



Hosted, Moderated and Presented by



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68th Civil District Court

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Introduction to the George Allen Courthouse Audio / Video Upgrade



The Standard
Layout

Operating the
System

Contact
Information and
Links

December 5, 2014

Help Us Say Thank You to the Dallas County Commissioners

COURT ORDER 2014-0829



George Allen Courthouse Audio / Video Upgrade

On a motion made by Commissioner Dr. Theresa M. Daniel, District 1, and seconded by Commissioner Dr. Elba Garcia, District 4, the following order was passed and adopted by the Commissioners Court of Dallas County, State of Texas:

BRIEFING DATE: 6/10/2014
FUNDING SOURCE: 120.9950.9120

Be it resolved and ordered that the Dallas County Commissioners Court does hereby authorize the upgrade and replacement of the AV equipment in the George Allen Courthouse based on the attached proposal using General Fund Emergency Reserves.

Done in open court June 17, 2014, by the following vote:

IN FAVOR: Honorable Clay Lewis Jenkins, County Judge
Commissioner Dr. Theresa M. Daniel, District 1
Commissioner Mike Cantrell, District 2
Commissioner John Wiley Price, District 3
Commissioner Dr. Elba Garcia, District 4
OPPOSED: None
ABSTAINED: None
ABSENT: None

Recommended by: Ryan Brown
Originating Department: Budget



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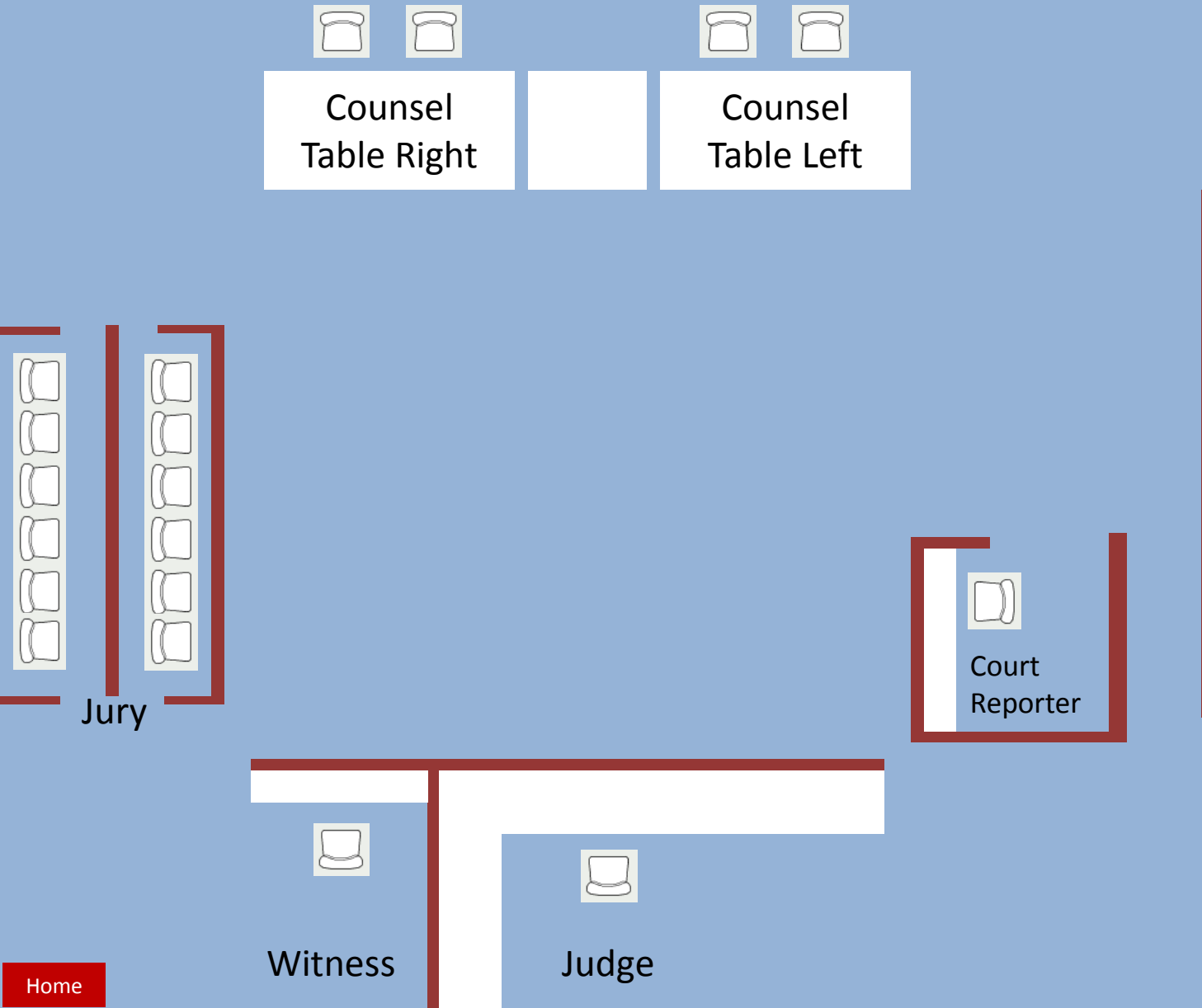


