pointer:</b> Direct Attention without marking on the screen      |  | <b>Eraser:</b> Rub out on screen annotations                                      |
|  | <b>Freehand:</b> Draw Freely on the screen                          |  | <b>Undo:</b> Remove the last annotation   |
|  | <b>Line:</b> Draw a line between two points                         |  | <b>Redo:</b> Recreate the undone annotation                                       |
|  | <b>Arrow:</b> Draw an arrow between two points                      |  | <b>Color:</b> Select color of annotation  |
|  | <b>Rectangle:</b> Draw a rectangle on the screen between two points |  | <b>Clear:</b> Removes all on-screen annotations                                   |
|  | <b>Ellipse:</b> Draw an Ellipse on the screen between two points    |   |   |

Annotation ICONS and Discription of each.



# Infrared Headphones

The courtrooms are outfitted with a limited number of infrared headphones that receive audio signals in the courtroom to assist the hearing impaired or for use with language translation.



Shown below is the proper method of using the headphones to ensure that sound is heard correctly.

Turn headphones on and check the setting of the channel switch.



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

- With the switch set to position “∞”, a stereo signal is received. Channel 1 is heard in the right ear and channel 2 is heard in the left ear.
- 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.
- 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.

When used for language translation, set the switch so only the translated language can be heard.

Place in ears and allow device to rest about the neck. Adjust volume to a comfortable level. Note that these devices are “line of sight” receivers and the opaque red plastic portion of the headphone is the receiver window which must be oriented toward the emitter which is generally located at the front of the courtroom. A typical emitter is shown by the green arrow below.



Proper use of headphone



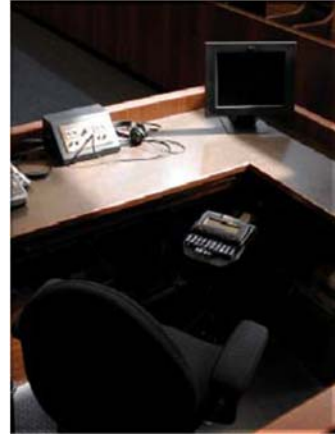
## **NOTE:**

If worn backwards or the user faces the rear of the courtroom, the signal will be degraded and static will be heard.



# Real Time Court Reporting

In September of 1994, the Judicial Conference endorsed the use of Realtime reporting technologies by official court reporters and in June of 1996, the Judicial Conference established a new category of, Realtime unedited transcript. The *Guide to Judiciary Policies and Procedures* defines Realtime as the instantaneous translation and display of live proceedings utilizing computer-aided transcription. The Realtime rough draft or any portion thereof is not the official transcript and may not be filed for any reason. The *Guide* clearly indicates that the unedited draft is not intended to be used in subsequent proceedings for impeachment or for any other purpose, including further distribution. A certified transcript may be subsequently purchased from the court reporter at a fee established by the Judicial Conference. Please see the [Non-Appeal Transcript Order Form](#) for ordering and fee information. The Judges of this Court receive Realtime transcript from court reporters. This service may also be provided to the attorneys/parties upon negotiation with the reporter. In order to be provided with this service, the following steps are necessary:



1. Attorneys must provide their own laptop equipped with a USB port and viewer annotation (receive) software, such as Case View. Connections are made at counsel tables via USB connectors.
2. Parties should coordinate and pretest their equipment with the reporter in advance of trial date.
3. When Realtime services are requested by a party to the case, a certified Realtime reporter may charge and collect a per page fee from any party wishing to order Realtime unedited transcript. A certified transcript must also be purchased from the court reported at a fee established by the Judicial Conference.
4. Any attorney ordering the Realtime rough draft transcript must sign the Realtime Unedited Disclaimer form, which is available from the reporter.
5. An attorney wishing to receive the Realtime rough draft should provide to the reporter in advance, a list of names and terms unique to the case, so that the Realtime rough draft can be as readable as possible.

To arrange for Realtime transcript or for inquiries regarding Case View software and connections, you may [e-mail](#) or call 216-357-7035, or visit the [court reporter](#) directory.

