

JCUP

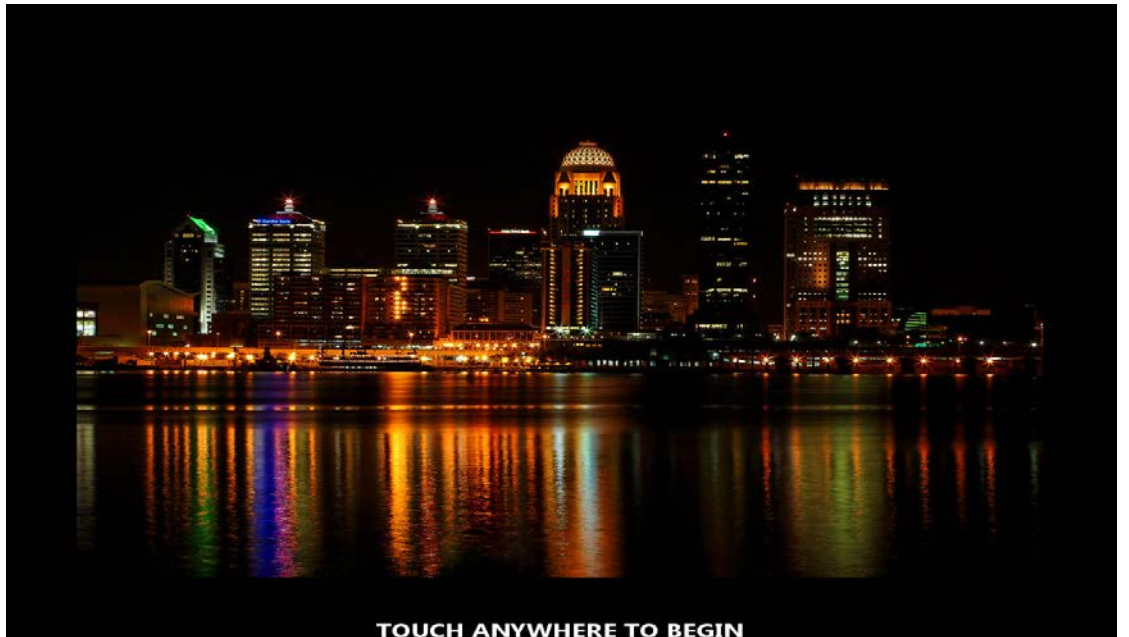
Jefferson Courtroom
Upgrade Project, LLC

An Affiliate of the
Louisville Bar Center

USER'S GUIDE MULTIMEDIA SYSTEM

**Jefferson Courtroom
Upgrade Project, LLC**

Technology Courtrooms



TOUCH ANYWHERE TO BEGIN



(c) 2013 &



COMMONWEALTH OF KENTUCKY
30TH JUDICIAL CIRCUIT, DIVISION 8
JEFFERSON COUNTY JUDICIAL CENTER
700 WEST JEFFERSON STREET
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A.C. MCKAY CHAUVIN
CIRCUIT JUDGE

JEFFERSON CIRCUIT COURT

Dear JCUP User:

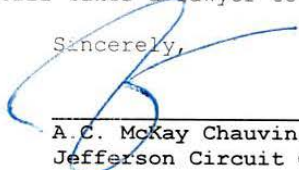
The jury that will decide your case may be made up of jurors from the "Greatest Generation" and the "Silent Generation" that followed, along with "Baby Boomers", "Gen-Xers", "Millennials", and whatever we end up calling people who were born yesterday. This matters because each generation learns to learn differently than the generation that came before. While jurors will always be interested in what you have to say, you will have to talk how they learned to listen in order for them to understand.

Jurors born and raised in an age of multi-multi-media listen with their eyes as much or more than their ears, but jurors of every generation are more likely to comprehend and remember the fact, concept, or feeling, you are trying to convey if they can see what you're talking about *while* you're talking about it. This not only increases your chances of engaging and holding a juror's interest, but of actually communicating the information and perspective necessary for them to properly interpret the facts and correctly apply the law. Illustration is, in short, persuasion.

JCUP was formed in 2010 to create a state-of-the-art user-friendly audio-visual system to facilitate communication between the generations of lawyers trying cases and the generations of jurors deciding those cases for years to come. By allowing you to output input from virtually any device, the JCUP system allows you to present your opening and closing statements to maximum persuasive advantage, and makes the presentation of physical evidence and demonstrative exhibits as easy as it should be and as compelling as it can be.

JCUP welcomes you to the future of trial practice where a picture is worth a thousand words, but it still takes a lawyer to tell the story.

Sincerely,


A. C. McKay Chauvin
Jefferson Circuit Court

Jefferson Courtroom Upgrade Project, LLC (“JCUP”) is a limited liability company whose sole member is the Louisville Bar Center, Inc., a tax-exempt organization under Section 501(a) of the Internal Revenue Code that operates as the Louisville Bar Association. The thirteen managers of JCUP are: **Patrick Michael**, President & CEO, Dinsmore & Shohl, LLP; **John L. Tate**, Vice President, Stites & Harbison, PLLC; **Kenneth L. Sales**, Secretary, Bubalo Goode Sales & Bliss, PLC; **John W. Bilby**, Stoll Keenon Ogden, PLLC; **Tonya Yarbrough Bowman**, Frost Brown Todd, LLC; **A. C. McKay Chauvin**, Chief Judge, Jefferson Circuit Court; **Brian Cook**, Bahe D. Cook Cantley & Nefzger, PLC; **Bradley R. Hume**, Thompson Miller Simpson, PLC; **Joseph C. Klausning**, O’ Bryan Brown & Toner, PLLC; **Byron E. Leet**, Wyatt Tarrant & Combs, LLP; **Mark S. Riddle**, Bingham Greenebaum Doll, LLP; **Richard P. Schiller**, Schiller Osbourn Barnes and Maloney, PLLC; **James E. Smith**, Darby & Gazak, PSC; **Edward H. Stopher**, Boehl Stopher & Graves, LLP.

User Guide Prepared by Patrick Michael

Prior to using the Multimedia Audiovisual System in the Technology Courtrooms, all potential users MUST take the Continuing Legal Education course offered by the Louisville Bar Association which is conducted by members of JCUP. Please contact the Louisville Bar Association for the CLE Schedule and enrollment in the course.

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Introduction

This User's Guide describes the functions available with the Multimedia Audiovisual System (the "System") installed in the Technology Courtrooms (Divisions 1, 2, 3, 4, 8, 11, 12 & 13) of the Jefferson Circuit Court. The Guide also contains a detailed description for using the iPad control panel system.

The Technology Courtrooms in the Jefferson Circuit Court include the following equipment:

- iPad touch panel control system.
- 2 Counsel Tables each with 2 HDMI and 2 VGA inputs and a touch panel display screen for annotation. The Large Courtrooms (Div. 1, 3 & 11) have a 4 Counsel Table configuration.
- The 4th Counsel Table in Div. 1, 3 & 11 may be moved for use in the Standard Courtrooms (Div. 2, 4, 12 & 13).
- 2 wall mounted Staff Support positions each with a VGA and HDMI input. The Large Courtrooms (Div. 1, 3 & 11) have a third Staff Support position.
- 2 HD projectors and projection screens.
- Mobile 55" LCD display referred to as Jury LCD
- Touch screen display at the witness stand for annotation.
- System control keypad at the judge's bench.
- Document camera – mobile in Div. 1, 3 & 11 (available upon request).
- Fully equipped third counsel table (available upon request for use in Div. 2, 4, 12 & 13).

This system is designed to route input from virtually any device that outputs an audio or video signal which may be input into the System with VGA or HDMI connections.

Remote Control Network

The System is controlled by an iPad that is specifically designed to operate the System in each courtroom. The iPad is docked on a charging station on the Clerk's desk.

Technology Courtrooms

The Technology Courtrooms are indicated in the table below by the red dot. The Mobile Document Camera's and the Traveling Tables (which is Counsel Table #4 in the Large Courtrooms), may be moved to a Standard Court. The request to move the Document Camera and/or Traveling Table should be made to the Court Administrator's Office.

<i>Division</i>							
<i>Equipment Distribution</i>	<i>Standard</i>	<i>Large</i>	<i>Standard</i>	<i>Standard</i>		<i>Mobile Document Camera</i>	<i>Traveling Table</i>
<i>6th Floor</i>		1 ●				1	1
<i>7th Floor</i>	2 ●	3 ●	4 ●	5		1	1
<i>8th Floor</i>	6	7	8 ● (fixed Doc. Cam.)	9			1
<i>9th Floor</i>	10	11 ●	12 ●	13 ●		1	1

Access Management System

The Access Management System (“AMS”) is the log-on procedure that allows individuals to use JCUP’s audio and video equipment (the “AV System”). The AMS is installed in all of the Technology Courtrooms.

