

# Overview of Audio/Visual Equipment

Arlington County Circuit Court

# Technology Available

- Media Presentation Accessibility
  - HDMI/USB-C
  - Wireless (Airplay or Chromecast)
- Document / Evidence Display Camera
- Internet Access (Wi-Fi and ethernet cable available)
- 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](mailto:ccttech@arlingtonva.us)  
(703) 228-7068

# Media Presentation Accessibility

- HDMI/USB-C (Laptop)

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



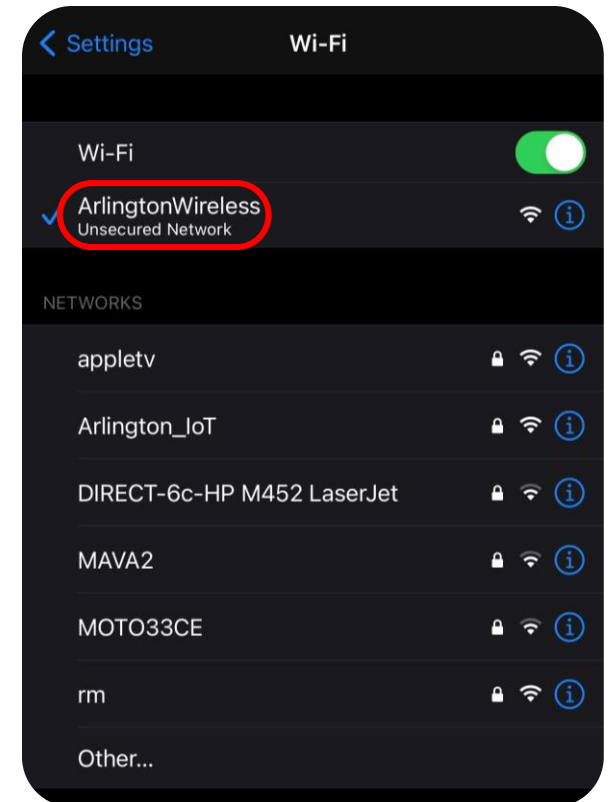
- USB (flash drive)

- 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



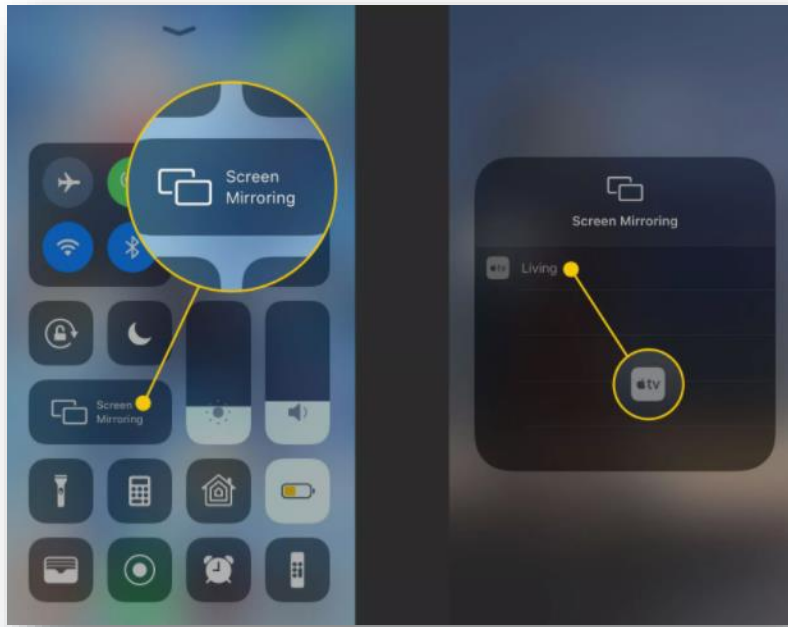
# Media Presentation Accessibility (Continued)

