



New York State
Unified Court System



Division of **Court**
Modernization

USB Capture Card

User Guide

August 19, 2025

Introduction

The Division of Court Modernization has introduced a new feature in our modern courtrooms. Attorneys can now save screenshots and video recordings of the courtroom presentation directly to their personal devices.

How-to Use

Each attorney table is equipped with a Magewell USB Capture Card.



To use it, simply connect the capture card to your windows laptop or Mac device using the provided USB cable.



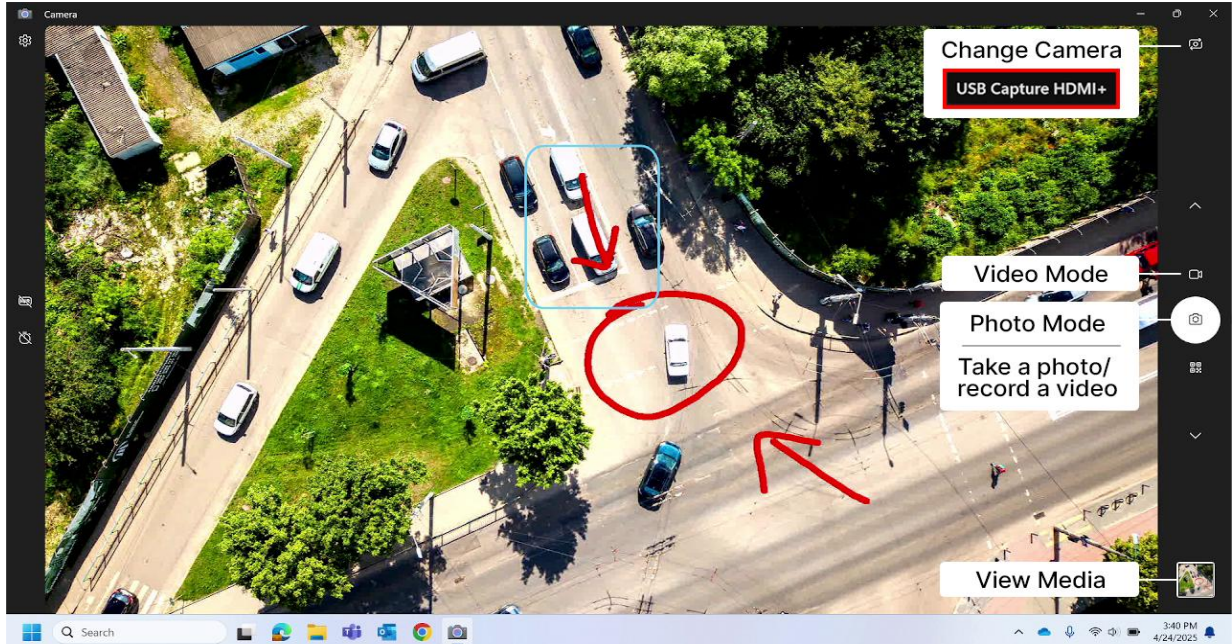
Once connected, open your device's native camera application, or any third-party camera app. The capture card mirrors the video feed shown on the attorney table's monitor, so any updates made to that screen will automatically appear on your device and in any screenshots or recordings.



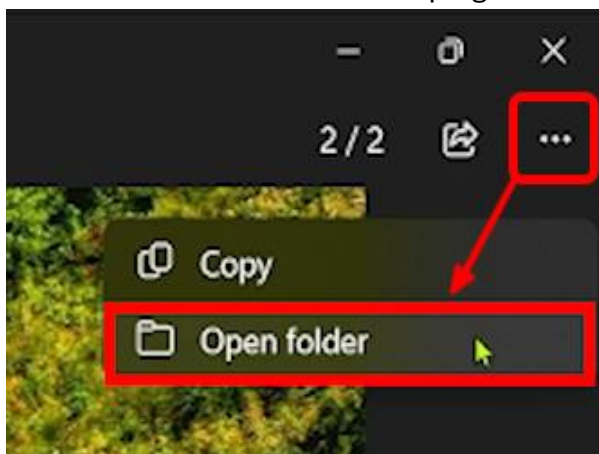


Camera – Windows Laptop

1. Open the camera app.



2. Click on the Change Camera button to switch to the “USB Capture HDMI+”.
3. Take screenshots using photo mode, or record video using video mode.
4. To view the media, click on the thumbnail located at the lower right-hand corner. Then click on the three dots in the top right of the screen, select open folder.



