

Fourth Floor Courtroom's Attorney's Media Station

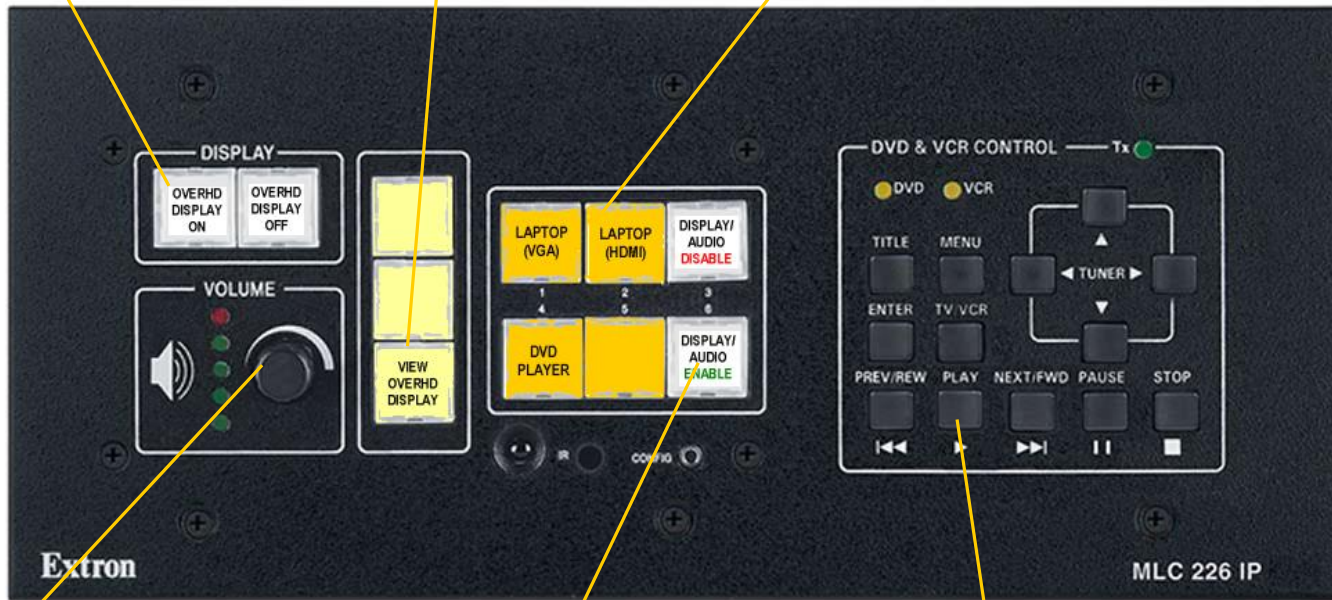
How do I make it work? Everything is controlled by the either the *Attorney's or Judge's Control Panel* of the Media Station.

1) Turn **OVERHD DISPLAY ON** the *Display* (Turns on the Overhead Display).

2) Ensure the **VIEW OVERHD DISPLAY** button is selected

3) Select the device you intend to use (Laptop-VGA, Laptop-HDMI or DVD).

4) Insert "your" media into the appropriate media player. (Laptop, DVD / CDROM disc, etc.)



Need to connect your own equipment?

For a Laptop with VGA/Audio cable:
For video: Connect the Blue VGA (15-pin) computer connector to the back of your laptop.
For audio: connect the black 1/8" mini-jack to the Headphone port from your laptop, then select **Laptop-VGA** button from the *Attorney's or Judge's Control Panel*.

For a Laptop with HDMI cable:
For video and audio: Connect the Black HDMI into your device. Then select the **Laptop-HDMI** button from the *Attorney's or Judge's Control Panel*.

NOTE: If you do not see the image on the overhead display, open *Graphic Control Panel* of **your** device to switch to "Dual" or "Duplicate" mode.
For Windows PCs: **Windows** key + **P**.
For Macs: Use "Mirror displays"

5) Turn the knob to control the Volume.

NOTE: The Court Sound System must be turned ON and Mute OFF for the audio to work.

6) Ensure the **DISPLAY/AUDIO ENABLED** button is selected. Select **DISPLAY/AUDIO DISABLED** to blackout & mute the screen.

7) If you are showing a DVD or CD ROM use the **DVD & VCR Controls**. Use the **DVD Controls** to locate the beginning of your evidence. To review or rewind the media, select **Prev/Rew** (⏮). When ready to play, select **Play** (▶) to view. To fast forward the media, select **Next/Fwd** (⏭). To pause the media, select the **Pause** (⏸) button. To stop the media, select **Stop** (■).

NOTES & OTHER OPTIONS

- ⊕ If you need to blackout the overhead display, select **Display/Audio Disable** (When selected the button will turn Red). **NOTE: This will stop both the audio and video signal from being displayed or heard.** To resume, select **Display/Audio Enable** (The button should light Green).
- ⊕ All of the controls for the DVD player can be accessed through the *Attorney's Control Panel*. There is no reason to adjust or attempt make changes to the DVD player except to **EJECT** your media from the player.
- ⊕ If you have multiple types of media like a DVD disc and something on your laptop, you can preview and queue up the evidence to the place you want to start it from, then select **Pause** (⏸), now select the next device(s), queue them up to the starting spot, place them on **Pause** (⏸), then when are ready to show your media, select the device, then select **Play** (▶). (**NOTE: The DVD player may stop the media if set on Pause over 10 minutes.**)
- ⊕ If your media player has a unique cable or adapter to connect your device to the HDMI or VGA connectors, please unplug the cables provided by the court and use your own.

