



Superior Court of California County of Sonoma

Civil and Family Law Courthouse Audio Visual User Guide for Attorneys and Litigants

Revised 05/08/09



Introduction

The purpose of this guide is to provide attorneys and litigants with information about the courtroom audio visual system used in the Sonoma Civil and Family Law Courthouse.

In general, the audio visual capability of all six courtrooms in the Civil and Family Law Courthouse (3055 Cleveland Avenue, Santa Rosa) is identical, with one exception. Civil Law Courtrooms 18 and 19 each have two handheld wireless microphones. In all other respects the AV system operation is the same for all six courtrooms in the facility.



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Courtroom/Jury Room Audio Visual Capability

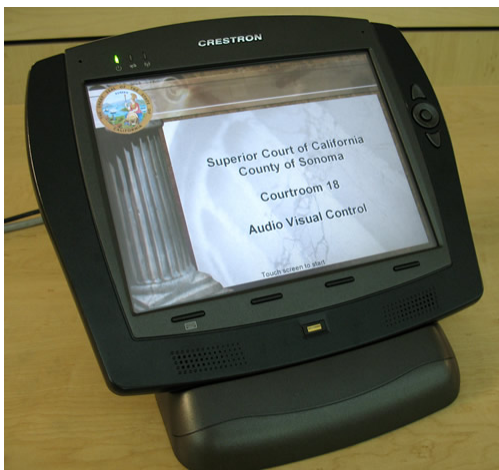
Each courtroom has the following basic AV capability:

1. AV Touch Panel and pushbutton control. Main AV control for the courtroom is managed by courtroom staff using a Crestron touch panel controller. AV control includes:
 - a. Overall courtroom microphone activation and muting
 - b. Courtroom teleconference capability
 - c. Activation, muting, and volume control of Video and Audio inputs to the courtroom AV system.
2. Desktop microphones at Judge, Witness, Counsel Tables with Press-to-Mute button on microphone base
3. Two wireless microphones in each of the Civil Law Courtrooms (18 & 19)
4. Courtroom Teleconferencing (using room microphones and speakers)
5. Crestron Flip Top Media Centers on each counsel table for presentation and general AV inputs
 - a. Input connections: VGA (Laptop), Stereo Audio, S Video, Composite Video and AC Power
 - b. Backup pushbutton AV controls are also located on the Flip Top Media Centers
6. Ceiling mounted video projector and 8'x8' Projection Screen (Manual Pull-Down)
7. Infrared assistive listening headsets (any headset will work in any courtroom or jury room)

Jury Room – The Jury Room (located between Courtrooms 18 and 19 on the 1st Floor) is equipped with assistive listening capability only.

AV Controllers

Primary AV Control – Crestron Touch Panel Controller



A Crestron TPMC-8T Touch Panel Controller is used by courtroom staff (Judge, Clerk, or Bailiff) for overall courtroom AV control (microphones, speaker volume, teleconference, AV input activation, etc). When a device or signal is connected to a counsel table media center, the courtroom staff will activate and control audio and visual from this controller. Although there also activation and control buttons on the counsel table media centers, these are primarily for backup and optional use. Unless otherwise requested, please let courtroom staff activate and control AV from the touch panel controller once a device or signal has been connected.



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Crestron Flip Top Media Center – Control Buttons (Counsel Tables)

The Crestron QM-FTMC Flip Top Media Center on each counsel table are the primary AV input connection location for attorneys and litigants. Each Flip Top Media Center also acts as a backup or optional controller for the courtroom. When not in use, the Flip Top Media Center lid folds flush to the table top. Push the lid to open. AV control buttons are located on the underside of the lid (see photo). AV connections are located down in the “well” of the open Flip Top Media Center.



It is recommended that Attorneys and litigants, once connections have been made, allow courtroom staff to control AV presentation and audio using the Touch Panel Controller. If you are new to the courthouse and the use of the AV system, only use the Flip Top Media control buttons as requested or directed by courtroom staff.

