



VIRTUAL COURT APPEARANCES VIA MICROSOFT TEAMS

(FEATURING CAMERA CONTROL AND EVIDENCE PRESENTATION)

User Guide

STEPS TO CONDUCT A VIRTUAL MEETING

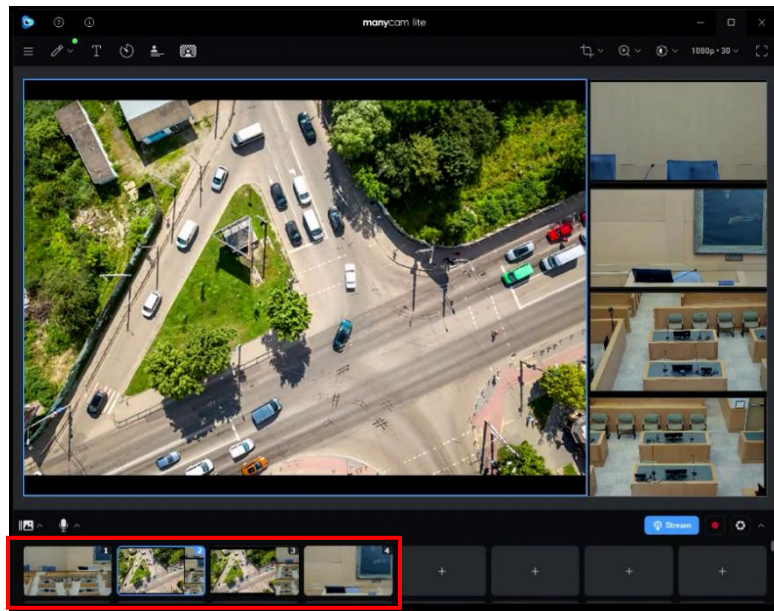
1. Open ManyCam Lite and select a preset.
2. Keep ManyCam Lite running and open Teams and test your setup in Teams.
3. Start the Teams meeting.
4. Share DCM-PC to the courtroom monitor.
5. Share evidence on Teams (optional).

STEP 1: OPEN MANYCAM LITE



ManyCam Lite is an application that allows users to customize their virtual camera with different video inputs for video conferences.

1. Open **ManyCam Lite**.
2. At the bottom of the app, there are several pre-set scenes with different camera views. **Select a preset you want to present**, and it will appear as your camera in Teams.



Preset Scenes →



3. In order for participants on Teams to see the correct view at the right time, you will need to switch between different presets at the appropriate time.

Each preset scene is set to a keyboard shortcut for quick transition:

- **Preset 1** is set to **Ctrl+1**
- **Preset 2** is set to **Ctrl+2**, and so on.

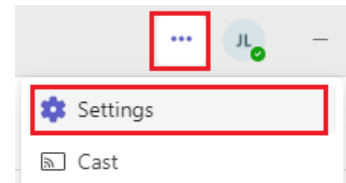
** Please keep in mind that to ensure the best compatibility with Teams, there will not be more than 4 presets.*

STEP 2: OPEN TEAMS AND TEST YOUR SETUP

Once you have selected a preset scene, keep ManyCam Lite running in the background and open Teams.

It is a best practice to test your audio and video before the trial. You can make a test call in the Teams settings.

1. Click on the three dots located at the top right-hand corner, then select **Settings > Devices**.



2. Adjust your device settings as needed. Under **Video Settings**, make sure the **Camera** is set to “**ManyCam Lite Video Device**”.

Video Settings

Automatically adjust camera controls

[Open camera settings](#) ⓘ

Camera

ManyCam Lite Video Device

3. Under **Audio Settings** > click on the **Make a Test Call** button, follow the instructions to test your video and audio.

STEP 3: START A TEAMS MEETING

Once your device is ready, start the Teams meeting.

You can go to **Calendar** to start or join the meeting.

STEP 4: SHARE DCM-PC TO THE COURTROOM MONITOR

To display Teams meeting in the courtroom monitors, share **DCM-PC** as the source using the DCM Control application.



