

Travis County Courts

E-Courtroom Quick Reference Guide

◆ **Getting Started - Source Selection**

- Use the document camera's INT-EXT button to toggle between three (3) possible input selections.
 - Input 1 – Document camera
 - Input 2 – PC (Lectern or Laptop) / TV / VCR / DVD
 - Input 3 – No device (blank screen)
- Selecting Input 2 on the document camera shifts source control to the *Viewsonic* video switcher, located on top of the lectern
- Use the *Viewsonic* video switcher's INPUT button to toggle between five (5) possible input selections.
 - Input 1 – PC (Lectern or Attorney Laptop)
 - Input 2 – Cable TV (Phasing Out)
 - Input 3 – Composite (VCR or DVD)
 - Input 4 – S-Video (DVD only)
 - Input 5 – Not used (blank / blue screen)

◆ **Connecting an Attorney Laptop PC**

- The PC selection is controlled by the *IOGEAR* Keyboard-Video-Mouse (KVM) switch, located above the *Viewsonic* switcher.
- 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 "Attorney Laptop PC" button, either 1 or 2, on the KVM switch.
- To connect a Laptop PC for audio output, connect an audio cable (not provided) to the audio connector labeled "Attorney PC Audio." Only one Attorney PC at a time may be connected to the audio connector.
- Set your laptop resolution to 1024 x 768. This resolution is supported by all the courtroom displays.

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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 button 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 – Toggle the INT-EXT button on the document camera to the correct input. See the *Quick Reference Guide*, on the reverse, for details.

VCR / DVD

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

- ◆ 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 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 properly on both the document camera and on the *Viewsonic* switcher. See the *Quick Reference Guide*, for details.

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 system is currently displaying the document camera, then push the INT-EXT button on the document camera once to switch control to the *Viewsonic* switcher. If the Lectern PC is still not displayed, follow the next tip.
- ◆ If the system is currently displaying either cable TV, VCR, DVD or a blank blue screen, toggle the INPUT button on the *Viewsonic* to change selections. See the *Quick Reference Guide*, on the reverse, for details.

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 Screen is powered on. NOTE: You may need the remote to power the LCD on, as some of the power buttons are out of reach.
- ◆ Verify that the LCD Screens blue 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 KVM switch, 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 KVM switch.
- ◆ Verify that the source selection is set properly on both the document camera and on the *Viewsonic* switcher. See the *Quick Reference Guide*, for details.
- ◆ Confirm that you have adjusted your laptop to output to a second display (as you would with projectors).
- ◆ Ensure that the Lectern PC workstation is powered on. The KVM receives power from the Lectern PC.