



## 126th District Court E-Courtroom Quick Reference Guide

### \* Getting Started - Source Selection

Use the lectern control panel to switch between possible input selections:

(There are two different panel Configurations In the Civil District Courtrooms)

- \* Main PC (PC installed in lectern) .
- \* PC 1 (Atty. laptop 1).
- \* PC 2 (Atty. laptop 2).
- \* Visualizer (document camera).
- \* DVD (VHS / DVD player).
- \* Blank (no input device).
- \* Volume knob (controls overall volume of all lectern devices).
- \* On / Off buttons (turn the large Jury TV screen on and off).



### \* Connecting an Attorney Laptop PC

- \* To connect a Laptop PC for display, attach one of two provided monitor cables to the VGA port on your laptop, then select the appropriate “PC” button, either 1 or 2, on the lectern control panel.
- \* To connect a Laptop PC for audio output, connect the lectern audio cable (attached to the monitor cable) to the headphone jack of the laptop.
- \* Set your laptop resolution to 1024 x 768. This resolution is supported by all the courtroom displays.
- \* You may need to enter a keystroke on your laptop to initiate the external video feed. (please refer to your equipment documentation).



## 126th District Court E-Courtroom Quick Reference Guide Courts

### Document Camera

*What I presented on the document camera does not appear on any of the screens.*

- \* Ensure that the document camera power is on. The power button appears green when it is on.
- \* Verify that the document camera lens cap is removed.

### VCR / DVD

*My VHS tape or DVD\*\*\* is not playing. What is the problem?*

**\*\*\* We recommend using the PC for presentation of DVD, and other digital media i.e. photo, audio, and video files on disk\*\*\***

- \* Ensure that the combination DVD/VCR is powered on.
- \* Verify that you inserted the desired VHS tape or DVD into the DVD/VCR.
- \* Ensure that the DVD/VCR unit is set to DVD or VCR, as desired. There is a toggle button on the unit and on the remote control.
- \* Verify that the source selection is set to DVD on the Lectern control panel.

### Lectern PC

*The monitors are displaying something other than the Lectern PC. How do I switch to the Lectern PC?*

- \* Ensure that the Lectern PC workstation is powered on. If the power button is blinking, the PC is in sleep mode. Push the power button to bring out of sleep.
- \* Make sure the “Main PC” input button is selected on Lectern control panel
- \* Make sure the PC is not in low power mode by moving the mouse or touching keys on keyboard.

### LCD Screen

*What I presented from the lectern shows up on the lectern and counsel monitors, but not on the LCD Screen.*

- \* Ensure that the LCD TV Screen is powered on. NOTE: You may need the remote to power the LCD TV on, as some of the power buttons are out of reach.
- \* Verify that the LCD Screen’s CAT5 cable is connected to the floor plate. The CAT5 cable looks like a large telephone cable.

### Attorney Laptop PC

*My laptop is connected to the Lectern input cables, but is not displaying on any of the monitors.*

- \* Ensure that you have properly connected the correct monitor cable to your laptop and that you have selected the appropriate “Attorney Laptop PC” button on the Lectern control panel.
- \* Confirm that you have adjusted your laptop to output to a second display (as you would with a projector).
- \* Ensure that your laptop display resolution is set to the supported 1024 x 768 setting.