



**OREGON JUDICIAL DEPARTMENT**

**11<sup>th</sup> Judicial District**

**Integrating**  
**Notebook Computers**  
**into**  
**Courtroom Presentations**

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# **Integrating Notebook Computers into Courtroom Presentations**

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# Integrating Notebook Computers into Courtroom Presentations

## Deschutes County Circuit Court

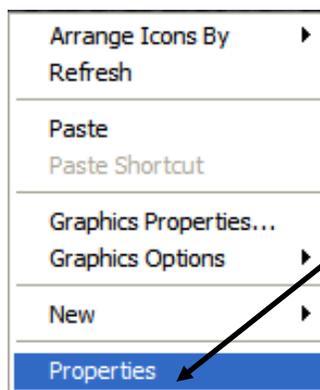
### Courrooms C and G

#### Enable Courtroom Presentations

1. With your notebook computer shut down, plug its power cord into the nearby floor outlet. You may wish to supply your own surge suppressor extension cord.
2. Attach one end of a video cable to the LAPTOP VGA port in the floor receptacle and the other end to your notebook computer's video port.

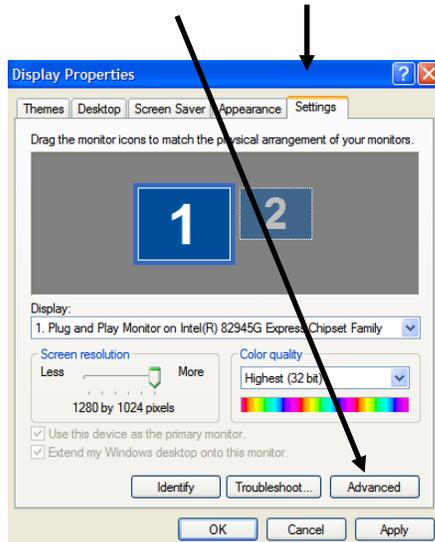


3. Safely route power and video cables through the floor plate's small hinged door and replace the cover on the floor receptacle.
4. Boot up your notebook computer.
5. If the plasma display is offset or truncated, try adjusting your PC's resolution to 640x480, High Color, 60 Hertz. Excluding icons, right click anywhere on your computer's desktop and select Properties.

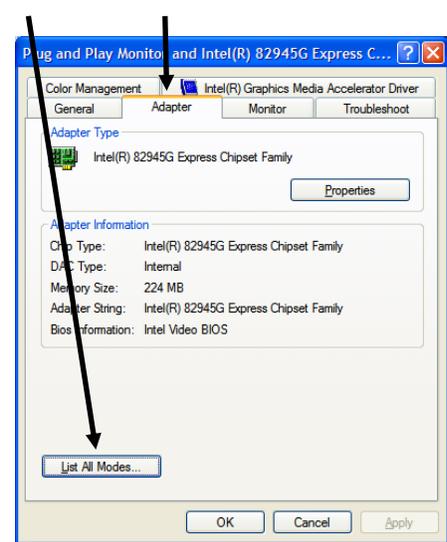


**Ensure that the resolution you select does not exceed 85 Hertz!**

6. Click the Settings tab, then click the Advanced button.

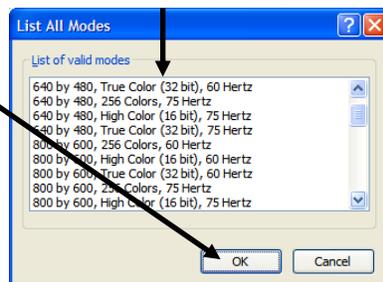


7. Select the Adapter tab, then click the List All Modes button.



8. Select 640x480, True Color (32 bit), 60 Hertz

9. Click OK.



10. Notify the Court Support staff member when you are ready for your visual presentation.

11. Activate the external monitor feature on your computer (the courtroom's LCD plasma monitor) by pressing the appropriate function keys on your notebook computer.

*Specific function keys that activate external monitors vary by manufacturer; many Dell PC's use Fn+F8 to toggle among displays on an internal monitor, external monitor, or both.*

### Disable Courtroom Presentations

1. Shut down your notebook computer.
2. Remove the video cable from your notebook computer, then from the floor's LAPTOP VGA port.
3. Unplug electrical power first from your computer and then from the floor outlet.
4. Replace the cover on the floor receptacle.

***OJD provides no computer equipment and no technical assistance beyond your initial training and these instructions.***

## Integrating Notebook Computers into Courtroom Presentations

### Deschutes County Circuit Court

#### Courtrooms A, B, D, E and F

Court Support: Activate the AMX, and then select DVD/VCR on the Video Page.