You must take certain steps before individuals can use the AV Systems in the Technology Courtrooms.

STEP ONE: All individuals must take the JCUP training course offered through the LBA before using the AV System. For those who have *not* taken the course, classes are offered on a regular basis in one of the Technology Courtrooms in the Jefferson Circuit Court. To register, go to www.loubar.org or contact the LBA’s CLE department at (502) 583-5314. Those who contributed to JCUP, known as “JCUP Participants,” may take this CLE free of charge. For others, the cost is \$100 per person.

STEP TWO: Once individuals have completed the course, the LBA will send an e-mail to you informing you that will need to create a Personal Identification Number (“PIN”) and save it in your LBA profile. The e-mail will provide instructions for creating your PIN. Each user must create a PIN because the AV System requires you to enter a PIN during the AV System log-on procedure.

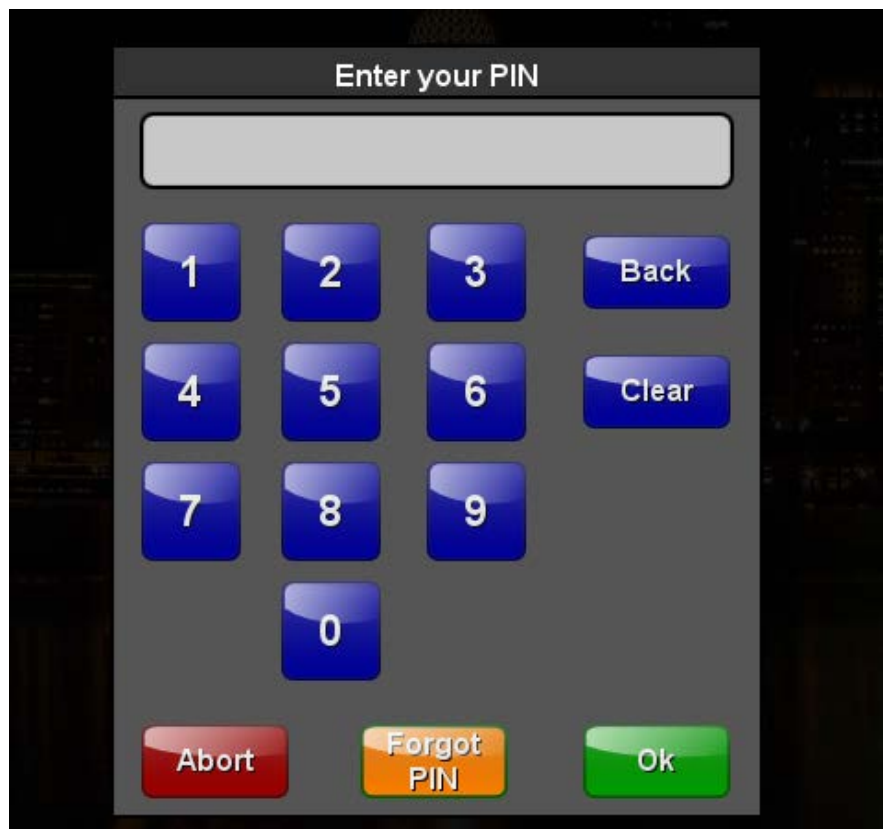
After creating a PIN, JCUP Participants may begin using the AV System and will have access to its use in the Technology Courtrooms free of charge through February 28, 2019. **If you are not a JCUP Participant, you will need to purchase credits on the LBA’s website through the JCUP Access menu in order to use the AV System.**

- **IMPORTANT NOTE FOR PARTICIPANTS AND NON-PARTICIPANTS** -

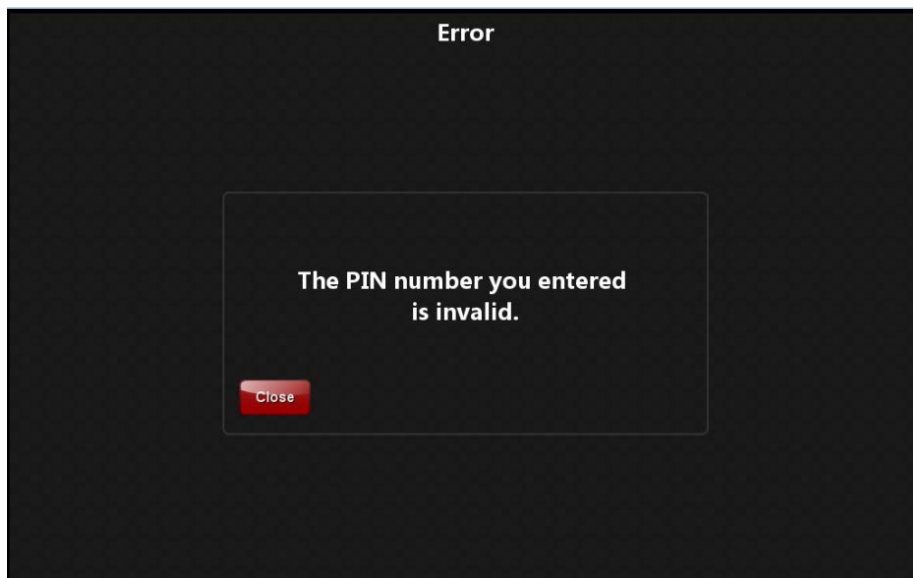
First-time users should log into the LBA website using their LBA Member ID as both username and password (once logged in, users may change these through their “Member Profile”). If you are, or have ever been, an LBA member and are having difficulty logging in, contact the LBA at (502) 583-5314. **PLEASE DO NOT** create a new account, as it will not be linked to the information already on file.

Login to the Access Management System

The Login Screen requires the User to input the user-defined PIN. Enter your PIN and select the “OK” button.



If you enter an invalid PIN, the AMS will provide an alert screen telling you that the PIN is invalid.

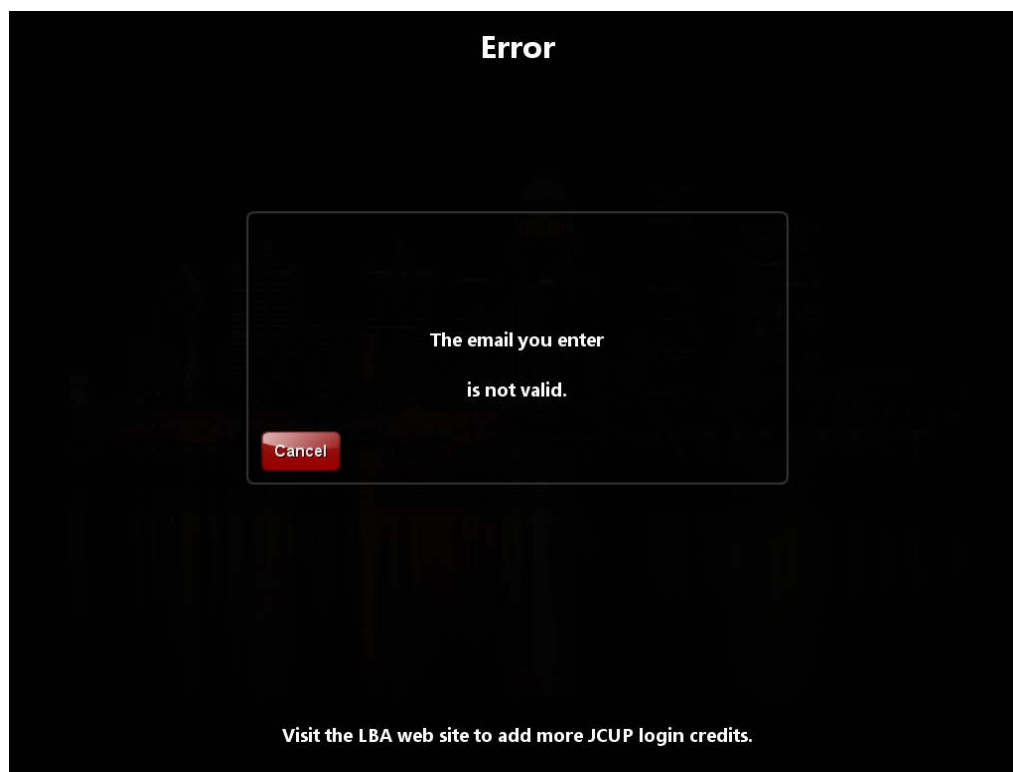


If you forget your PIN, select the “Forgot PIN” button. This will display a keyboard. Type in your e-mail address on file at the LBA, and select the **OK** button.

