

250th District Court

E-Courtroom Quick Reference Guide

- **Control Panel**

- **Top Row (Inputs)**

- PC – Lectern Computer
 - Document camera
 - Laptop 1
 - Laptop 2

- **Bottom Row (Outputs)**

- TV ON (no indicator LED)
 - TV OFF (no indicator LED)
 - Lectern Audio (switches to speakers in lectern only)
 - Room Audio (switches to ceiling speakers)
 - Mute



- **Document Camera**

- To turn ON, press button on the side panel of the presenter or on the remote control.
 - Additional information for document camera features is available on request.



- **Connecting a Laptop PC**

- For video, attach the larger and square male connector to the female plug on the laptop.
 - For audio, connect the smaller and round male wire to the audio plug on the laptop.
 - 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.



- **Lectern PC**

- Use the lectern PC for playing DVDs.
 - To use USB, there are four USB slots on front of PC

Travis County Courts

E-Courtroom Troubleshooting Tips

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.
- Verify that the source selection is set properly – Press the Doc Camera button on control panel to select.

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 power button on PC is flashing, it is in sleep mode. Push power button to bring out of sleep mode.
- 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 control to power the LCD TV on, as some of the power buttons are out of reach. The Court Operations Officer should know where the remote is kept.
- 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 button “Laptop 1 or Laptop 2” on the lectern control panel.
- Confirm that you have adjusted your laptop to output to an external display (as you would with a projector).
- Ensure that your laptop display resolution is set to the supported 1024 x 768 setting.