Instructions for Room 151B

NOTES: Available generic login: lawclass   password: mymclaw

1. Make sure computer is on.
2. Tap the A/V control console (with MC|Law on it).
3. Press "Display" ON.
4. When finished, press the master off on the AV console to turn off projectors and retract screens.

Screen Control

The options here are as follows:

> Front Screen: up or down / on or off
> Side Screen: up or down / on or off

Display Control

Press the Display control button along the bottom of the A/V console.
You can now turn the projector(s) on and off.

Routing

You can route the signal from any of the desks/lectern to either of the screens. Select "Routing" from the bottom of the AV console.

You can see a square with Front projector and a square for Side projector.
Inside each square are 4 options: lectern, Defense, Prosecutor, and Judge.
Lectern option shows what is on the lectern computer's screen.
Defense shows what is on the computer (not supplied) attached to the HDMI cable at the Defense table.
Likewise for the Prosecutor option.
Judge option shows what is on the computer at the Judge's station

Camera Control

There is no camera in this room (151B)

Using laptop computers with system

Laptops can be used with this system. There is an HDMI cable available at each desk. Control of the display is through the lectern.

Audio Control

There are 5 microphones in this room, one for the main lectern and one for each of the other stations (Prosecution, Defence, Witness, and Judge).

On the A/V console on the main lectern, press the *Audio Control* button on the bottom right of the screen to bring up the options. You can control the volume or mute the lectern microphone, all the "table" microphones, and the program input from the computer. If the *Mute* icon is GREEN, then that microphone selection is muted. Press the *Mute* icon to unmute or mute the microphone selection. You can use the slider to adjust the volume.

Using the Document Viewer in 151B

The computer needs to be on to use it. This is behind the left door on the podium.

The Document Viewer needs to be turned on using the on/off button on the main body of the device.

Lift the arm of the Document Viewer and place your document beneath the camera at the end of the arm. The camera at the end of the arm can be rotated to get different views/documents.

After logging into the computer, click on the visualizer icon: .

It should be on the task bar, or somewhere on the screen of the computer. If you don't see it, you can click on the Windows icon on the bottom left of the screen and scroll down to IPEVO, and the visualizer icon will be inside that section.

Once the program starts, you should see the image produced by the Document Viewer. You can zoom in and out using the plus and minus icon in the visualizer program.