Ockinga Equipment Operation

When you walk into the room, the control screen may be blank. This is a touch screen monitor. To activate it, just touch the screen and it will “wake up”.

![Image of a touch screen monitor](image.jpg)
When the screen “wakes up” it will look like this. Touch the START button to begin.
The buttons you will need are on the right side of the screen:

- PC (desktop computer)
- Lectern Laptop (laptop computer)
- Document Camera (visual presenter)
- HDMI

When you are completely done and ready to shut down the system, select the Red “Shutdown” button at the top left. It will automatically roll the screen back up and shut off all the equipment.
Desktop PC Computer

If you want to use the desktop computer, make sure the power button is blue. This indicates that the computer is on and ready.

If it is not, then you will need to press the power button to turn it on.
Document Camera (Visual Presenter)

If you wish to show images from a book or any other hard copy documents, you will use the Document Camera.

The camera at the top of the machine will capture the image and direct it to the projector. Select the proper button on the control panel monitor to project from the attached equipment.

Below are the controls. If the power button is red, the visual presenter is off. If the button is blue, the visual presenter is on and ready to use.

Place your material you wish to project in the middle of the round base.
**Connecting your laptop computer**
If you wish to connect a laptop, open the desktop “cubby” to access the cables to hook the equipment.

Select the **Lectern Laptop** button on the control panel monitor to project from the attached equipment.

**Connecting your HDMI device**
If you wish to connect an HDMI device, open the desktop “cubby” to access the cables to hook the equipment.

Select the **HDMI** button on the control panel monitor to project from the attached equipment.
Ready to Connect
The PC Computer, Lectern Laptop, Document Camera, and HDMI buttons will all work the same way.

Connecting to the PC Computer
1. When you want to project from the desktop computer, press the PC button.
2. When you do, you will see in the center of the screen that options have appeared.
3. Press the white area box in order to activate the PC through the projector.
4. The image should show up on the monitor on the west wall and after the projector has warmed up, it will show on the screen at the front of the room.

Note: Follow the same steps for the Lectern Laptop, Document Camera and HDMI.