

# COURTROOM TECHNOLOGY

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## PREPARATION FOR PRESENTING EVIDENCE AT HEARINGS

### EQUIPMENT NEEDED:

1. Laptop or iPad with Desktop Background set to a plain setting (No photo backgrounds).
2. Screensavers disabled or turned Off.
3. Power Supply for your device.
4. Depending upon the type of connection ports your system has, you may need an HDMI Adapter to fit the courtroom standard Male HDMI Interface Cable. Contact the Court prior to the hearing date if you are unsure if you need an adapter.
5. Presentation material stored on your device or flash drive you can plug into your device.

### TO PRESENT MATERIAL:

1. Plug your power cord into the outlet at the attorney tables.
2. Connect your device to the system using the HDMI connector provided.
3. Start up your device.
4. Know your password, if your device has one.
5. Know how to allow your device to project on dual screens in a Mirror Duplication mode.
6. Test presentation of materials with court personnel before hearing begins.

**If you would like to do a test run of your evidence presentation or have any questions, call the Court at 515-284-6230 and ask to be transferred to someone who can assist you with your courtroom evidence presentation.**