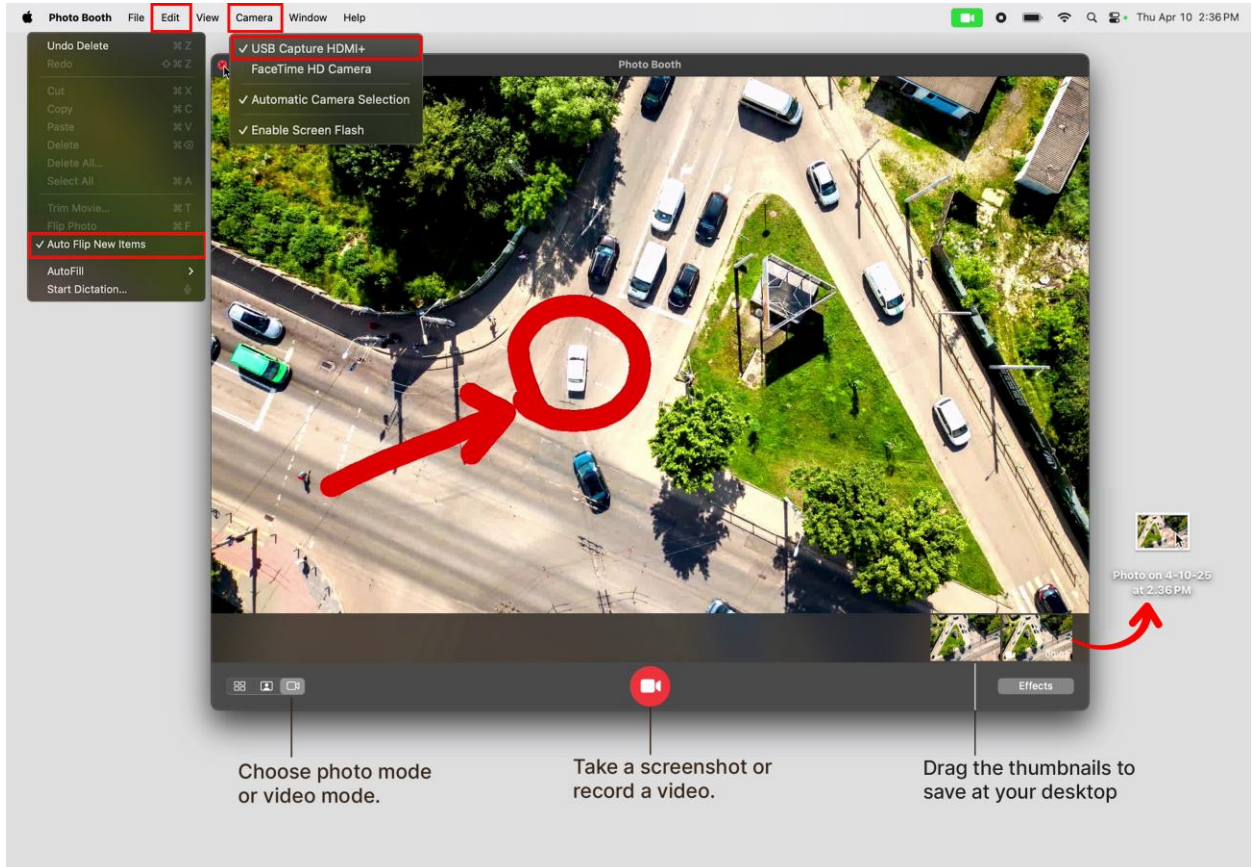
This will take you to the Picture > Camera Roll folder, where your media are saved.