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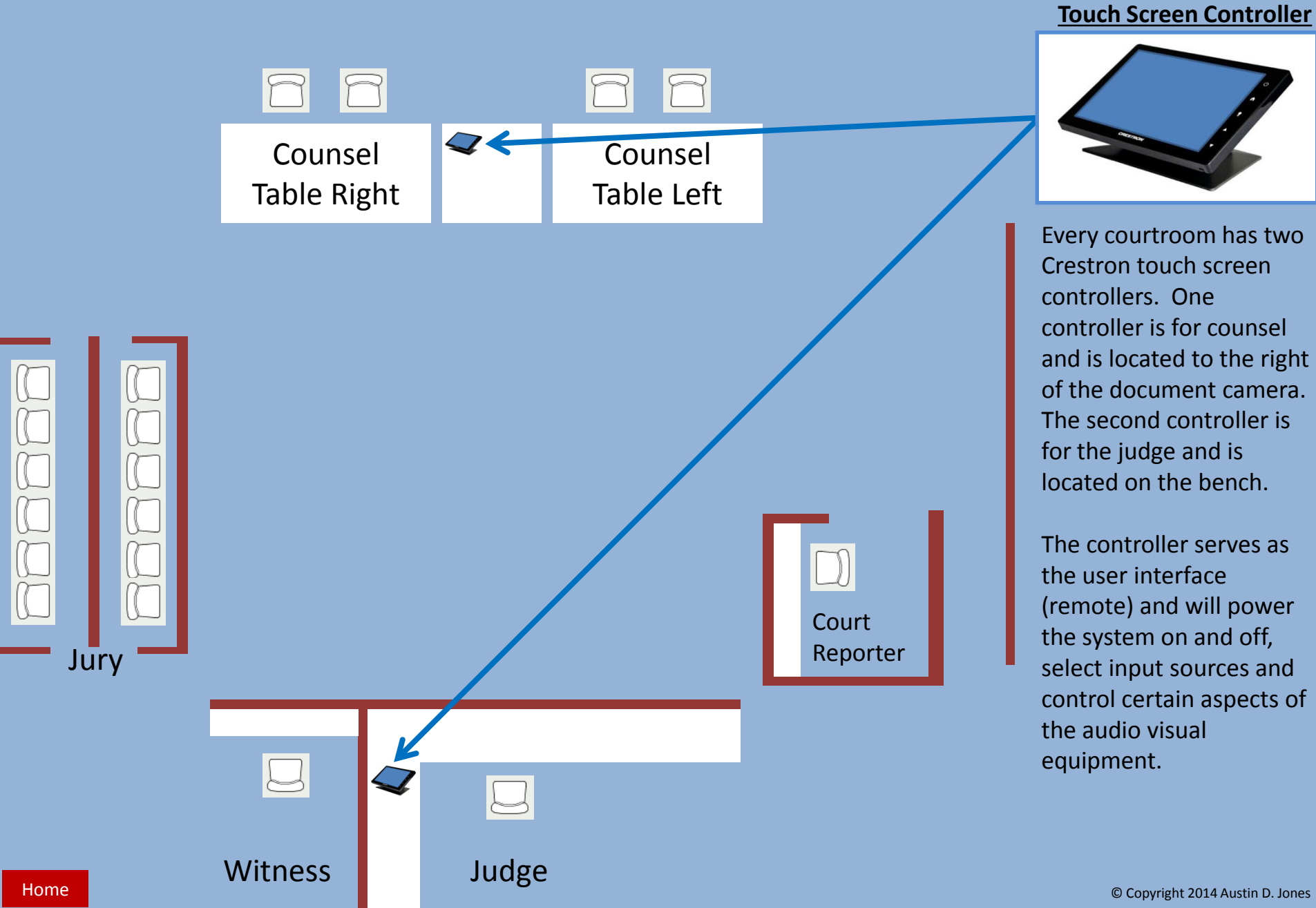
The Standard Layout



Courtroom Equipment

1. [Touch Screen Controller](#)
2. [Input Cables & Adapters](#)
3. [Projector](#)
4. [Screen](#)
5. [Document Camera](#)
6. [DVD Player](#)
7. [Annotation Monitors](#)
8. [Microphones](#)

The Standard Layout



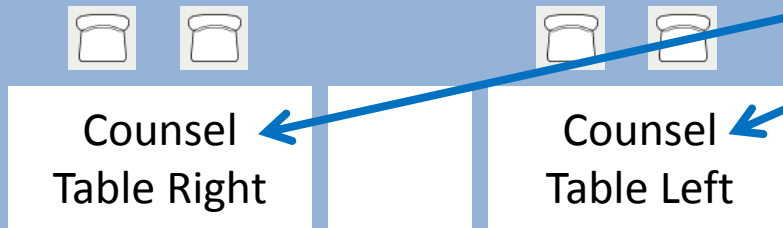
Touch Screen Controller



Every courtroom has two Crestron touch screen controllers. One controller is for counsel and is located to the right of the document camera. The second controller is for the judge and is located on the bench.

The controller serves as the user interface (remote) and will power the system on and off, select input sources and control certain aspects of the audio visual equipment.

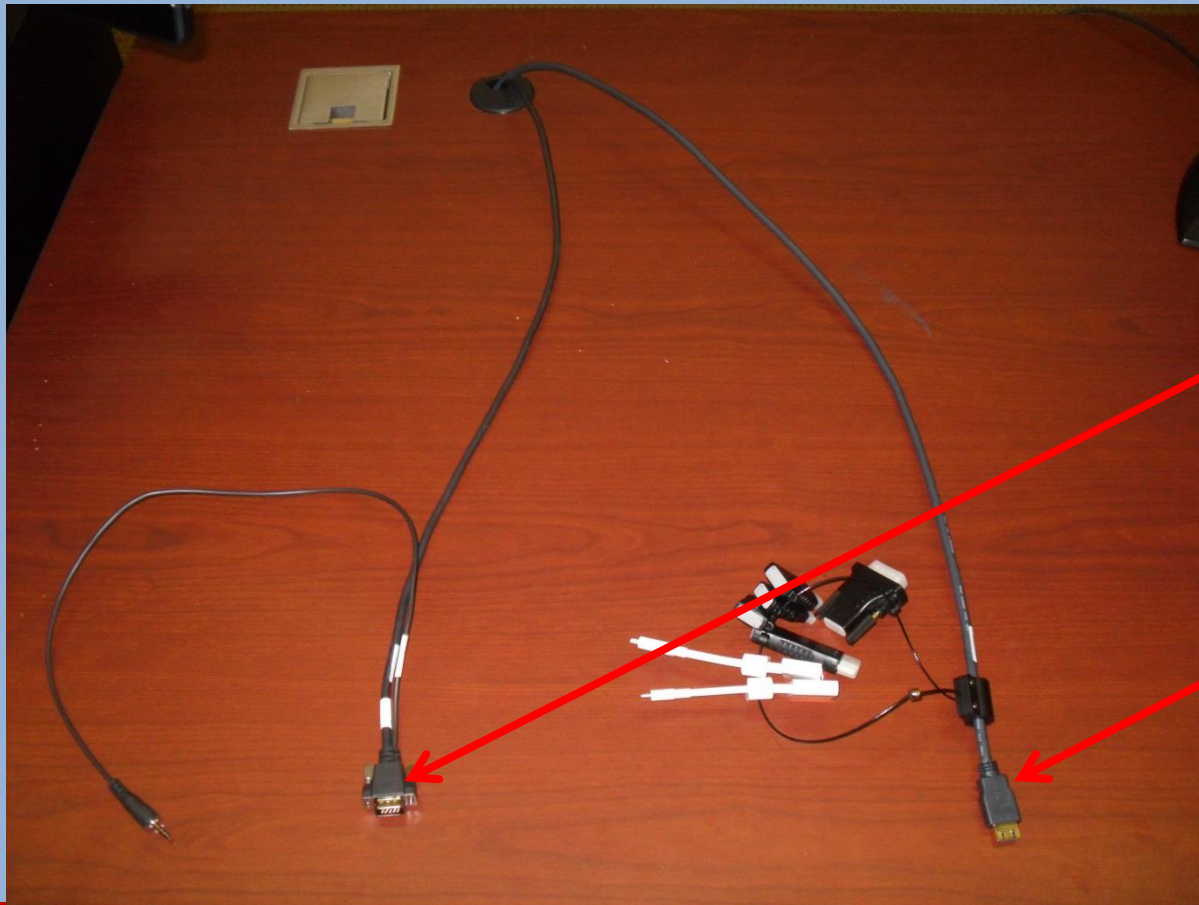
The Standard Layout



Input Cables & Adapters

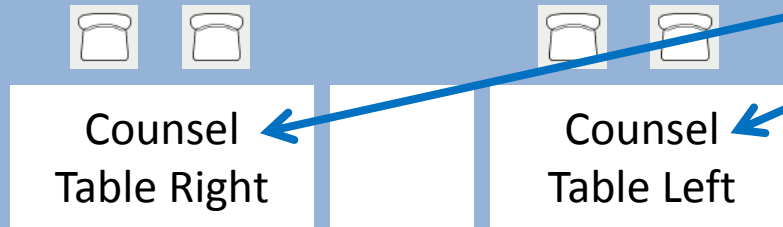
Both counsel tables have two cables that can be used to provide an input signal to the court's system.