# Telephone Interpreting Program (TIP)



The **TIP** program is a remote interpreting system developed by the Administrative Office of the United States Courts, now available to all 94 judicial districts in the United States. The hearing that you are about to participate in will be serviced by a remote interpreter. Once the defendant has been brought to the courtroom, the courtroom deputy clerk will call the provider court. And the interpreter will call the courtroom to establish contact both with the courtroom and with the defendant.

**Speaking with the defendant through the interpreter:** The courtroom deputy clerk will provide an extension hand- or headset to the defendant's line. You can use the extension to communicate with the defendant; the interpreter will interpret for you and your client in the consecutive mode on the same telephone line. You will hear both the interpreter and the client at all times. The interpreter will translate for you and your client, and you will hear both at all times.

**Courtroom Sound:** The TIP interpreter is off-site and does not have any visual input from the courtroom. It is extremely important that you speak into the microphone at all times while court is in session. The interpreter cannot interpret what he/she cannot hear, and may have to interrupt the proceedings unless court and counsel speak into the microphones.

**Out-of Court Interpreting:** TIP interpreters are available for interviews with U.S. Probation officers for preparation of the pre-sentence report. You may be able to participate by setting up a 3-way call. TIP interpreters are also available to interpret the pre-sentence report to your client.

Ask the courtroom deputy for provider contact numbers to schedule an interpreter.

# Jury Evidence Review System (JERS)



JERS is a means of providing evidence admitted during a proceeding to the jury during deliberations. Jurors review evidence in the deliberation room on a computer displayed on a large screen display. Any file type listed below can be reviewed at will by the jurors without having to re-enter the courtroom to clarify important details. When directed by the judge to use this system, counsel from both parties submit their files to the Court for entry into the system in advance of the proceeding. Prior to juror deliberations, the Court and counsel review the list to ensure only admitted documents or redacted portions thereof are released to the jury. A short video is played for jurors instructing them on use prior to commencement of deliberations. The results are substantial savings in time to juries, counsel, the Court, and increased juror comprehension.

## How to Submit Electronic Exhibit Files:

Electronic evidence files should be provided on a USB drive, or preferable on a DVD or CD.

Requirements for Exhibit File Types:

All electronic evidence should be provided using the following formats:

- Documents and Photographs: .pdf, .jpg, .bmp, .tif, .gif
- Video and Audio Recordings: .avi, .wmv, .mpg, .mp3, .mp4, .wma, .wav, 3gpp

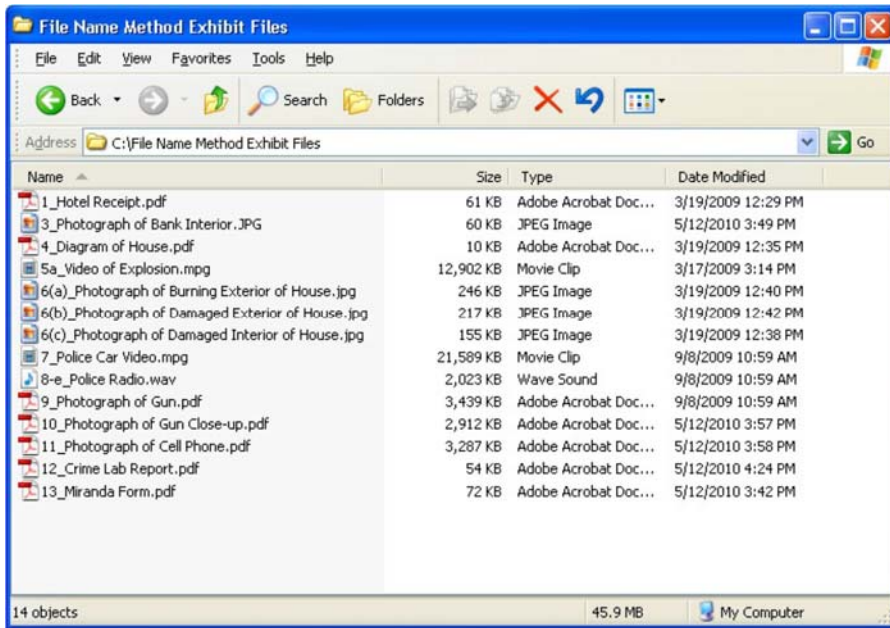
Individual files should not exceed 500MB. If possible, exhibits approaching or exceeding this size limit should be separated into multiple files. Note, PDF documents can often be reduced significantly in size by using tools such as Adobe's "reduce File Size" feature. Images can be significantly reduced in file size by lowering its resolution or dimensions, usually with minimal affect to viewing quality. PDF files may contain one or multiple pages and need not be split.