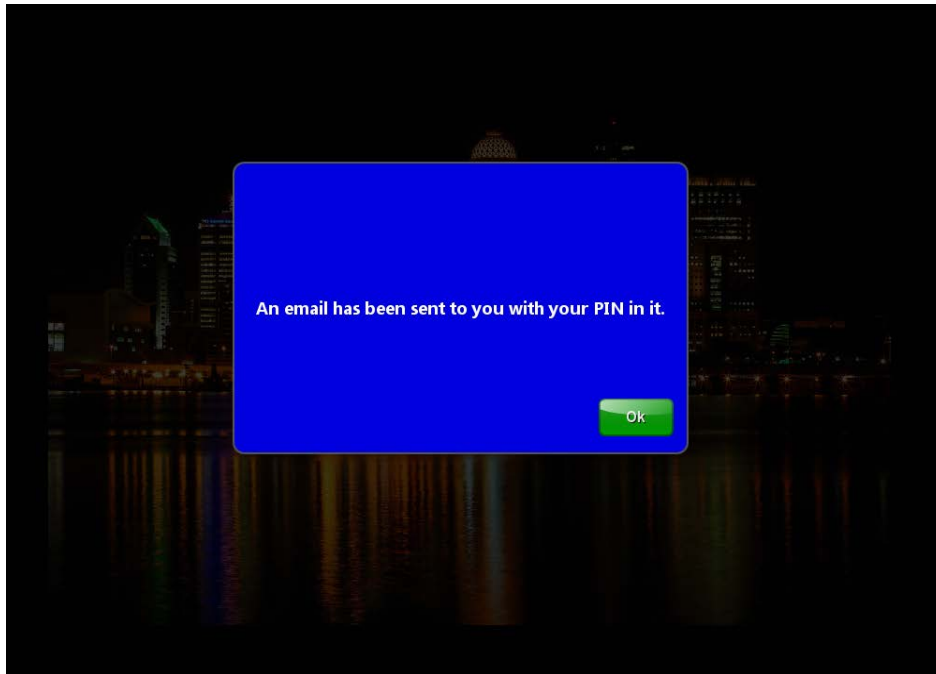


The AMS will send your PIN to the e-mail address on file with the LBA, and the iPad will display the following screen which confirms that an e-mail has been sent to you with your PIN.

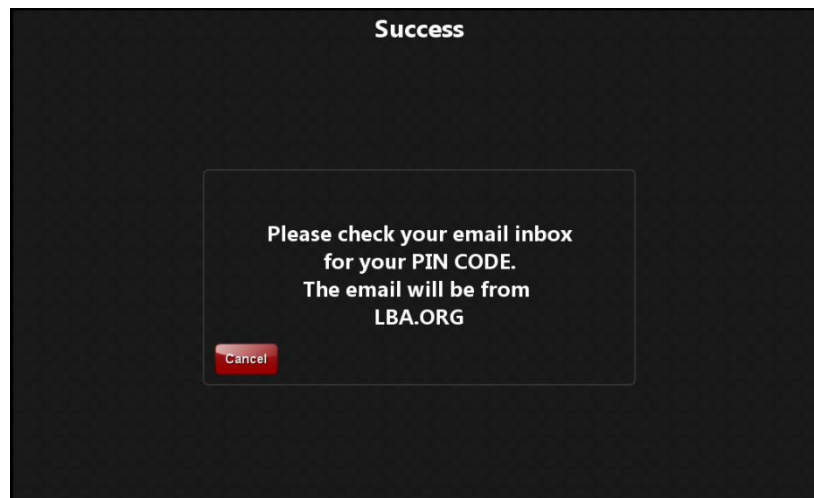
If you enter an incorrect e-mail address, you will receive this message. Re-enter your e-mail address using the address on file at the LBA.



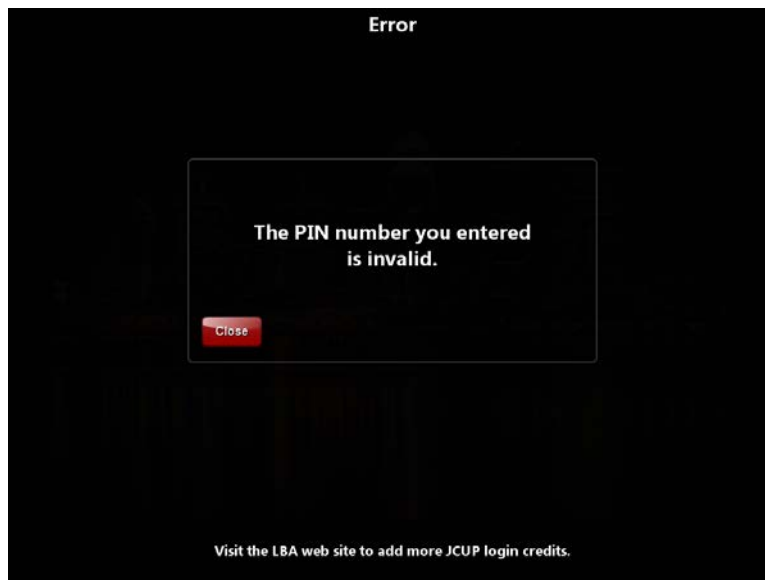
AMS will send you a confirmation if you have successfully sent your e-mail, informing you that you will be receiving an e-mail with your PIN. This e-mail will be sent to the e-mail address you have on file with the LBA.



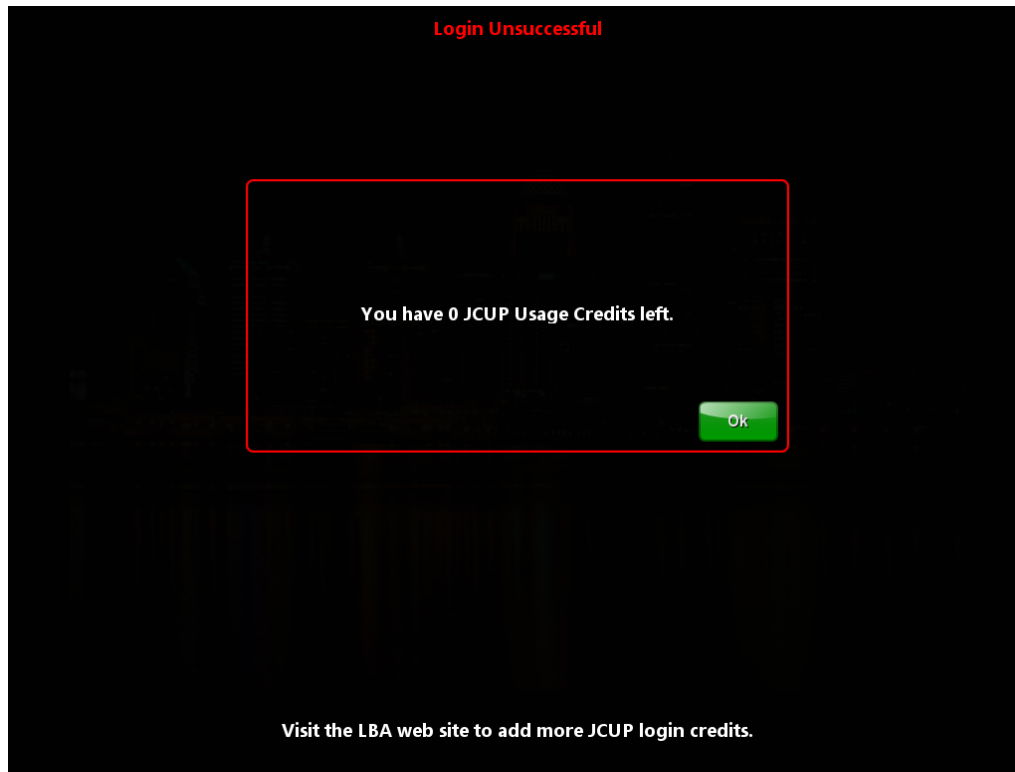
Select the **OK** button and the AMS will take you to this screen which confirms that the e-mail with your PIN has been sent to the e-mail address on file with the LBA.



The PIN Log-On routine may generate the following error messages.

