



# CIRCUIT COURT FOR BALTIMORE CITY EVIDENCE PRESENTATION UNIT (EPU) INSTRUCTIONS

# SET-UP

- Plug in the main power cord (at back of unit), if unplugged. Do NOT unplug anything. Remove Keyboard, Mouse and Remote Controls from drawer.
- Turn on the mouse.
- Place Keyboard and Mouse on sliding drawer platform, or wherever works best.
- Power on the TV (Samsung), sound bar (LG) and computer.

# SET-UP



# TV

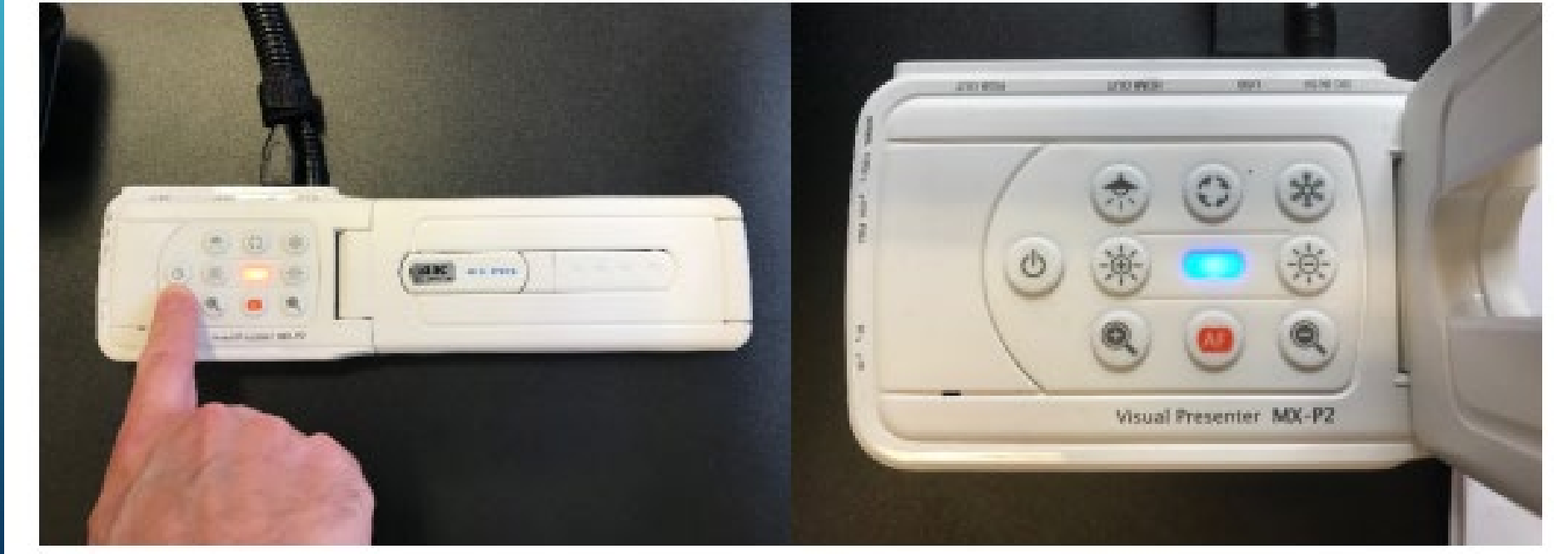
- Use the Source Button on the remote to set source to PC (HDMI 1) to use DVD drive and document camera, or I/O Gear (HDMI 2) for screen sharing.

# TV



# ELMO DOCUMENT CAMERA

- Press the Power Button. The indicator light should turn blue.