## Exhibit Formatting Instructions:

Exhibit files can be formatted in a manner that permits them to be batch imported into the JERS system. The two methods used are described below. One of these two methods must be used.

### A. File Naming Method (typically used by the Bar)

- All files are provided on a single storage device such as a CD, DVD, or USB drive.
- Using any software or method, exhibit files are renamed using a naming convention similar to: (exhibit number)-(exhibit part)\_(exhibit description).(file extension)
- The use of the "underscore" character is required when an optional description of the exhibit is included and cannot be used elsewhere in the exhibit name.
- Example listing of valid exhibit file names:



## Valid Exhibit File Names

### B. Indexed file Method (typically used by AUSA's)

- All files are provided on a single storage device such as a CD, DVD, or USB drive.
- Along with the exhibit files, a text delimited index file name Exhibits.txt is also required.
- The Exhibits.txt file must contain the following “pipe” delimited layout:
- Exhibit Number (optional Sub-Part) | Exhibit Description | Exhibit File Name

This is an example of the Indexed File Method:

EXHIBIT|DESCRIPTION|FILENAME

1|Hotel Receipt|Ex. 1 Hotel Receipt.pdf

2|Photograph of Bank Exterior|Ex. 2 Photo of Robbery.pdf

3|Photograph of Bank Interior|Ex. 3 Photograph of Bank Interior.jpg

4|Diagram of House|Ex-4-Diagram-of-House.pdf

6a|Photograph of Burning Exterior of House|Ex. 6(a) Photograph of Buring Exterior of House.jpg

6b|Photograph of Damaged Exterior of House|Ex. 6 (b) Photograph of Damaged Exterior of House.jpg

6c|Photograph of Damaged Interior of House|Ex. 6(c) Photograph of Damged Interior of House.jpg

8|Police Radio|Ex\_8\_Police\_Radio.wav

9|Photograph of Gun|Ex. 9 Photograph of Gun.pdf

10|Photograph of Gun Close-up|Ex. 10 Photograph of Gun Close-up.pdf

11(a)|Photograph of Cell Phone|Ex. 11 Photograph of Cell Phone.pdf

12|Crime Lab Report|Ex\_12\_Crime\_Lab\_Report.pdf

13|Miranda Form|Ex. 13 Miranda Form.pdf

# Connecting to OHND Attorney Wireless Network

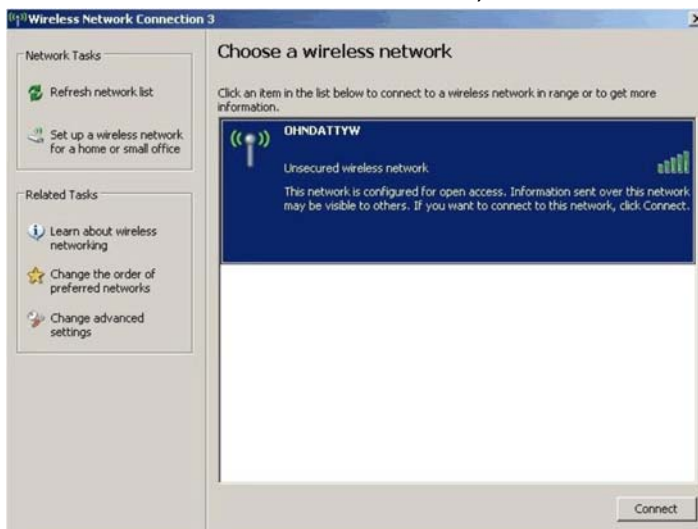
Wireless Internet access from the courtroom is a convenient means of staying connected or perhaps displaying the contents of a webpage to the courtroom during a proceeding. The following instructions assume you are using a Windows operating system and are familiar with Internet Explorer (or another browser) and have a working Wi-Fi adaptor in your laptop. Attorney wireless is available in the courtroom, attorney lounge and other convenient locations in the courthouse.

