



DCM CONTROL APP

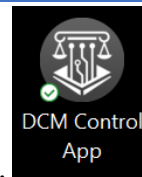
User Guide

Last edited: Jan 22, 2026

Introduction

The DCM Control App is an application created by the Division of Court Modernization. The app enables users to manage the content displayed on courtroom screens with a single click. It can be operated from the judge’s bench, the clerk’s desk, or from the attorney tables.

To Open the Control App



To start the app, double-click on the “**DCM Control App**” icon.

Control App Interface




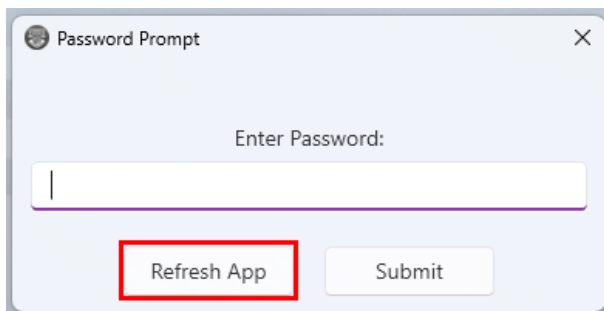


Multi-Bench Selector (Optional)

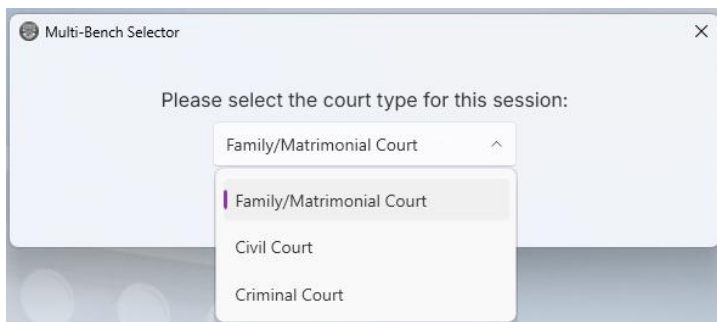
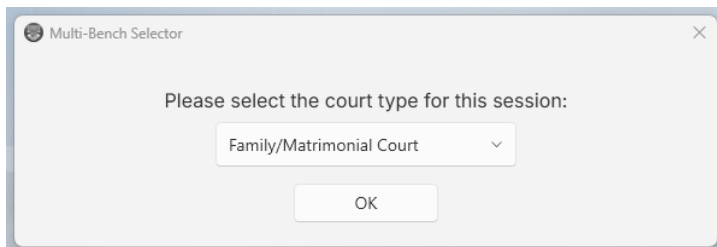
Skip this section if your courtroom is not a multi-bench courtroom.

In multi-bench courtrooms, users can select the appropriate court type before the court session begins. Each courtroom type has dedicated preset configurations, including corresponding party names, destination preset options, and a courtroom layout tailored to that specific courtroom configuration.

When the app is first opened, the Multi-Bench Selector dialog will appear if this feature is enabled for the room. You can also access this menu by clicking on the wrench icon  in the top right corner of the control app, then selecting “**Refresh App**” to restart the app.



Select an option from the drop-down menu, then click OK. The control app will restart, and the selected presets will load in the app.



For example, when the Family Court option is selected, party names will be replaced with petitioner and respondent, the jury box will not be available, and the destination presets change so the judge will view the evidence after the counsel.

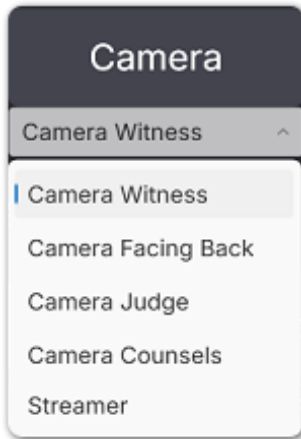
All of these changes will be reflected in the control app.