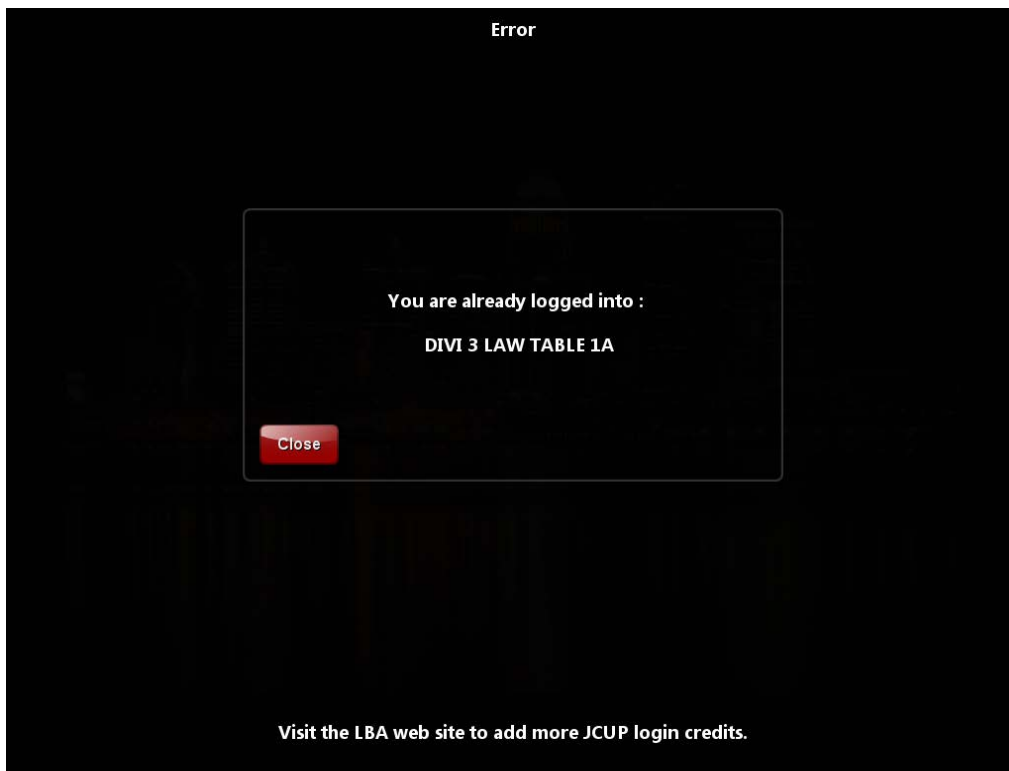


Re-enter your PIN.

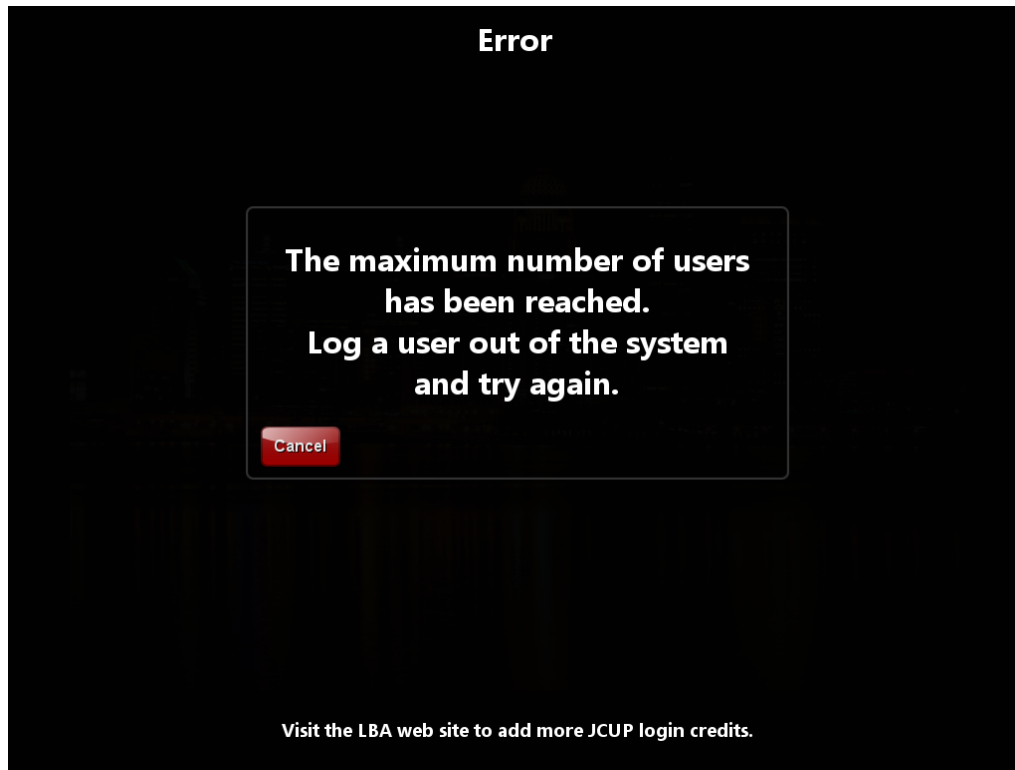


You must purchase additional credits through JCUP Access on the LBA Website.

The AMS will only allow a User to Login once with a single PIN. If a User attempts to login a second time using the same PIN, the AMS will display the following screen informing the User that he/she is already logged into the AMS.

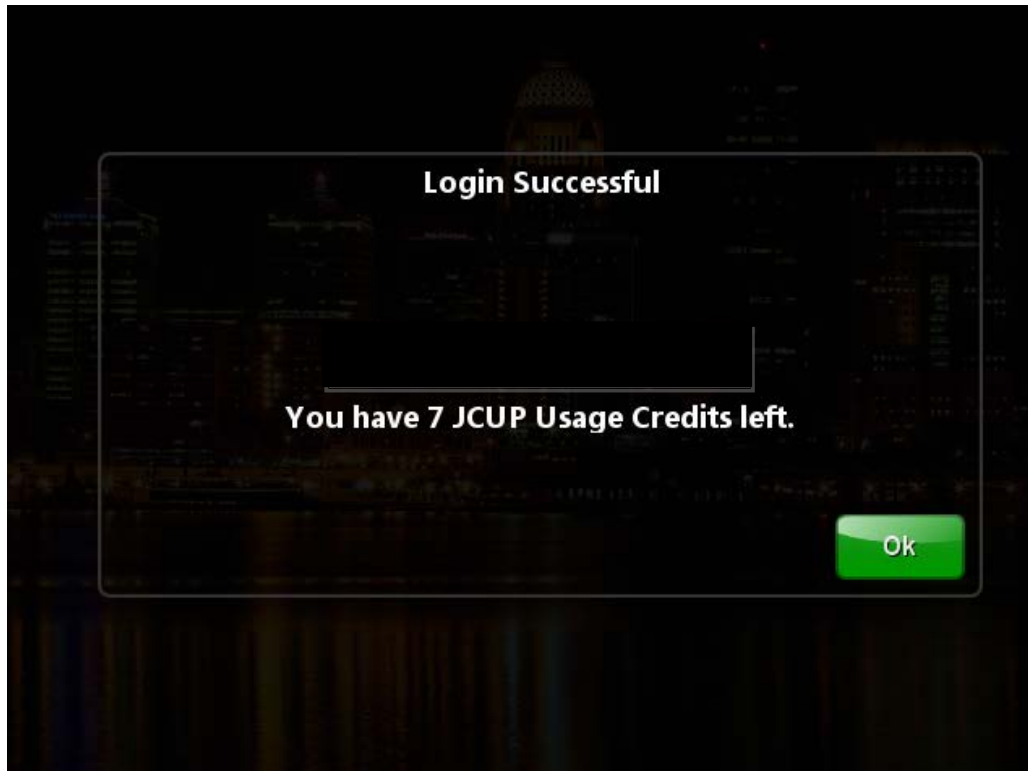


The AMS limits the number of Users that may be logged in at the same time. The limit is the number of Counsel Tables in the Courtroom. If all of the Counsel Tables have been selected by Users who are already logged onto the AMS, you will see the following screen display that will prompt you to logout a User.



The JCUP system in each Technology Courtroom will only allow 4 Users to be logged in at any one time. A User must log-off the system before another user may log-on.