#### Enable Courtroom Presentations

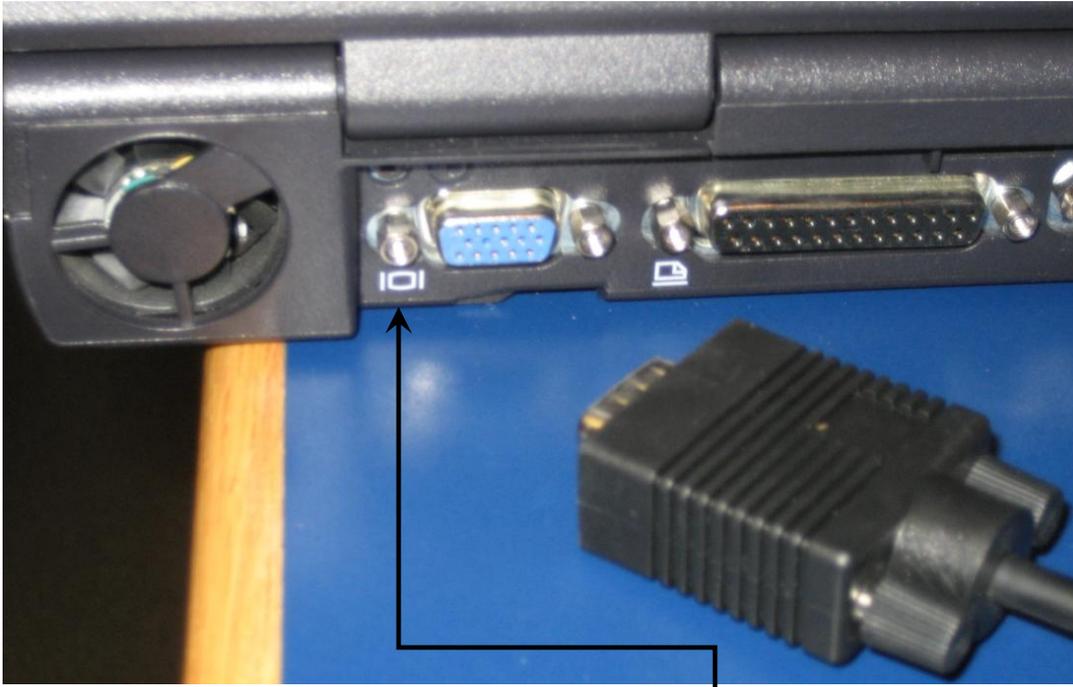
The AVLink VGA Converter, shown below, allows the courtroom's plasma screen to display the images on your notebook's monitor.



1. Before making any connections, ensure that both the VGA converter and your Computer are *turned off*.

**Connect the VGA Converter to your computer**

**2. Connect the free end of the VGA cable to your computer's external monitor port.**



Monitor ports are usually blue and sometimes have a  symbol.



The finished connection will resemble this photograph.

**3. Ask the Court Support staff member to confirm that the yellow video cable is inserted into the Video (Line In) jack on the VCR/DVD player.**



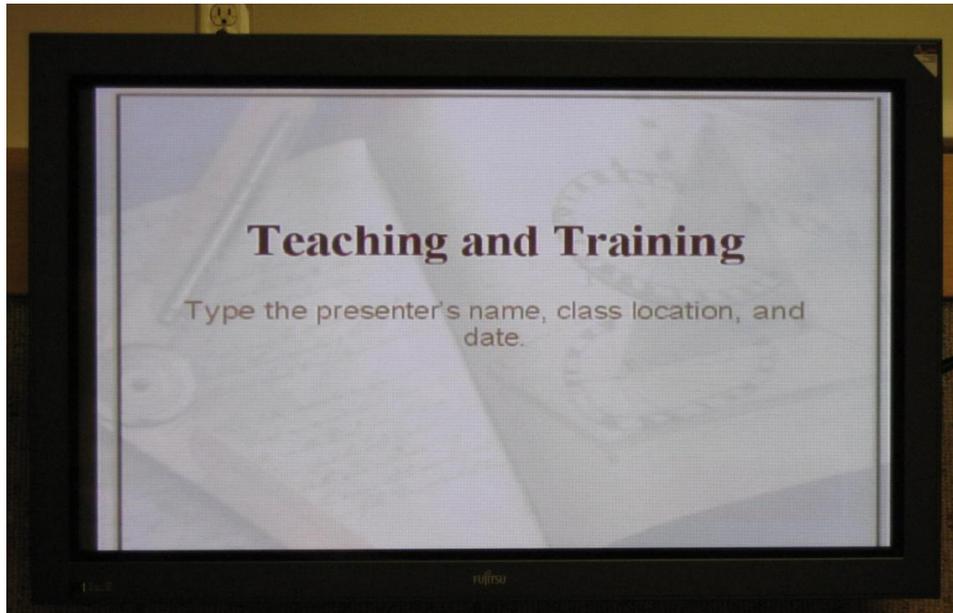
**4. Boot up your PC.**

(You may wish to provide your own surge suppressor and/or extension cord for external power).

