

WINNEBAGO COUNTY COURTHOUSE TECHNOLOGY

In Courtroom Technology

*Applies to all courtrooms within the
Winnebago County Courthouse,
Criminal Justice Center, and
Juvenile Justice Center*

You will need to bring a personal device, such as a laptop, to present any media that you wish to share.

There are three options to present on the courtroom TV:

1. **Screensharing on Zoom** (best for hybrid proceedings, when one or more parties is on Zoom)
 - a. On a smartphone, download the Zoom application before court appearance.
 - b. On laptop, either download the Zoom application ahead of time or go to Zoom.us to join from browser.
 - c. Using the courtroom Meeting ID, join the Zoom meeting.
 - d. Once Judge admits you into the meeting and allows you to present, select the green screensharing button to share your screen within the Zoom meeting.

(DO NOT JOIN AUDIO if you are present in the courtroom)

This will automatically maximize across most of the TV screen in the courtroom.

2. **Screen casting to the TV using the courtroom's Screenbeam960**
 - a. The bailiff will change the TV input to the correct one displaying the ScreenBeam instruction page.
 - b. On your laptop or personal device, hit Windows  + K, then select the ScreenBeam corresponding with the courtroom. Examples: CR-311, CR-467, CR-455
 - c. Once selected, enter the PIN displayed on the TV screen and hit "Connect." After a moment, your laptop screen will be casted to the entire TV screen.
 - d. To verify whether your device can connect to the ScreenBeam, visit:
<https://www.screenbeam.com/support/learn-how-to-connect-your-device/>

3. **Utilize HDMI wall port**

Bring a laptop with an HDMI port, an HDMI cord, and plug directly into the HDMI wall port in courtroom.

*You will also need to bring copies of anything that you present as an exhibit for the Circuit Clerk's Office.
For video and audio, bring a copy on a flash drive. For pictures, texts or other documents, bring printed copies.*