

# Guest Documentation

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**Westminster Presbyterian Church - Mackey Hall Technology**

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# 1. About

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## 1.1 Guest Documentation | Westminster Presbyterian Church - Mackey Hall Technology

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The Westminster Presbyterian Church Guest Technology Documentation is a reference guide for guests using the technology in Mackey Hall.

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### 1.1.1 Notes

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This document is a work in progress. Please ignore any grammatical mistakes and let us know so that we can correct them accordingly.

For any questions or comments, please [email me](#).

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### 1.1.2 Licenses

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 October 24, 2024

## 2. Documentation

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### 2.1 WPC Guest Technology Documentation

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Welcome to the guest documentation for Mackey Hall AV systems. This guide is designed to provide clear, step-by-step instructions for operating the projector, rear TV, sound system, and audio input devices.

#### 2.1.1 Start Here

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Before your event: - Power on the required systems before connecting devices. - Confirm the correct input source is selected. - Test audio and video output before your event begins. - Follow shutdown steps after use to protect equipment life.

#### 2.1.2 Video Guides

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Use these guides to manage screen control, display power, and source selection.

1. [Lowering Projector Screen](#): Proper procedure for lowering the projector screen for viewing.
2. [Retracting Projector Screen](#): Safe retraction steps to prevent wear or damage.
3. [Turning Projector / Rear TV On](#): Startup process for the display systems.
4. [Turning Projector / Rear TV Off](#): Correct shutdown process for long-term reliability.
5. [Input Methods](#): How to choose and use available video input options.

#### 2.1.3 Audio Guides

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Use these guides to power, connect, and optimize room audio.

1. [Turning Sound System On](#): Startup process for the sound system.
2. [Using Wall Audio Controls](#): Use the wall touchscreen to select audio presets, unmute channels, and adjust levels.
3. [Using Computer Audio](#): How to route and use audio from a computer.
4. [Bluetooth Pairing](#): Pair a phone, tablet, or computer to the room Bluetooth receiver.
5. [Connecting and Using Microphones](#): Setup and usage basics for microphones.

#### 2.1.4 Need More Help?

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If something is not working as expected, check the Troubleshooting section in the Documentation navigation.

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## 2.2 Video

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### 2.2.1 Lowering Projector Screen

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This guide explains how to lower the projector screen in Mackey Hall.

If you need the reverse process, see [Retracting Projector Screen](#).

#### Locate the Screen Control

The projector screen control switch is on the south wall, to the right of the windows.



#### Lower the Screen

1. Press the lower half of the screen control switch fully in.
2. The switch is a maintained toggle, so it will stay in the selected position.
3. Wait while the screen lowers.
4. The screen will stop automatically at its lowest position.
5. Toggle the switch back to the neutral (center) position after the screen is fully lowered.



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## 2.2.2 Retracting Projector Screen

This guide explains how to retract the projector screen in Mackey Hall.

If you need the reverse process, see [Lowering Projector Screen](#).

### Locate the Screen Control

The projector screen control switch is on the south wall, to the right of the windows.



### Retract the Screen

1. Press the upper half of the screen control switch fully in.

2. The switch is a maintained toggle, so it will stay in the selected position.
3. Wait while the screen retracts.
4. The screen will stop automatically at its fully retracted position.
5. Toggle the switch back to the neutral (center) position after the screen is fully retracted.



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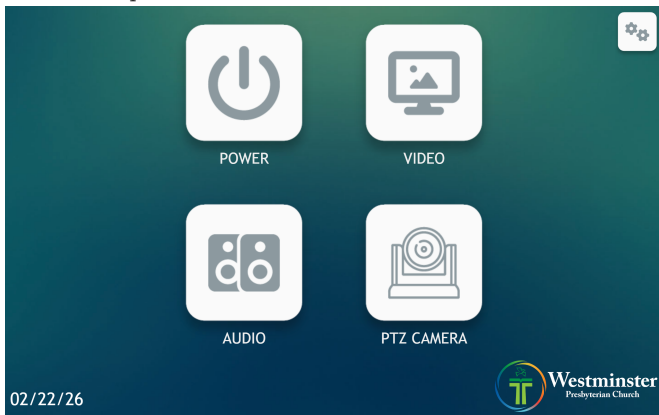
## 2.2.3 Turning Projector / Rear TV On

This guide explains how to power on the projector and rear TV in Mackey Hall using the wall touchscreen.

If you need the reverse process, see [Turning Projector / Rear TV Off](#).

### Power On Projector

1. Go to the wall touchscreen in Mackey Hall.
2. If you are not on the Homepage or the **Power** page, press the **Home** icon in the top-left corner.
3. If you are on the Homepage, press **Power** to open the power controls. If you are already on the **Power** page, continue to the next step.