STEP 5: SHARE EVIDENCE (OPTIONAL)

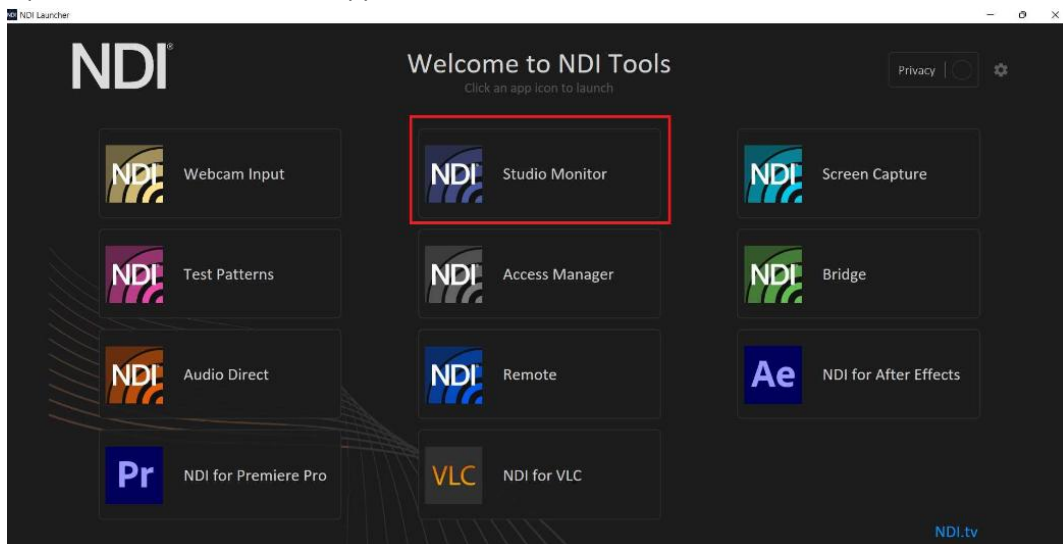
If any party would like to share evidence during the virtual court appearance, please follow these steps:

Sharing evidence from the courtroom

Please connect the evidence to the courtroom Evidence Presentation System (EPS) first. (For more details on how to use the Evidence Presentation System, please refer to the Evidence Presentation training video.)

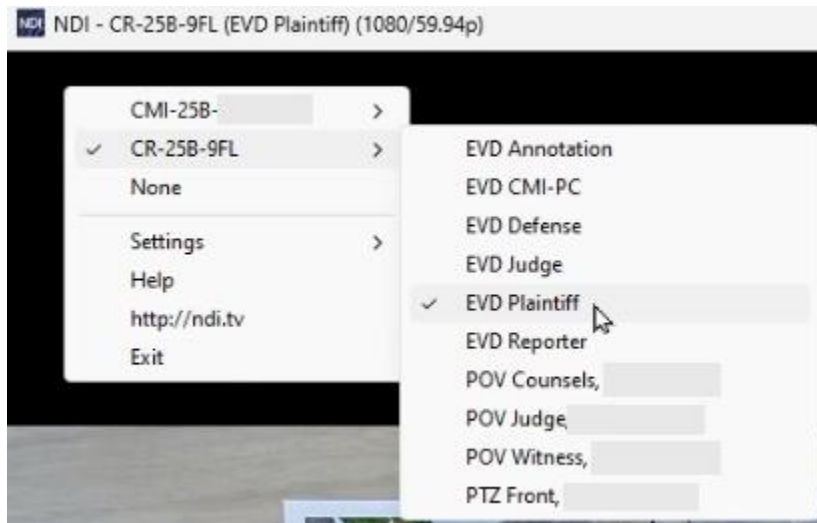
Once the evidence is ready for display.


