



COURTROOM TECHNOLOGY GUIDE

Updated June 2023

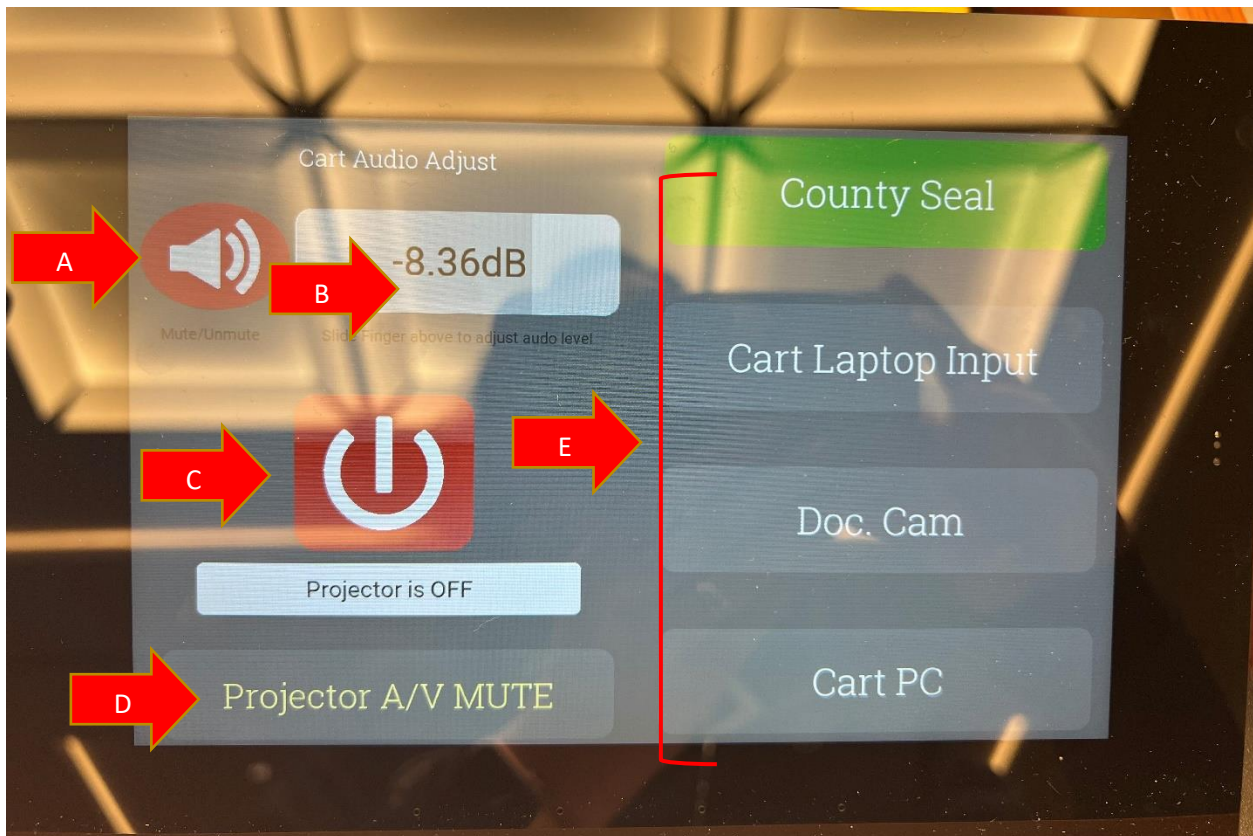
The following guide will give an overview of the evidence presentation technology for Courtrooms 2 and 3 in the Delaware County Common Pleas Court General Division.