**Press the **Power** button on the homepage.**

4. On the **Power** page, press **Projector On** to power on the projector.



**Press **Projector On** to power on the projector.**

5. Allow about 30 seconds for the projector to fully start.

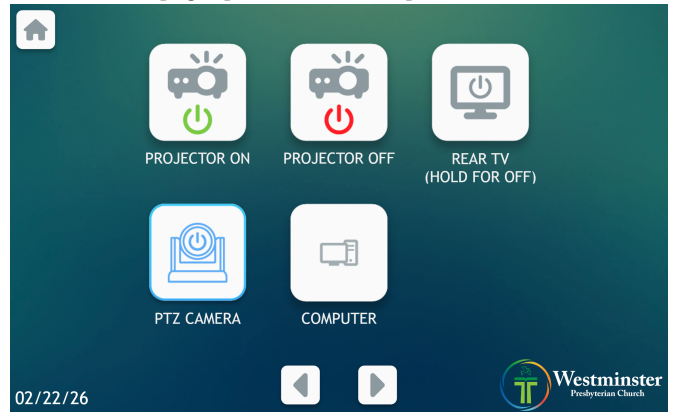
### Power On Rear TV

1. Go to the wall touchscreen in Mackey Hall.
2. If you are not on the Homepage or the **Power** page, press the **Home** icon in the top-left corner.
3. If you are on the Homepage, press **Power** to open the power controls. If you are already on the **Power** page, continue to the next step.



**Press the **Power** button on the homepage.**

4. On the **Power** page, press **Rear TV** to power on the rear TV.



**Press **Rear TV** to power on the rear TV.**

5. Allow a few seconds for the rear TV to fully power on.

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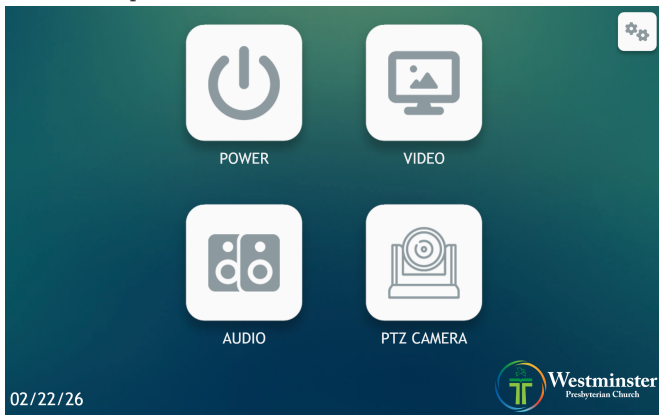
## 2.2.4 Turning Projector / Rear TV Off

This guide explains how to power off the projector and rear TV in Mackey Hall using the wall touchscreen.

If you need the reverse process, see [Turning Projector / Rear TV On](#).

### Power Off Projector

1. Go to the wall touchscreen in Mackey Hall.
2. If you are not on the Homepage or the **Power** page, press the **Home** icon in the top-left corner.
3. If you are on the Homepage, press **Power** to open the power controls. If you are already on the **Power** page, continue to the next step.



**Press the **Power** button on the homepage.**

4. On the **Power** page, press **Projector Off** to power off the projector.

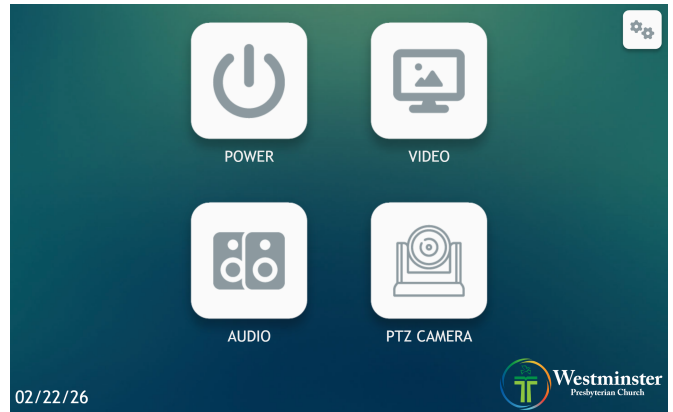


**Press **Projector Off** to power off the projector.**

5. Allow about 30 seconds for the projector to fully shut down.

### Power Off Rear TV

1. Go to the wall touchscreen in Mackey Hall.
2. If you are not on the Homepage or the **Power** page, press the **Home** icon in the top-left corner.
3. If you are on the Homepage, press **Power** to open the power controls. If you are already on the **Power** page, continue to the next step.



