

A) Getting Started:

System ON:

1. Touch the Crestron touchscreen (by the lectern or on the judge's panel). You will now see the main menu.

Turning on the Projector and Plasma Screen:

1. Touch the *Displays* button on the right side of the main menu and then press *Projector On*. This will automatically lower the screen and dim the lights. If you do not want this sudden change in room atmosphere, skip to the Lighting step below and then turn on the projector.
2. In the *Displays* menu, touch *Plasma Display On*.

Lighting:

1. Touch the *Lighting* button on the right side of the main menu and select the appropriately labeled button to change the settings. Manual controls are located by the doors to the room.

B) Instructions Specific Equipment:

Computer:

1. Touch the *Computer* button on the left side of the main menu.
2. If off, turn on the computer that is located in the closet in the equipment rack.

Laptop:

1. Take the laptop VGA cable from the drawer in the closet and plug it into the laptop and the other end into the laptop jack connection that pops up from the middle of the Defendant's or the Plaintiff's table or the port in the floor.
2. Touch the *Laptop/DocCam* button on the left side of the main menu, then touch the *Defendant*, *Floor Box*, or *Plaintiff* button depending on which port you have your laptop plugged into.
3. You might need to hit the function key and F8 on your laptop to get it displayed.

DVD/VCR:

1. Insert VHS tape or DVD into the DVD/VCR combo, located in closet in the equipment rack.
2. Touch the DVD/VCR button on the left side of the main menu.
3. Choose the VCR or DVD function and control it with the touchscreen controls, the actual DVD/VCR, or the remote in the drawer.

Document Camera:

1. Press the power button.
2. Touch the *Laptop/Document Camera* button on the left side of the main menu on the touchscreen, then touch *Defendant*, *Floor Box*, or *Plaintiff* button accordingly.

Cable TV:

1. Touch the DVD/VCR button on the left side of the main menu.
2. Select the VCR function and use the up and down arrows to surf channels and/or find MSNBC.

Audio Tape:

1. Insert audio tape into the tape deck located in the equipment rack to the left of the judge's bench and press Power if the deck is OFF.
2. Touch the *Cassette* button on the left side of the touchscreen and use the touch pad function keys or the actual deck to control.

C) Recording

Insert tape into Recording VCR, located in the equipment rack or under the Judge's Panel. On the lower right of the touchscreen, press Record Control. Select the desired camera and press Take. Move the camera, zoom in or out, and focus accordingly with the buttons provided on the screen. When it's time to record, press Record on the touchscreen. When you are ready to stop, press Stop. To remove, press Eject from the VCR.

D) Shutting the System Down:

1. Log off and restart the computer, if it is on.
2. Turn off the projector by touching the *Display* button on the right side of the main menu and then touching *Projector Off* and *Plasma Display Off*.
3. Touch *System OFF*, on the lower right side of the main menu and then touch *YES*.