

## Presenting Evidence from a Laptop in a CCC Courtroom

All courtrooms in the Calgary Court Centre have cables at every counsel table that allow you to connect a laptop and present video evidence on all of the screens and monitors and audio evidence through the overhead speakers.

Each counsel table has two cable cubbys.

1<sup>st</sup> Cubby contains:

VGA cable (the male connector is black, grey or blue with 15 pins in 3 horizontal rows– see diagram)

Serial cable (the female connector is silver with 9 pin receptors)

PC Audio cable (small black cable with a sound jack)

Network cable (yellow)

Two power plugs



2<sup>nd</sup> Cubby contains:

Serial cable (silver connector with 9 pin receptors)

Network cable (yellow)

Two power plugs

A VGA cable and PC Audio cable are also available at the witness stand to allow the witness to present evidence.

### **How to connect a laptop to the courtroom system:**









1. If you are presenting video evidence, connect the VGA cable (black, grey or blue connector) to the VGA port on the laptop. The cable from the counsel table will have a male connector and the laptop will have a female port. Do not use the cable with the silver connector. This cable is used to receive real-time transcription (pre-arranged) if a court reporter is present in the courtroom.


2. If you are presenting audio evidence, connect the black PC audio cable with the sound jack to the headphone port on the laptop.
3. Using the Crestron Control Panel at the Clerk's desk, the clerk selects the counsel table or witness stand that has the laptop connected as a source (i.e. Crown Front, Crown Rear, Defence Front, Defence Rear or Witness) and sends it to the active display devices. Once the source is active, the video should be displaying on any active screen or monitor and the audio (if any) should be playing through the overhead speakers.
4. If the evidence is not displaying on the screens or playing through the overhead speakers, it may be necessary to set the laptop to display on an external monitor. There are usually three choices when setting the monitors.

Image displays on:  
Laptop / No External Monitor  
Laptop and External Monitor  
No Laptop / External Monitor

Each brand of laptop has a different way to set the image to an external monitor. The most common way is to press the Fn key (bottom left) on the laptop keyboard at the same time you press one of the F# keys at the top of the keyboard: for example, Fn / F7. Each brand of laptop uses a different F# key. Two screens are usually depicted on the key, either side by side or one screen within the other. It may also say LCD on it. Press and hold the Fn key while pressing the appropriate F# key. Each time you press the F# key it will set a different image configuration. Some laptops may require you to go into "Settings" to set an external monitor display.

5. If after setting the laptop to an external monitor, you are still unable to see the laptop image displayed on the courtroom screens, try connecting the laptop at another counsel table to rule out a cable malfunction.
6. Once the laptop image is displaying on the courtroom screens and monitors, you may have to adjust the laptop screen resolution if all of the laptop image is not visible. The screen resolution setting is usually reached by right clicking from the desktop screen and selecting Properties > Settings. VGA typically requires a resolution of 1280 x 1024.
7. Adjust the volume from the laptop. If a further increase of volume is required, the clerk can increase the audio playing through the overhead speakers by adjusting the Source Volume on the Crestron Control Panel.

Notebook Brand	Keys to push	F-Key Picture
Windows 7	 + P	 <p data-bbox="768 411 1435 453">Opens this control strip. Keep pressing P until the desirable mode is selected, then release both buttons.</p>
Acer	Fn + F5	
Apple Macbook Pro (older models)	Fn + F7	
Dell	Fn + F8	
Fujitsu	Fn + F10	
Gateway	Fn + F3 Fn + F4	 
HP/Compaq	Fn + F4	
IBM/Lenovo	Fn + F7	
LG	Fn + F7	
Panasonic	Fn + F3	
Samsung	Fn + F4	

Sharp	Fn + F5	
Sony Vaio	Fn + F7	
Toshiba	Fn + F5	