**Press the **Power** button on the homepage.**

4. On the **Power** page, press and hold **Rear TV** for a few seconds to power off the rear TV.



**Press and hold **Rear TV** for a few seconds to power off the rear TV.**

5. Wait a few seconds for the rear TV to fully power off.

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## 2.2.5 Computer Input Methods

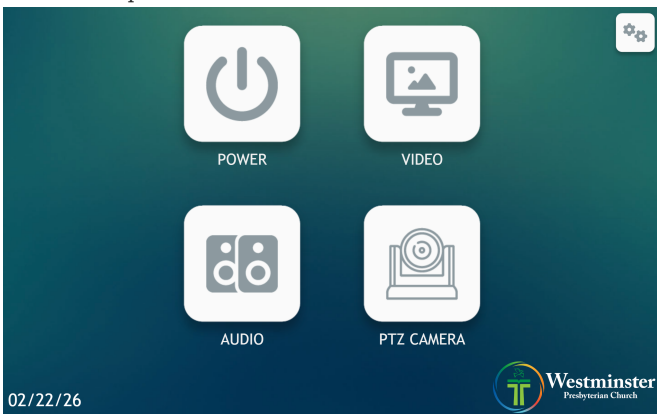
This guide explains how to connect devices in Mackey Hall and switch video sources from the wall touchscreen.

### Connecting Devices

1. Locate the input ports on the wall outside the Scout Closet, under the projector screen, and by the sound system/chair closet wall.
2. Connect your device to the matching labeled port.
3. On the touchscreen, select the input that matches the port label you used.

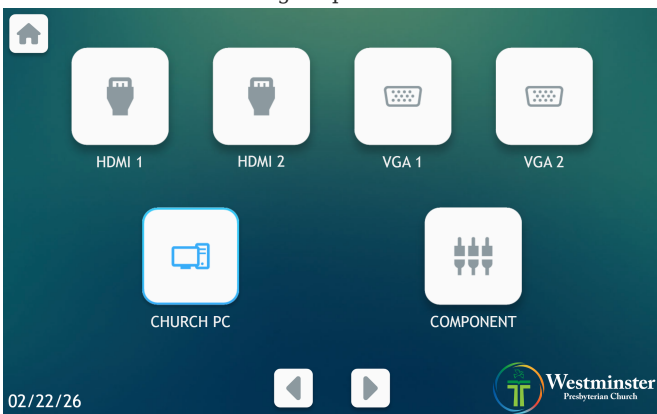
### Switching Inputs on the Touchscreen

1. Go to the wall touchscreen in Mackey Hall.
2. If you are not on the Homepage or the Video page, press the Home icon in the top-left corner.
3. If you are on the Homepage, press Video to open input controls. If you are already on the Video page, continue to the next step.



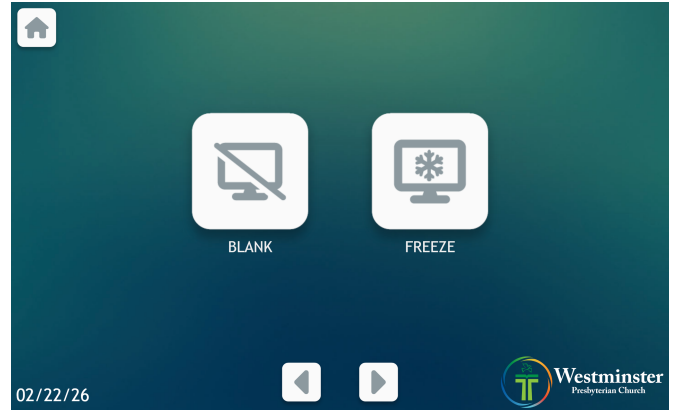
**Press Video on the homepage to open input controls.**

4. On the first Video page, press the input button that matches your connected port.
5. The selected source will light up blue when it is active.



**Select the input that matches your connected port label.**

6. Use the left/right arrows at the bottom to move between Video pages.
7. On the second Video page, use Freeze to pause the current image or Blank to black out the screens.



**Use the bottom arrows to switch pages. Freeze and Blank are on the second Video page.**

### Input Methods

#### HDMI INPUTS

Mackey Hall has three HDMI inputs: - Church PC HDMI : Located with the VGA and RCA ports under the input selector panel. Reserved for the Church PC. - HDMI 1 : Located near the control touchscreen for personal devices. - HDMI 2 : Located on the wall outside the Scout Closet, under the projector screen, for personal devices.

HDMI carries both video and audio over one cable.

#### Church PC HDMI Input



HDMI 1 Input



Laptop 1 Input



HDMI 2 Input



Laptop 2 Input



VGA INPUTS

There are two VGA input locations in Mackey Hall: 1. Laptop 1 (VGA) : Under the input selector panel with its matching 3.5mm audio port. 2. Laptop 2 (VGA) : On the wall outside the Scout Closet, under the projector screen, with its matching 3.5mm audio port.

