

Portable Presentation Lecterns

Quick Reference Guide

The Travis County Criminal Courts technology team is proud to present new, portable electronic presentation lecterns. Each lectern contains a laptop, display, microphone, document camera, internal speakers and projector. The lectern may be used as a stand alone system or connected to the entire courtroom audio/visual system. The units are designed primarily for CLEs, trial evidence presentation and *voir dire*.

Control Panel

- **Top Row**
 - System Off
 - Laptop HDMI
 - Laptop VGA
 - Doc Camera
 - DVD
- **Second Row**
 - VCR
 - Mute – Only mutes program audio (doesn't affect mics).
- **Bottom Row**
 - Play, Pause, Rewind, FF, Menu
 - These buttons work with DVD and VCR
- **Volume Knob** - Volume knob adjusts volume for laptop and DVD\VCR. Does not adjust courtroom microphones.
- **Arrow buttons** - These 5 buttons on the bottom right corner work with the menu of the DVD and VCR only.



Laptop Hookup - There are two ways to hookup your laptop:

- **HDMI cable** - runs audio and video
- **VGA cable\3.5mm audio cable**- Make sure to hookup both cables.
- Please be sure to mention if you will be bringing your own laptop so we can test before the presentation.
- 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.
- Mac laptops can be used with additional required VGA/HDMI adapter.



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Document Camera

- The document camera is stored on a shelf in the front left cabinet of the lectern. If you are unfamiliar with the camera, please mention when you make your reservation for training.
- To turn on, press the power button. 
- Select Doc Camera button on Control Panel
- Doc camera includes basic functions such as freeze, zoom, and adjustments for brightness.
- Additional information for document camera features is available on request.



DVD\VCR

- Each mobile lectern unit is equipped with a Toshiba DVD\VCR.
- **NOTE: It is ALWAYS best to try your DVD in the computer first.** Some media files require newer technology and the PC has more up to date media player systems.
- To turn on, press the power button.
- Toggle between DVD and VCR functionality by pressing the corresponding button on the front of the unit.
- Select DVD/VCR button on Control Panel
- The buttons on the bottom row of the control panel control playback of DVDs and VHS tapes played through the Toshiba DVD\VCR.



Mobile Large Format Display

- For audience viewing of visual presentation available upon request

Projector

- Projector and screen are available upon request

Please email courts-help@co.travis.tx.us or call 512-854-8324 to reserve the mobile lectern cart.

The Courts Technology Team is committed to the quality of service we provide. We welcome your feedback at:

www.surveymonkey.com/TravisCountyECourtrooms