



**STATE OF NORTH CAROLINA  
OFFICE OF ADMINISTRATIVE HEARINGS**

**USER GUIDE**

**to**

**COURTROOM EQUIPMENT**

**and**

**PROCEDURES**

**1711 NEW HOPE CHURCH RD.  
RALEIGH**

**Feb. 11, 2010  
V 1.3**

## **General Rules –**

- no food or drink is allowed in the courtroom or waiting areas (water is provided in the courtrooms)
- wireless internet service is available for visitors with compatible wireless equipment (terms of service and password are available from the receptionist)
- local phone service is provided in the waiting area
- computers or laptops are not provided
- no weapons are allowed on premises
- public areas may be under video surveillance
- no animals are allowed (except for service animals)
- visitors may be required to pass through a metal detector and/or be subject to a weapons search conducted by State Capital police
- all visitors are required to sign in and sign out at the reception area
- OAH public hours are 8 AM to 5 PM weekdays, excluding State holidays

## **Visitor Responsibilities –**

- visitors must follow court rules and directions from State Capital police and OAH officials and employees
- visitors must be in the courtroom prior to the scheduled start time for the hearing
- courtrooms will be open one half hour prior to the hearing start time to allow for setup preparation and visitor seating
- participants must provide two (2) paper copies of all submissions and presentations
- participants must be prepared to proceed with a scheduled hearing without the use of anticipated or pre-arranged technology aids
- technology aids must conform to OAH standard format and interface requirements

## **OAH Responsibilities –**

- OAH will provide limited assistance with pre-arranged technology aids
- OAH will conduct a pre-arranged test video conference session with a new far end conference point when requested (requires advance notice)
- OAH will provide a copy of the audio recording of a hearing at cost when requested (form H25B).

# **Common Capabilities**

## **(Courtrooms A, B, C and D)**

### **Audio Recording**

Hearings are recorded in 4 channel digital format. Copies of the recording are available after the hearing. Fill out and submit form H25B which is available on the OAH web site. The cost for the audio recording is the actual OAH cost – CD or DVD, packaging, and postage (no charge if total under \$3). The current cost listing is also available on the OAH web site.

The digital recorder is located at the Hearing Assistant's portion of the Judge's bench and is monitored by the Assistant. Microphones are located at the judge's bench, witness stand, presentation stand, and participant's tables. Microphones are powered by the digital recorder and the participant microphones have a blue LED when active. These microphones can be muted by pressing the touch pad near the blue LED (the LED goes off when muted). The other microphones are always active.

### **Ceiling Speakers**

The sound from the microphones is output over the ceiling speakers, along with any sound from the telephone conferencing equipment and the user supplied laptop (and the DVD/VHS player and video conferencing equipment in Courtroom A or B). The volume level, muting and on/off is controlled by the Judge at the Judge's Control Panel.

### **Telephone Conference**

A multi-party telephone conference can be setup and controlled by the Judge at the Judge's control panel. The remote parties will be heard over the ceiling speakers and the local parties will be heard through the courtroom microphones.

Dialing, volume, and disconnect are controlled by the Judge at the Judge's control panel.

## **Temperature Control**

The heating and air conditioning system is controlled by a central computer program. The settings are 70°F heating and 76°F cooling. Thermostats are located in each courtroom but are not operational. Changes to standard settings must be made by OAH staff.

# **Advanced Capabilities**

## **(Courtrooms A and B only)**

### **Local Presentation Viewing**

Presentations from multiple sources can be viewed on touch screen monitors located at the judge's bench, witness stand, presentation stand, and participant's tables and on the two large wall-mounted plasma monitors. Presentation sources include a user supplied laptop, DVD/VHS player, document camera, and video conferencing. Presentations can be annotated and printed.

Judicial preview and full room presentation are controlled by the Judge at the Judge's control panel, as well as local presentation on/off.

### **DVD/VHS Player**

A DVD/VHS player is located in the shelf under the presentation stand. The player is compatible with full size VHS cassette tapes, audio CD's and video DVDs in most standard formats. The player can be controlled manually from the front panel controls or remotely by the Judge's control panel. The remote control does not provide feedback to the Judge's control panel so remote control actions may not always be activated properly.