- **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





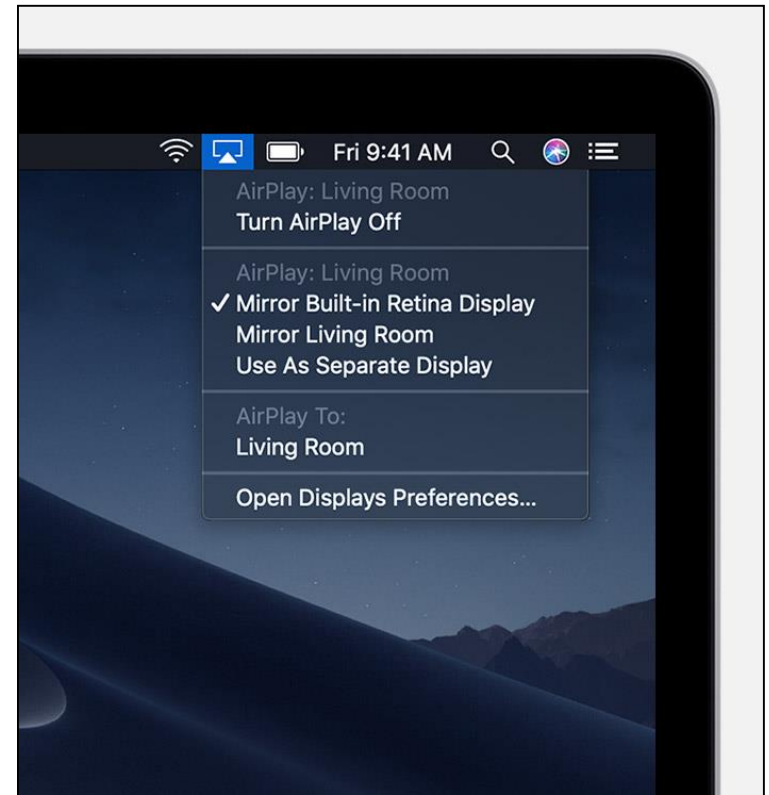
# AirPlay from an iPhone

- 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.



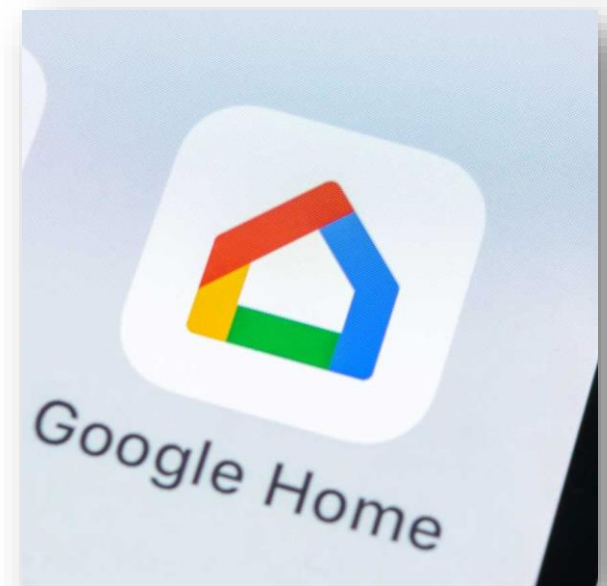
# AirPlay from a Mac

- 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

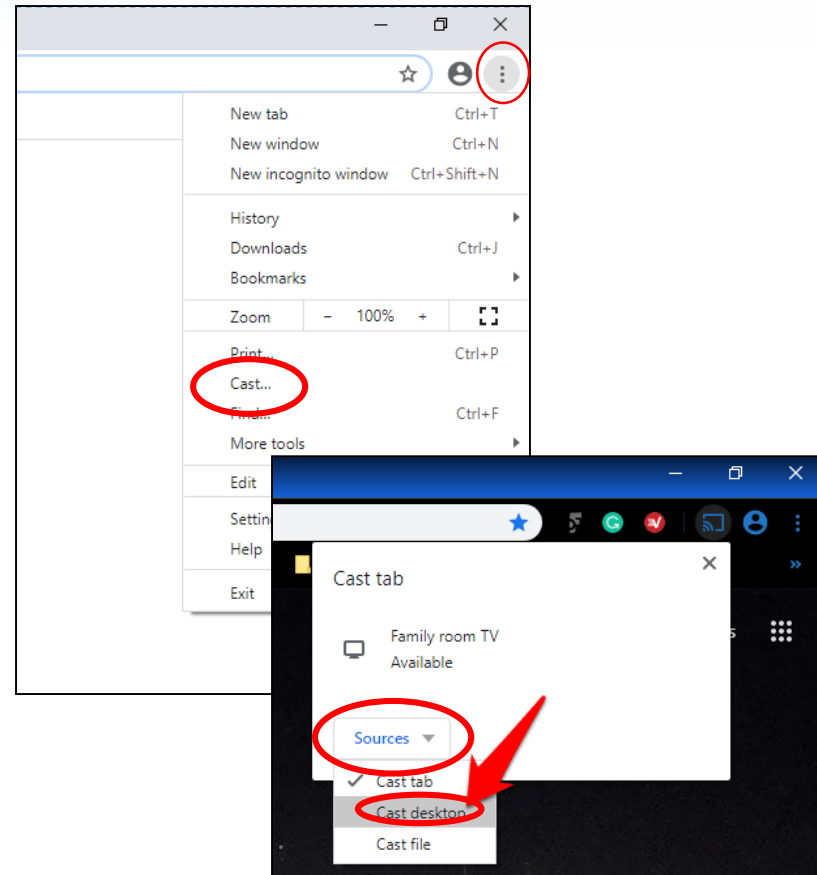
- Connect your Android phone to the 'ArlingtonWireless' wireless network.
- Open the Google Home app
- Tap the courtroom device you would like to present to
- Enter the code located on the courtroom monitor





# 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

# Tips for Success

- Notify Clerk's Office at least 3 business days before your hearing that equipment is needed at: [ccttech@arlingtonva.us](mailto:ccttech@arlingtonva.us), or (703) 228-7068
- 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.**