AV Inputs

There are a number of audio video inputs and input locations in each courtroom, including:

- Microphones – Judge, Witness, Counsel Tables (and two wireless microphones in Courtroom 18 and 19)
- Courtroom Teleconference Input – From phone line
- Crestron Flip Top Media Centers – At each counsel table
- Crestron Wall Mount Media Center – Judge’s bench



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Microphones

Each Shure MX418D has a green light (on the base) that shows when the microphone is active. Also, on the base of the microphone, there is a privacy mute button. Press and hold this button to mute the microphone. The green light will go out when the microphone is muted. To be heard over courtroom speakers and over teleconference, please adjust the distance to the microphone (approx. 6 to 12 inches) to accommodate your voice. Different voices will require different distance requirement to be heard clearly over speakers and by other parties on teleconference.



Shure MX418C/C Desktop Microphone

ATW-T341 Wireless microphones are available in Courtroom 18 and 19 (2 per courtroom). Please check with courtroom clerk for any requests to use these microphones. They are battery powered and have a combination Power/Mute button at one end of the microphone barrel.



Audio Technica ATW-T341 Wireless Handheld Microphones



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To power on the wireless microphone, press and hold the Power/Mute button in the end of the barrel for a couple of seconds until the red light comes on and you see indication in the display window. To turn the microphone off, press and hold the Power/Mute button for a couple of seconds until the light goes off and the display indication disappears. To Mute the microphone, quickly depress and immediately release the Power/Mute button. Reverse this to un-mute. When the mic is muted a small "MUTE" shows in the display window. The display window information includes the wireless operating frequency, a battery level indicator, and MUTE indicator.

Counsel Tables – Crestron Flip Top Media Center – AV Inputs

The Crestron QM-FTMC Flip Top Media Center at each of the counsel tables has the following connections available:

- AC Power
- 3.5mm Stereo Audio Jack
- 15 pin Computer VGA input jack
- S-Video
- Composite Video
- An RJ45/Network Jack (for Court use only)



Crestron Flip Top Media Controller – AV Control Buttons (Left) – AV Connections (Right)

Generally, video cable sets for S Video and Composite Video come with both a video connector and two audio connectors (audio is usually color coded white and red for stereo audio left and right). When connecting video for playing a video device or document camera, etc. all three connectors are typically plugged in. It is also true that these connections can be used for video only or audio only. Options include:

Video Only: There are three ways to get video connected to the system and displayed on the projection screen:



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1. Use laptop computer DVD with laptop connected to the computer VGA jack
2. Connect to S-Video jack
3. Connect to Composite Video jack (yellow)

Audio Only: There are three ways to connect audio to the system for distribution over courtroom speakers:

1. Connect computer, mp3 player, or other audio device to the 3.5 mm jack to the left of the computer VGA jack. If playing a DVD on the computer you will need both the computer VGA and computer audio connected to the media center.
2. Audio can be connected along with the computer VGA connection when it is desired to have both audio and video from the computer (i.e. playing a DVD from a laptop computer). Audio can also be connected by itself (i.e. from a portable CD player, mp3 player, etc.)

Connecting Laptop/Laptop Audio

To connect and present using a laptop (VGA and Audio):

1. Although many laptops come with an S-Video connector, we are recommending the use of VGA connection for courtroom laptop use. Connect a VGA cable, one end to the laptop (VGA male) and one end (VGA male) to the media center labeled "COMPUTER" (see illustration)
2. To connect audio, connect a 3.5mm stereo audio connector to the computer and one end to the media center jack labeled "AUDIO".
3. Turn on the laptop (if it is not already on).
4. Make sure the display resolution on the laptop is 1024x768 (this is the best resolution for the courtroom video projector). For most Windows based computers, go to the Display settings in the control panel to make this adjustment.
5. Bring up the presentation material you wish to display (i.e. PowerPoint presentation, etc.)
6. Place the laptop in Monitor mode. This may also be called "remote monitor mode", "mirror mode", etc., depending on the laptop. This activates the VGA connection on the laptop to send the display to another monitor. The activation is different for different brands of laptops and may even vary a bit among models within brands. Usually, it involves pressing and holding the "Fn" key and pressing a function key with a monitor symbol on it or "LCD/CRT" or "LCD/VGA", etc. Here are some examples of settings that might work for different brands:
 - a. Toshiba – Fn, F5
 - b. Dell – Fn, F3 or Fn, F8
 - c. HP/Compaq – Fn, F3
 - d. Sony – Fn, F7 or Fn, F8
 - e. Acer – Fn, F8



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7. Once the laptop is in the monitor or “mirror” mode, the courtroom staff will see the AV system “sense” it on the touch panel display. They will then activate the input, sending the video signal to the projector and screen and the audio to the courtroom speakers.
8. Control of audio signals will be a combination of the output control on the laptop and the touch panel controller used by courtroom staff.