1. Open the  NDI Tools application and click on "Studio Monitor."

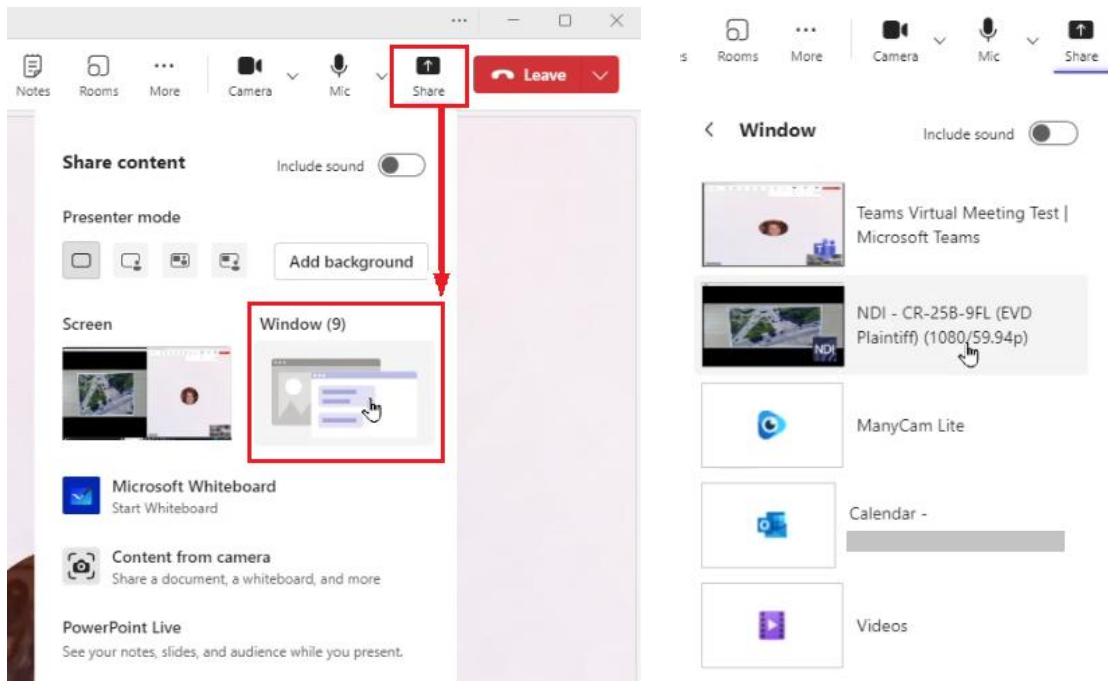




2. Next, click on the three bars located at the top left corner to access the menu.
3. In the menu, select your courtroom from the list, and choose the source of evidence you want to display. The name of the source will start with "EVD," followed by the source name. *If the evidence doesn't show up correctly or at all, please contact DCM or your local IT staff for assistance.*

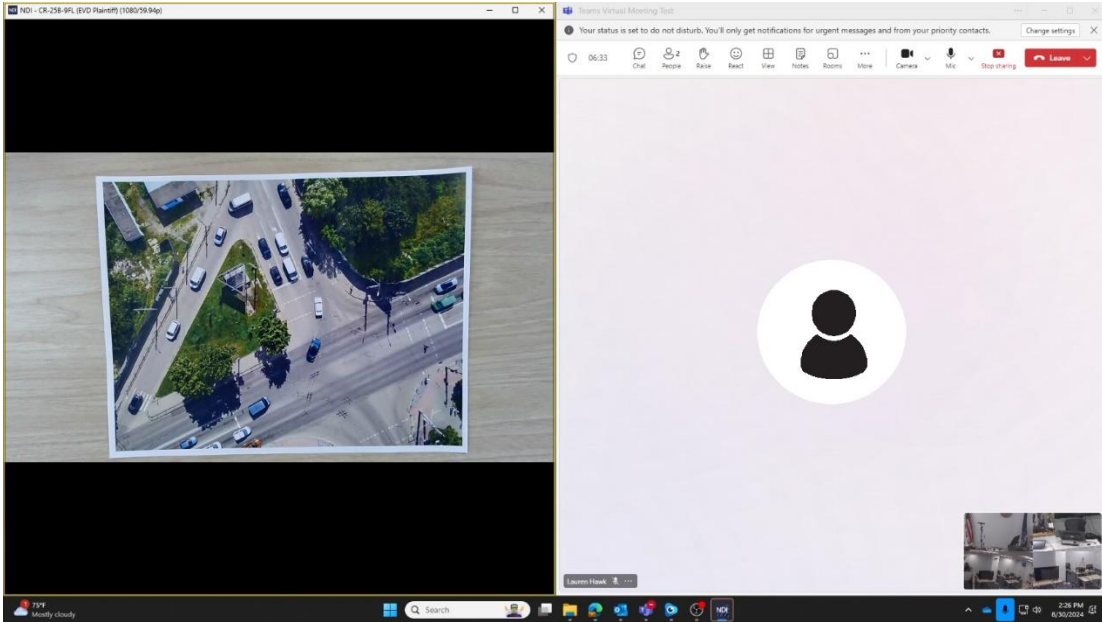


4. In Teams, click on the "Share"  button, click on "Windows". Select the evidence displayed in NDI Tools.






5. Once the evidence is available, drag the window to view the evidence and Teams meetings side by side.



This should allow all participants on Teams to view the evidence and the courtroom to view the evidence and the Teams participants.

Remote participants sharing evidence on Teams

1. The remote participant should click the “Share”  button in the Teams meeting controls.
2. Then, select the evidence to be presented to the court, and it should appear in the Teams meeting.

* Please note that you may not record video or audio, or take photos or screenshots, during a virtual proceeding.

If you have any further questions about using Teams, please refer to the link below (or scan the QR code) for more detailed instructions:

<https://portal.nycourts.gov/knowledgebase/article/KA-01071/en-us>

