

# Instructions for AC100

## NOTES:

- i. Two cameras: one in back; one facing the witness stand
- ii. Two projector/screens: one at the front of the room and one on the side of the room over the witness stand
- iii. Microphones at podium, judge's table, prosecution table, defense table, witness stand, and two rows of microphones in the ceiling in the back and front of the room
- iv. Available generic login: lawclass password: mymclaw
- v. Computer is located in the bottom of the lectern

Turn on the computer by pressing the computer's power button (the computer is in the bottom of the lectern)

Tap the A/V control console (with MC|Law on it) to turn it on

Select "Lecture" or "Trial". **Lecture** enables the screen/projector in the middle of the front of the room. **Trial** enables the screen projector above the witness stand. This can be changed at any time while using the system.

## **When finished, PLEASE PRESS Power Down**

To use the projector(s): Press "Display" ON. When in "Lecture" mode, the front screen will lower and the associated projector will turn on. In "Trial" mode, the side screen will lower and that projector will turn on. You can turn on BOTH projectors and lower the screens by using "Screen" control button to lower or raise either screen, and "Display" control button to turn either projector on or off.

**SCREEN CONTROL:** raise or lower either of the two screens

**DISPLAY CONTROL:** turn either of the projectors on or off

The camera comes on automatically. You must select which camera to use from the A/V console. You don't have to press "Display" ON to use the camera with ZOOM. The camera doesn't record anything unless you start a program that uses it.

## Camera Control

NOTE: One camera is in the back of the room; one camera is on the side by the door. Only one camera is active at a given time.

### **TURN ON CEILING MICS HERE!**

Green lights on mics mean they are on and red means off  
These mics are for ZOOM/recording. They do not amplify the sound. Press the **Camera Control** button along the bottom of the A/V console to control which ceiling microphones are in use (front of room, back of room, front and back of room, or none).

To select which camera to use, press the "Camera Control" button along the bottom of the A/V console. Select "Front" for the camera beside the door, and "Rear" for the camera at the rear of the room.

To control the camera, you can press the controls on the console to move the image up, down, or zoom in and out. There are six presets for various views.

The camera is only enabled in camera-specific applications like ZOOM.

### **Preset control buttons**

<b>HOME BUTTON:</b>	entire classroom
<b>1 BUTTON:</b>	lectern and main screen
<b>2 BUTTON:</b>	lectern
<b>3 BUTTON:</b>	lectern and side projector
<b>4 BUTTON:</b>	center stage / main screen

<b>5 BUTTON:</b>	main screen
<b>6 BUTTON:</b>	entire classroom

## Using laptop computers with A/V system

Laptops can be used with this system. There is an HDMI and a USB-C connector available to connect your laptop on the lectern. After attaching your laptop, select the connection you are using to connect your laptop from the selection along the top of the A/V console: Lectern HDMI; Lectern USB-C. Also available are HDMI connections for the Prosecution/Plaintiff table, the Defense table, and the Judges table. They can be selected from the row of inputs across the top of the A/V console, or via the Routing page.

## Blu-ray Player

There is a blu-ray play set up in the equipment closet at the front of the room. Selecting the “Blu-ray” option from the top of the A/V console enables playing a disc and having it displayed on the active screen, with audio through the room’s sound system.

## Document Camera

There is a document camera (Elmo) located in the side of the lectern. You can enable it by selecting the “Doc Cam” button along the top of the A/V console. It will display on the selected screen(s). It doesn’t go through the computer, so there is no computer display or scanning available using this device.

## Routing

This is used to change the source for display on the screens. You don’t have to show the same thing on all of the screens. The available sources for any of the screens are the Lectern PC, Lectern HDMI, Lectern USB-C, Prosecution, Defense, Judge, blu-ray, or document camera. The options are:

1. Lecture Projector – front of room
2. Court Projector – facing the witness stand on the side of the room
3. Jury Deliberation – television in the Jury Deliberation room

You can send any signal to any of the screens.

## Audio Control

The master volume control is on the right side of the A/V console. The **Audio Control** button is underneath it.

Pressing **Audio Control** brings up a panel of labeled “sliders” with mute buttons underneath them. If the mute button is green, the audio from that source is muted.

The wireless mics are located in the drawer in the closet. They are labeled to match the “sliders” on the A/V console. Turn one on with the power button on the mic, and then un-mute the matching mute button. You can then adjust the volume of the mic as needed using the slider.

Note: The ceiling mics are not to amplify the sound in the room. They are for ZOOM / recording sessions to capture sound from the room. Thus they have no slider/mute button on this screen.

## Troubleshooting

If there is no sound, make sure the speaker with a slash on the lower right of the A/V console screen is NOT GREEN.

If the light on the podium mic is off, it isn't turned on. There is a button at the base of the mic to turn it on. Green is on.

Check the **Audio Control** panel to make sure the audio you want to use isn't muted or turned down via the slider.