EVIDENCE CART TECHNOLOGY CONTROLS

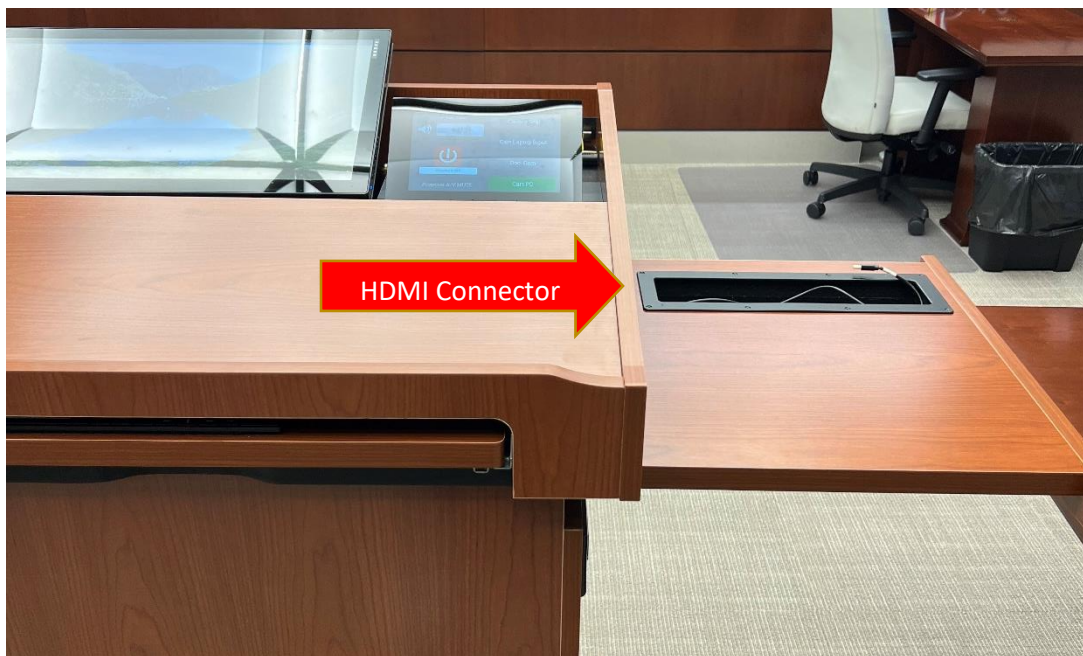
The small control screen on evidence cart provides controls for the following:

- A. Evidence Cart Audio Mute
- B. Evidence Cart Audio Volume
- C. Projector On/Off
- D. Projector Mute
- E. Evidence Cart Source Input Selection

