# Travis County Criminal Courts
## E-Courtroom Quick Reference Guide

### Control Panel

- Display on/off- turns tv on and off
- PC- selects e-court pc input
- Doc Cam- selects doc cam
- DVD/VCR- Selects DVD\VHS player
- Laptop 1&2- Select laptop based on what cable is plugged in.
- Playback buttons- (bottom row) controls DVD\VCR videos and menu navigation.
- Volume Knob- Controls program volume (not mics)

### Document Camera

- Turn on Power, located on right side
- Contains Freeze, Auto-Focus, and Zoom features.

### DVD/VCR

- The DVD/VCR is located under the PC in the cabinet in front of the bench.
- Should only be used for VHS tapes because PC does better job of playing burned disks.

### Lectern PC

- The E-Court PC is located in the cabinets in front of the bench.
- Use the lectern PC for playing evidence on disk (DVD or other media file).
- To plug in a flash drive, use one of the 2 USB slots on the front of the PC.
- PC has Microsoft Office products, VLC, The Record Player, Insight, and Windows Media Player.

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### Laptop PC

- Set your laptop resolution to 1024 x 768. This resolution is supported by all the courtroom displays.
- Connect the VGA cable and 3.5 mm audio jack to your laptop.
- NOTE: you don't need the audio jack plugged in if you don't need sound.
- 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 have a Mac, you can connect if you have an adapter. Press Command F1 to send video out.
- After plugging in cables, select laptop 1 or 2 on the control panel

### Assisted Listening/Interpreter Equipment

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

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