The cables provided by the court are VGA (with audio plug) and HDMI (with adapter ring).



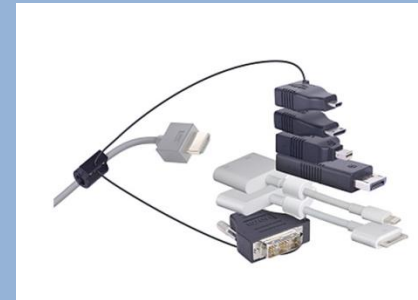
The adapters on the fixed ring can be used along with the HDMI cable to connect to additional devices.








The Standard Layout



Input Cables & Adapters

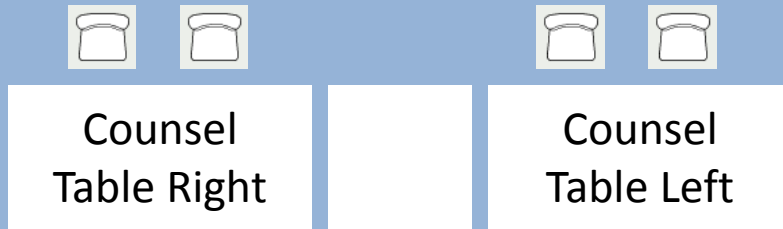
Both counsel tables have an adapter ring connected to the HDMI cable. The adapters on the ring can be used to convert a standard HDMI plug into a different plug format.



	Plug Name	Common Application
	Display Port Plug	Laptops/ Computers Dell, Lenovo, HP, Toshiba
	Mini Display Port Plug	Laptops/ Computers Apple, Asus, Dell, Lenovo, HP, Toshiba
	Mini HDMI Plug	Digital Cameras, Camcorders, Table Computers
	Micro HDMI Plug	Tablet Computers
	DVI-D Plug	Laptops / Computers
	Apple Lightning Plug	iPhone 5 (and newer), iPad (4 th Generation and newer), iPad Mini (1 st Generation and newer)
	Apple 30 Pin Plug	iPhone 4s (and older) iPad (3 rd Generation and Older)

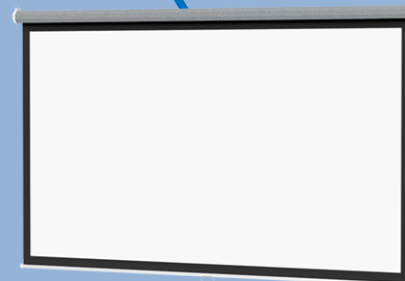
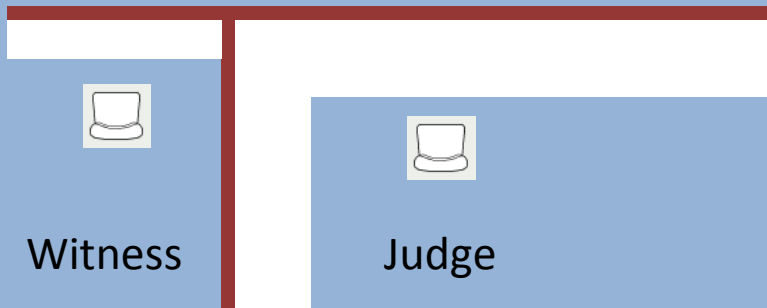
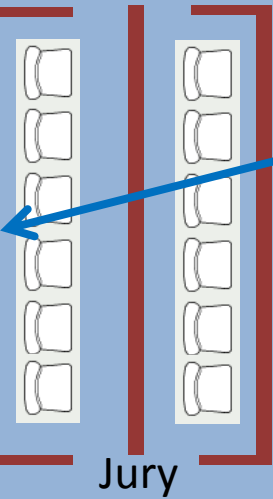
The chart to the left shows the adapters that will be provided by the court.