Please use the following steps to connect:

1. Right-click the network connection icon in the notification area on the taskbar, and then click “View Available Wireless Networks”.



2. Under “Choose a wireless network”, click OHNDATTYW and then connect.



3. After you have successfully connected to the wireless network, a notification window will pop up notifying you of your new wireless connection.



4. Next, open Internet Explorer or the browser you prefer to use:



#### OHND Public Wireless Network - Disclaimer

This Service provides access to the Internet on an as is basis with all risks inherent in such access. The providers of the Service make no warranty that the Service or that any information, software, or other material accessible on the Service is free of viruses, worms, trojan horses or other harmful components. By connecting, the user acknowledges and accepts the risks associated with public access to the Internet and public use of an unsecured wireless network.

The Service is provided on an as available basis without warranties of any kind, either express or implied, that the Service will be uninterrupted or error-free, including but not limited to vagaries of weather, disruption of service, acts of God. No advice or information given by the providers, affiliates, or contractors of the service or their respective employees shall create such a warranty.

It is the patron's responsibility to ensure that their equipment is functioning and properly configured. The courts will provide written instructions on how to connect to this network. However courts staff cannot provide any technical help with configuring user equipment.

Because this is a shared resource, the speed of your connection may vary depending on, but not limited to, factors such as your distance from the access point, the number of users currently connected, the status of your own equipment, etc. To ensure the best availability and performance, any connection inactive for 10 minutes will be automatically logged out.

Please click the **I Accept** button below if you agree to the terms of service provided above and want to access the Northern District of Ohio Public Wireless Network.

5. Once your browser is opened the OHND Attorney wireless disclaimer page will be displayed.

6. Click "I Accept" to continue. You can now surf the web or connect to your office VPN.





## OHND Attorney Wireless Troubleshooting Tips

If you are having problems connecting to the wireless network, please check the following:

1. Is your wireless adapter turned on? Many cards can be turned off to conserve battery power. Use the software that came with your network card to verify the card is turned on.
2. Do you have the right type of wireless adapter? The OHND Attorney wireless network uses 802.11b/g standards. While 802.11b is slower than 802.11g (11 Mbps versus 54 Mbps), both work with the OHND system. Other wireless standards (e.g 802.11a) will not work.
3. Are you using the latest drivers for the wireless card? Please check your wireless card manufacturer's website to see if there is updated software for your wireless card.
4. Are you using a firewall? Verify that it is not blocking wireless access. Disable all firewalls (Symantec Client Security, Windows Firewall, Zone Alarm, etc.).
5. Do you have Pop-Up blocking enabled? Disable pop-up blockers within Internet Explorer.
6. Is your battery charged? Weak batteries can make the wireless connection unreliable. If you suspect low power, configure and connect while your laptop is plugged into a power outlet.
7. Are you receiving a solid signal? The wireless adaptor icon typically reflects signal strength by the number of illuminated bars.
8. As indicated in the disclaimer, the Service provides access to the Internet on an as is basis with all risks inherent in such access. The Providers of the Service make no warranty that the Service or that any information, software, or other material accessible on the Service is free of viruses, worms, Trojan horses or other harmful components. By connecting, the user acknowledges and accepts the risk associated with public access to the Internet and public use of an unsecure wireless network.

The Service is provided on an as available basis without warranties of any kind, either express or implied, that the Service will be uninterrupted or error-free, including but not limited to vagaries of weather, disruption of service, acts of God. No advice or information given by the providers, affiliates, or contractors of the service or their respective employees shall create such a warranty.

It is the patron's responsibility to ensure that their equipment is functioning and properly configured. The courts will provide written instructions on how to connect to this network. However, court staff cannot provide any technical help with configuring user equipment.

Because this is a shared resource, the speed of your connection may vary depending on, but not limited to, factors such as your distance from the access point, the number of users currently connected, the status of your own equipment, etc. To ensure the best availability and performance, any connection inactive for 10 minutes will be automatically logged out.