Choosing the Source

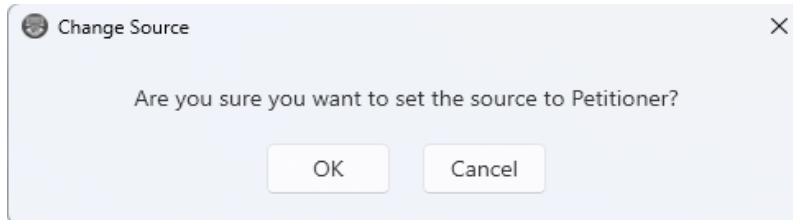


To start presenting to the courtroom displays, you must first select a source from window * **1** These options include but are not limited to:



- **Plaintiff:** Display input from the Plaintiff’s table
- **Defense:** Display input from the Defense’s table
- **DCM PC:** Displays the DCM Teams computer
- **Reporter:** Displays the Reporter’s PC
- **Wildcard:** This source option is tailored to the specific configuration of each courtroom. Click on the drop-down menu and select a source from the list, some common examples are:
 - **Camera Witness:** Displays the camera facing the witness
 - **Camera Facing Back:** Displays the camera facing the back of the room
 - **Camera Judge:** Displays the camera facing the judge
 - **Camera Counsels:** Displays the camera facing the counsel tables
- **Streamer:** Displays the actual streamed view

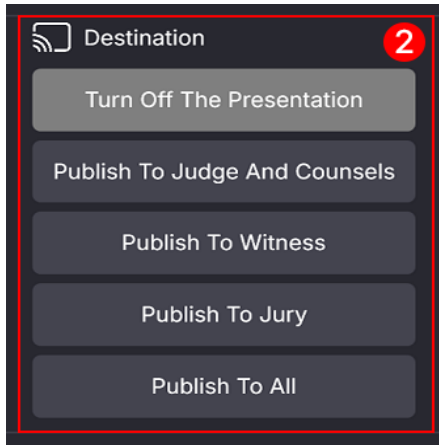
- After you select an option, the system will prompt to confirm the selection for precautionary purposes. Click “**OK**” to continue.



- Notice that each source is assigned a distinct color for easy identification.



Choosing the Destination



Once you have selected a Source, you must choose a Destination ². By default, when a source is selected, the **“Turn Off The Presentation”** option is enabled, preventing content from being inadvertently displayed on the courtroom screens.

As you select destinations from the list, each new choice will be added to your active presentation, while any previously selected destinations will remain active.

1. **Turn Off The Presentation:** All displays are turned off.
2. **Publish To Judge & Counsels:** Displays the content to Judge, clerk, Court Reporter, and all Counsel tables
3. **Publish To Witness:** Adds the Witness monitor to the current presentation.
4. **Publish To Jury:** Add the jurors' monitors to the presentation. The audio evidence will also play through the courtroom speakers.

*** Please note that if the court reporter’s monitor is within the jury box’s line of sight, it will only display content when “Publish to Jury” is selected. This ensures that the jury does not view any evidence before it has been approved by the judge.*

5. **Publish To All:** Displays to **ALL MONITORS** in the courtroom.

Display Options	Judge & Counsels	Court Clerk	Court Reporter	Witness	Jury	All	Evidence Audio
Turn Off The Presentation							
Publish To Judge & Counsels	✓	✓	✓				
Publish To Witness	✓	✓	✓	✓			
Publish To Jury	✓	✓	✓	✓	✓		✓
Publish To All	✓	✓	✓	✓	✓	✓	✓

The selected Destinations will follow the same color-code as the Source selected.



The Courtroom Layout

The Courtroom layout **3** on the right frame of the control app mimics the real-life courtroom layout from the judge's perspective. Therefore, the relative positions of displays could vary from courtroom to courtroom.

While using the app, please refer to the courtroom layout on the right of the screen to ensure that the content appears on the appropriate courtroom displays.

The color of the Source and Destination buttons will match the courtroom displays. Colors will vary according to the Source selection.





To Customize Breakout Monitors

Certain courtroom displays will have the flexibility to show an alternative source instead of the default preset source selected beforehand, also known as the Breakout Monitors.