If you experience any problems or have additional questions, please call the JIS Helpdesk at ext. 3900.

Fourth Floor Courtroom's Judge's Media Stations

How do I make it work? Everything is controlled by the either the *Attorney's* or *Judge's Control Panel* of the Media Station.

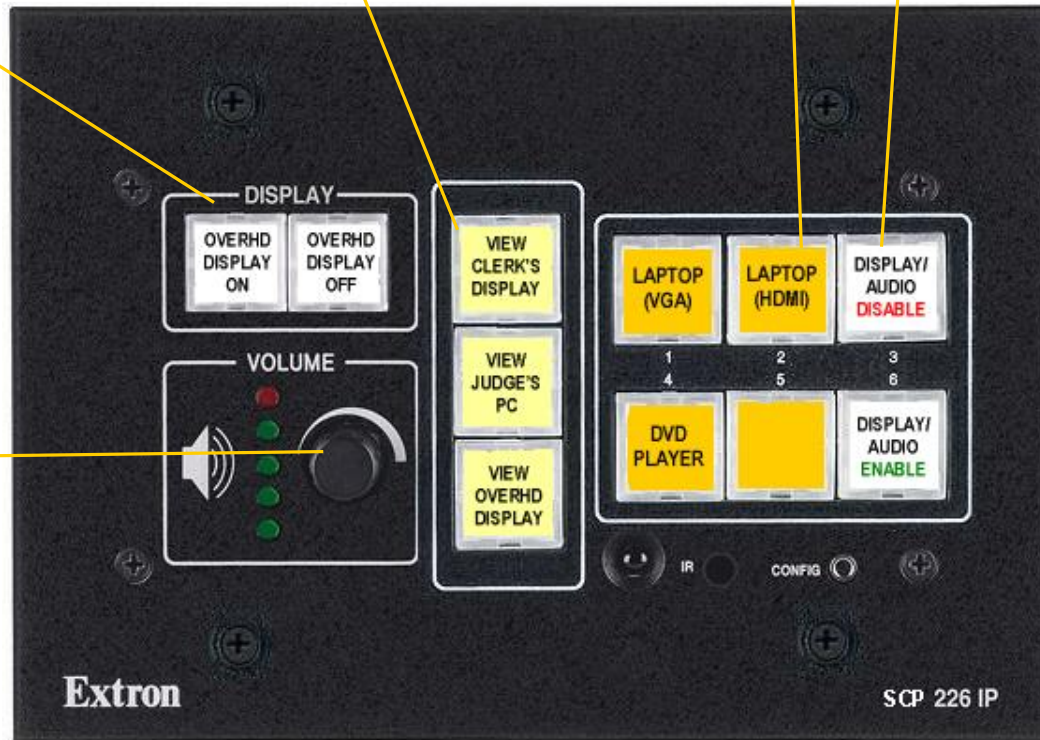
1) Select the button for what you want to view on the bench monitor only: a) **Clerk's PC**, b) **Judge's PC**, c) **Overhead Display**.
NOTE: This does not display to the Overhead

2) Select the device you intend to view on the overhead display (**Laptop-VGA, Laptop-HDMI or DVD Player**).

3) Ensure the **Display Unmute** button is lit **Green** to view. If you need to blackout the overhead display, select **Display Mute** (When selected the button will turn **Red**). To resume, select **Display Unmute**

6) Turns the **Overhead Display On** and **OFF** if the attorney has not already.

5) Turn the knob to control the Volume.
(NOTE: The Court Sound System must be turned on and Mute Off for the Media Station to work.)



Need to connect your own equipment?

For a Laptop with VGA/Audio cable:

For video: Connect the Blue VGA (15-pin) computer connector to the back of your laptop.
For audio: connect the black 1/8" mini-jack to the Headphone port from your laptop, then select **Laptop-VGA** button from the *Attorney's or Judge's Control Panel*.

For a Laptop with HDMI cable:

For video and audio: Connect the Black HDMI into your device. Then select the **Laptop-HDMI** button from the *Attorney's or Judge's Control Panel*.

NOTE: If you do not see the image on the overhead display, open *Graphic Control Panel* of your device to switch to "Dual" or "Duplicate" mode.
For Windows PCs: **Windows** key + **P**.
For Macs: "Mirror displays"

4) Have counsel insert "their" media into the appropriate media player. (DVD / CDROM disc, Laptop, etc.). The DVD controls are in Attorney's Control Panel only.

NOTES & OTHER OPTIONS

- ⊕ If you need to blackout the overhead display, select **Display/Audio Disable** (When selected the button will turn **Red**). NOTE: This will stop both the audio and video signal from being displayed or heard. To resume, select **Display/Audio Enable** (The button should light **Green**).
- ⊕ All of the controls for the DVD player can be accessed through the *Attorney's Control Panel*. There is no reason to adjust or attempt make changes to the DVD player except to **EJECT** your media from the player.
- ⊕ If you have multiple types of media like a DVD disc and something on your laptop, you can preview and queue up the evidence to the place you want to start it from, then select **Pause** (**II**), now select the next device(s), queue them up to the starting spot, place them on **Pause** (**II**), then when are ready to show your media, select the device, then select **Play** (**▶**). (NOTE: The DVD player may stop the media if set on **Pause** over 10 minutes.)
- ⊕ If your media player has a unique cable or adapter to connect your device to the HDMI or VGA connectors, please unplug the cables provided by the court and use your own.

If you experience any problems or have additional questions, please call the JIS Helpdesk at ext. 3900.