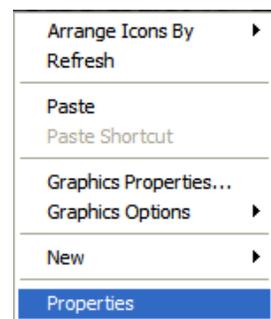
**5. Power on the VGA converter by pressing its Power button (the green light indicates that Power is on) and ensure that both the VIDEO/RGB and NTSC/PAL buttons are pushed in.**



4. Your PC's display should appear on the plasma screen.

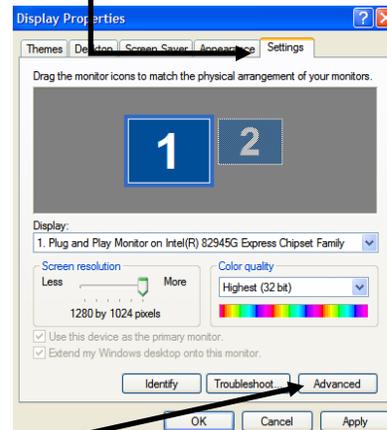


5. If your PC's display does not appear on the plasma screen, then activate your PC's CRT output. (For example, press Fn + F8 [CRT/LCD] keys on many Dell PC's).
6. If the plasma display is offset or truncated, try one or both of these techniques:
- Adjust the display using the VGA converter's Menu.  
Press the Menu button.  
Press the + or – buttons to scroll among options.  
Press the Select button to make your choice.
  - Set your PC's resolution to 640x480, High Color, 60 Hertz.  
Excluding icons, right click anywhere on your computer's desktop and select Properties.



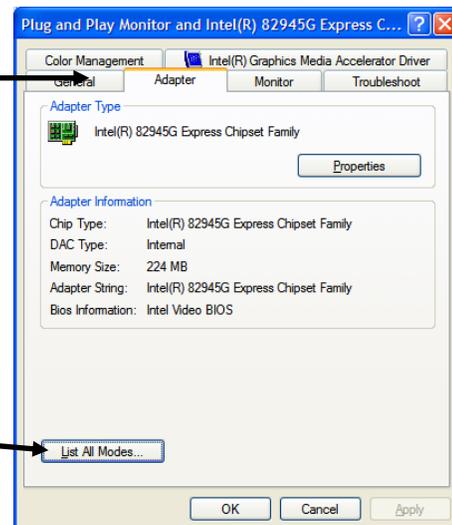
**Ensure that the resolution you select does not exceed 85 Hertz!**

c. Click the Settings tab.



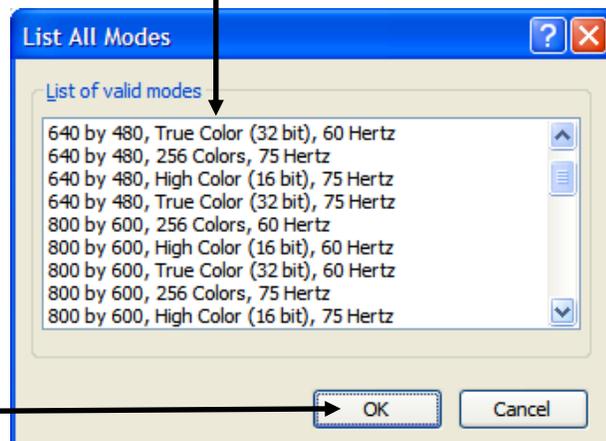
d. Click the **Advanced** button.

e. Select the Adapter tab



f. Click the List All Modes button.

g. Select 640x480, True Color, 32 bit, 60 Hz



h. Click OK.

**When your presentation is concluded:**

- 1. Turn off the VGA converter by pressing its Power button.**
- 2. The green power light will extinguish.**



- 3. Shut down your computer.**
- 4. Disconnect the VGA cable from your computer.**