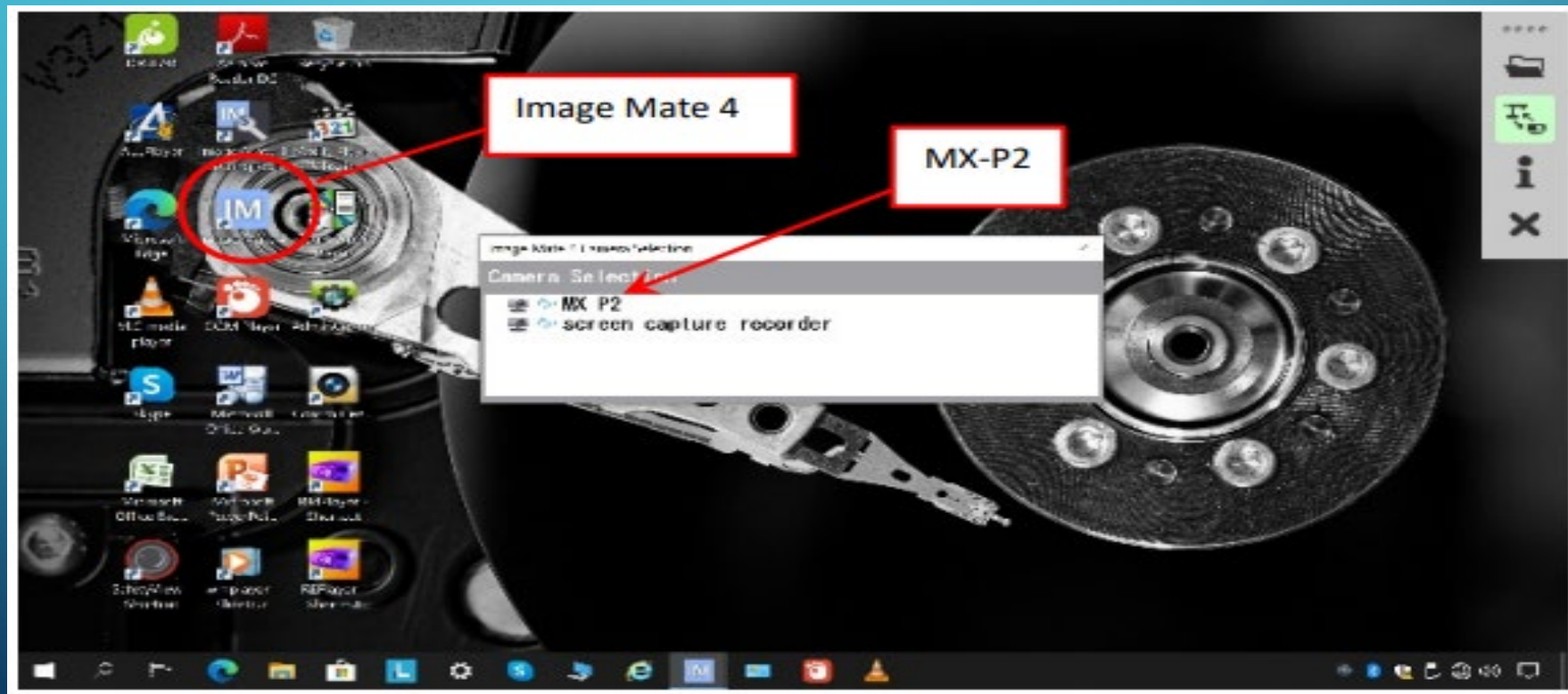
# ELMO DOCUMENT CAMERA

- Unfold the camera arm, carefully. Do not touch the camera lens.