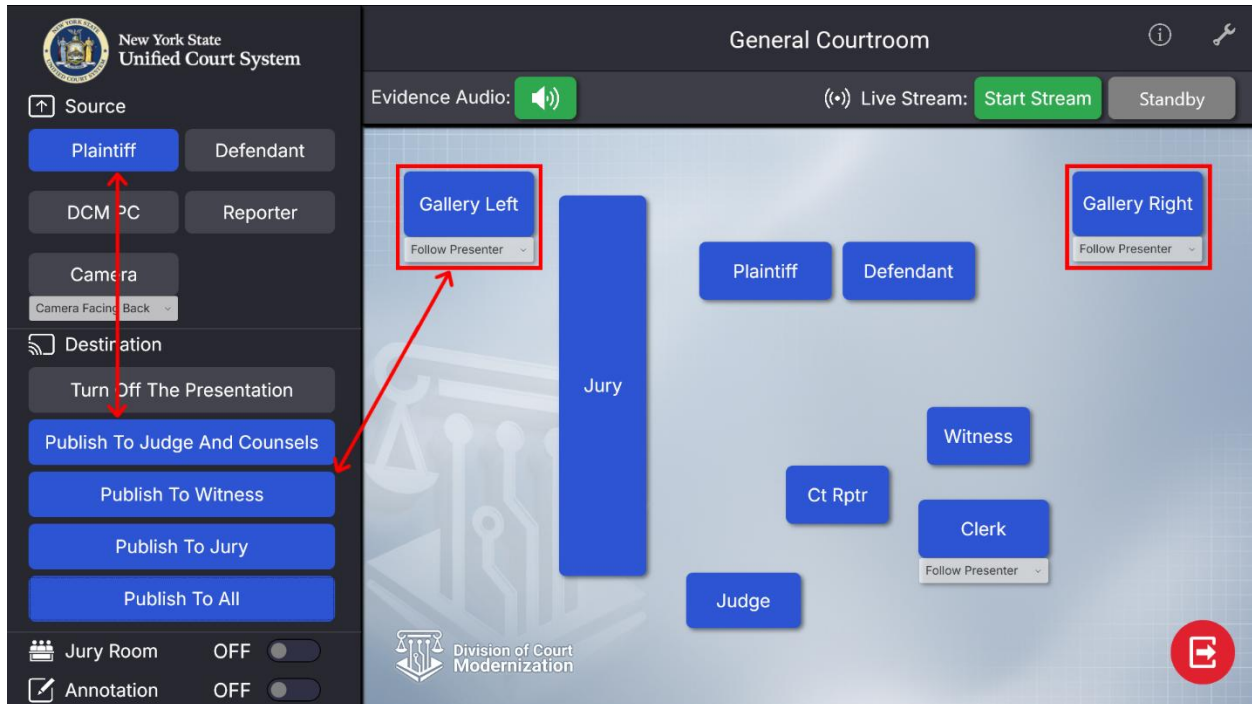


These displays can be identified on the courtroom layout by the clickable dropdown menu below the buttons.

For example, click on the drop-down menu below the “**Gallery Left**” ⁴, and “**Gallery Right**” ⁵ and select a source from the list. Options will vary by courtroom; here are some examples available:

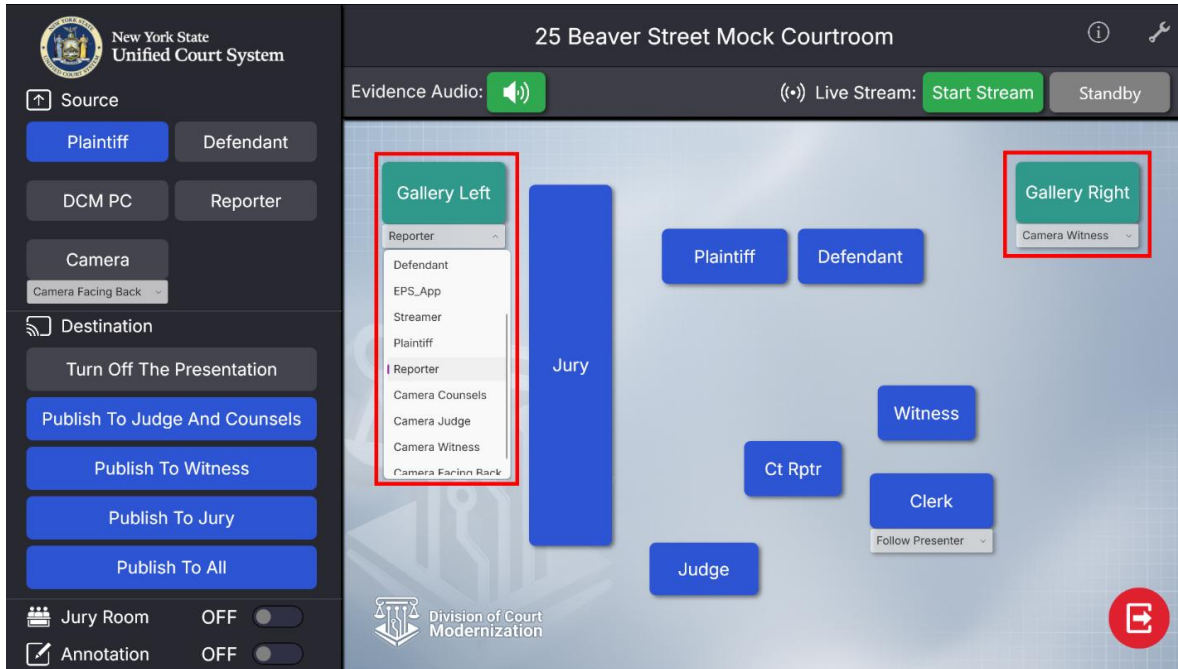
- **Follow Presenter**
- **Annotator**
- **DCM PC**
- **Defense**
- **Streamer**
- **Plaintiff**
- **Reporter**
- **Camera Counsels**
- **Camera Judge**
- **Camera Witness**
- **Camera Facing Back**