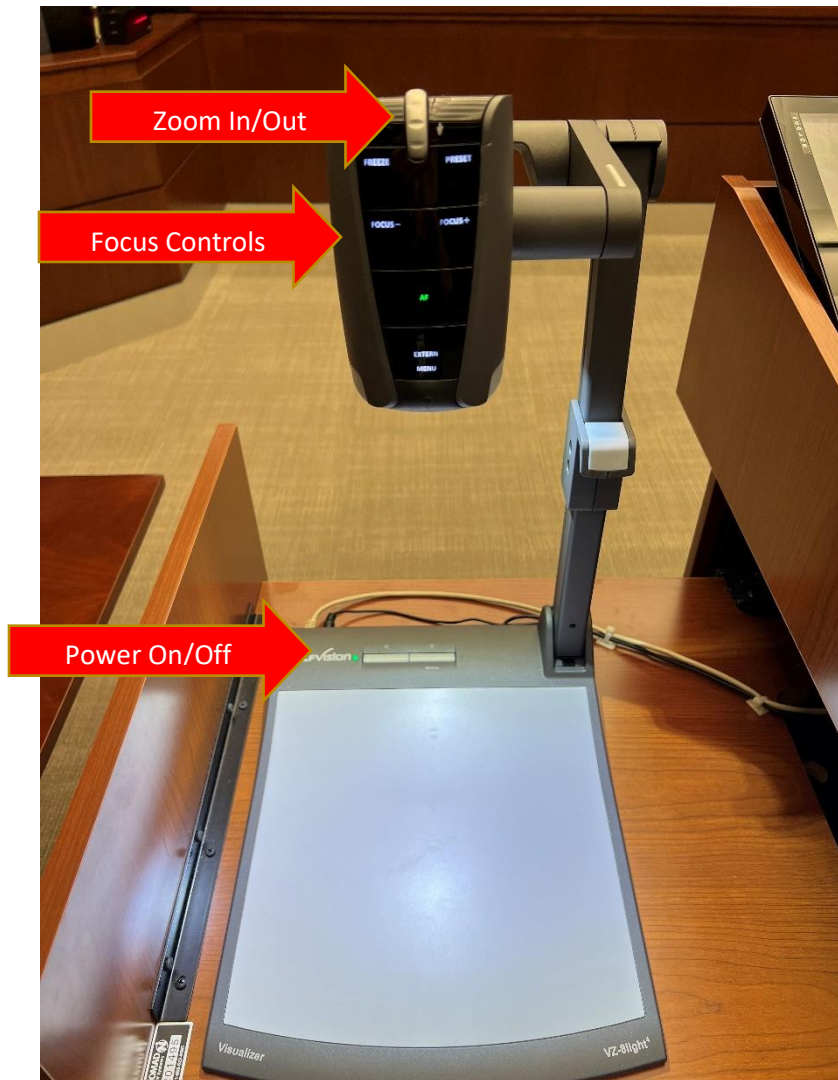
See descriptions below for labeled picture functions



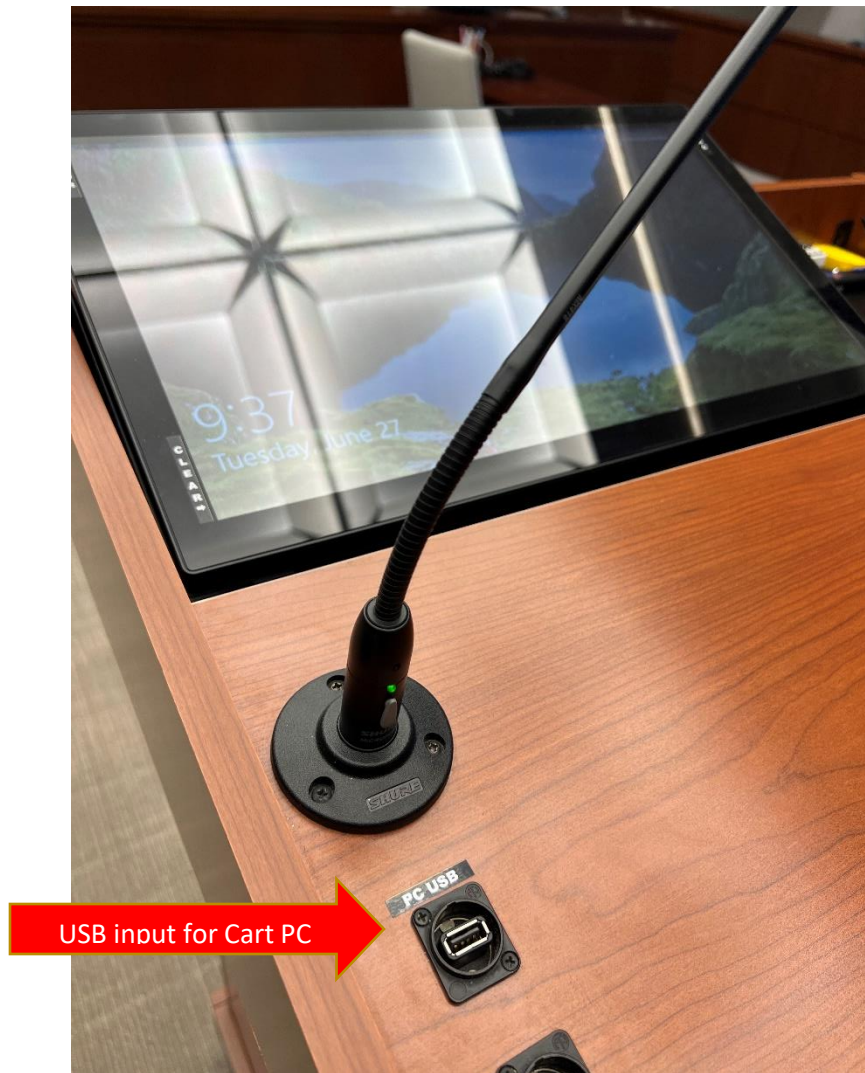
- A. **Evidence Cart Audio Mute:** The red sound icon indicates that the audio from the evidence cart is muted. The white sound icon indicates that the audio from the evidence cart is on.
- B. **Evidence Cart Audio Volume:** You can adjust the volume of the audio you are playing through the evidence cart by dragging your finger up or down this volume bar. You will also be able to adjust the sound from the laptop, device, or computer playing the audio.
- C. **Projector On/Off:** You can turn the projectotr completely on and off by utilizing the red power button.
- D. **Projector A/V Mute:** This button allows you to easily blank the projector screen and turn it back on without completely turning the projector on and off.
- E. **Evidence Cart Input Selection:** You can control what input is displayed on the monitors and projector screen by selecting one of the four options:
 - 1. **County Seal:** The county seal button displays a screen with the court seal.
 - 2. **Cart Laptop Input:** The cart laptop input button displays any device that is connected to the HDMI port on the evidence cart. Please bring the appropriate connectors if your device does not have an HDMI port. In order to access the HDMI port, you will need to pull out the sliding shelf on the right-hand side of the evidence cart.



