



Insider Documentation

Westminster Presbyterian Church
Mackey Hall Technology

Printable operating and maintenance guide for livestream,
camera, computer, projector, sound, and building-control workflows.

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Insider Technology Documentation

This documentation is the internal reference for using and maintaining Westminster Presbyterian Church technology in Mackey Hall. It includes the current building-facing control instructions from the guest documentation plus the deeper operator references for livestreaming, cameras, computer workflows, and maintenance.

Quick Start

1. Turn on the [sound system](#) if microphones, computer audio, or Bluetooth audio are needed.
2. Lower the [projector screen](#) if the projector will be used.
3. Turn on the [projector or rear TV](#) from the wall touchscreen.
4. Connect the source device and select the matching [video input](#).
5. Use the iPad [audio controls](#) to choose the right preset and unmute the channels needed.
6. Test picture and sound before the event or service begins.

Building Controls

Need	Start Here
Lower or raise the projector screen	Lowering Projector Screen or Retracting Projector Screen
Turn the projector or rear TV on or off	Turning Projector / Rear TV On or Turning Projector / Rear TV Off
Show a laptop, Church PC, or other video source	Computer Input Methods
Use microphones	Connecting and Using Microphones
Play sound from a computer	Using Computer Audio

Need	Start Here
Play sound from a phone, tablet, or laptop over Bluetooth	Bluetooth Pairing
Adjust volume, presets, or muted channels	Using Audio Controls

Setting Up and Powering On

Use this before service to prepare the computer, cameras, sound system, projector, and room controls.

Computer

Uncover the Desk

- Remove the cover from the computer desk and monitors.

Power On the Computer

- Press the power button at the top-right of the desktop computer.
- Wait for the computer and monitors to finish starting.