VGA requires two cables for full A/V: VGA (video) plus 3.5mm (audio).

RCA INPUT

There is one RCA input under the input selector panel. - Yellow: video - White/Red: left/right audio



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## 2.3 Audio

### 2.3.1 Turning the Sound System On

This guide explains how to verify and turn on the Mackey Hall sound system.

If the system is already on, no changes are needed.

#### Check Rack Power

1. Go to the sound system rack.
2. Find the red Power switch on the rack.
3. If the switch is not lit red, turn it on.



#### Check Amplifier Power

1. Locate the amplifier in the rack (third unit from the bottom).
2. Press the amplifier power button at the bottom-right.

3. Confirm the button lights blue, which means the amplifier is on.



#### Sound System Ready

When the rack power is on and the amplifier power button is blue, the sound system is ready for microphones, computer audio, and Bluetooth audio.

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## 2.3.2 Using Wall Audio Controls

This guide explains how to use the wall touchscreen audio controls in Mackey Hall.

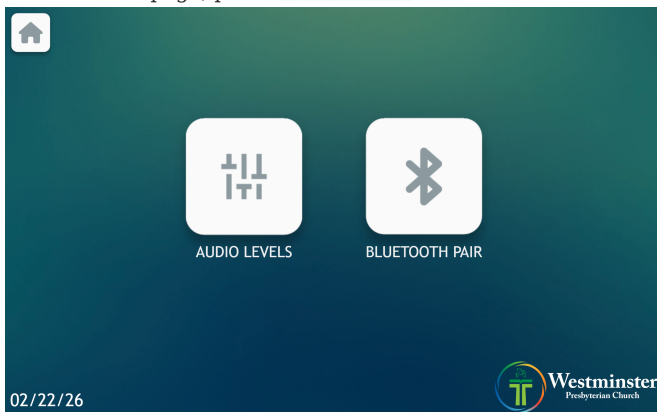
If the sound system is not on, see [Turning the Sound System On](#).

### Open Audio Levels

1. On the wall touchscreen Homepage, press **Audio**.

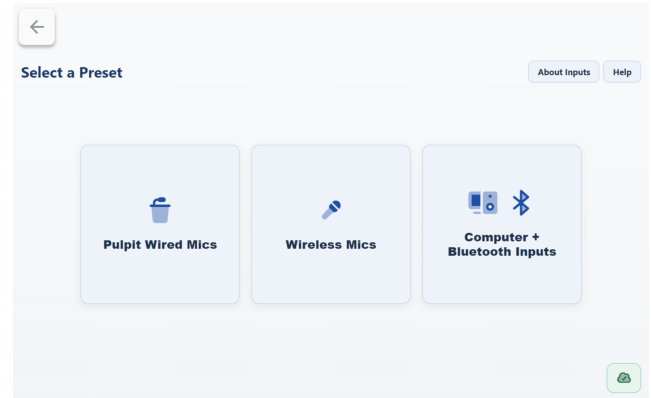


2. On the Audio page, press **Audio Levels**.



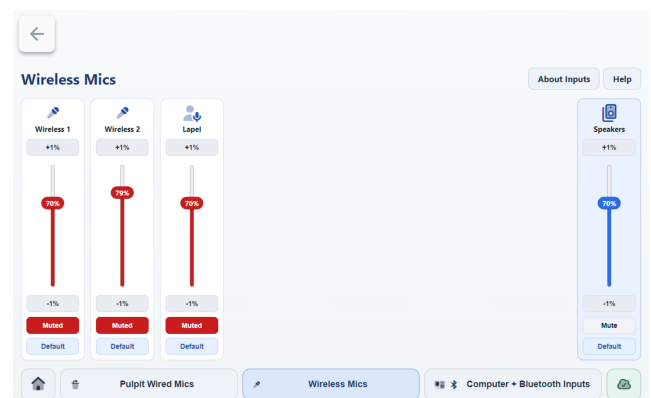
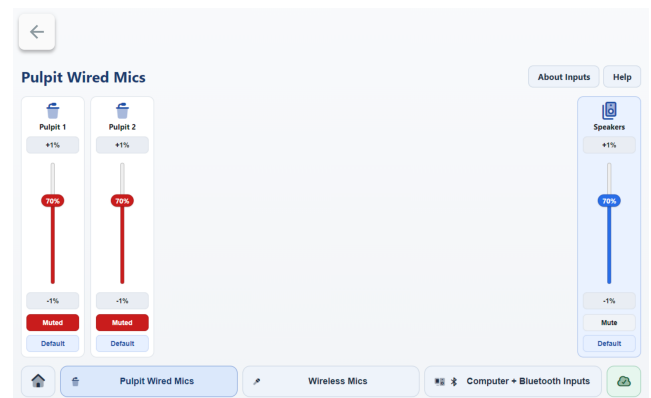
### Select a Preset