# ELMO DOCUMENT CAMERA

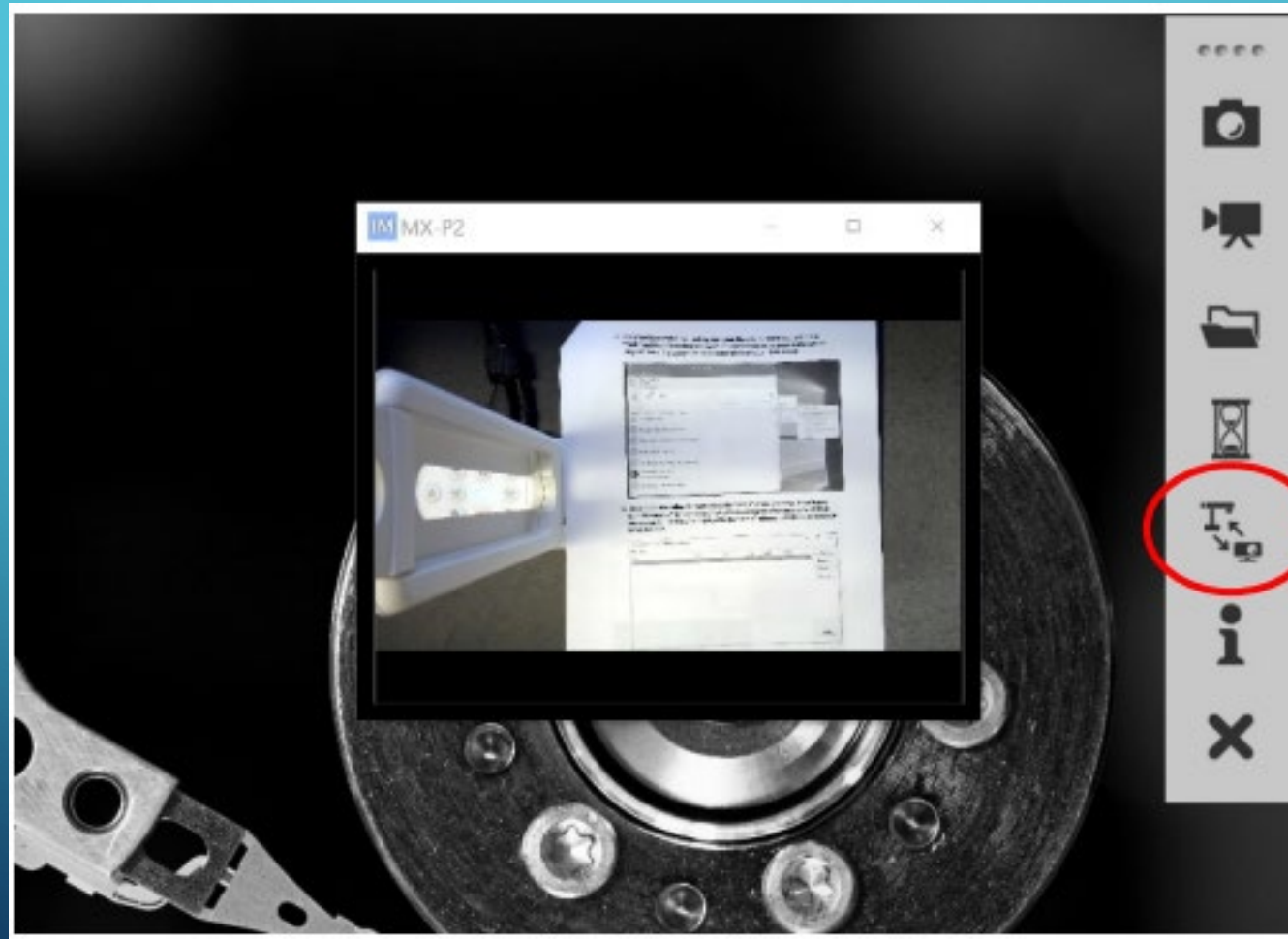
- Open the PC application Mate 4 (Shortcut on desktop). Select Camera MX-P2.



# ELMO DOCUMENT CAMERA

- Place a document under the camera
- Use the control panel at right to select camera functions. To view the document, use the fourth button from the top.