When the “**Follow Presenter**” option is selected, the breakout monitor will follow the source as indicated by the same color code.

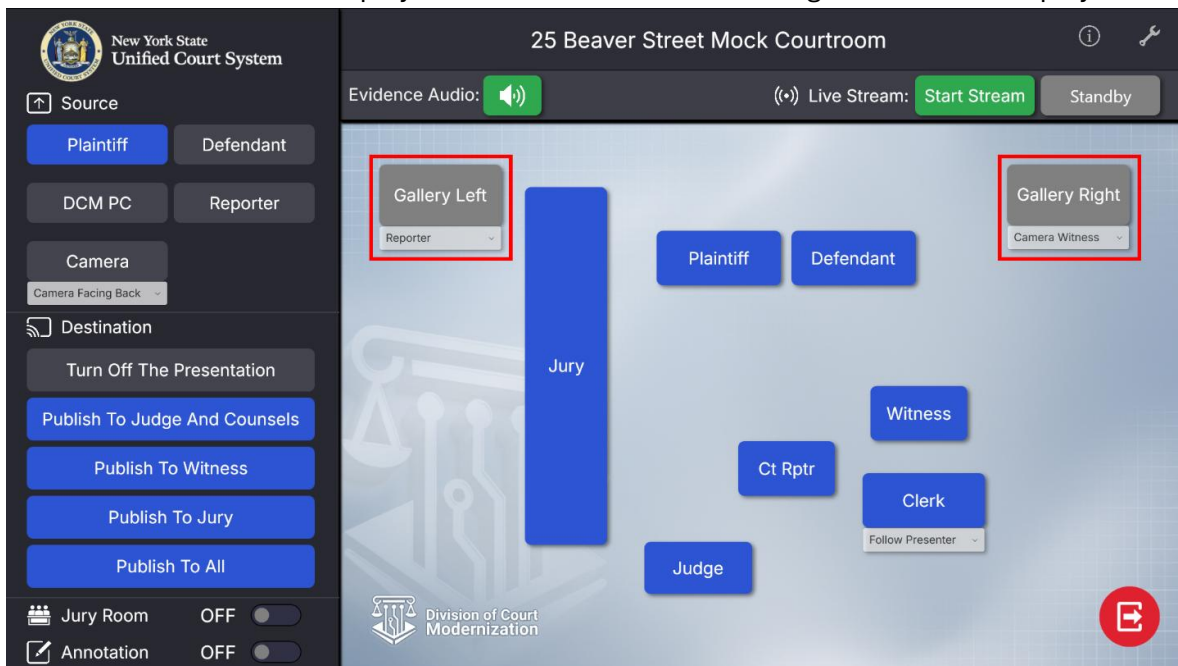




When one of the other options in the drop-down menu is selected, the button color will change to indicate that a source other than the current preset is being displayed.



You may turn off the breakout monitor display by clicking the button once. A grayed-out breakout button indicates that the display is turned off. Click the button again to turn the display back on.