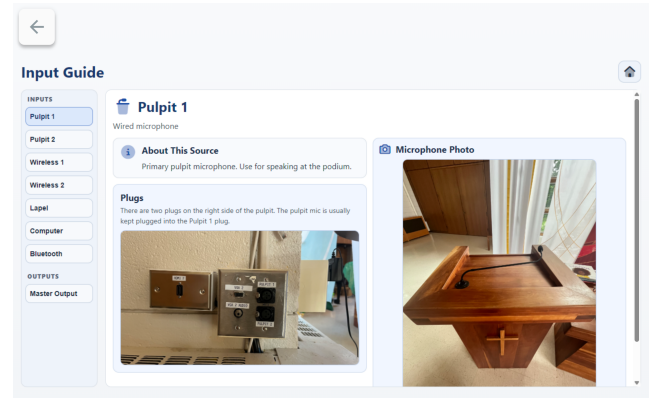
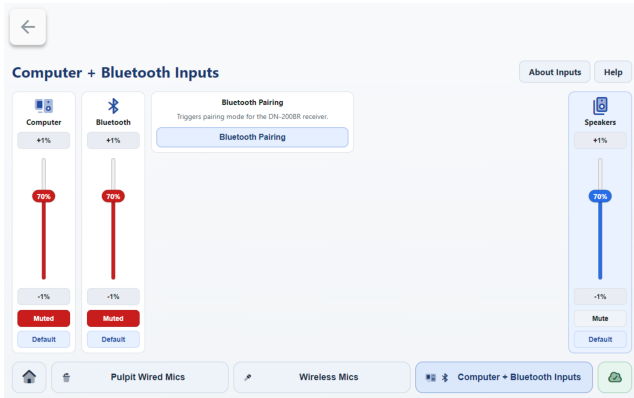
1. On the **Select a Preset** screen, choose the preset you need:
2. Pulpit Wired Mics
3. Wireless Mics
4. Computer + Bluetooth Inputs



### Adjust Channel Levels

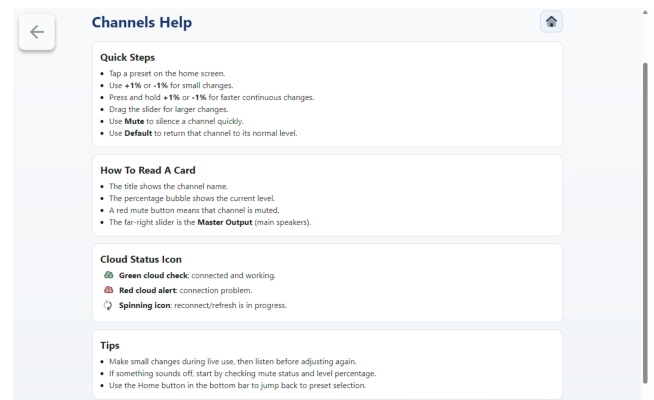
1. Find the channel card you want to adjust.
2. If a channel shows **Muted** in red, that channel is muted and no audio will pass.
3. Press **Muted** once to unmute the channel.
4. Use **+1%**, **-1%**, or the slider to set the channel level.
5. Use the **Speakers** card on the right (**Master Output**) for overall room output level.





### Helpful On-Screen References

- Press **About Inputs** for source and connection reference details.
- Press **Help** for quick control tips (+1%, -1%, hold to ramp, Mute/Unmute, and Default level behavior).
- On **Help**, a red **Muted** button means that channel is muted.



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### 2.3.3 Using Computer Audio

This guide explains how to play audio from a computer in Mackey Hall using the wall touchscreen audio controls.

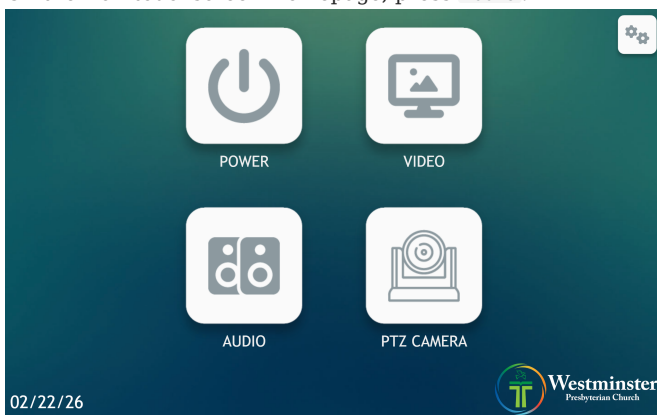
If the sound system is not on, see [Turning the Sound System On](#).