The Standard Layout

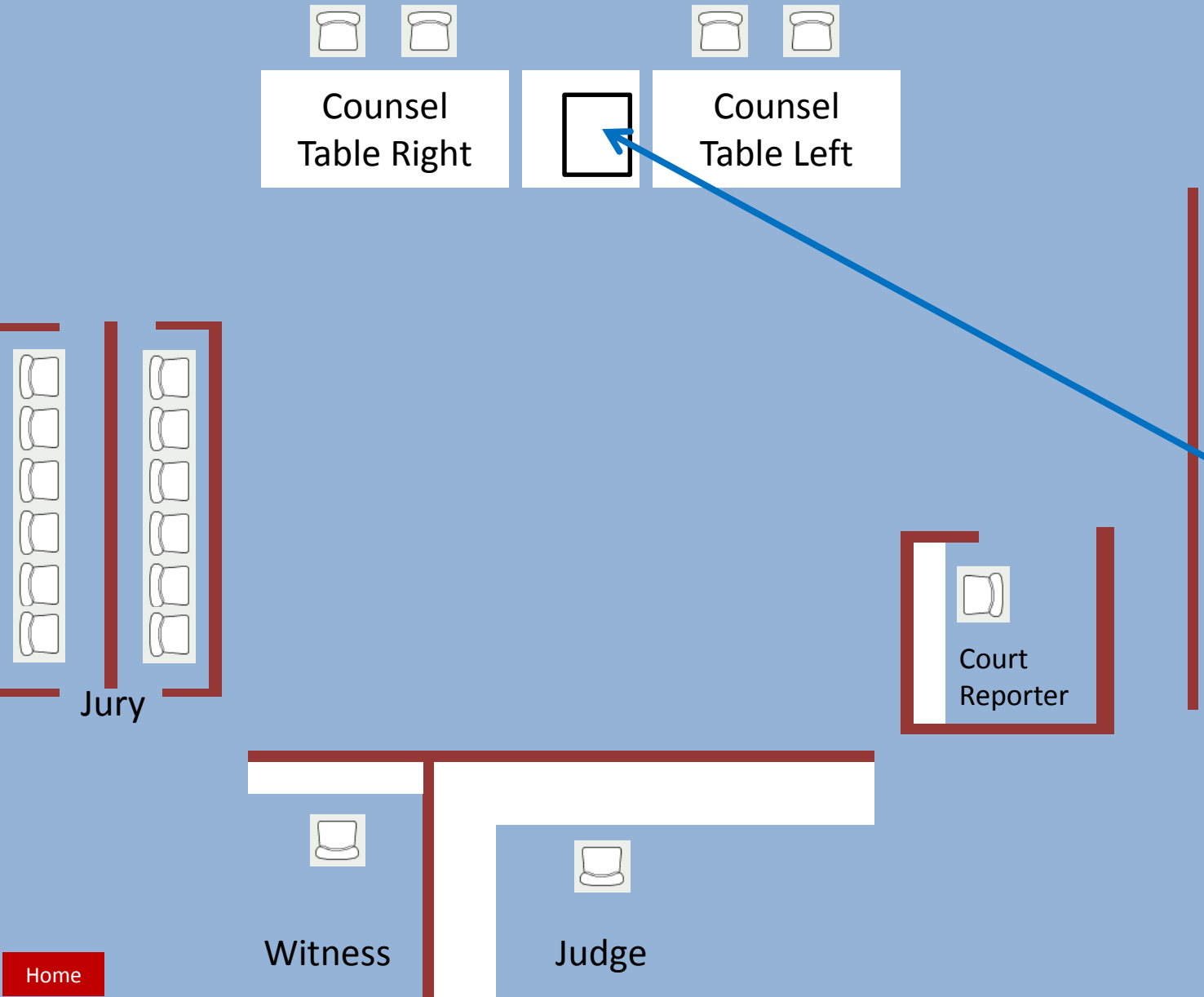


Projector and Screen

Each court will have one projector that will display the selected input on the drop down screen.



The Standard Layout

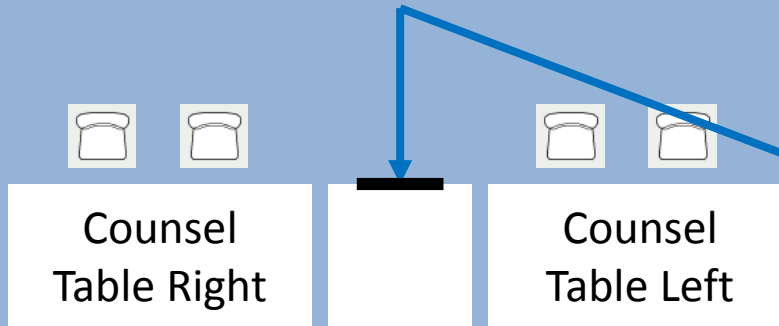


Document Camera

Each court will have one document camera that will allow users to display anything placed in the viewing area. The user will also have the ability to adjust the lighting and focus while also being able to zoom in and out.



The Standard Layout



DVD Player

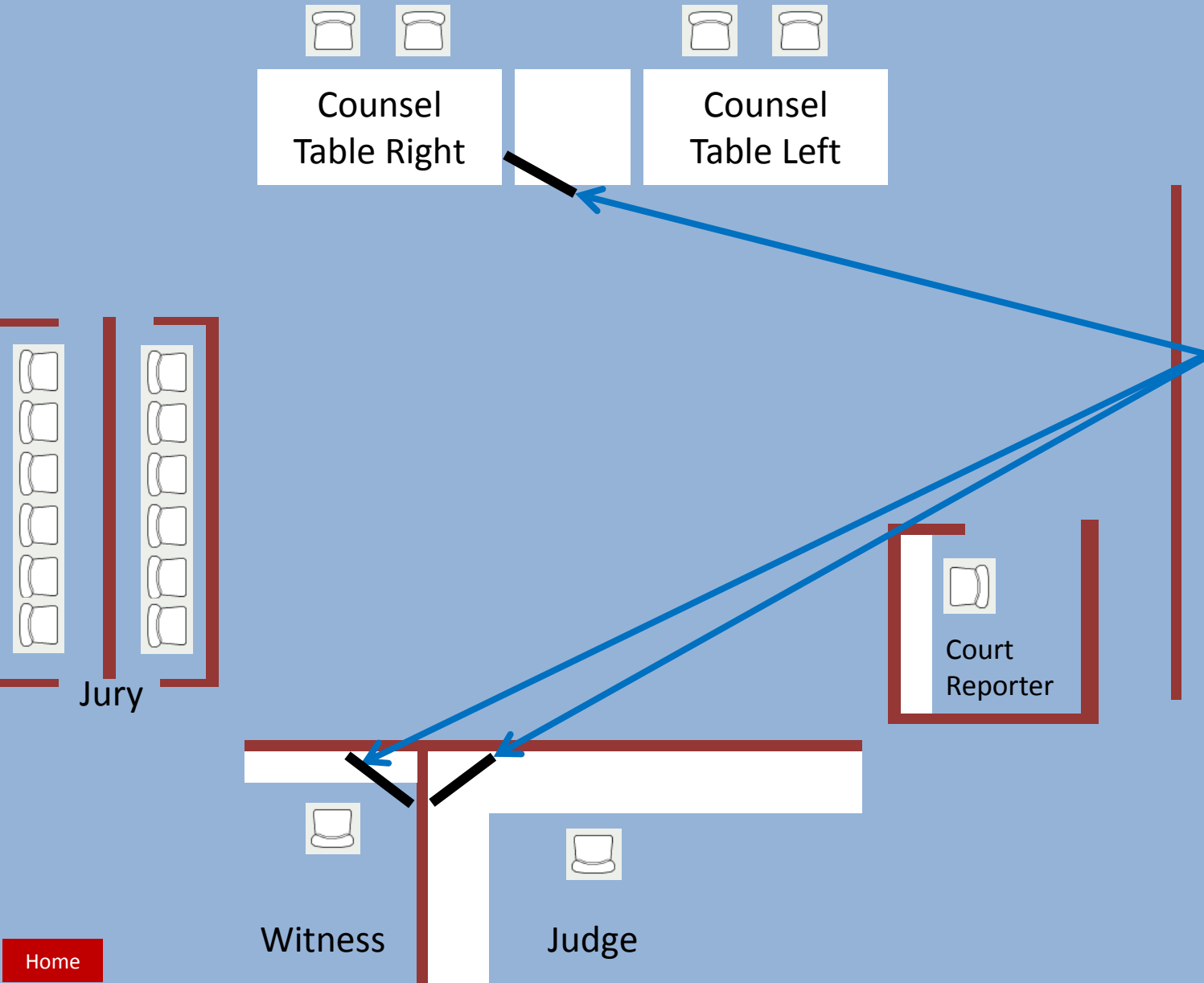
Each court will have one DVD player mounted in the cabinet that is capable of playing media files in a supported format.