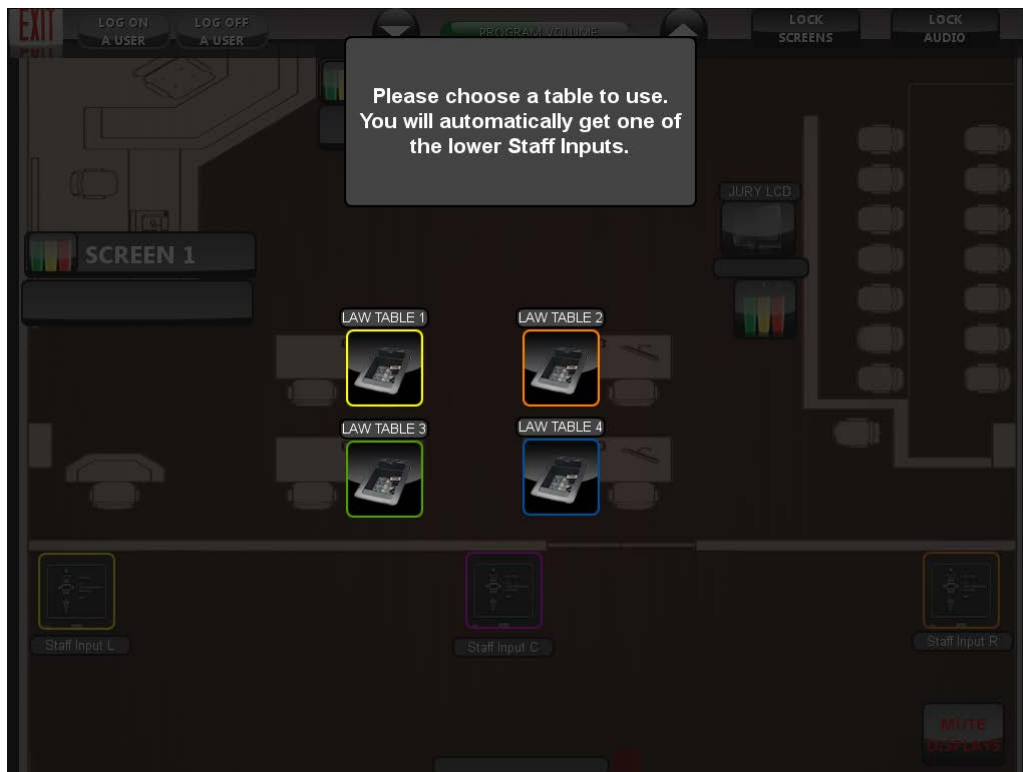
When your Login is successful, AMS will acknowledge your Login and display the number of credits in your account.



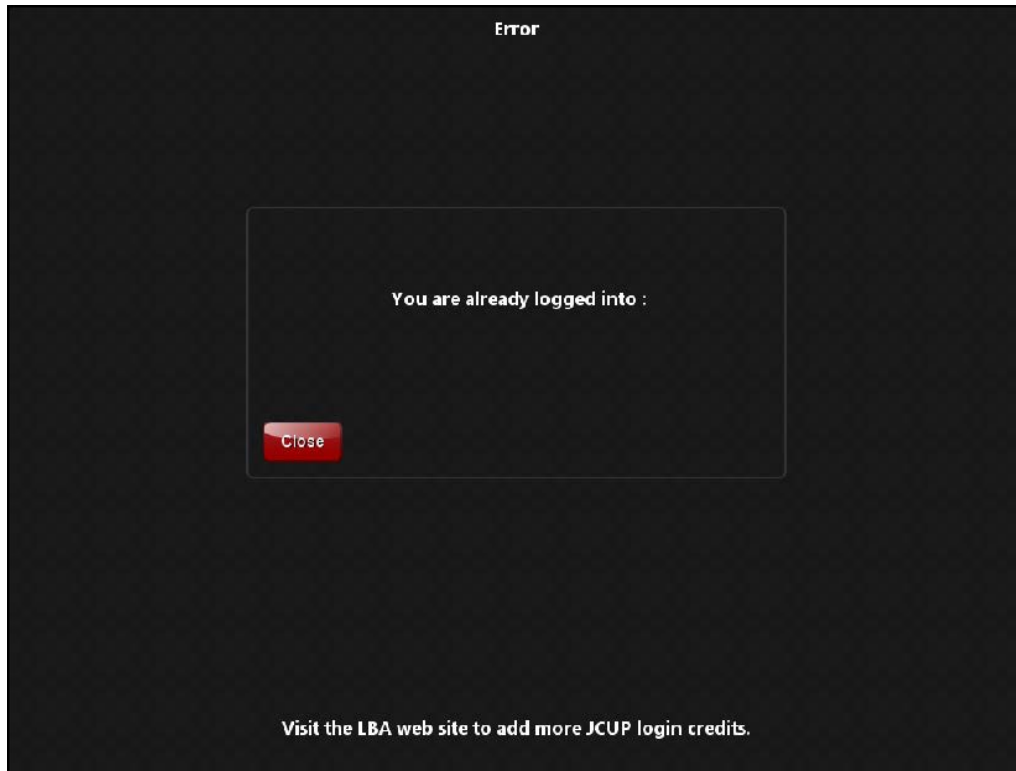
Select the **OK** button which will take you to the Resource Selection Screen. This is the screen which allows the User to select the Counsel Table at which they will be sitting. A User may only select one (1) Counsel Table.

Select the Counsel Table you will be using during your trial or hearing. The selection of the Counsel Table allows the User to use the inputs on the selected table. The Counsel Table selection also automatically selects one of the Staff Inputs providing the User with a total of 3 Inputs – 2 at Counsel Table and 1 Staff Input.

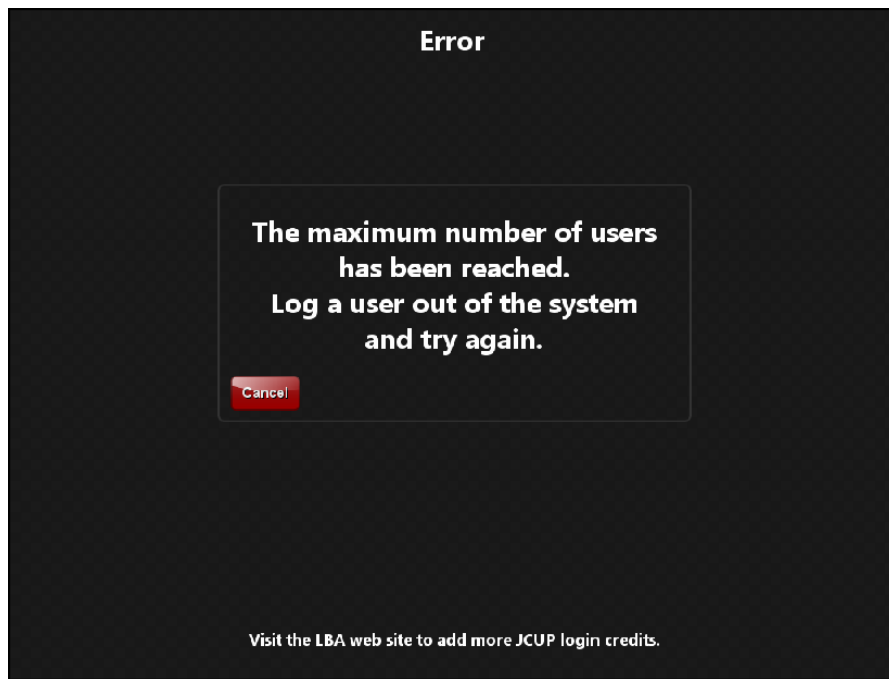
In the Large Courtrooms, the Counsel Table selection also gives the User access to the Center Staff Input which provides the User with four (4) inputs; 2 at Counsel Table, one of the side Staff Inputs, and the center Staff Input.



The AMS will only allow a User to Login once with a single PIN. If a User attempts to login a second time using the same PIN, the AMS will display the following screen informing the User that he/she is already logged into the AMS.



The AMS limits the number of Users that may be logged in at the same time. The limit is the number of Counsel Tables in the Courtroom. If all of the Counsel Tables have been selected by Users who are already logged onto the AMS, you will see the following screen display that will prompt you to logout a User.