#### Connect Your Computer

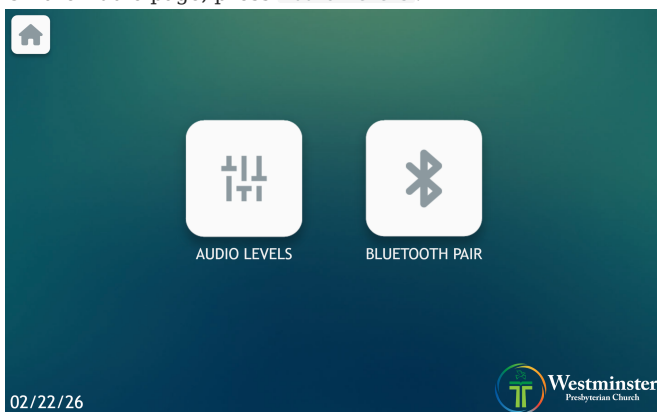
1. Connect your computer using one of these methods:
2. HDMI (carries video and audio together)
3. 3.5mm audio cable (audio only)
4. If you are also using video, choose the cable type that matches your selected video input.
5. For port locations, see [Input Methods](#).

#### Open Audio Levels

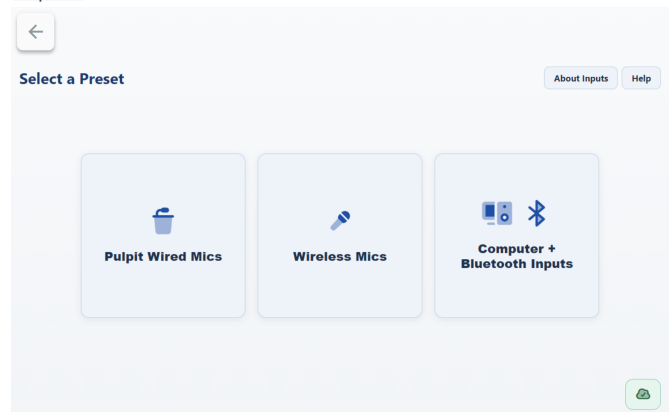
1. On the wall touchscreen Homepage, press **Audio**.



2. On the Audio page, press **Audio Levels**.

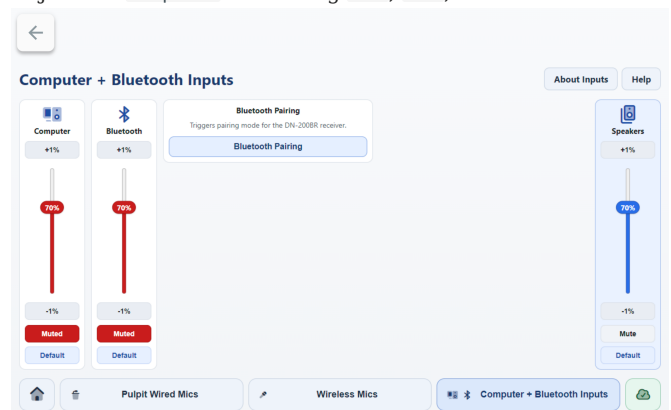


3. On the **Select a Preset** screen, press **Computer + Bluetooth Inputs**.



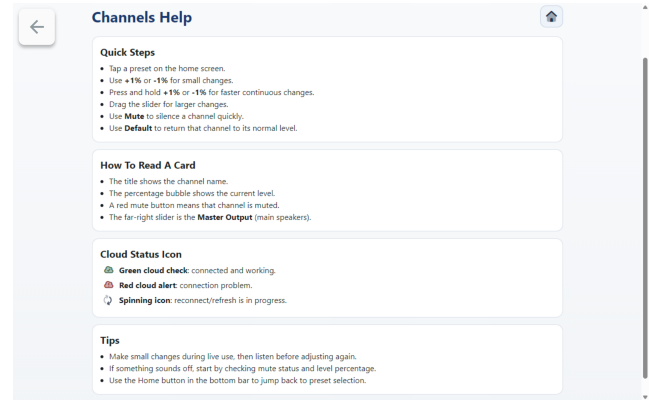
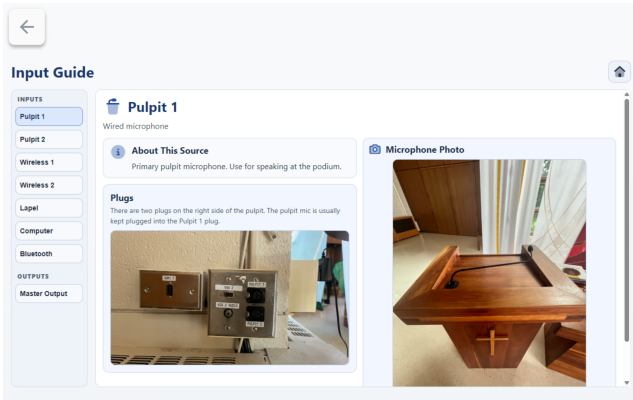
#### Use the Computer Input Channel