Formats Supported by DVD Player

- Video CD : Yes (PBC)
- SVCD : Yes (PBC)
- CD (CD-DA) : Yes
- DVD-Video : Yes
- LPCM Playback : Yes (DVD/CD)
- WMA Playback : Yes (DVD/CD)
- MPEG1 Playback : Yes (DVD/CD)
- JPEG Playback : Yes(DVD/CD)
- MP3 Playback : Yes(DVD/CD)
- DVD text : Yes
- KODAK Picture CD : Yes
- DVD Camcorder 8cm DVD : Yes (DVD-R/-RW/DVD+R DL/+RW)
- DVD+RW : Yes
- DVD+R : Yes
- DVD-RW : Yes (Video/VR)
- DVD+R Double Layer : Yes
- DVD-R Dual Layer : Yes (Video/VR)
- DVD-R : Yes (Video/VR)
- CD text : Yes

The Standard Layout



Annotation Monitors

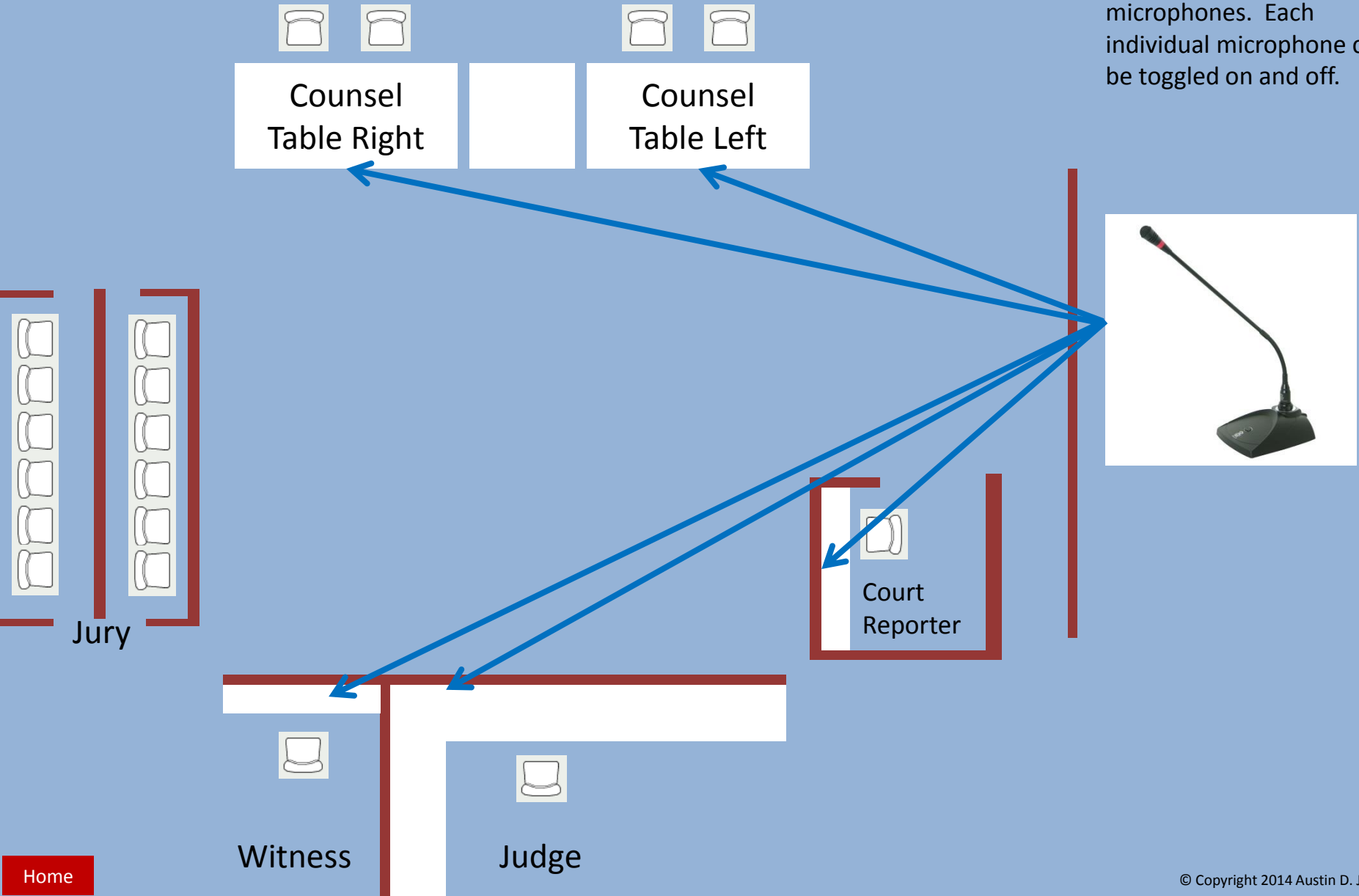
Each court will have three touch monitors that have the ability to create annotations on any image that is displayed on the screen. There is one touch monitor between the counsel tables, one touch monitor on the bench and one touch monitor at witness stand.



The Standard Layout

Microphones

Each court will have five microphones. Each individual microphone can be toggled on and off.