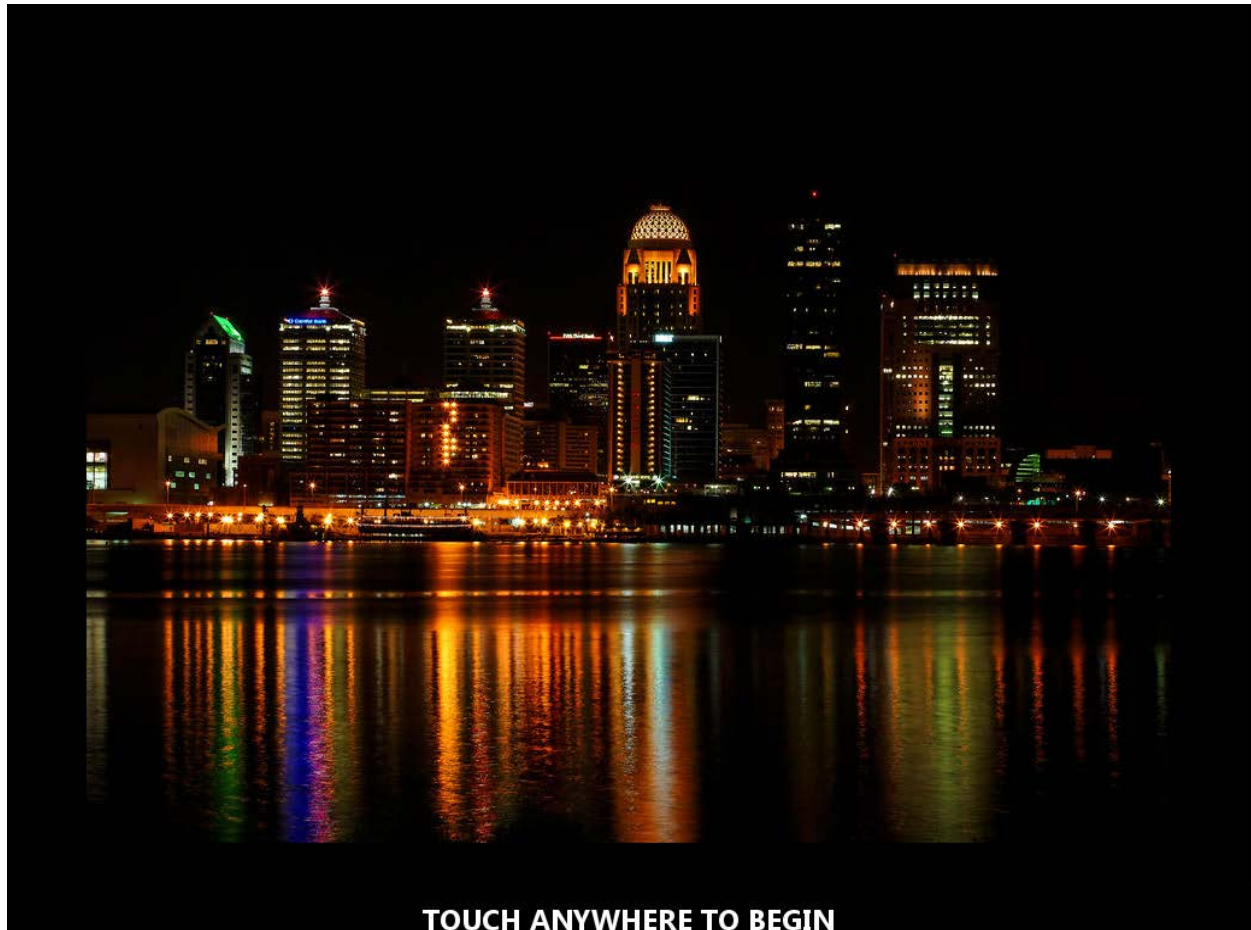
Select the CANCEL button which will take you to the Main Screen. Select the Logoff button on the Main Page which takes the User to the Logoff Screen.

Once the User is finished using the AV System, select the Logoff button on the Main Page which takes the User to the Logoff Screen

The Logoff Screen displays all of the Users that are logged onto the AV System. You may Select your name and Select Logoff, or Select Logoff all Users.

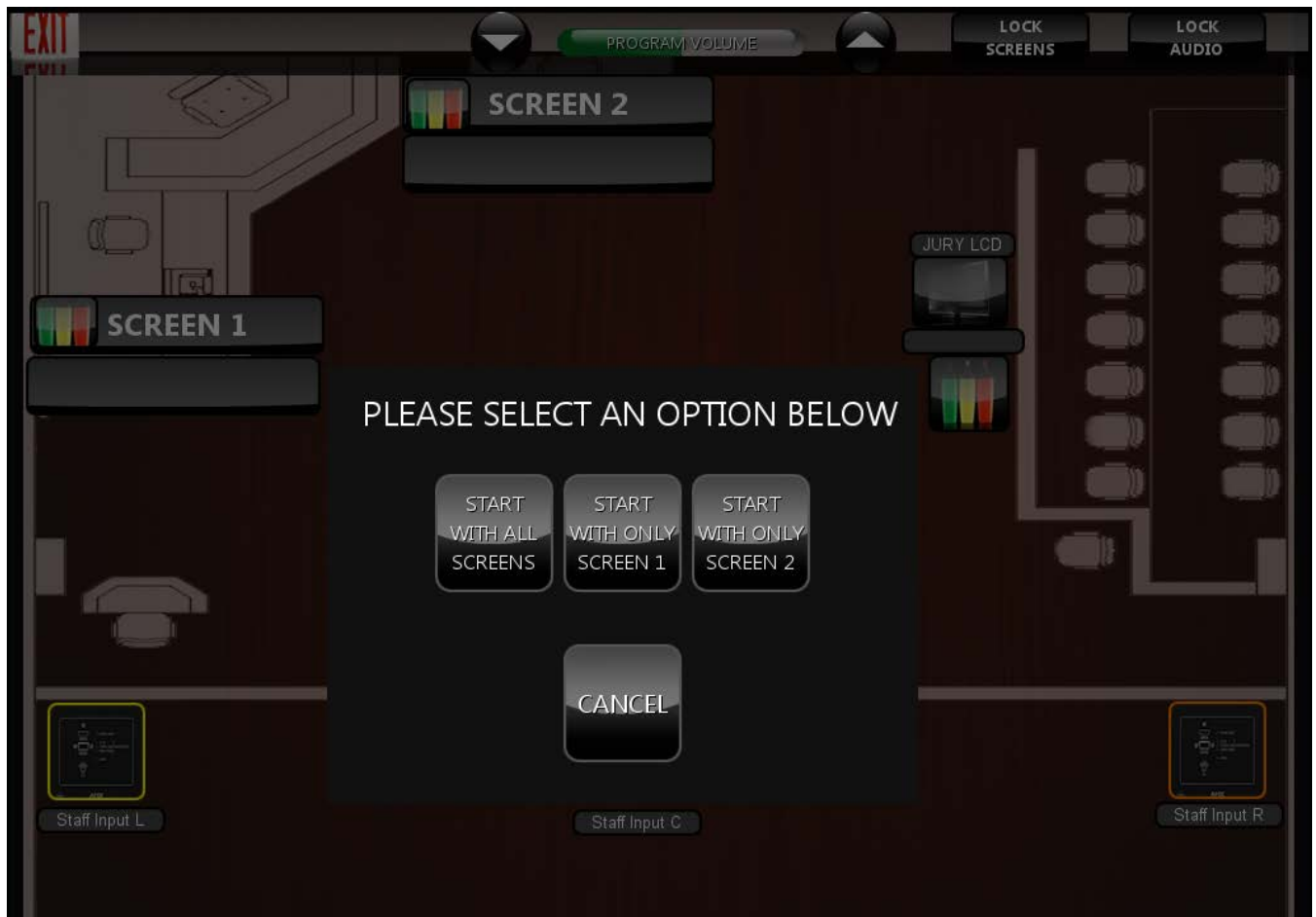
Touch Panel Pages and Pop Ups

Splash Screen & System Power-Up



The initial image on the iPad touch panel is the Logo Page, also referred to as the Splash Screen. From this page, the user will start the audio visual selection process.

Touch anywhere on the screen to initialize the system. This will take you to the System power-up selection options.



The User may select the following power-up options:

- Start with ALL SCREENS. The 2 Projection Screens, the 55” Monitor and the Document Camera will automatically power on.
- Start with ONLY SCREEN 1. Projection Screen #1 and the Document Camera will automatically power on.

- Start with ONLY SCREEN 2. Projection Screen #2 and the Document Camera will automatically power on.
- CANCEL. The System will return you to the prior screen.

Once you have made your power-up selection, the System will take you to the “Main Page.”

Main Page

The User will see 2 prompts on the Main Page telling the User that the Projectors are warming up.



Once the Projectors have completed the warm up process, the Projector prompts will disappear from the Main Page, and the User may begin selecting inputs and Outputs.



The Main Page is where the user selects the System input, and selects the screen or screens on which the input is to be displayed. This is also the page on which the user selects the screen on which to perform the Annotation and to be sent to the Record. In addition, this screen controls the audio input and output.

Counsel Table Input:



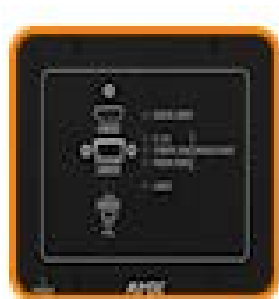
Selecting any of the Counsel Table inputs will show the user the available inputs at that location.

Counsel Table Input Selections:



Table inputs include 2 HDMI and 2 VGA inputs at each of the Counsel Tables. Select any 2 of these inputs for use at the same time to be routed to the displays: VGA – VGA; HDMI – HDMI; VGA – HDMI; or HDMI – VGA .

Support Staff Input Panel:



The staff inputs are on panels that are located on the left and right walls above the half-wall separating the gallery from the well of the courtroom. The Large Courtrooms have a third staff support input panel that is in the center of the half-wall. You may select either the VGA or HDMI input from these locations.

