

Using the Touchpad Controls:

Operation is the same for both the newer courtrooms and historic courtrooms

(If the Touchpad appears to be “off” it is in standby, touch the screen anywhere to reactivate)

Main Screen:

Doc Cam*:	Turns on and switches to Document Camera (ELMO)
VCR/DVD*	Switches to DVD/VCR
Laptop 1	Switches to Cart’s hookup
Laptop 2	Not Used
Aux VID/ Aux S-Vid	Switches to Video and audio hookup cables
Evidence the	Raises, mutes, or Lowers volume level for the cart to the courtroom.



Notes:

The VCR/DVD Button does not turn it on; you have to turn it on by the switch or inserting a tape or DVD. (If not used for approximately 30 minutes the deck will turn itself off to protect the tape or DVD)

For courtrooms on the 6th and 8th floor there will be buttons, on the black plastic border to the touchscreen, they are for court personnel to operate the PA system and speaker phone and are not needed for your use of the equipment.

Courtroom 6A Notes:

Operation is the same as listed above, with the addition of extra buttons for counsel table hookups and the option for HDMI or VGA connections at each of the two counsel tables and the bench area.

Controlling the DVD/VCR and Document Camera:

DVD/VCR Screen: (Make sure the DVD/VCR is Turned ON)

VCR:	Selects VCR Operation
DVD:	Selects DVD operations
Play, Stop etc	Controls the selected device
Menu*	Goes to DVD's Menu
Enter*	Selects items from DVD menu
Arrow Keys*	Moves around selectable items that are in the DVD's Menu
Volume/Mute	Mutes volume.



*These functions do not have a use when using the VCR.

Document Camera Screen

Power Off*	Turns off Document Camera
Off	Turns off the camera lights only
Upper/Lower	Turns on, and toggles lamps
Zoom+/-	Zooms in, and out on item
Focus +/-	Focuses image (usually not needed as camera has autofocus)
Neg/Pos	Negative, and Positive Image



*Camera is turned on as soon as you press the Doc Cam button to switch to it, it takes about 10 seconds for the camera to power up.

Using the Nomad Controls:

Pittsburgh 7th, 9th, and 10th Floor Magistrate Courtrooms and Johnstown Courtroom

Please do not attempt to move the Nomad podium, let court staff move it

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Main Screen

External PC:	Laptop Hookup Cable
Aux Source	Video Hookup Cable
VCR Player	VCR Part of DVD/VCR
DVD Player	DVD Part of DVD/VCR
Document Camera	Turns on and switches to Document Camera
Up/Mute/Down	Controls volume of cart (Not the mic)



NOTE: There are no Projectors in Pittsburgh

Courtroom 10A Main Screen:

Courtroom Feed:	Shows evidence being sourced from council tables on Nomad monitor
Notebook Computer	In drawer PC cables, after pressing will give the option for HDMI or VGA
Auxiliary Inputs	Selects video jacks
VCR/DVD/ Doc Cam	Selects, changes touch screen to remote functions
Volume/Mute	Cart Evidence Volume



Using the Nomad Continued:

DVD Screen:

Source Menu:	Back to Main Screen
Back	Same Function
Play, REW, STOP etc*	Operates DVD functions
Disc Menu	Goes to DVD's menu
Arrows and Enter	Used for selecting items from the DVD's menu
VCR/DVD On/Off	Turns deck on/off



Document Camera Screen:

Source Menu/Back:	Back to Main Screen
Auto Focus	Tap to focus image
Text Image	Toggles between 'text' and 'photo' modes
Zoom – Zoom +	Zooms In and Out
Pos/Neg	Switches to Neg/pos
Rotate	Rotates Image 90 deg
Doc Cam On/Off	Turns camera on or off
Lights Cycle	Cycles between upper, lower and no lights on camera.