# ELMO DOCUMENT CAMERA



# ELMO DOCUMENT CAMERA

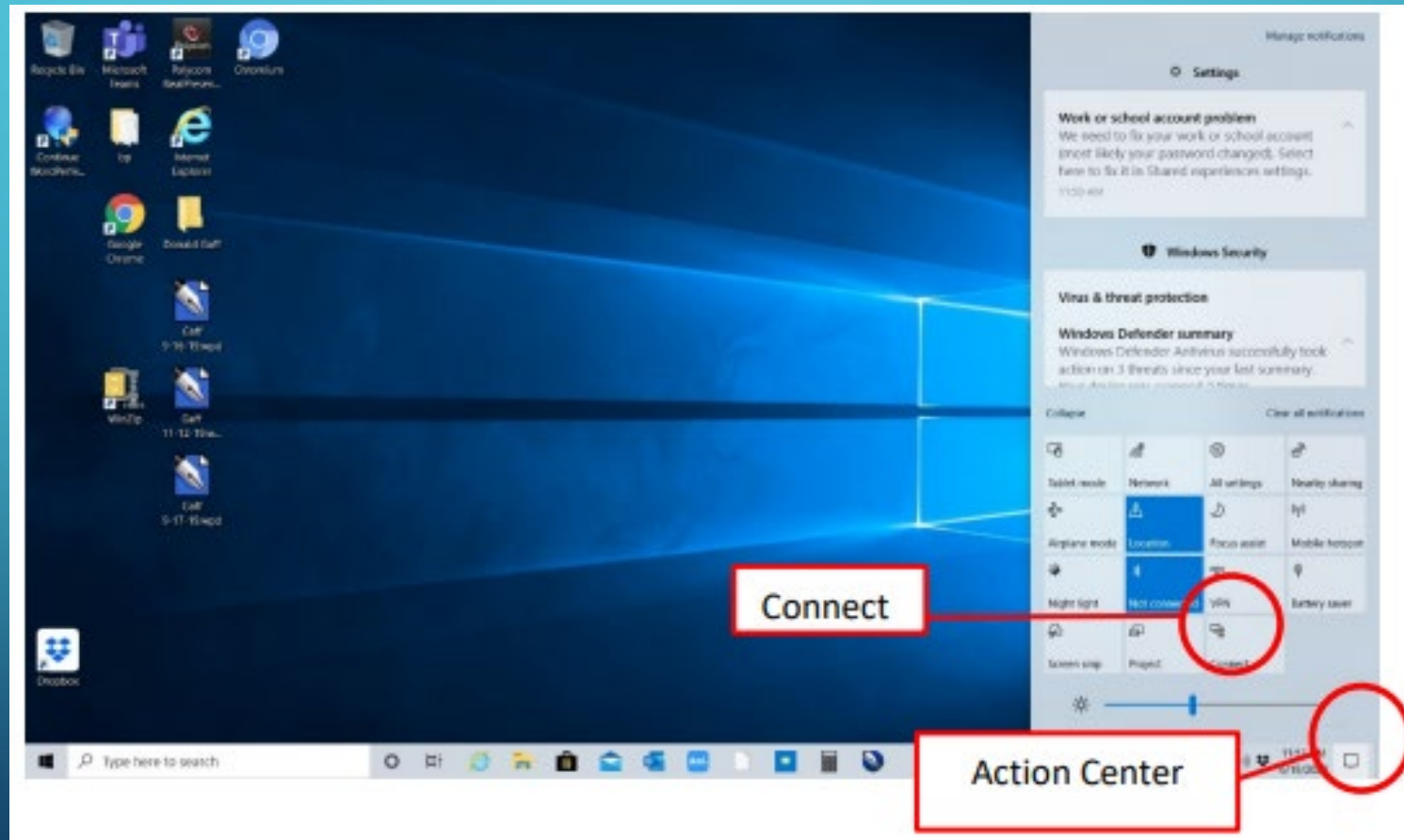
- Use the buttons on the base to autofocus, rotate image, zoom, and control brightness.



