INSTRUCTIONS FOR PRESENTATION OF EXHIBITS

Courtroom 5B uses a program called ClickShare. This program allows parties to show power points, videos, and/or electronic exhibits from their personal laptop to the monitors in the courtroom. See the instructions below:

ClickShare connection instructions from a PC/Mac using the USB dongle:

1. Obtain the USB dongle from the Court Recorder.
2. Insert the Barco ClickShare dongle into a USB port on the laptop
3. The light on the USB dongle will begin flashing white and turn solid when it is ready.
4. Press the button on the USB to display your screen to the courtroom. (The button will turn red.)
5. Press the button once more to disable sharing your screen to the courtroom. (The button will turn white)

   *Do not pull the dongle out of the computer until you press the button to stop sharing.

ClickShare connection instructions from an iOS and Android device:

1. Obtain the ClickShare app from the iOS or Google Play store.
2. Join the "Courtroom xx" wireless network. (See Recorder for password.)
3. Open the ClickShare app and press the circle, then select Start Broadcast to share your screen with the courtroom.

We also have an overhead projector, ELMO, for any paper exhibits.

PLEASE NOTE: You will not be able to present an electronic exhibit to the witness ONLY. It will appear on all the screens for the whole courtroom to see. If you have any exhibits that are not stipulated to show to the jury, you will need to bring a paper copy of that exhibit, or you can use a laptop to show the witness the exhibit.

INSTRUCTIONS FOR APPEARANCES VIA BLUEJEANS

Pursuant to Administrative Order 22-01, if you have a party or witness that is unavailable to be in-person for the trial, you must notify the court at Calendar Call. If approved, please contact the JEA or Law Clerk for the BlueJeans link.

PLEASE NOTE: If you have a witness or party on BlueJeans, you are not able to present anything on the monitors via ClickShare or ELMO to the Judge, witness, or jury. If you want to show an exhibit while someone is on BlueJeans, you will need to log into BlueJeans and screen share the document you want to present.