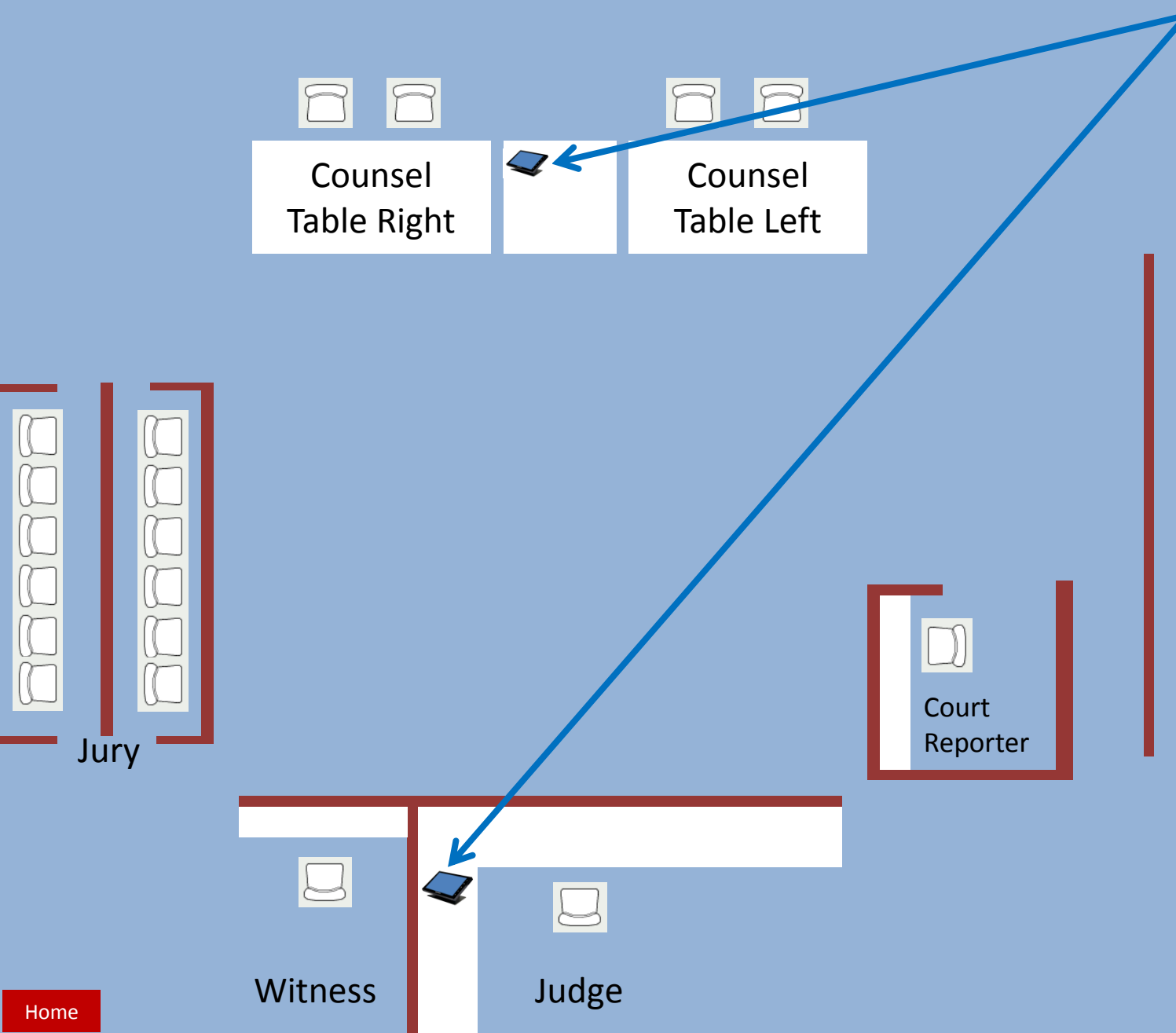


Operating the System

The new equipment is designed to be user friendly and intuitive. In order to operate all the components of the new system you will need to learn the following tasks.

1. [Powering the system on](#)
2. [Selecting the input you wish to display](#)
3. [Muting all video displays](#)
4. [Connecting your device to the input cable](#)
5. [Using the adapters to make a connection](#)
6. [Using the document camera](#)
7. [Using the DVD player](#)
8. [Using the volume controls](#)
9. [Using the annotation monitors](#)
10. [Powering the system off](#)

Operating the System – Powering the System On



Touch Screen Controller

The first step to using the court's system is to power the system on using one of the touch screen controllers.



If the controller is blank, touch the middle of the blank screen which will activate (wake up) the controller.

Operating the System – Powering the System On

Once the controller is activated you will see the following image on the screen.

Touch Screen Controller



To turn the system on, simply touch the screen.

Touching the screen will provide power to the equipment located in the rack and power to the projector.

By default, the system will start in the Video Mute Mode with Annotations off and the Home Screen will appear.



Operating the System – Powering the System On (Troubleshooting)

If the system is powered off and quickly powered back on, the projector may not turn on automatically because the projector enters a cool down mode when the system is powered off. The projector cannot be powered back on until the projector has cooled down and completely powered off. If you notice that the projector did not power on when you powered the system on, you can use the **PROJECTOR ON** icon to manually start the projector.

Touch Screen Controller



ADDITIONAL NOTE: If the projector is not going to be used during the hearing or trial, the projector can be manually powered off using the **PROJECTOR OFF** icon which will reduce the wear and tear on the projector and extend the life of the equipment.

Operating the System – Selecting an Input Source

Once the system has powered on and you see the Home Screen, you will need to select one of the input sources in order display an image on the screen and monitors.

Touch Screen Controller



Available Input Sources

1. Table Left – HDMI
2. Table Left – VGA
3. Table Right – HDMI
4. Table Right – VGA
5. DVD Player
6. Document Camera
7. Judge PC (Judge Only)



WARNING: The system will display whatever source you select. You should consider what will be shown on your computer, device, DVD or document camera and whether the evidence (document, picture, video...) has been admitted by the Judge. Publishing evidence to the jury that has not been admitted can result in a mistrial.

Operating the System – Muting all Video Displays

In the event you would like to mute all video displays simply select the **VIDEO MUTE** icon.

Touch Screen Controller



ADDITIONAL NOTES: To unmute the video (display video again) select the desired source.

Operating the System – Table Left & Table Right Inputs

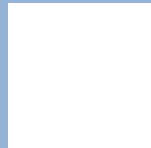
To pass a video and audio signal to the court's system using any of the cabled inputs at the counsel table (**TABLE LEFT-HDMI, TABLE LEFT-VGA, TABLE RIGHT-HDMI, TABLE RIGHT-VGA**), you will need to connect the cables to your device.

Touch Screen Controller



Operating the System – Connecting the VGA Cable

If you would like to pass a video and audio signal to the court's system using the VGA cable, you will need to connect the VGA cable to your device and select the correct VGA Source. If you do not want sound from your computer do not connect the audio cable.



WARNING: The VGA cable must be properly oriented in order to make the connection.

DO NOT FORCE THE CONNECTION.



VGA Cable

Audio Cable

Operating the System – Connecting the HDMI

If you would like to pass a video and audio signal to the court's system using the HDMI cable, you will need to connect the HDMI cable to your device.



WARNING: The HDMI cable must be properly oriented in order to make the connection.
DO NOT FORCE THE CONNECTION.



Operating the System – Connecting the HDMI with an Adapter

If you would like to pass a video and audio signal to the court's system using an adapter, you will need to select the correct adapter and then connect the HDMI cable to selected adapter and then your device.