VGA Connector (Laptop)



Examples: 3.5 mm Stereo Audio Jacks

Connecting Video Equipment or Document/Evidence Projector

1. Make sure the device (DVD player, Document Camera/Projector, etc.) is connected to the counsel table media center with S Video or Composite Video cable
2. When the video device is turned on, the touch panel controller will “sense” the input and courtroom staff can activate it for display. Video signal will go to the projection screen and any audio signals will be heard over the courtroom speakers.
3. Control of audio signals will be a combination of the output control of the connected device and the touch panel AV controller used by courtroom staff.



S Video Cable



Composite Video Cable



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Connecting 'Audio Only' Device

1. Connect the device (CD player, laptop audio, mp3 player, etc.) using a 3.5mm stereo audio plug into the "AUDIO" jack on the counsel table media center. Note: It is also possible to use the red and white RCA connectors on the S Video and Video connections as well (see illustrations above).
2. Please inform the courtroom staff which audio connections are being used on the counsel table media center and they will activate the audio, which will be heard over the courtroom speakers.
3. Control of audio signals will be a combination of the output control of the connected device and the touch panel AV controller used by courtroom staff.

Important Note: Bring Cables and Adapters

Attorneys and litigants are responsible for bringing or making arrangements for presentation devices and are also responsible for bringing the cables and adaptors necessary to connect to the courtroom AV system. Courtroom AV capability and all input connections are detailed in this manual so that parties presenting in the courtrooms will know in advance what connectors and cables will work. Spare cables, adaptors, etc. are not available in any of the courtrooms. Please bring what you will need.

AV Outputs

There are 4 main audio visual outputs in each Courtroom

Courtroom Audio – Ceiling speakers

Courtroom Teleconference Audio – Over phone line – through ceiling speakers

Video – Video projector and projection screen

Assistive Listening Headsets – These carry the same audio signals as the ceiling speakers

Ceiling Mounted Video Projector

Note: No video adjustments are required for the projector. For best laptop presentation set laptop display resolution to 1024x768.



Sharp PG-D4010X Video Projector



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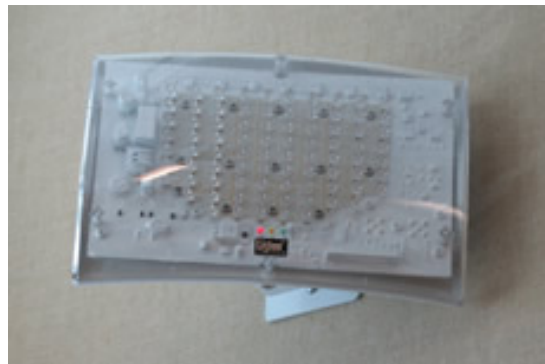
Assistive Listening Headsets

Please request assistive listening headsets from the bailiff. To turn the unit on, press and release the power button. To shut the unit off, press and hold the power button. The unit will automatically shut itself off after 30 minutes if no audio signal is present.

All units are locked to Channel 1 and any or all of the headsets can be used in any courtroom or the Jury deliberation room. Infrared signals are confined to the courtroom where the emitters are and are stopped by the courtroom walls and doors. There will be no audio “bleed” from one courtroom to the next or from the Jury Room to any courtroom. The headset only picks up and amplifies the signals from the courtroom or jury room that the headset is in. The infrared emitters are up high in the corner walls at the Judges end of the Civil Law courtrooms and high on the wall directly behind the Judge in the Family Law courtrooms. The signal is always better when the person using the headset is facing the center of the room or facing the infrared emitters.



Listen LR-42 Infrared Assistive Listening Headset



Infrared Assistive Listening Headset Emitter