

Overview of Audio/Visual Equipment

Arlington County Circuit Court



Technology Available

- Media Presentation Accessibility
 - HDMI
 - USB
 - Wireless (Airplay or Chromecast)
- Document / Evidence Display Camera
- Internet Access (Wi-Fi and ethernet cable available)
- DVD / VCR System
- Audio / Visual Capability for Remote Witness Access.

Requirements to Use

TRAINING

Individual or group, arranged through the Arlington County Circuit Court Technology Specialists at ccttech@arlingtonva.us
(703) 228-3199

Media Presentation Accessibility

- HDMI (Laptop)

- An HDMI hookup is available at each counsel table.
 - *If your computer does not have an HDMI port, you must bring your own adaptor that is compatible.*
- To use, please insert HDMI plug into your laptop.*
- The clerk will be able to cast your screen to the monitors in the courtroom.



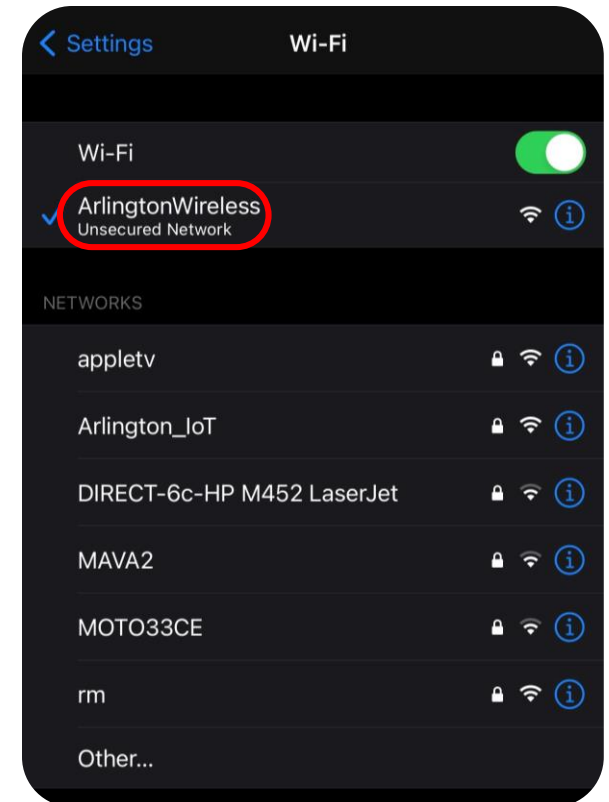
- USB (flash drive)

- A USB hookup is available at the main podium.**
 - *The USB should not be used for video, only still documents or pictures.*
- To use, insert the flash drive into the USB hookup.
- Select the media from the touch screen on the document camera



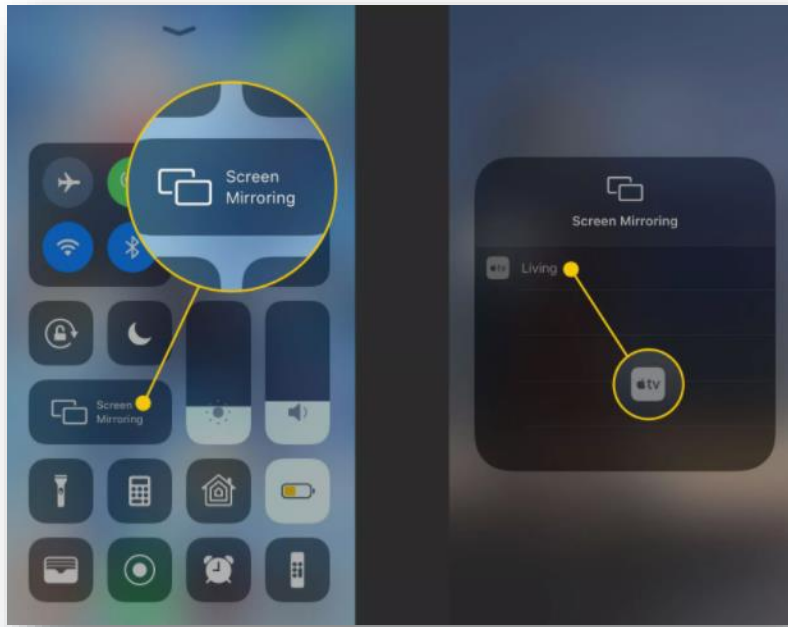
Media Presentation Accessibility (Continued)

