

NYS Court of Claims



Courtroom Technology Reference Guide

Rochester Location

April 2019

NYS Court of Claims Evidence Presentation System

The audio and visual means of presentation in the Courtroom increase both efficiency as well as comprehension.

With minimal effort, attorneys can present documents, color photos, objects, videos, and use electronic presentations to bring details to the court. All visual presentation can be annotated with a touch screen annotator at the witness box; then printed in color and submitted into evidence.

The evidence presentation system is a convenient and efficient method for presenting detailed information. Laptops and tablets can be connected to the wireless Wifi.



The Digital Presentation System contains the following devices.

Document Camera: Evidence presentation equipment enables counsel to present evidence through the video monitors. The evidence can be in virtually any medium: paper documents, photographs, and even three dimensional objects.

Annotation Monitor: Touch screen monitor allows the witness to draw on and/or highlight any evidence or document that is being displayed on the screen.

Computer Wireless Connections: Allow counsel or witness to present trial documents and/or evidence through the video system wirelessly from a tablet or laptop computer. (Windows or Mac)

Color Video Printer: Allows printing of any image displayed on the courtroom monitors, converting the image into a color hard copy that may be entered into evidence.

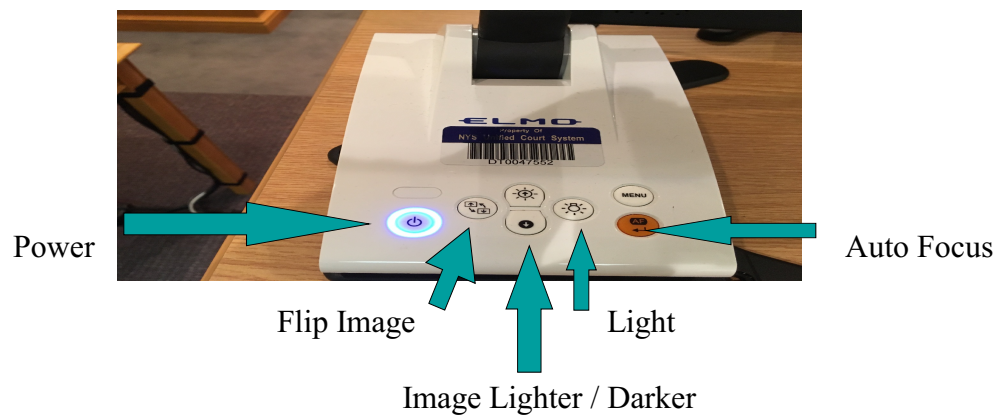


Document Camera



Document Cameras are available at each of the counsels tables. The camera allows the counsel to present evidence through video monitors. The exhibits displayed can be paper documents, photographs, or three dimensional objects. The camera has many features, however, the ones you should be familiar with are highlighted below.