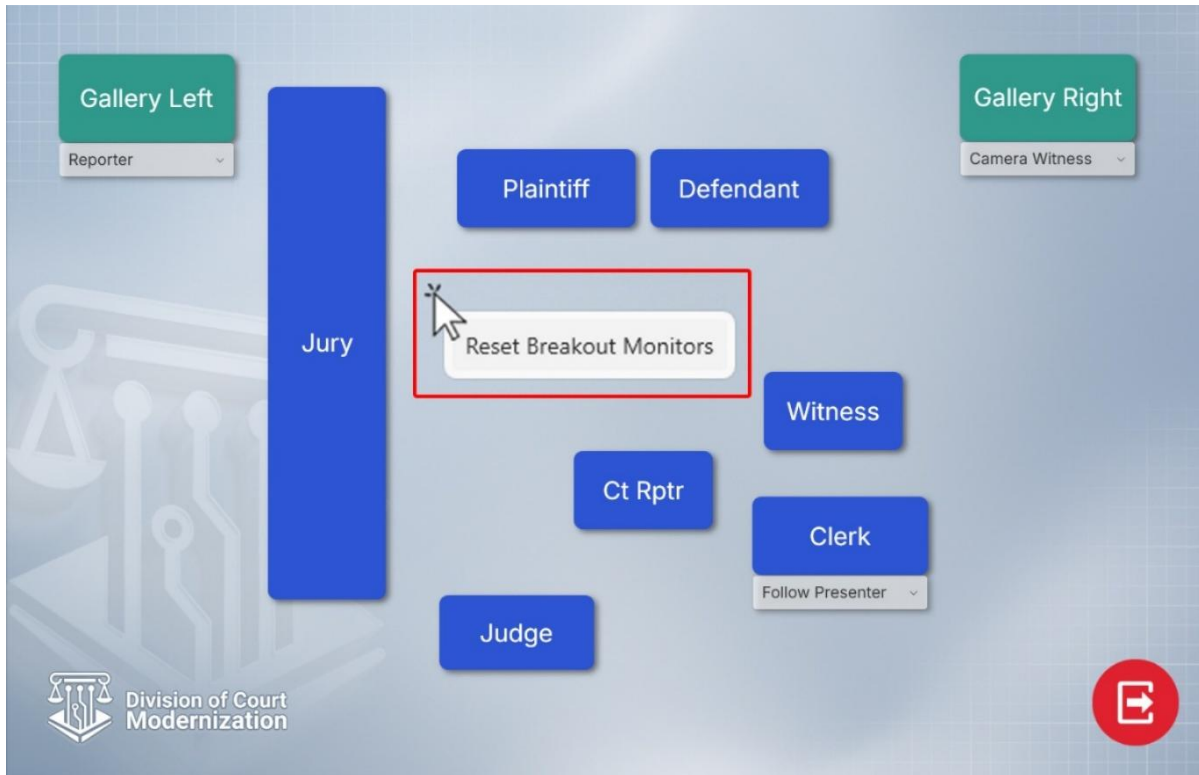




Reset Breakout Monitors

The breakout monitor will stay on the selected source until it is manually set back to “**Follow the Presenter**” from the drop-down menu.

You can reset **ALL** breakout monitors by right-clicking on any empty area of the courtroom layout and selecting “**Reset Breakout Monitors**”.



On a touch screen, press and hold on an empty area until a black box appears. Release your finger, and the “**Reset Breakout Monitors**” option will appear, tap it to reset.

Peripherals

EXTERNAL AUDIO EVIDENCE:

The Evidence Audio is typically controlled by the destination chosen in the app. To mute or unmute audio independently of the selected preset, click on the Evidence Audio button.



The Evidence Audio is “OFF”