Screen Selection Button:



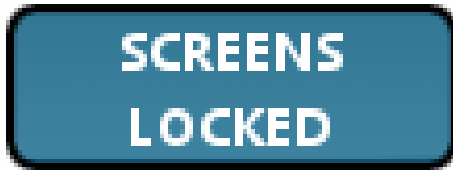
This button selects the screen for displaying the selected input. Once selected, the selected input appears below the selected display screen, and the selected input appears below the Screen button.

Annotation Button:



This button selects the screen for annotation. It also designates which screen will be sent to the Court Record, and the screen which is selected for printing. Once the Annotation button is selected, the input selections are locked. Prior to making an input selection, you must turn off the Annotation button. This means that you may not make an input selection when the Annotation feature is active on one of the display screens.

Screen Locked Button:

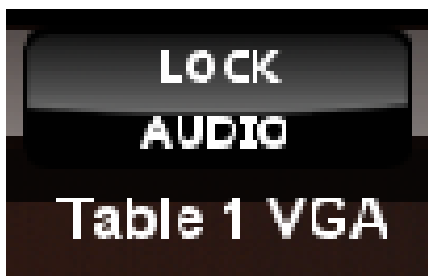


This button locks the screens together and routes the same signal to ALL screens. The system defaults to the Screens Locked mode when it is powered up. First, select the Screens Locked button. Next select the input. Finally, select any output. The input will be routed to ALL of the display screens regardless of the output screen you selected. This button can be toggled ON and OFF. After toggling OFF, the next input will only be sent to the selected screen.

Audio Lock Controls:



This button allows the user to lock the audio to the currently selected audio source. Once selected, the audio continues to be output from this source until the Audio Lock control is disengaged and another audio source is selected. The selected audio source appears below the Lock Audio button.



Volume Controls:



These 2 buttons control the volume for the System audio. The bar graph will display the current audio volume for the System.

Exit Button:



Pressing the Exit button will display a shutdown verification page. The user will be prompted to confirm that they want to shut down the System.

System Operation



Step 1 – Select Table:

- Select a table input.



- This icon will appear showing the input selections for that table.



Step 2 – Select Input:

- Select the Input you want to use. Each input is labeled with the Counsel Table number and the channel – labeled as “A” or “B”. The user may select one input – either VGA or HDMI – from each input channel labeled as “A” or “B”.

Step 3 – Select Display:

- Select the Display for the input selected in Step 2. The choices are Screen 1, Screen 2 or Jury LCD.
- After the Display is selected, the button border of the selected Display will change to the color of the input selected and the text will show the input that it is displaying.
- For example, if the user selects Table 1- A HDMI to be displayed on Screen 2. The touch panel will appear as follows to quickly identify which input is shown on the display screen.



Step 4 – Screens Locked:

- The user may send the same input to all screens by making a single selection. When the system powers up, the Screens Locked button is ON which means the same signal will be sent to all screens.
- The user selects the Screens Locked button.



- The user selects the Input and any Display (as described above). The selected input is displayed on all screens.
- To send a different source to each display, the user unlocks the Screens Locked by selecting the Screens Locked button.



- The user selects the Input and any Display (as described above) for each screen. The user may select a different input for each display screen.

Step 5 - Annotation:

- Annotation: Each of the 3 displays may be annotated using the Annotation button to select the screen to be annotated. This is accomplished by selecting the Annotation button next to the display you wish to annotate.



- The Annotation button will light up to indicate which display has been selected for annotation. A red button will flash next to the Annotation button that has been selected for annotation. The red button also indicates which display is being sent to the Court Record.
- Once the Annotation button is selected, you may NOT make another input selection until you turn off the Annotation button. If you make another input selection without first turning off the Annotation button, the following screen will appear:

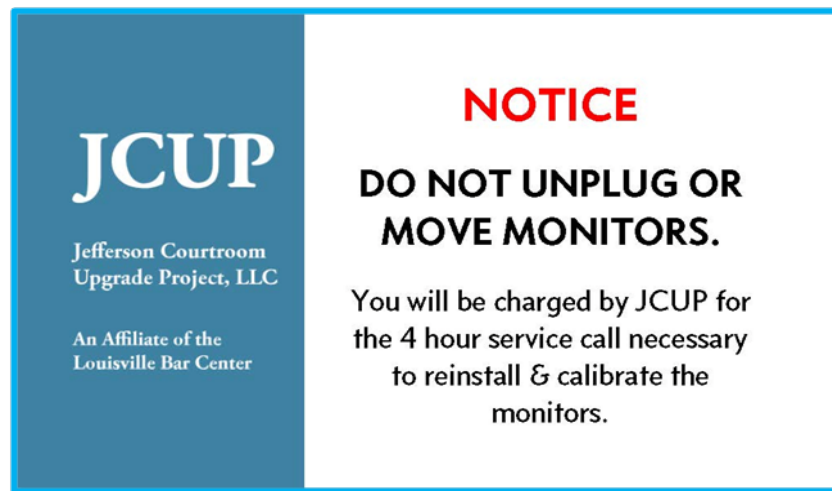


- The user may “draw” or annotate on the touch panel monitors on counsel tables or at the witness stand.



- The user may select the Color of the annotation in the upper left corner of the touch panel.
- The user may select the pen or the highlighter from the lower right corner of the touch panel.
- The user may “Undo” the last annotation by pressing on the upper right corner of the screen.
- The user may “Clear” all annotation by pressing on the lower left corner of the screen.
- Selecting the Annotation button a second time will remove the annotation from the display(s).

- Only one input or Screen may be annotated at a time.
- To change the Screen to be annotated, the user turns off the display that is currently selected for annotation, and next selects the display to be annotated.
- Do not move or unplug the Monitors because it cause them to lose calibration.



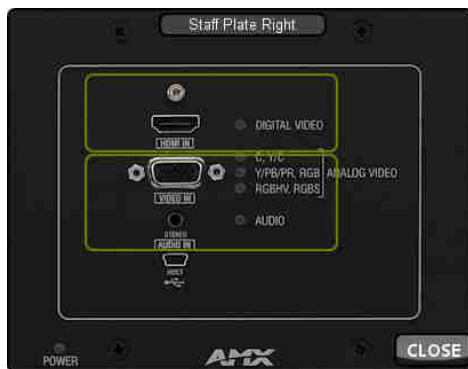
Step 6 – Print Screen:

- The user may obtain a color print of the output displayed on any screen.
- Select the Annotation button to select the display to be printed.

- The printing function is controlled by the Court from a control panel on the bench. The user may request the Court to print the selected output.

Step 7 – Support Staff Input:

- The Large Courtrooms have 3 Staff inputs that function exactly like the Counsel Table inputs. These inputs are located on the left and rights sides of the courtroom just above the short walls dividing the gallery from the well of the courtroom, and at the center of this wall on the bench side. The Standard Courtrooms have 2 Staff Inputs. These inputs are located on the left and rights sides of the courtroom just above the short walls dividing the gallery from the well of the courtroom



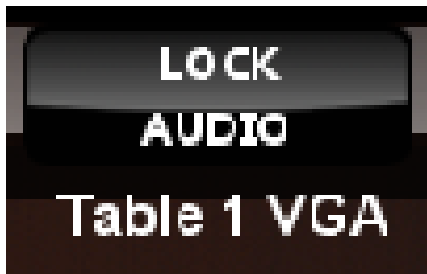
- Select the Input you want to use. The user may select one input – either VGA or HDMI.
- Select the Display for the Support Staff input selected. The choices are Screen 1, Screen 2 or Jury LCD.

Step 8 – Audio:

- The System has a separate audio system which is controlled by the volume control.



- The last selected input is the source of the audio that is routed to the ceiling speakers. The audio source is displayed beneath the Lock Audio button.



- The user may lock in the currently selected audio source by selecting the Lock Audio button.



- The Lock Audio button allows the user to select different inputs without changing the audio source. With the lock Audio function selected, the audio will not change with each input change but will be locked to the input selected prior to selecting the Audio Lock button.
- The Lock Audio button is engaged when it flashes:



- The user may input another audio source by unlocking the Audio Lock button. Once unlocked, the user may select a different audio input.

Step 9 – Input into the Record:



- Select the Annotation button for the display to be input into the official Court Record.
- The selected Annotation button will light up to indicate which display has been selected for input into the Record.
- A red button will flash next to the display that has been selected with the Annotation button.
- The input into the Record is controlled by the Court from a control panel on the bench.
- The user may request the Court to input the selected display into the Record. The input on the jAVS system is designated as Camera #9. When Camera #9 is selected by the Court, the jAVS recording system records the audio and video output that is being sent to the Screen selected for Annotation.