1. In **Computer + Bluetooth Inputs**, find the **Computer** channel card.
2. If the channel shows **Muted** in red, press it once to unmute.
3. Start playback on your computer.
4. Adjust the **Computer** level using **+1%**, **-1%**, or the slider.



#### Helpful On-Screen References

- Press **About Inputs** for source and connection reference details.
- Press **Help** for quick control tips (+1%, -1%, hold to ramp, Mute/Unmute, and Default level behavior).



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### 2.3.4 Bluetooth Pairing

This guide explains how to pair a Bluetooth playback device in Mackey Hall using the wall touchscreen.

If the sound system is not on, see [Turning the Sound System On](#).

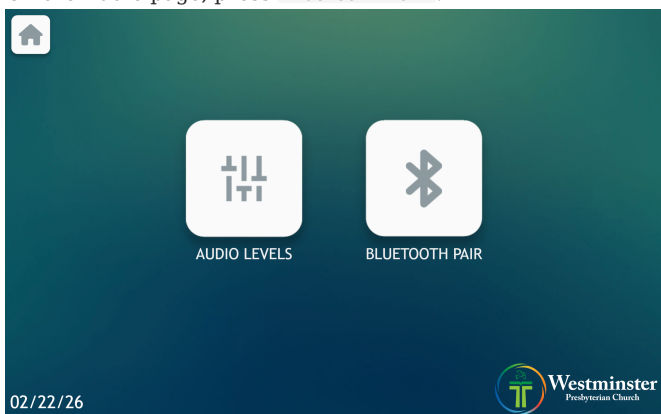
#### Start Pairing Mode (Two Ways)

##### METHOD 1: FROM THE AUDIO PAGE

1. On the wall touchscreen Homepage, press **Audio**.



2. On the Audio page, press **Bluetooth Pair**.



3. Wait a few seconds for pairing mode to activate.
4. If room speakers are unmuted, you should hear a beep when pairing mode starts.

##### METHOD 2: FROM AUDIO LEVELS -> COMPUTER + BLUETOOTH INPUTS

1. On the Audio page, press **Audio Levels**.
2. On **Select a Preset**, choose **Computer + Bluetooth Inputs**.

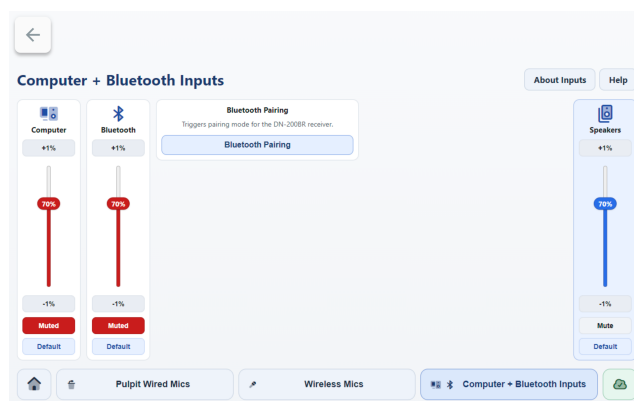
3. On that page, press **Bluetooth Pairing**.
4. Wait a few seconds for pairing mode to activate.
5. If room speakers are unmuted, you should hear a beep when pairing mode starts.

#### Connect Your Device

1. On your phone, tablet, or computer, open Bluetooth settings.
2. Select **DN-200BR** from available devices.
3. Confirm the device shows as connected.

#### Route Bluetooth Audio to Speakers

1. On the wall touchscreen Audio page, press **Audio Levels**.
2. On **Select a Preset**, choose **Computer + Bluetooth Inputs**.
3. In that preset, find the **Bluetooth** channel card.
4. If **Muted** is red, press it once to unmute.
5. Start playback and adjust **Bluetooth** level with **+1%**, **-1%**, or the slider.
6. Use the **Speakers** card on the right (**Master Output**) for overall room output level.



#### Notes

- Pairing is for playback devices only.
- If pairing fails, press **Bluetooth Pair** again and retry from Bluetooth settings.

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## 2.3.5 Connecting and Using Microphones

This guide explains how to set up and use microphones in Mackey Hall with the wall touchscreen audio controls.