Adapter Ring

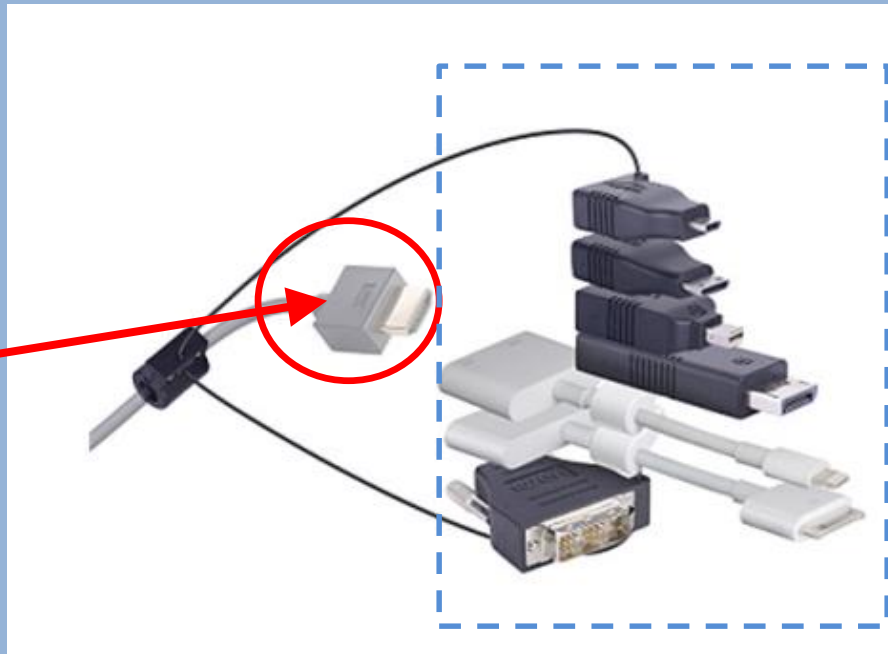


WARNING: The HDMI cable must be properly oriented in order to make the connection to the adapter AND all the adapters except for one (Apple Lightning) must be properly oriented in order to make the connection.

DO NOT FORCE THE CONNECTION.

How to use the Adapter Ring

1. Select the correct adapter
2. Plug the HDMI cable into the adapter
3. Plug the adapter into your device
4. **OPTIONAL:** Plug power into Apple adapters to power (charge) the device when it is being used.



HDMI Cable

Operating the System – Using the Document Camera

To use the Document Camera you will need to select the Document Camera source by touching the **DOCUMENT CAMERA SOURCE** icon on the Touch Screen Controller.

Touch Screen Controller



Operating the System – Using the Document Camera

If you wish to access the Document Camera controls on the Touch Screen Controller you will need to touch the **Document Camera Controls** icon.



Touch Screen Controller



Once you have selected the Document Camera Controls, the Document Camera Control screen will appear on the Touch Screen Controller as shown above. The icons shown above can be used to operate the Document Camera. It may be easier for counsel to use the controls on the Document Camera itself.

Operating the System – Using the Document Camera

When you are done with the Document Camera and wish to return to the main screen you will need to touch the **HOME** icon.



Touch Screen Controller



Operating the System – Using the DVD Player

To use the DVD player you will need to select the DVD source by touching the **DVD SOURCE** icon on the Touch Screen Controller.

Touch Screen Controller



Operating the System – Using the DVD Player

If you wish to access the DVD controls on the Touch Screen Controller you will need to touch the **DVD Controls** icon.



Touch Screen Controller



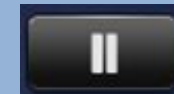
Navigate – up, down, left right and select



Play



Stop



Pause



Rewind



Fast Forward



Previous Chapter



Next Chapter

Once you have selected the DVD Controls icon, the DVD Control screen will appear on the Touch Screen Controller as shown above. The icons shown above can be used to operate the DVD player.

TROUBLESHOOTING: If the DVD player is off, you will need to turn the DVD player on by touching the **POWER BUTTON** icon the Touch Screen Controller or on the DVD player. You will also need to place a disk in the DVD player. The DVD Controls Screen is used to operate the DVD player.

Operating the System – Using the DVD Player

TROUBLESHOOTING: If the DVD player is off, you can also turn the DVD player on by selecting the **POWER BUTTON** on the DVD player. The light will be green when the DVD player is on.



Operating the System – Using the DVD Player

When you are done with the DVD player and wish to return to the main screen you will need to touch the **HOME** icon.

Touch Screen Controller



Operating the System – Volume Control

The volume for the court's audio system can be controlled by using the Touch Screen Controller. There are three key volume functions that you should be familiar with:

Touch Screen Controller



1. Mute all sound
2. Mute all microphones
3. Adjust the volume up or down



ADDITIONAL NOTES: To unmute the sound or microphones simply press the button a second time. If you can control the volume on the device you have connected to the court's system you may need to adjust the volume on your device.

Operating the System – Annotations

In order to activate the annotation function associated with the three annotation monitors located in the courtroom (between counsel tables, witness stand and judge's bench), you will touch the **ENABLE ANNOTATION** icon.