# SCREEN SHARING

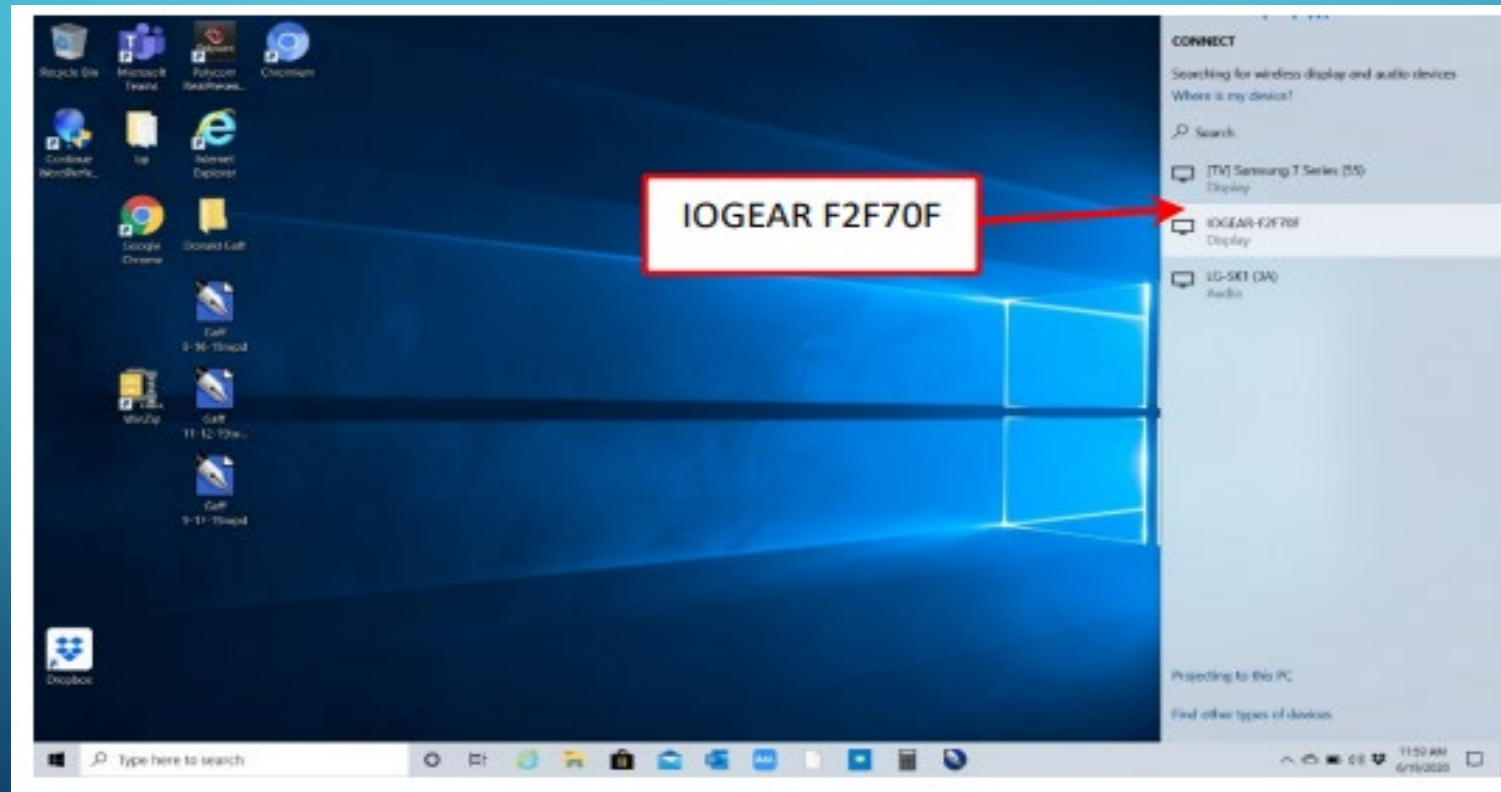
- To wirelessly share a laptop screen (Windows and Android only), use the Source button on the TV remote to select I/O Gear.
- On your laptop, click on the Action Center at the bottom right side of the taskbar.
- Click “Connect.”

# SCREEN SHARING



# SCREEN SHARING

- Select IOGEAT-F2F70F (Display) from the device list



# SCREEN SHARING

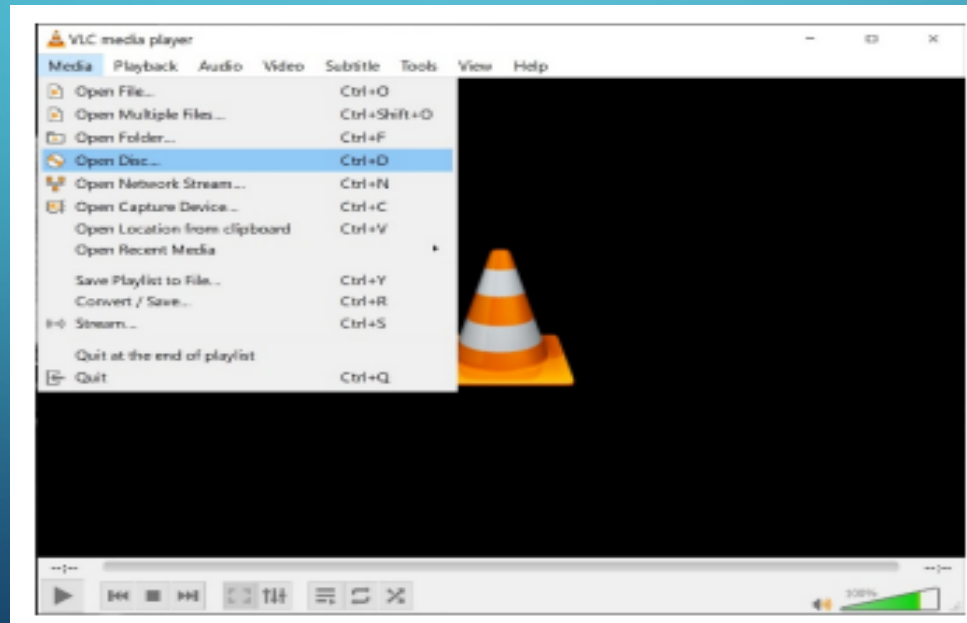
- The laptop should indicate that it is connected, and your desktop will appear on the TV.