3. **Doc. Cam:** The doc. cam button allows you to display images from the document camera. To access the document camera, pull out the sliding drawer on the left-hand side of the evidence cart. You can turn the document camera on and off utilizing the power button on the document camera itself. You also can adjust the zoom and focus on the document camera itself.



4. **Cart PC:** The cart pc button allows you to display the evidence cart computer. You may plug in a USB flash drive to the top of the evidence cart to access your files.



WITNESS/EVIDENCE CART ANNOTATIONS

The evidence cart monitor and the witness monitor can be utilized to add touch-screen annotations.

See descriptions below for labeled picture functions



1. **Color:** Touching in the upper left-hand side of the monitor will allow you to change the color of the annotations.
2. **Clear:** Touching in the bottom left-hand side of the monitor will clear all the annotations on the screen.
3. **Undo:** Touching in the top right-hand side of the monitor will undo one annotation at a time. For example, if the witness writes “1, 2, 3”, you could clear only the “3” by pressing undo.

VIDEO CONFERENCING CAPABILITIES

The courtrooms are equipped video cameras to conduct Zoom proceedings. Attorneys, parties, and witnesses are to appear in-person unless otherwise ordered or authorized by the court. Following is the Zoom information for the Court:

Quick Reference Judge Schuck's Courtroom

<https://zoom.us/j/7113286604>

Meeting ID (can be typed into <https://zoom.us/join> or in the app): **711-328-6604**

Dial-In Option: 1-253-215-8782 Meeting ID: 711 328 6604

Quick Reference Judge Gormley's Courtroom (only for cases ordered by the Court to be conducted via Zoom)

<https://zoom.us/j/5026129738>

Meeting ID (can be typed into <https://zoom.us/join> or in the app): **502-612-9738**

Dial-In Option: 1-253-215-8782 Meeting ID: **502-612-9738**

Quick Reference Magistrates-Hearing Rooms

<https://zoom.us/j/4973891762>

Meeting ID (can be typed into <https://zoom.us/join> or in the app): **497-389-1762**

Dial-In Option: 1-253-215-8782 Meeting ID: **497-389-1762**