- **Wireless** (via laptop or smartphone)
 - To present using wireless, please first ensure you are connected to the “ArlingtonWireless” wireless network.
 - For Apple products – use Airplay
 - For Android or PC – use Chromecast





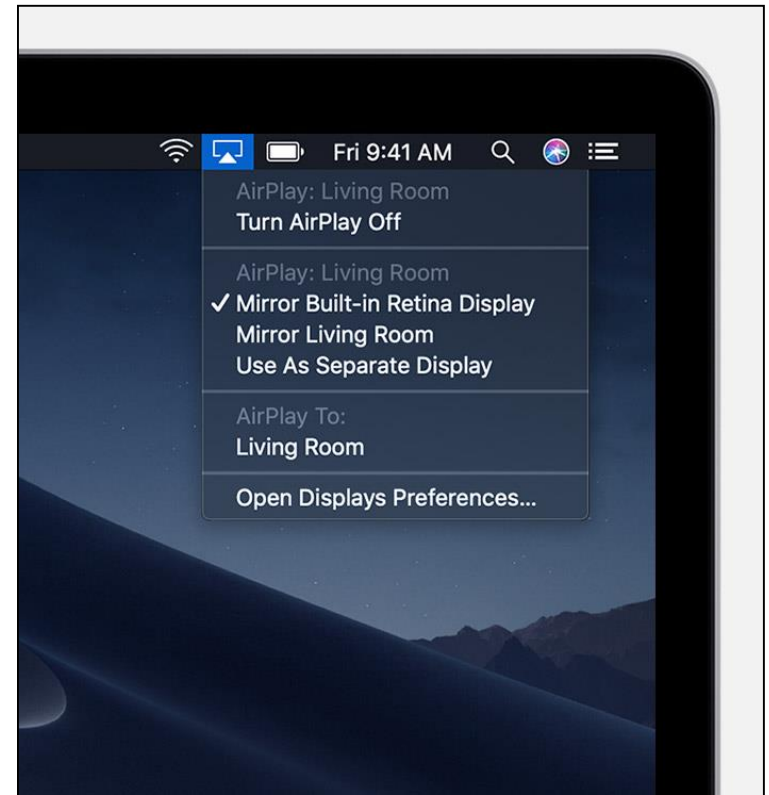
AirPlay from an iPhone

- Swipe down from the top right of your iPhone, select 'Screen Mirroring'.
- Select the courtroom source (ex: Courtroom 10A)
- Enter the Airplay code that is on the courtroom monitor to connect.



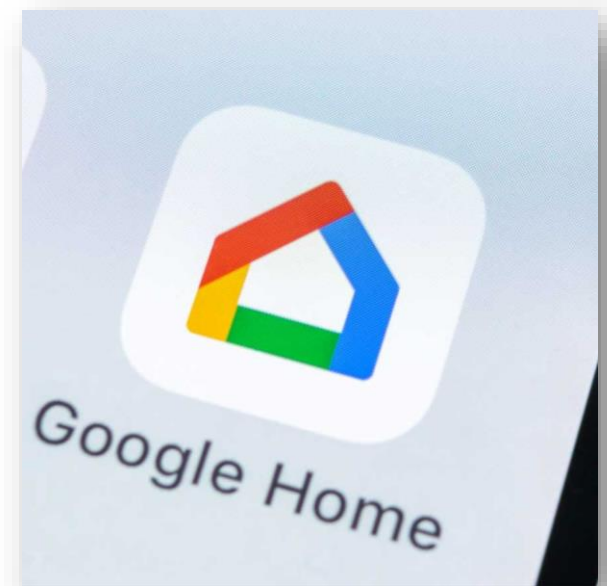
AirPlay from a Mac

- Connect your Mac to the 'ArlingtonWireless' wireless network or by connecting the ethernet cord directly to your Mac.
- On your Mac, click  in the menu bar at the top of your screen.
 - If you do not see , go to the Apple menu > System Preferences > Displays, then “Show mirroring options in the menu bar when available.”
- Choose the courtroom display source
- Enter the AirPlay password shown on the courtroom monitor.