# CONNECT TO THE EPU'S SOUND BAR

- You may connect wirelessly to the sound bar if you are playing media from your laptop.
- Follow the steps above for screen sharing and select LG-SK1 (3A) from the device list.
- Test your sound to make sure it is coming through the sound bar.

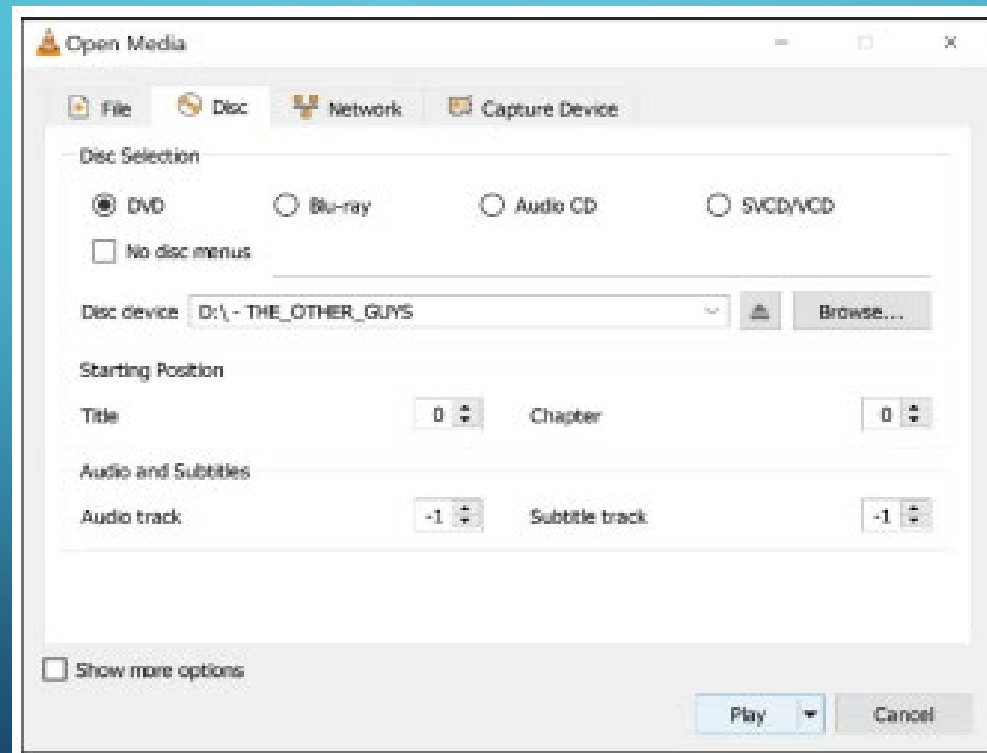
# PLAYING A DVD

- Insert a DVD
- Open PC application VLC Media Player (Shortcut on Desktop).
- Select “Open Disc” from the Media menu.



# PLAYING A DVD

- Click the Play Button



# SHUTDOWN

- Shut down the computer. Do NOT save any files to the hard drive. If you must have something, save to an external USB drive (not provided) and delete any files you created on the PC.
- Power down the TV and sound bar.
- Turn off the mouse.
- Return the keyboard, mouse , and remote controls to the drawer.
- Push in clips on both asides of the drawer to release and carefully push the drawer back into the unit.
- Do not unplug the EPU, Leave the unit where found it.

# SHUTDOWN

- For technical support, on the Circuit Court for Baltimore City (EPU) only, please contact Information Technology at (410) 396-1760 or 1761 or Court Reporting Services at (410) 396-5010.

Thank you