OAH recommends transferring audio and video content onto a PC and displaying the content using the laptop interface described below instead of using the DVD/VHS player. This will eliminate format compatibility issues with the player and allow user control of the content presentation.

Judicial preview and full room presentation are controlled by the Judge at the Judge's control panel.

### **User Laptop**

Connections for laptop input into the recording and presentation system are available at the presentation stand. The video connection is a 15 pin male VGA connector and the audio is a male mini-stereo connector. These are

standard connectors that connect to the external video monitor and external headphone connectors on a typical PC laptop.

Electronic presentation material must be provided to the Hearing Assistant in acceptable format – Microsoft Office or Adobe PDF for presentations, Windows Media Format for video, JPEG for pictures, and WAV or MP3 for audio - 2 copies of each submission.

Judicial preview and full room presentation are controlled by the Judge at the Judge's control panel.

## **Document Camera**

A fixed document camera is located at the presentation stand. The camera stand can accommodate paper sizes up to 12" x 17". The power button is located in the camera base – red when off and green when on. Hold the button down until the LED changes to red when powering off.

The camera swivels in multiple directions so a three dimensional object can also be displayed. A camera light switch is located near the camera lens for extra illumination and zoom and autofocus controls are located at the end of the camera arm.

Judicial preview and full room presentation are controlled by the Judge at the Judge's control panel.

## **Annotation and Printing**

Display monitor screens at the Judge's bench, witness box, presentation stand and participant tables are touch sensitive and can be used to annotate over a displayed image. All monitor screens are active and can erase or overwrite any other monitor's annotation.

The entire screen surface can be used for freehand drawing. Holding and dragging your finger will create a freehand line. The screen area can change from line drawing to arrow pointer by tapping the screen where you want the arrow with your finger.

Touch sensitive control areas are located in the top and bottom left corners and the top right corner. These control areas perform the following functions:

- top left corner.....color
- bottom left corner.....clear
- top right corner.....undo

The color control will change the line or arrow color as selected (white, black, pink, red, green, yellow and blue). Existing annotations stay their original color. The clear control will remove all existing annotations on the screen. The undo control will remove each annotation, starting with the most recent, one at a time.

The Hearings Assistant can print color copies of the annotated screen from the assistant's workstation.

## **Video Conference**

A video conference can be setup and controlled by the Judge at the Judge's control panel. The conference equipment must use the standard H.323 video conference protocol at each end. Due to the large variation in video conference equipment, proposed conference calls to a new endpoint must be tested and verified prior to scheduling. Any fees associated with a video conference must be paid by the requesting party.

The far-end video will be displayed on the two large wall-mounted plasma monitors. The local video view can be selected by the Judge from preset views or adjusted manually from the Judge's control panel. The local view can be displayed on the plasma displays using the small PIP overlay. Local video source can be either of two courtroom video cameras, or any presentation source (laptop, document camera or DVD/VHS player).

The remote parties will be heard over the ceiling speakers and the local parties will be heard through the courtroom microphones.

Connection, camera views, volume, presentation source and disconnect are controlled by the Judge at the Judge's control panel.



# **Basic Capabilities**

**(Courtrooms C and D only)**

## **Local Presentation Viewing**

Presentations from VGA video sources can be viewed on computer monitors located at the judge's bench, witness stand, and participant's tables.

Presentation sources include a user supplied laptop or other user supplied device with a standard computer VGA video output.

## **User Laptop**

Connections for laptop input into the recording and presentation system are available at the participant's tables. The video connection is a 15 pin male VGA connector and the audio is a male mini-stereo connector. These are standard connectors that connect to the external video monitor and external headphone connectors on a typical PC laptop.

Electronic presentation material must be provided to the Hearing Assistant in acceptable format – Microsoft Office or Adobe PDF for presentations, Windows Media Format for video, JPEG for pictures, and WAV or MP3 for audio - 2 copies of each submission.