Step 10 – Document Camera:

- The Document Camera uses an HDMI connection. JCUP provides the HDMI cable for the Document Camera. It may be connected to any HDMI input.
- The user selects the input into which the Document Camera has been connected.
- The controls for the Document Camera are on the front panel of the Document Camera.
- Select the POWER button to turn ON the Document Camera.
- The Document Camera has two light sources: (1) the side lights or (2) lighting from under the bed of the Document Camera – best for X-Rays.
- Select the LIGHT source using the LIGHT button.
- Documents or objects placed on the bed of the Document Camera may be rotated by selecting the ROT button.
- The ZOOM feature allows the user to zoom in and out.
- Division 8 has a Document Camera that is permanently mounted on the Clerk's Desk. This Document Camera has its own selection button and control buttons on the iPad. This Document Camera may be controlled from the front panel or from the iPad.

Muting Display & Audio

- The user may turn off all Displays & Audio by selecting the Mute Display button.



- The user may turn all Displays & Audio back on by selecting the Mute Display button.



Help

- The user may select the Help button to access the contact information for the JCUP A/V vendor

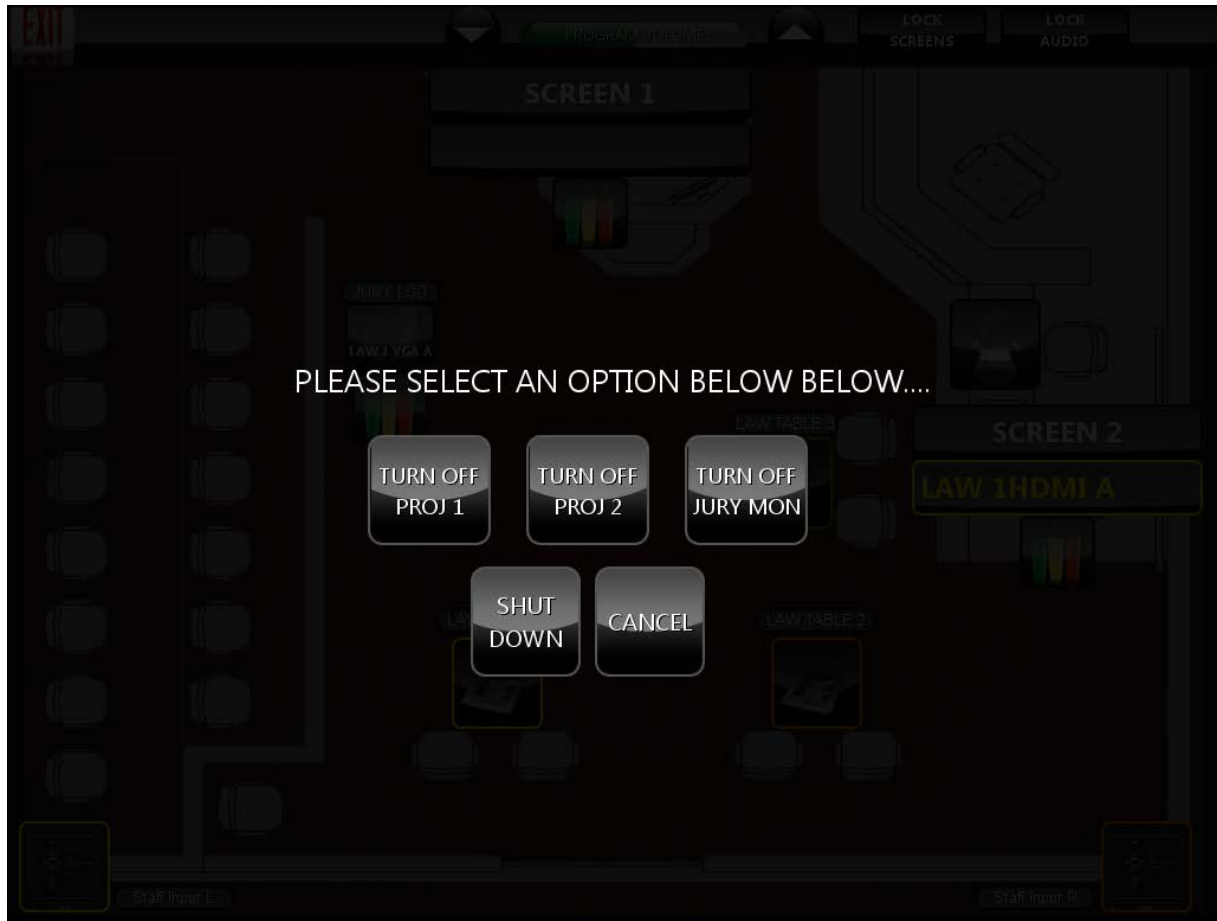


System Exit

- The user may shut down the System by selecting the Exit button



- Once the **Exit** button is selected, this screen is displayed on the iPad, asking the User to confirm that they want to turn off Projector 1, Projector 2, the 55" Monitor or to shut the AV System off.



- Selecting **TURN OFF PROJ 1**, turns off Projector #1, leaving on Projector #2 and the 55" Monitor.
- Selecting **TURN OFF PROJ 2**, turns off Projector #2, leaving on Projector #1 and the 55" Monitor.
- Selecting **TURN OFF JURY MON**, turns off the 55" Monitor, leaving on Projector #1 and Projector #2.

- Selecting **SHUT DOWN** will turn off all displays and the document camera, and cancel all prior routing of audio and video signals. The iPad will display the **Splash Screen**.
- Selecting **CANCEL** will take the User back to the display screen that appeared prior to selecting the Exit button.

Resolution & Screen Settings

- The System is designed to accommodate HD – 1080P quality signals.
- The Projection Screens, the 55” Monitor and the Touch Screen Monitors will accept any resolution output by your computer or other video device. The System will display the resolution that is output by your device. These System output screens are designed for a “wide-screen” output which is referred to as a screen setting of 16:9.
 - 16:9 Output Ratio. This is the output size of the Projection Screens, the 55” Monitor and the Touch Screen Monitors. This output fills the screens. The user should set their device to output ratio as 16:9 with a resolution of 1920 x 1020 for the output image to fill the screens. This may be adjusted in your settings or page setup function.
 - 4:3 Output Ratio. This resolution will appear as a square format on the output screens. It will not fill the entire screen. The native output of an iPad is 4:3 and cannot be adjusted to the 16:9 output.

Bench Button Controls

- The Court has a 3 button control panel.



- The POWER button turns the displays and the witness touch screen monitor ON and OFF.

- “ON” – (RED LIGHT): The image is displayed on Projection Screens, 55” Monitor & on all Touch Screen Monitors. This is the Default position, and the full system operating position.
 - “OFF” – (No RED LIGHT): The image is displayed only on the Touch Screen Monitors at counsel tables. The image is NOT displayed on the Projection Screens, 55” Monitor & the Witness Monitor.
- The PUBLISH button turns the displays ON and OFF. When powering up the AV System, the PUBLISH button is in the OFF position.
- “ON” – (RED LIGHT): Publish the exhibit. The image displayed on Projection Screens, 55” Monitor & on all Touch Screen Monitors. It is the equivalent of “Publishing” the exhibit to the jury.
 - “OFF” – (No RED light): The image is displayed on all Touch Screen Monitors. The image is NOT displayed on the Projection Screens & the 55” Monitor. This is the status pre-Publication to the jury.
 - When powering up the System, the POWER button is ON and the PUBLISH button is OFF and inactive. The System displays images on all Projection Screens, the 55” Monitor & on all Touch Screen Monitors. To activate the PUBLISH button, the Court must turn ON the PUBLISH button. As described above, in the ON position (RED LIGHT), the image is displayed on Projection Screens, the 55” Monitor & on all Touch Screen Monitors. Once activated, the Court must press the PUBLISH button to turn it OFF. As described above, in the OFF position (no RED light), the

image is displayed only on all Touch Screen Monitors; not on the Projection Screens & the 55" Monitor.

- The PRINT button prints the Screen Image of the signal being input into the Record.

Cables

- The User should bring all cables required to connect the computer or other output device to the System. The Court and JCUP do not provide any cables for your input devices.
- The System accepts inputs from VGA or HDMI cables.
- If you are outputting an audio signal using VGA, you must also use an audio cable to connect the audio output from your computer to the System.

iPad Issues

- iPads will not print to the AV System if the output is through HDMI or Apple TV. To print, an iPad must be connected with a VGA connector. This is an Apple issue; not a JCUP AV System issue.

- Audio output is delayed from an iPad when it is connected with an HDMI cable directly or through Apple TV. The User must re-start the audio once it is re-synced. To avoid the audio syncing issue, the iPad should be connected with a VGA cable.

MacBook Pro Issues

- MacBook Pro has known audio output problems when using the display port output connecting to the AV System with an HDMI connector. This is an Apple issue; not a JCUP AV System issue. In some cases, you do not output any audio, and in other cases, the audio has a substantially reduced volume level. This problem may be remedied by installing a program called “Boom.”