

# District Courts

## E-Courtroom Quick Reference Guide

- **Control Panel**

- **Top Row**

- Display On (for TVs)
    - PC – Lectern Computer
    - Document camera
    - Audio Mute (not mics)

- **2<sup>nd</sup> Row** Display off

- Laptop 1 or Defense
    - Laptop 2 or Prosecutor
    - Menu (not used)

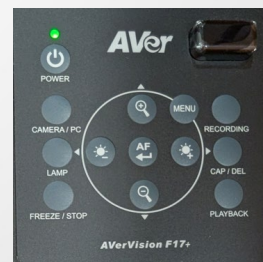
- **3<sup>rd</sup> Row**

- Not used



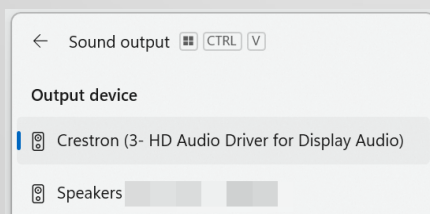
- **Document Camera**

- Press Doc Cam button on Control Panel
  - Turn on Doc cam (power is on when LED is lit green)
  - Doc camera basic functions include auto focus (AF), zoom (+-)
  - Additional information for document camera features is available on request.



- **Connecting a Laptop PC**

- At each counsel table there is an HDMI input port. If you don't see the cables please check with the court bailiff or coordinator.
  - Press Display On, then connect your laptop. Press laptop 1 or 2 button on Control Panel (these may be labeled Defense & Prosecutor alternatively)
  - Make sure your laptop display is set to Duplicate or Extend and press the proper key combo (Function F8 or F5 on most laptops) to send the display out.
  - If you presentation includes audio, make sure audio settings of your laptop are set to output to Crestron.



Counsel table laptop HDMI input

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## E-Courtroom Quick Reference Guide cont...

### • Lectern PC

- Press Display On from control panel
- Turn on Lectern PC
- Choose PC button on Control Panel
- To use a USB device, plug into one of the four USB slots on front of PC (PC is inside cabinet).
- Lectern PC has wireless keyboard that will function from counsel tables.



### • Assisted Listening/Interpreter Equipment

- Each court has a set of assisted listening/interpreter equipment, check with court staff if needed.