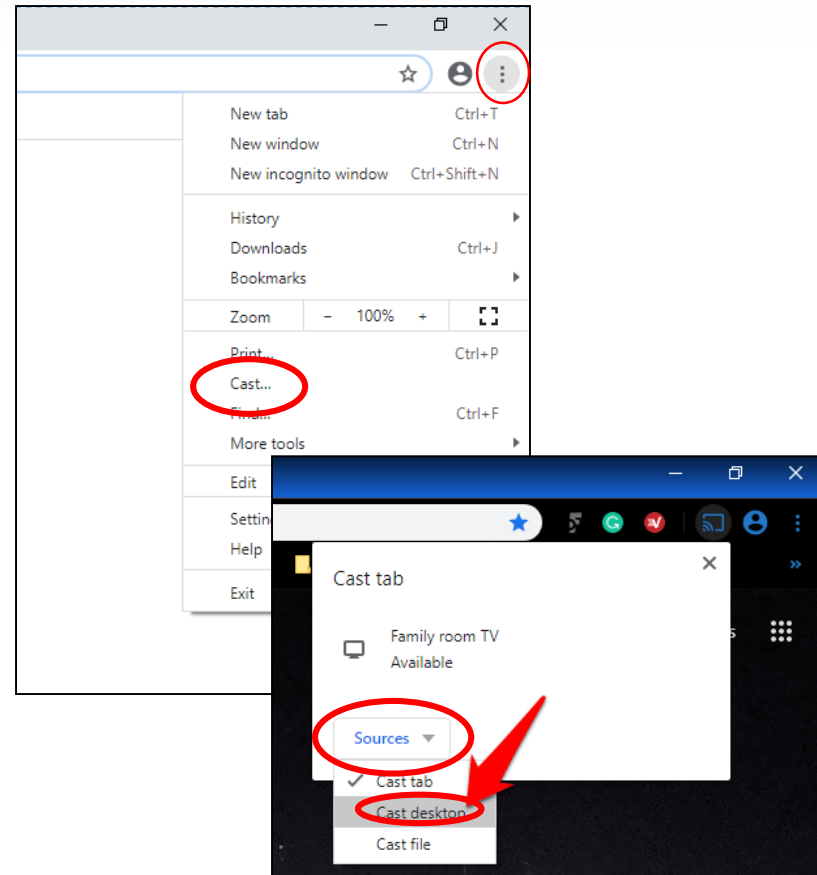
Chromecast from Android

- Connect your Android phone to the 'ArlingtonWireless' wireless network.
- Open the Google Home app
- Tap the courtroom device you would like to present to
- Enter the code located on the courtroom monitor



Chromecast from PC

- On your computer, open Chrome
- At the top right, click More ⋮, then click 'Cast'
- At the top, next to 'Cast to', click the Down ▾ arrow
- Click Cast desktop
- Choose courtroom device you would like to cast to.
- Enter the code located on the courtroom monitor



Document / Evidence Display Camera



To use:

- Slide out document camera drawer from the right side of the center podium.
- Extend the document camera arm, so that it is fully expanded.
- Features:
 - Zoom
 - Illumination (light)
 - Auto-focus
 - Freeze

DVD / CD or VCR

- Always test your presentation on your home or office computer before bringing to court

Instructions for Use:

- Insert DVD, CD, or VCR
- Clerk will project the media to the courtroom monitors
- Press “Play” on device or use remote.
- When finished:
 - Hit “Stop” on device or remote.
 - Remove DVD / CD / VCR
 - Close cabinet doors
 - Machine will power down with system shut off at Clerk’s Station.



Tips for Success

- Notify Clerk's Office at least 2 business days before your hearing that equipment is needed at: ccttech@arlingtonva.us, or (703) 228-3199
- Arrive at least 30 minutes before start time to set-up
- Be familiar with use of equipment prior to hearing date (staff may not be able to assist once court starts)

Questions on Equipment Operation or Set-up



Always check with the Clerk to avoid damage to equipment.