Document Camera Base Controls

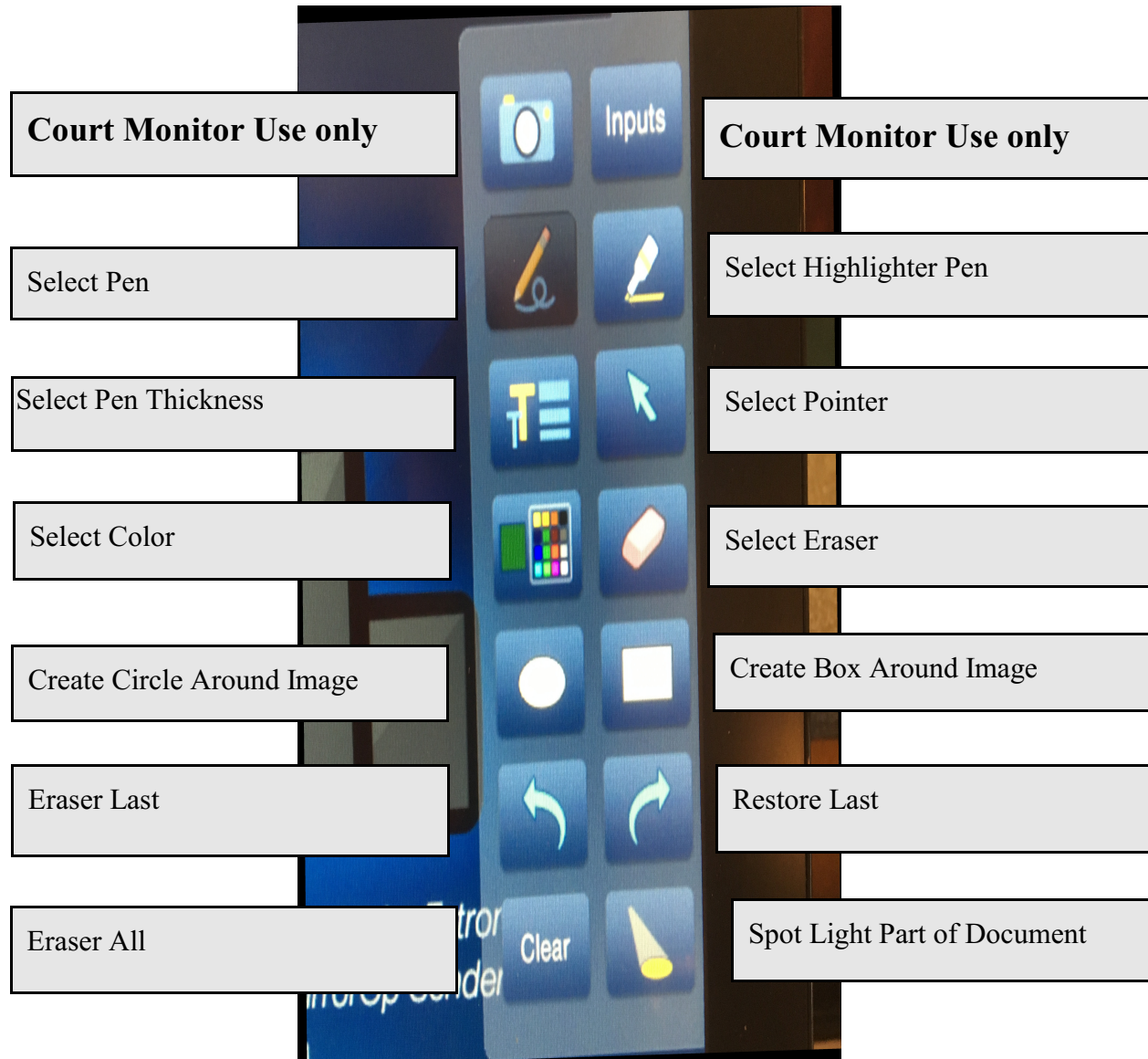


Document Top Arm Controls



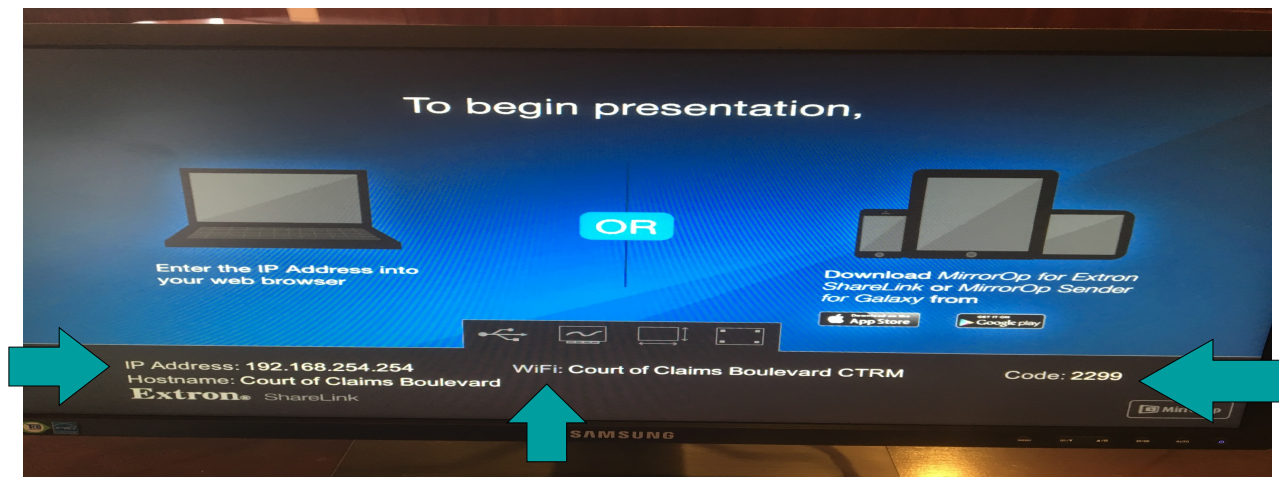
Annotation Monitors

The annotation monitor is available for use in the witness box. The witness's monitor is a touch screen that allows visual annotations on exhibits. It can also be used as chalkboard permitting for freehand drawings. Each monitor allows for multiple color markings, highlighting, erasing the last annotation or erasing all annotations. To activate the controls touch the arrow in the upper right corner of the witness's touch screen monitor. The box below will appear.




Portable Electronic Device Connections

Any portable device running Windows or Mac that is capable of connecting via Wifi can access the courtroom technology. When a device is connected its display is mirrored to all courtroom monitors. Any image that is displayed can be annotated from the witness monitor and printed into evidence. Below is the screen that you will see before connecting to the system. On the bottom of the screen you will notice the IP Address, Wifi Name, and Code. This information is needed to connect to the Wifi.



3 Easy Steps To Get Connected.

1. When connecting to the Wifi in the courtroom; it will be listed as: Court of Claims Boulevard CTRM or Court of Claims River CTRM. To find the wireless connections from your laptop click the icon on your taskbar that looks like this: 