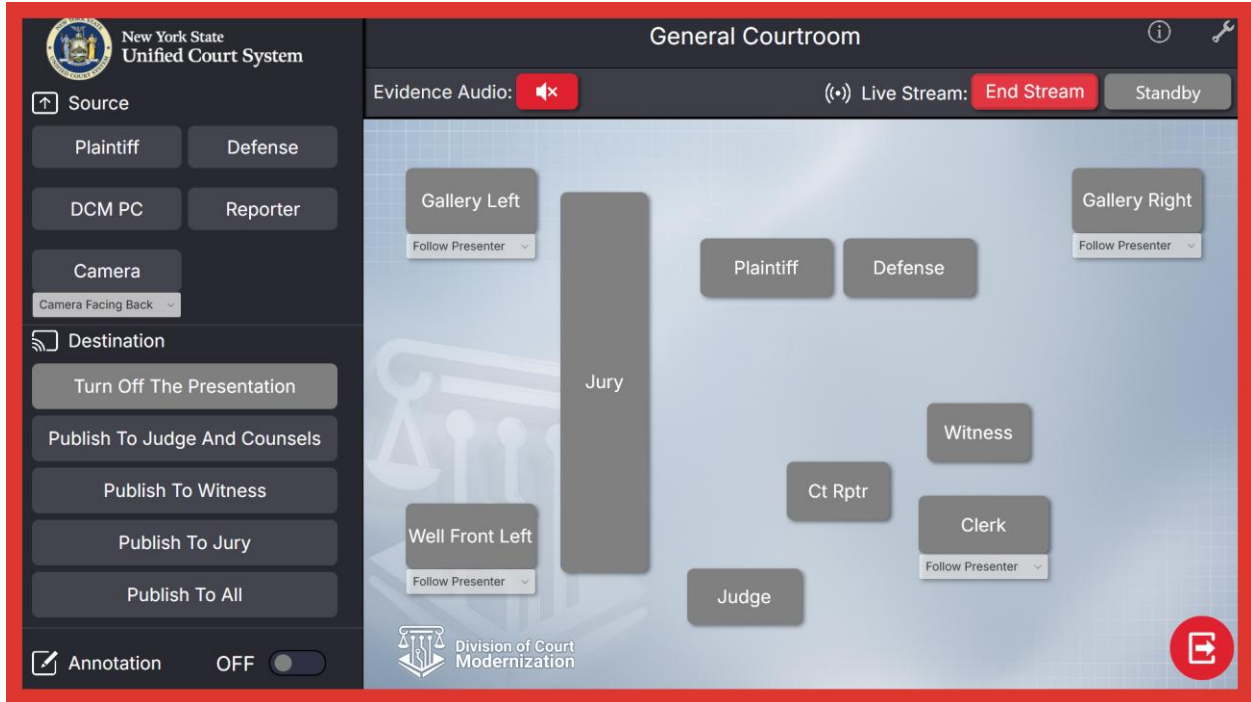


The Evidence Audio is “ON”



STREAMING STATUS:

When the courtroom is equipped with live streaming, the app will have the live stream control option. When you're ready to start streaming, click the 'Start Stream' button.



When the stream is live, a flashing border will display around the app interface, and the live stream button will appear red.

Standby Option: This option puts the stream into “Standby” mode without ending the stream. When the stream is in standby, no audio and video is being transmitted.



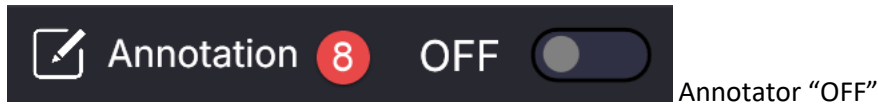
To end the stream, click the 'End Stream' button. The flashing border will disappear.



For more information on the streaming feature, please refer to the “Streaming” training video.



ANNOTATOR:



Touch screen displays are available at the witness stand and attorney tables for annotation.


To enable annotation, toggle the **Annotation** slider to the “ON” position. A confirmation prompt will appear—click “OK” to proceed. After a moment, you can begin annotating on the touch screen using your fingers.

To access more annotation tools, tap the touchscreen to reveal the arrow in the top-right corner, tap the arrow to open the annotation menu.

For more detailed instructions using the annotator, refer to the “**Annotator**” training video.


When you're done annotating, toggle the Annotation slider to 'OFF.'"

Exiting the Control App

9 When you're finished using the app, click the  exit button to close the app.

PLEASE NOTE: Exiting the app, by default, will turn off ALL courtroom displays. There will be also no confirmation upon EXIT. This is intentionally designed as an emergency shutoff mechanism to enable a swift shutdown if needed.

Troubleshooting

- If the courtroom view on the app does not mimic the real-life courtroom, please contact your local IT staff so they may reconfigure the layout.
- **10** If you have questions or require additional assistance, you can email: DCM-Services@nycourts.gov
- To learn about DCM and view training resources, please visit: <https://ww2.nycourts.gov/dcm/support.html>. You can access this information within the app by clicking on the **information button** .



Help Us Improve

Help us improve by sharing your thoughts, suggestions, and experiences with court modernization efforts across New York State.

Whether it's about usability, features, or anything else, we'd love to hear from you by email at DCM-Feedback@nycourts.gov.