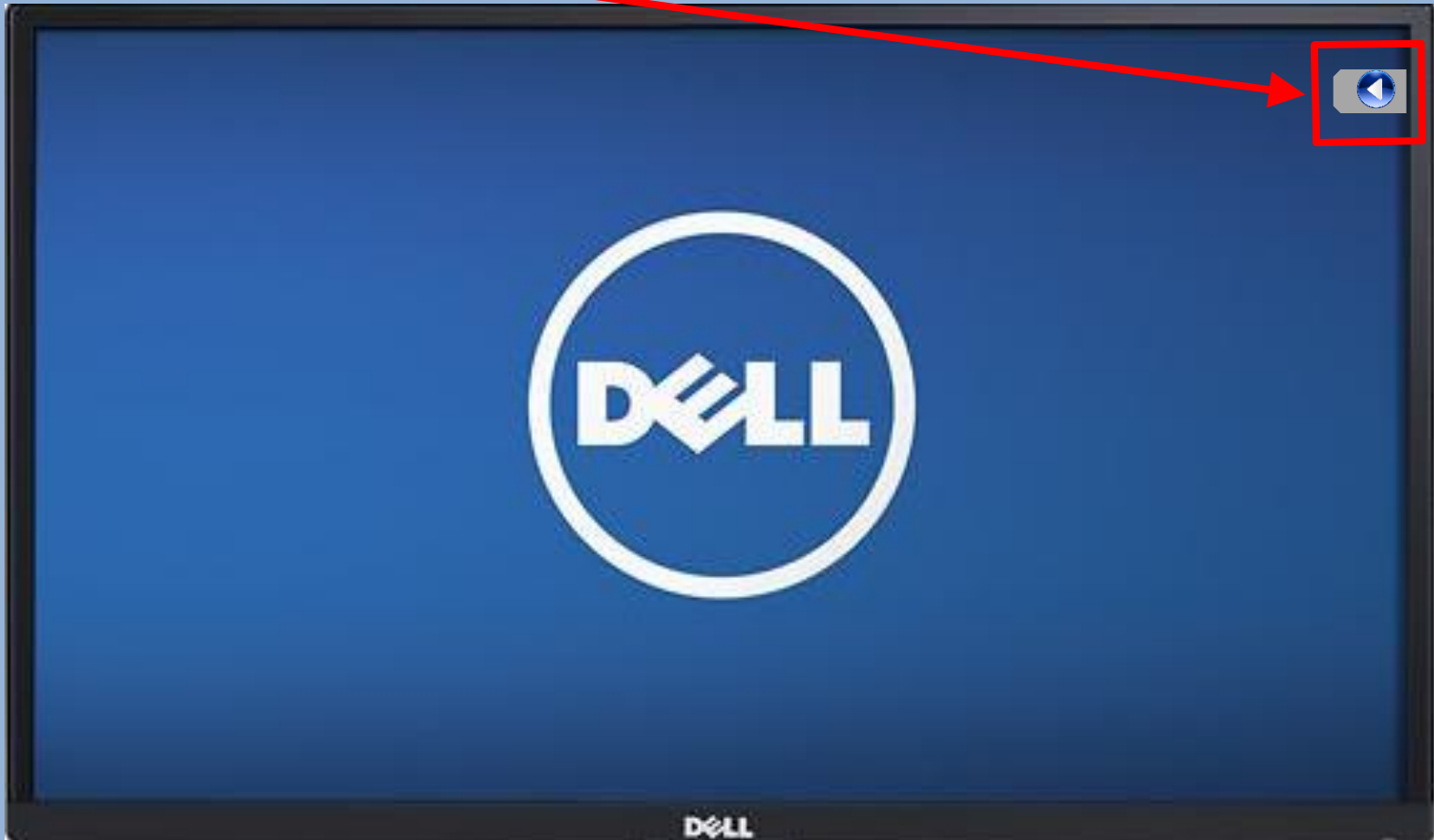
Touch Screen Controller



Operating the System – Annotations

Once you have enabled the Annotation Monitor from the Touch Screen Controller, you will need to access the annotation tools in order to select a tool and make annotations. The Annotation Monitor will allow you to hide or reveal the annotation tools.

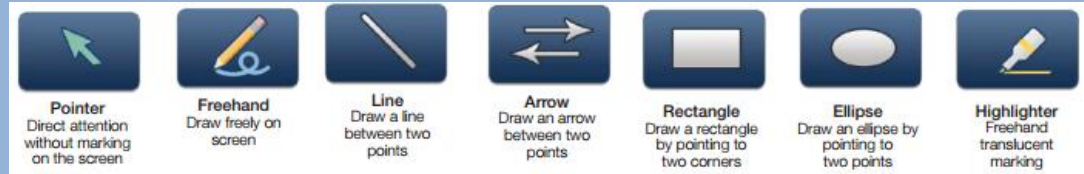
By default, the annotation tools are hidden. In order to reveal the annotation tools you will need to select the **REVEAL ANNOTATION TOOLS** icon in the upper right portion of the Annotation Monitor.



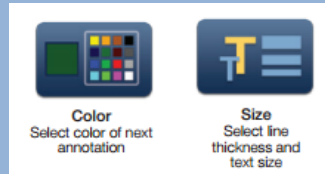
Operating the System – Annotations

Once you have enabled annotation monitor from the Touch Screen Controller, you will be able to access the annotation tools and make annotations. The Annotation monitors will show various icons on the right side of the Annotation Monitor screen that can be selected (touched) and used by the user. Once you have made your selection you can hide the tools.

Select the annotation tool you would like to use



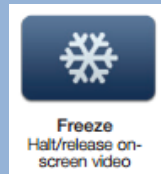
Change the characteristics of the annotations



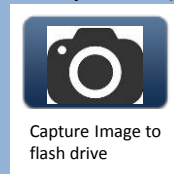
Edit, erase, undo and redo annotations that have been made



Freeze images and annotations

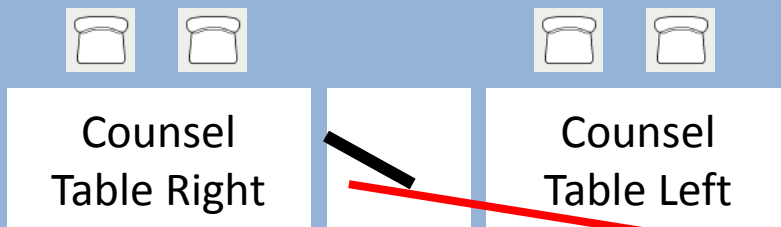


Capture (save) image on the annotation monitor to flash drive



Operating the System – Annotations Screen Capture

There may be times when you would like to save annotations that have been made using the Annotations Monitor. In order to save images and annotations from the Annotations Monitor you must connect a storage device (USB flash drive) to the USB cable that is located behind the Annotation Monitor between the counsel tables.



Once the USB drive has been connected to the system, you will be able to capture whatever appears on the Annotation Monitor by selecting the **SCREEN CAPTURE** icon from the annotation tools on the Annotation Monitor.



WARNING: The court will not provide flash drives. The court is not responsible for images that do not save. The court will not provide assistance printing saved images. Just because you can save it doesn't mean it is admissible. Please allow the system adequate time to save the image to the flash drive. We recommend a flash drive that has a status light that will indicate the status of the writing process. The images will save in a bitmap (BMP) format.

DO NOT FORCE THE CONNECTION. USB connections require the proper orientation.



Operating the System – Annotations

To hide the annotation tools you will need to select the **HIDE ANNOTATION TOOLS** icon in the upper right portion of the Annotation Monitor.



Operating the System – Turning the System Off

When the system is no longer needed for the trial or proceeding the system should be powered off by touching the **SYSTEM POWER** icon.

Touch Screen Controller



Operating the System – Turning the System Off

Once you have selected the System Power icon the following message will appear.

Touch Screen Controller



Introduction to the Speakers



Judge Martin Hoffman
68th Civil District Court

Judge Martin Hoffman was elected to the bench in 2006. He serves as judge of the 68th Civil District Court in Dallas County, Texas. Prior to taking the bench, Judge Hoffman was a practicing civil litigator for thirteen years and worked for the law office of Windle Turley and the law firm of Smoger & Associates. Judge Hoffman received his degree in economics and philosophy from Trinity University and graduated from University of Texas Law School. In addition, Judge Hoffman was selected by his peers to serve as the asbestos liaison for Dallas County.



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Austin Jones formed his own law firm earlier this year. His practice primarily focuses on the defensible and efficient collection, processing, organization, review and production of data in the context of an investigation or dispute. Austin represents corporate and individual clients and helps them comply with their obligations while controlling costs and driving efficiency. He also assist smaller law firms by providing the necessary e-discovery expertise and management on an as needed basis. Before opening his own firm, Austin was a partner and commercial litigator at Andrews Kurth LLP where he also served on the Technology Committee and the Cyber Security Committee.



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Crystal Jamison works at Andrews Kurth LLP and has a diverse litigation practice, which includes labor and employment disputes, oil and gas litigation, and intellectual property with an emphasis on trademarks. She has represented corporate and individual clients in a variety of litigation and counseling matters, in state and federal court, as well as in front of the Trademark Trial and Appeal Board. Crystal has also worked closely with the firm's Corporate Compliance Investigations and Defense practice group, which includes conducting internal investigations, assisting clients in civil and criminal matters before the U.S. Department of Justice and the U.S. Securities and Exchange Commission, and representing clients in securities litigation.

December 5, 2014