### Before You Start

1. Make sure the sound system is on. If needed, see [Turning the Sound System On](#).
2. Open the wall touchscreen audio controls and select the correct preset. If needed, see [Using Wall Audio Controls](#).
3. Use **Pulpit Wired Mics** for pulpit channels **Pulpit 1** and **Pulpit 2**.
4. Use **Wireless Mics** for **Wireless 1**, **Wireless 2**, and **Lapel**.

### Pulpit Microphone

1. Locate the pulpit microphone and cable, if not already plugged in.
2. Plug the microphone into **Pulpit 1** or **Pulpit 2**.
3. On the wall controls, open **Pulpit Wired Mics**.
4. If the selected pulpit channel shows **Muted** in red, press it once to unmute.
5. Set level with **+1%**, **-1%**, or the slider.



### Lapel Microphone (Wireless)

1. Locate the lapel bodypack and lapel mic (kept in the pulpit when not in use).
2. Power: move the top power switch to **on**.
3. Clip the lapel mic and begin speaking.
4. On the wall controls, open **Wireless Mics** and use channel **Lapel**.
5. If channel **Lapel** shows **Muted** in red, press it once to unmute.
6. Set level with **+1%**, **-1%**, or the slider.

Lapel Reference Images

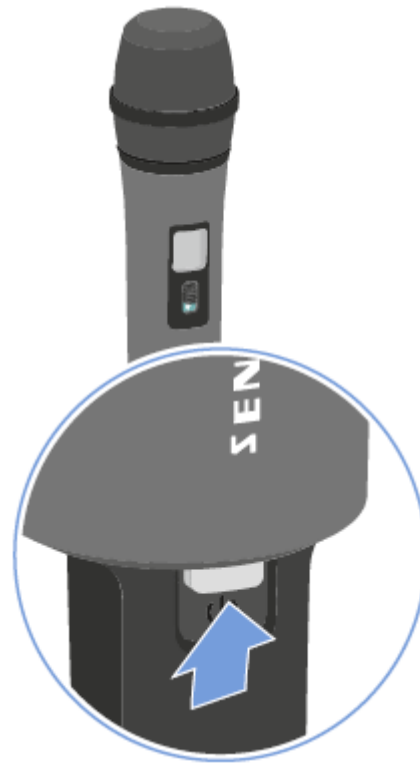
### Lapel Microphone Bodypack



**Lapel Power On/Off Switch**



**Wireless 1 Power Indicator**



**Handheld Wireless Microphones**

**WIRELESS 1 (HANDHELD 1)**

1. Locate **Handheld 1** (kept in the pulpit when not in use).
2. Power: short-press **ON/OFF** to turn on; press and hold **ON/OFF** to turn off.
3. Mute: use the handheld mute switch to mute or unmute the mic.
4. On the wall controls, open **Wireless Mics** and use channel **Wireless 1**.
5. If channel **Wireless 1** shows **Muted** in red, press it once to unmute.
6. Set level with **+1%**, **-1%**, or the slider.

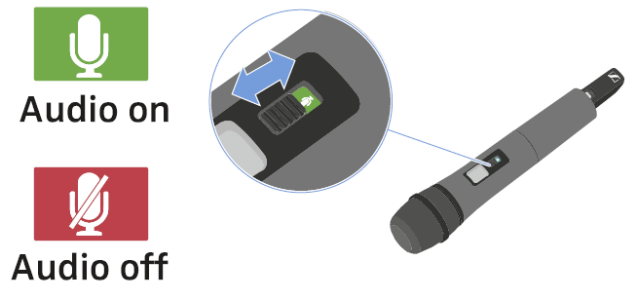
Wireless 1 Reference Images

**Wireless 1 Microphone Body**



**Wireless 1 ON/OFF Button** Wireless 1 ON/OFF Button

**Wireless 1 Mute/Unmute Switch**



**WIRELESS 2 (HANDHELD 2)**

1. Locate **Handheld 2** (kept in the pulpit when not in use).
2. Power: slide the switch to turn the microphone on or off.
3. On the wall controls, open **Wireless Mics** and use channel **Wireless 2**.
4. If channel **Wireless 2** shows **Muted** in red, press it once to unmute.
5. Set level with **+1%**, **-1%**, or the slider.

Wireless 2 Reference Images

### Wireless 2 Microphone Body



### Mute and Level Notes

- A red **Muted** button on the wall controls means that channel is muted.
- Press **Muted** once to unmute.
- Use **Default** to return a channel to its normal level.
- You can press and hold **+1%** or **-1%** for faster continuous changes.
- Start with lower levels, speak into the microphone, then raise gradually.
- If a wireless mic has no audio, check battery level and power switch position.

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## 2.4 Troubleshooting

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### 2.4.1 Coming Soon

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 November 14, 2024



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