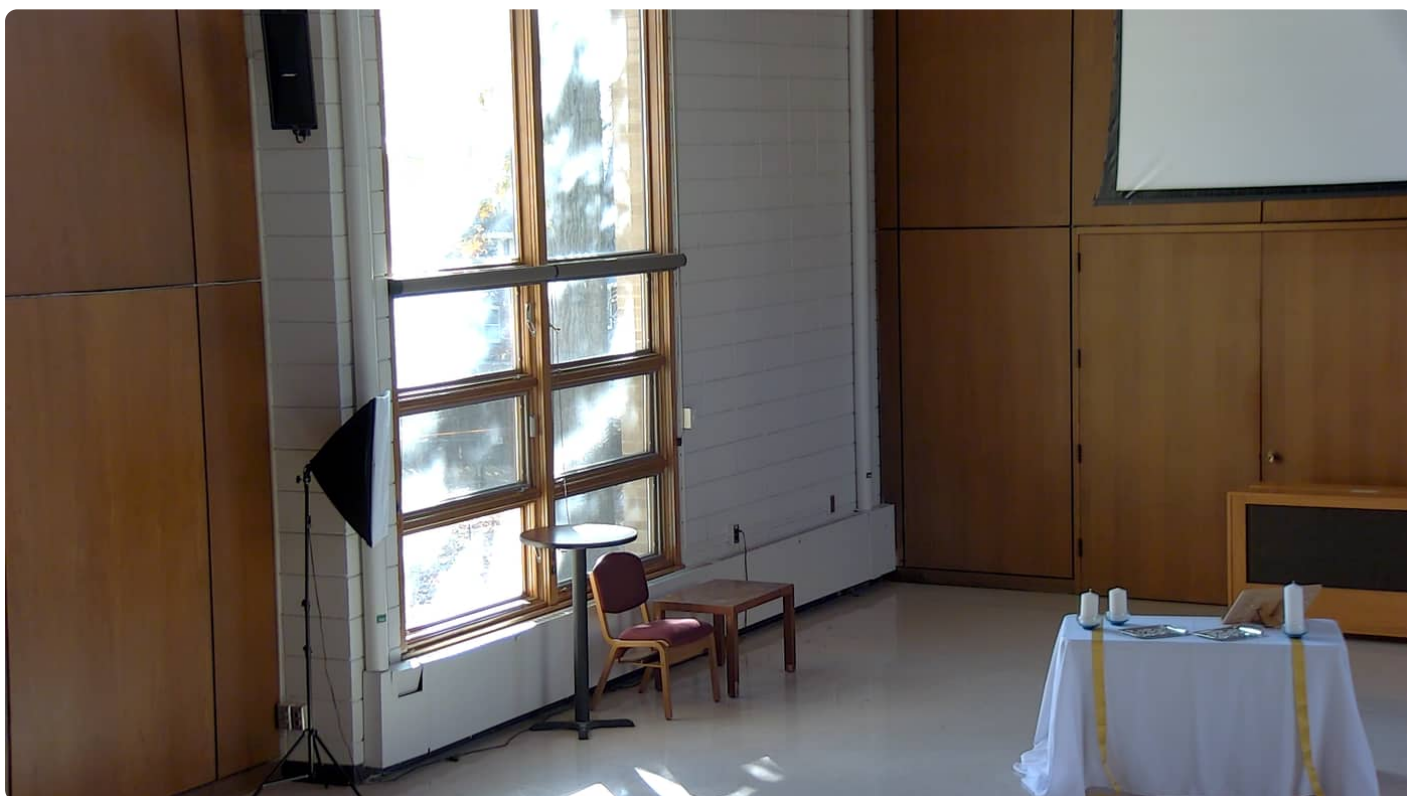
Log In

- Log in with the Westminster account.
- If you do not know the PIN, ask for it.

Projector and Room Displays

Lower the Projector Screen

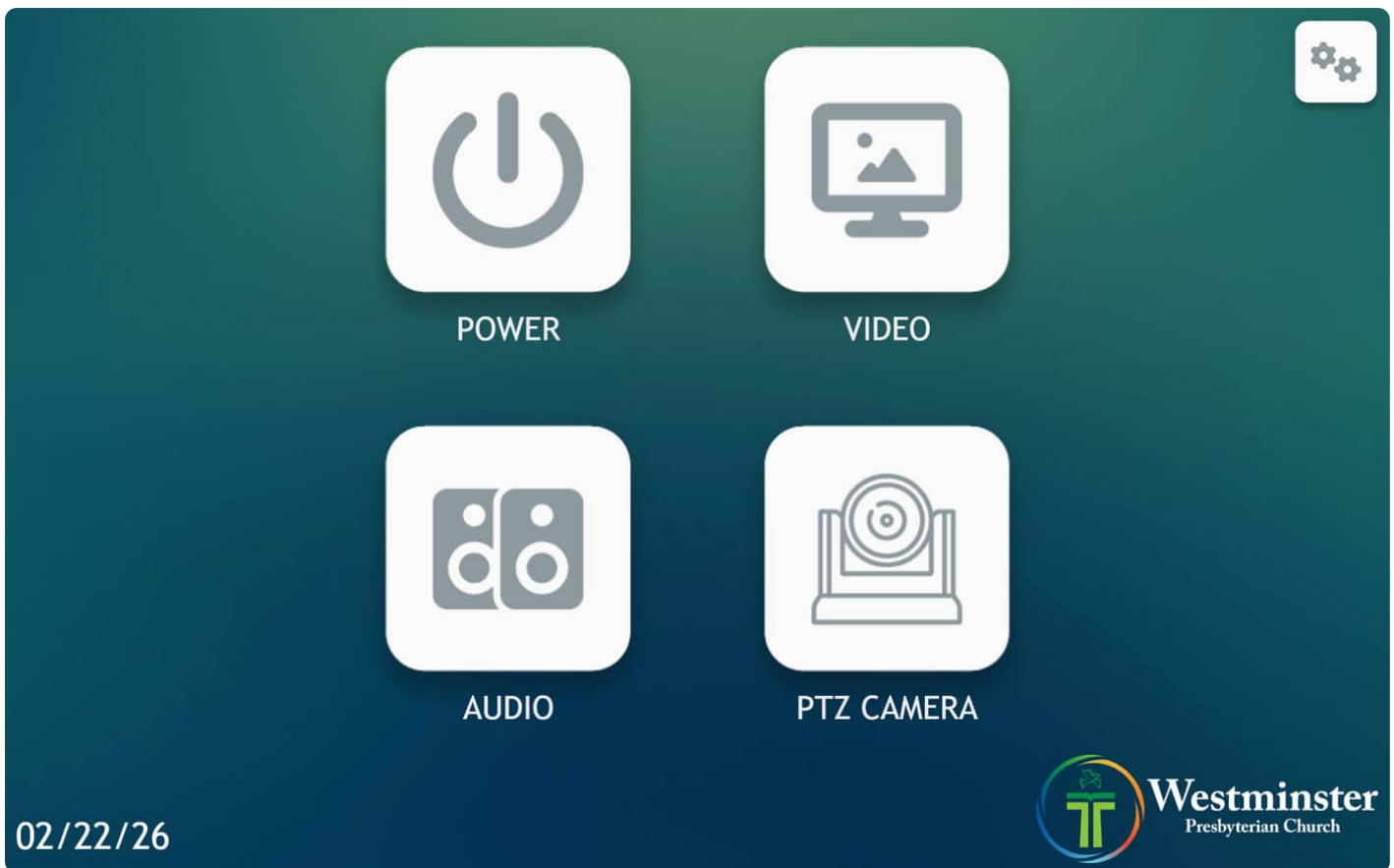
- The projector screen control switch is on the south wall, to the right of the windows.
- Press the lower half of the switch fully in.
- Wait for the screen to lower. It stops automatically.
- Return the switch to the neutral center position after the screen is fully lowered.





