

147th District Court

E-Courtroom Quick Reference Guide

- **Control Panel**

- **Top Row**

- Display On (for TV)
 - PC – Lectern Computer
 - Document camera
 - DVD/VCR
 - Audio Mute (not mics)

- **2nd Row** Display off

- Laptop 1
 - Laptop 2
 - Menu
 - Volume Knob – Controls evidence levels (not Mics.)

- **3rd Row**

- DVD playback controls /Menu navigation.



- **Document Camera**

- Press Doc Cam button on Crestron Panel
 - Turn on Doc cam (right side)
 - Doc camera includes basic functions such as freeze, zoom and adjustments for brightness.

- **Connecting a Laptop PC**

- At each counsel table there are 2 laptop inputs (HDMI & VGA) pick the one your laptop supports. You can only use VGA or HDMI, not both at the same time, if you don't see the cables please check with the court bailiff.
 - You may use a Mac if you have a VGA adapter. Press Command + F1 to send video out.
 - Press the laptop 1 or 2 button on Crestron Panel (one for prosecution, two for defense)
 - If you need to present audio be sure to connect the 3.5mm audio cable.
 - Set your laptop resolution to 1024 x 768. This resolution is supported by all the courtroom displays.
 - 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.

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E-Courtroom Quick Reference Guide cont...

- **Lectern PC**

- Turn on Lectern PC
- Choose PC button on Crestron Panel
- You should always use the lectern PC for playing burned DVDs. (not DVD player)
- To use a USB device, plug into one of the 2- 4 USB ports on front of PC
- PC has Microsoft Windows and MS Office products, VLC, The Record Player, Insight, and PDF reader.



- **DVD/ VCR**

- Turn device on
- Select DVD/VCR input on Crestron Panel
- Press Play on respective media controls

- **Assisted Listening/Interpreter Equipment**

- Each court has a set of assisted listening/interpreter equipment, check with court staff if needed.
- Turn the interpreter microphone body pack on, switch is on top.
- To hear the interpreter microphone through included headset, turn on headset, ensure the headset is set to channel B (button pressed in)
- To use the headset as an assisted listening device, simply switch it to channel A (button out).



If you need assistance please contact Courts-Help@co.travis.tx.us or Call 854-8324