Photo Booth – Mac Device

1. Open the Photo Booth app.



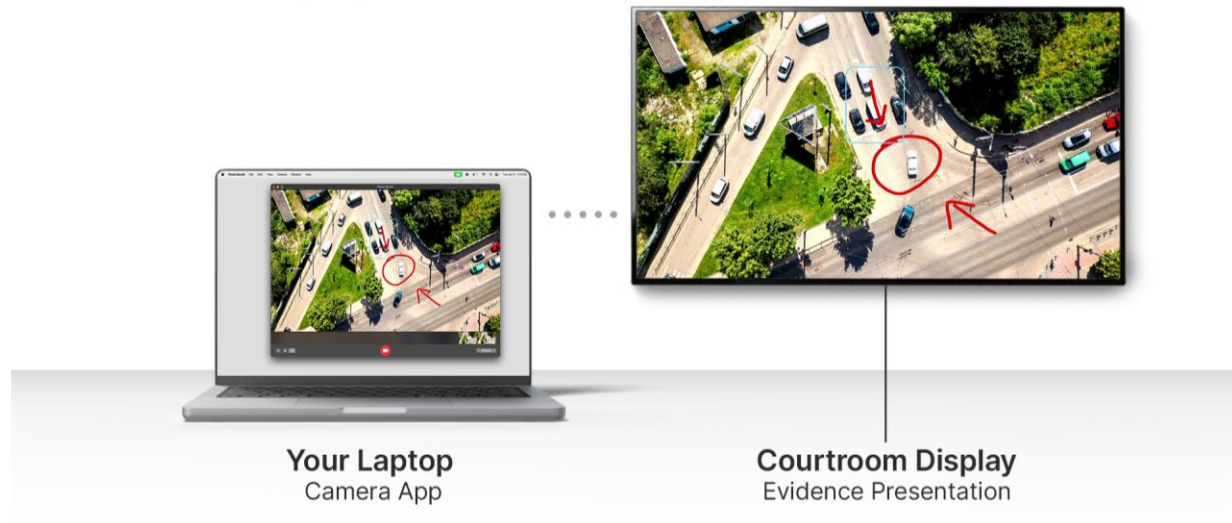
2. Under the Camera tab located in the top menu bar, select the "USB capture HDMI+" as the video source.
3. By default, the Photo Booth app mirrors images. To correct this, go to the Edit menu, and select Auto Flip New Items.
Enabling this option ensures that any new photos or videos are automatically flipped to display text and images in their proper, original orientation.
4. Take screenshots or Record video as needed.
5. You can export media by dragging the thumbnails to your desktop. Media can also be found in the Pictures folder in the Home window, under favorites.



Extended Display

When an attorney is using the same laptop to present media and record annotations, it's best to display the evidence on the extended monitor at the attorney table and keep the camera app open on the main laptop screen. This setup helps prevent image looping in the recording.