Turn On the Projector / Rear TV

- Use the Mackey Hall wall touchscreen for projector and rear TV power.
- If the touchscreen is not on the Homepage or **Power** page, press the **Home** icon in the top-left corner.
- If you are on the Homepage, press **Power**.



- Press **Projector On** to power on the projector.
- If the rear TV is needed, press **Rear TV** to power it on.
- Allow about 30 seconds for the projector to fully start.



Cameras

Power On the PTZ Camera

- Use the Mackey Hall wall touchscreen for rear PTZ camera power.
- If the touchscreen is not on the Homepage or **Power** page, press the **Home** icon in the top-left corner.
- If you are on the Homepage, press **Power**.
- Press **PTZ Camera** to power on the camera.



Choose Mevo Cameras

- Get the Mevo cameras from the Mevo / iPad storage location.
- Choose the cameras needed for the service.
- Unplug the selected cameras and place them on stands.
- The stands are located to the right of the sound system rack.



Power On and Place Mevo Cameras

- Hold the Mevo power button until it beeps.
- After each camera powers on, confirm it appears on the right desktop monitor.
- Place the cameras where they are needed for the service.



Audio

Turn On the Sound System

- Go to the sound system rack.
- Find the red **Power** switch. If it is not lit red, turn it on.



- Locate the amplifier, third unit from the bottom of the rack.
- Press the amplifier power button at the bottom-right.
- Confirm the button lights blue.



Get the iPad

- Get the iPad from the top drawer of the sound system rack.
- Place it where it can be used during setup and the service.

Keep Audio Controls Ready

- Keep the iPad nearby. Use [Controlling Audio](#) when you are ready to connect WING CoPilot, unmute channels, or adjust levels.

Set Out Microphones

- Place the pulpit microphone in the pulpit.



- Verify the handheld and lapel microphones are in the pulpit.



- Retrieve the piano and organ microphones from the drawer with the remotes. They are stored in black bags.



- Place the piano microphone in the piano after the piano is opened. Place it just behind the music stand, approximately centered. The cable should already be attached to the piano microphone stand.
- Place the organ microphone near the desk, pointed up toward the organ speakers above the chair closet. The stand is near the other microphone stand. Bring the

