

## **COURTROOM AV / VIDEO CONFERENCE START UP CHECKLIST**

\*\*\*Please ensure your device accepts an HDMI Input or bring an adapter that allows your device to accept an HDMI Input.\*\*\*

This screen controls what you are displaying to the Courtroom.



### **To display on the AV System from the Lectern**

1. Be sure your device has whatever you want to display open.
2. Connect your device using the HDMI cable at the lectern. It may be “hidden” under the panel on the top left side of the lectern.
3. On the touch panel at the bench, select “Lectern Input”.
4. Touch “Live to Display” to send command to display.

### **To operate Document Camera**

1. Touch “Document Camera” on the control panel. It may automatically focus. You can zoom in/out and take a picture/video through the camera.

To stop the displays, touch “Blackout Display”.

This will NOT stop the judges monitor but will make both TV’s and witness monitor go black.