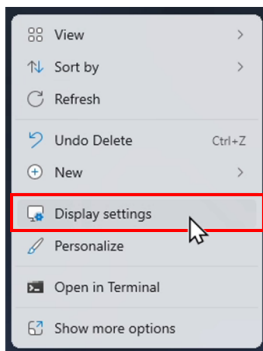
Extended Display



Instruction for Windows Laptop

Step 1

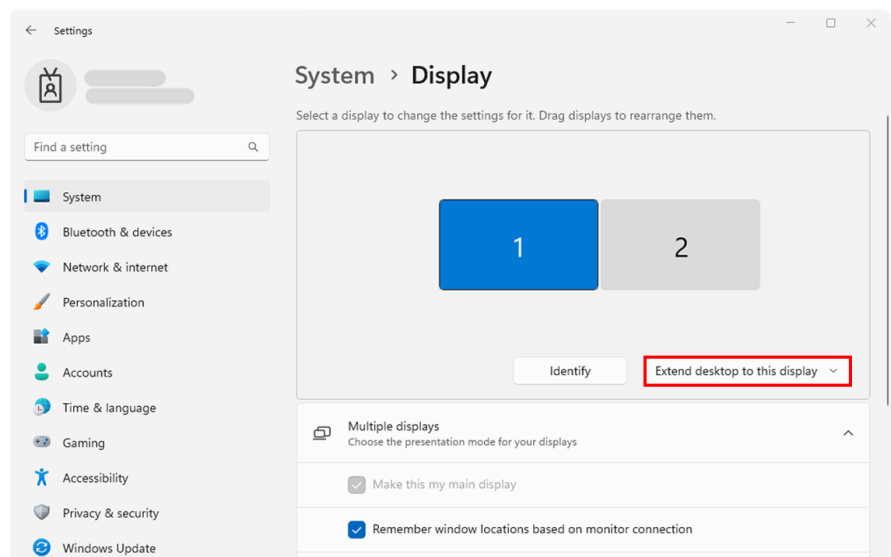
Right-click on your desktop and select **“Display settings”**.



Step 2

Change the display settings to **“Extend desktop to this display”**.

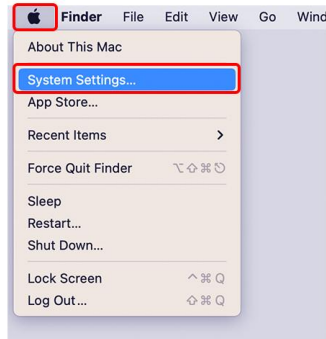
Then select **“Keep changes”** to save the display settings.



Instruction for Mac Device

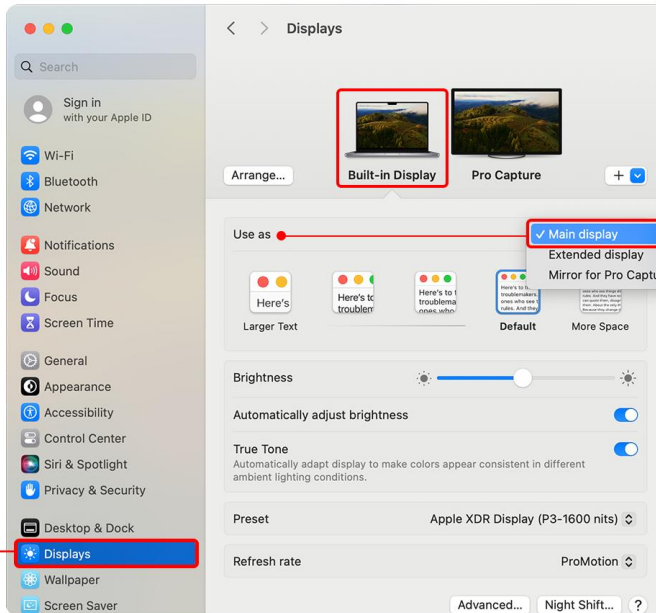
Step 1

Go to **Apple menu**, select **"System Settings"**.



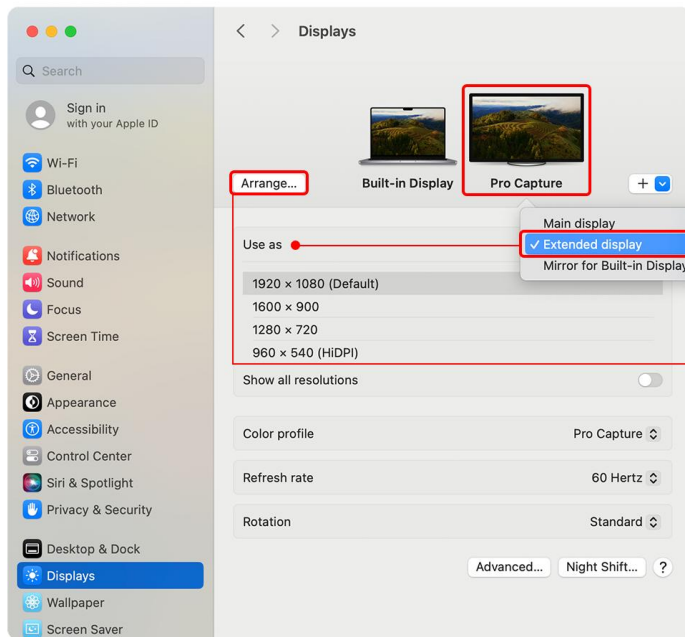
Step 2

Click **"Displays"** in the sidebar.