2. After you connect to the Courtroom Wifi open your Internet Explorer. Type the listed IP address from the previous screen in the address bar and hit enter. This will open the window below. Select your operating system and install the ShareLink program. This should take about 15 seconds (See Image 1). After the program installs you will see image 2. Type in the code from the Courtroom monitor (previous screen).

Image 1

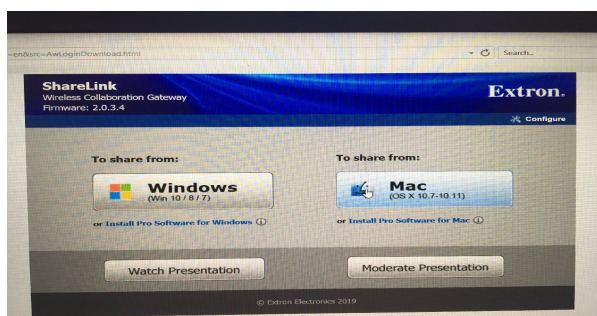
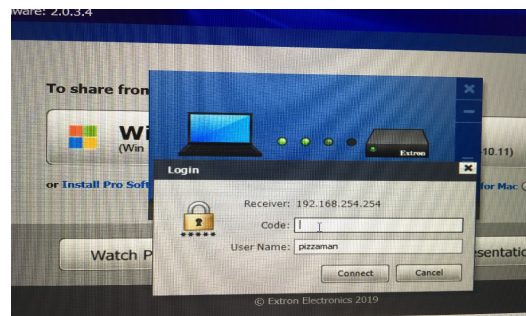


Image 2



3. The last step is to hit the play button that you see below. This will mirror your image to all court room monitors. To stop or pause the presentation click on the stop or pause button. See images below.

Play Button



Stop / Pause Button



Courtroom Wireless Internet Access

The Court of Claims is providing wireless Internet access free of charge to all courtrooms and attorney Rooms.

Instructions for using the wireless Internet access

- * Use your wireless-capable computer to scan for wireless networks in the Court Area.
- * Select the network called “Public_Access” and click **Connect**.
- * Launch your Internet browser and access the web.



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