

Court Technology Summary Card

To Arrange For A Video Conference

1. Contact witness and video conference facility in your witness's area.
2. Contact the appropriate Jackson County lead court clerk for your case.

Juvenile cases – Sandy Turrell
541.776.7171 ext 109

All others – Robin Pulido
541.776.7171 ext 126

Give them:

- Case Name
- Case Number
- Date of hearing or trial
- Video Conference Facility Name and Contact information
- Scheduled courtroom of hearing/trial

Our technicians will test with the IP address and conference facility prior to the court date.

To Reserve an ELMO

1. Contact the appropriate lead court clerk for your case.

Juvenile cases – Sandy Turrell
541.776.7171 ext 109

All others – Robin Pulido
541.776.7171 ext 126

2. Give them :

- Case Name
- Case Number
- Date of hearing or trial
- Scheduled courtroom for hearing/trial

Court staff will see that the ELMO is delivered to the courtroom 30 minutes prior to your court date.

Using the ELMO

1. ELMO will be available in courtroom 30 minutes prior to court session.
2. Attach power cord, plug in is attached to the center post of the counsel tables.
3. Attach outgoing signal cable to the appropriate end of the counsel table.
4. Switch power on, court clerk will enable output from court control panel.
5. Present evidence.

Controls Available

1. **Zoom** - Press **Tele** to zoom in or **Wide** to zoom out.
2. **AF** (auto focus) – Press **AF** after zooming in or out to correct the focus.
3. **Rotate** - press the **Rotate** button and the image will turn. (This allows you to display as upright a document that only fits screen in landscape position)
4. **Iris** - Lighten or darken display with the Iris control. **Open** to lighten or **Close** to darken.
5. **Auto/Manual** - Press the **Auto/Man** button to switch back to the default setting after changing the iris setting.

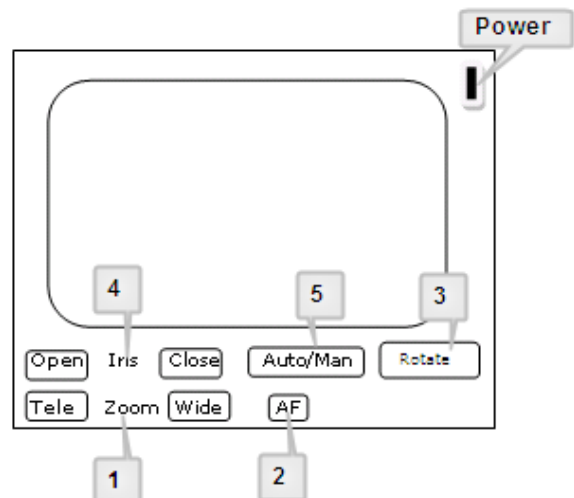


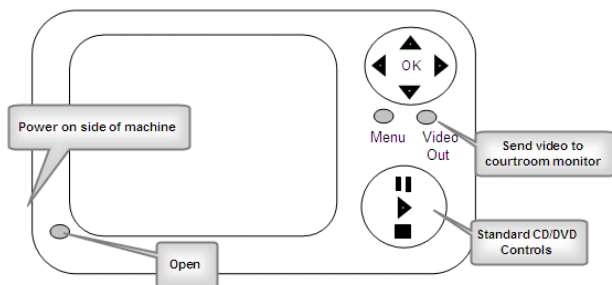
Diagram is not complete or to scale.

Court Technology Summary Card

Using the Portable DVD/CD Player

The clerk will supply you with the player and accessories 30 minutes prior to court.

1. Attach the 3 required cables
 - Power – to outlet in center front of counsel table
 - Audio
 - The single plug goes in the player.
 - The red and white ends fit into the corresponding ports located at your end of the counsel table (yellow plug is not used)
 - Video
 - The 3.5mm end goes in the 'video out' port of the player
 - The s-video end is placed in the corresponding port at your end of the counsel table (be careful not to bend the pins when inserting)
2. Load your media
3. Press **menu** to display list of files.
4. Arrow to the appropriate file and press **OK**. (A series of picture files will automatically display as a slide show. Press **Pause** to control display time.)
5. Press **Video Out** to send file to courtroom. (The display will now only be on the plasma monitor.)



Using Your Laptop, Camcorder or Audio Device

Any device with audio or video output can be used in conjunction with our system as long as it uses supported output cables.

1. Attach cable(s)
 - Power outlets are available in the center of each counsel table
 - Video – S-video or VGA cables and ports are available for your use.
 - Sound – 3.5mm or RCA cables are available
2. Locate presentation, file etc.
3. For laptops press **FN + F8** to push content 'out' to the courtroom monitor. The content may still display on the laptop depending on your system and set up. For some equipment pressing them once will push the display out and a second pressing will cause the image to display on the laptop as well.