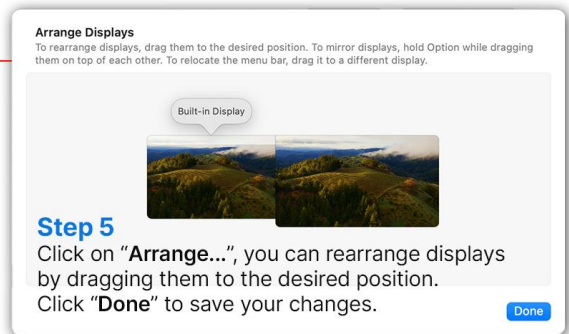
Step 3

Select your Mac device, click the **"Use as"** pop-up menu, then set it as the **"Main display"**.



Step 4

Select **"Pro Capture"**, click the **"Use as"** pop-up menu, then set it as the **"Extended display"**.



Step 5

Click on **"Arrange..."**, you can rearrange displays by dragging them to the desired position. Click **"Done"** to save your changes.

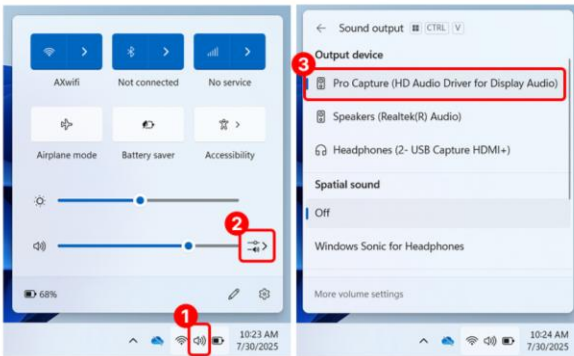


If you want to present media with audio in the courtroom and the audio isn't working while the capture card is plugged in, change the audio output device from 'USB Capture HDMI+' to 'Pro Capture' to restore audio playback in the courtroom.

Change audio output to “Pro Capture”

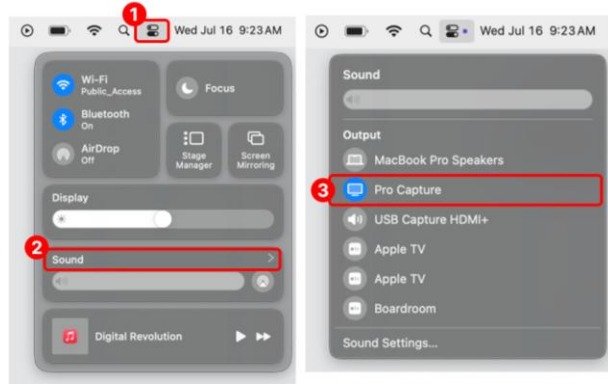
Windows

1. Select the Speakers icon on the taskbar.
2. Select the arrow icon to the right of the speaker volume slider.
3. Select “Pro Capture” as the output device.



Mac Device


1. Open the control center from the top Mac menu.
2. Select Sound.
3. Select “Pro Capture” as the output device.




Once finished, simply unplug the USB cable from your device.

Connecting the capture card to your personal device is an effective way to document a witness’s annotation process or to capture a screenshot once the annotation is finalized.

It can also be used to archive a video showing multiple witnesses annotating the same exhibit using different colors.

 Please note that while this setup will record video of the evidence presentation, it does not capture any audio.

 These recordings may be valuable during jury deliberations or in the appeals process, if needed.

Resource and Support

To learn about DCM and view training resources, please visit:

<https://ww2.nycourts.gov/dcm/support.html>

If you have questions or require additional assistance, please contact DCM Service:

DCM-Services@nycourts.gov.



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