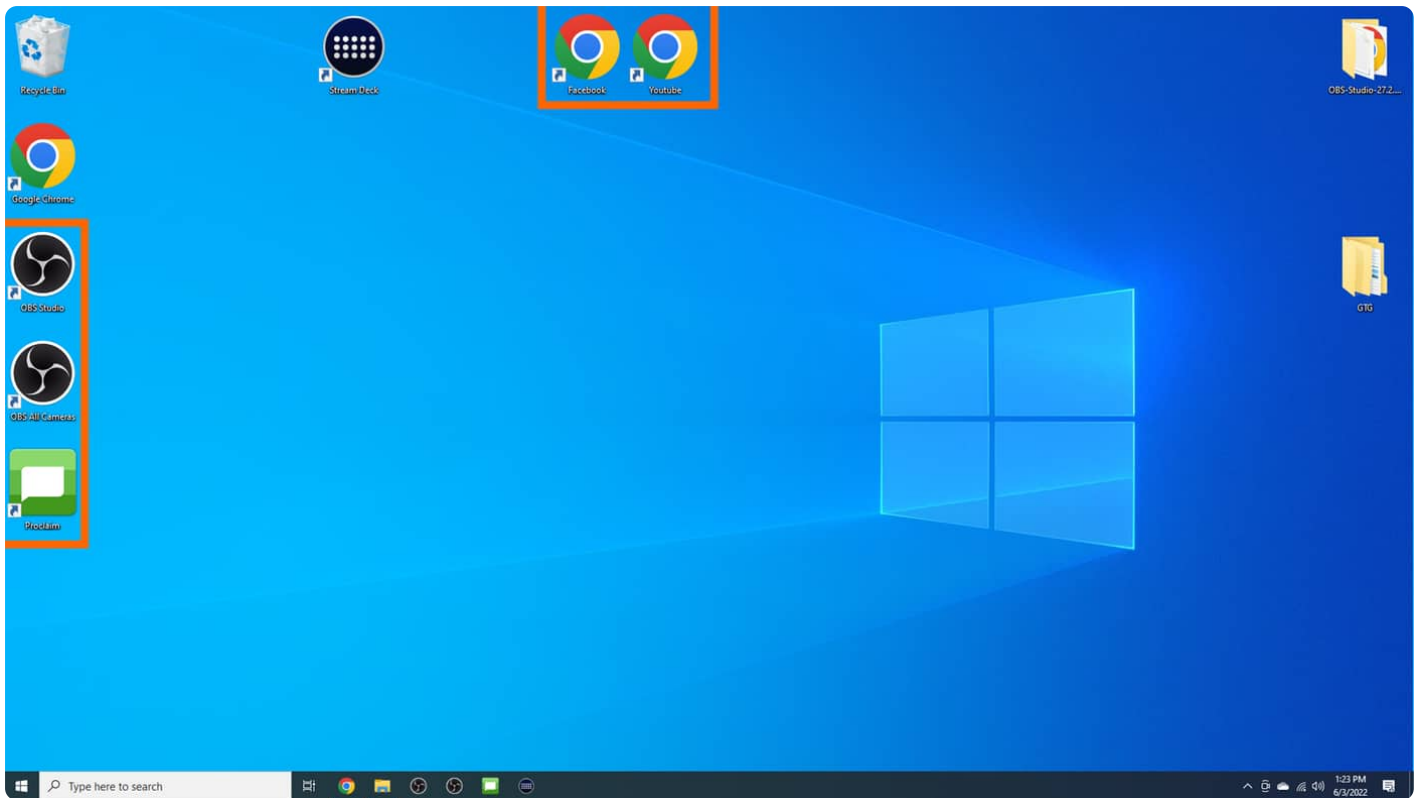
cable from the floor near the sound system rack, run it under the door, and connect it to the microphone.



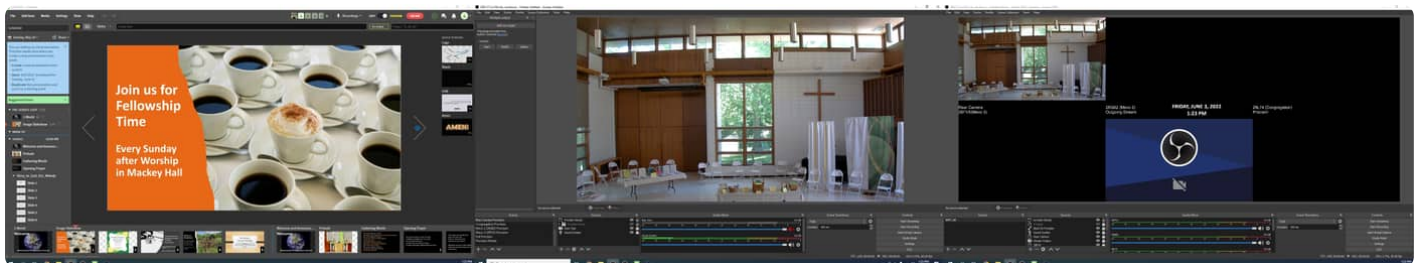
Service Apps

Open Computer Programs

- Open these desktop shortcuts:
 - OBS Studio
 - OBS All Cameras
 - Proclaim
 - Facebook
 - YouTube



- Minimize Google Chrome after the needed pages are open.
- The three monitors should look similar to this:



Controlling Audio

Use the iPad and the **WING CoPilot** app to control Mackey Hall audio levels and mute states during the service.

Before Service

Confirm the Sound System Is On

Skip this if you already turned on the sound system during setup.

- Go to the sound system rack.
- Find the red **Power** switch. If it is not lit red, turn it on.



- Locate the amplifier, third unit from the bottom of the rack.
- Press the amplifier power button at the bottom-right.
- Confirm the button lights blue.



Get the iPad

- Get the iPad from the top drawer of the sound system rack, unless it is already out from setup.
- Wake and unlock the iPad.

Connect to the Mixer

Open WING CoPilot

- Open the `WING CoPilot` app.

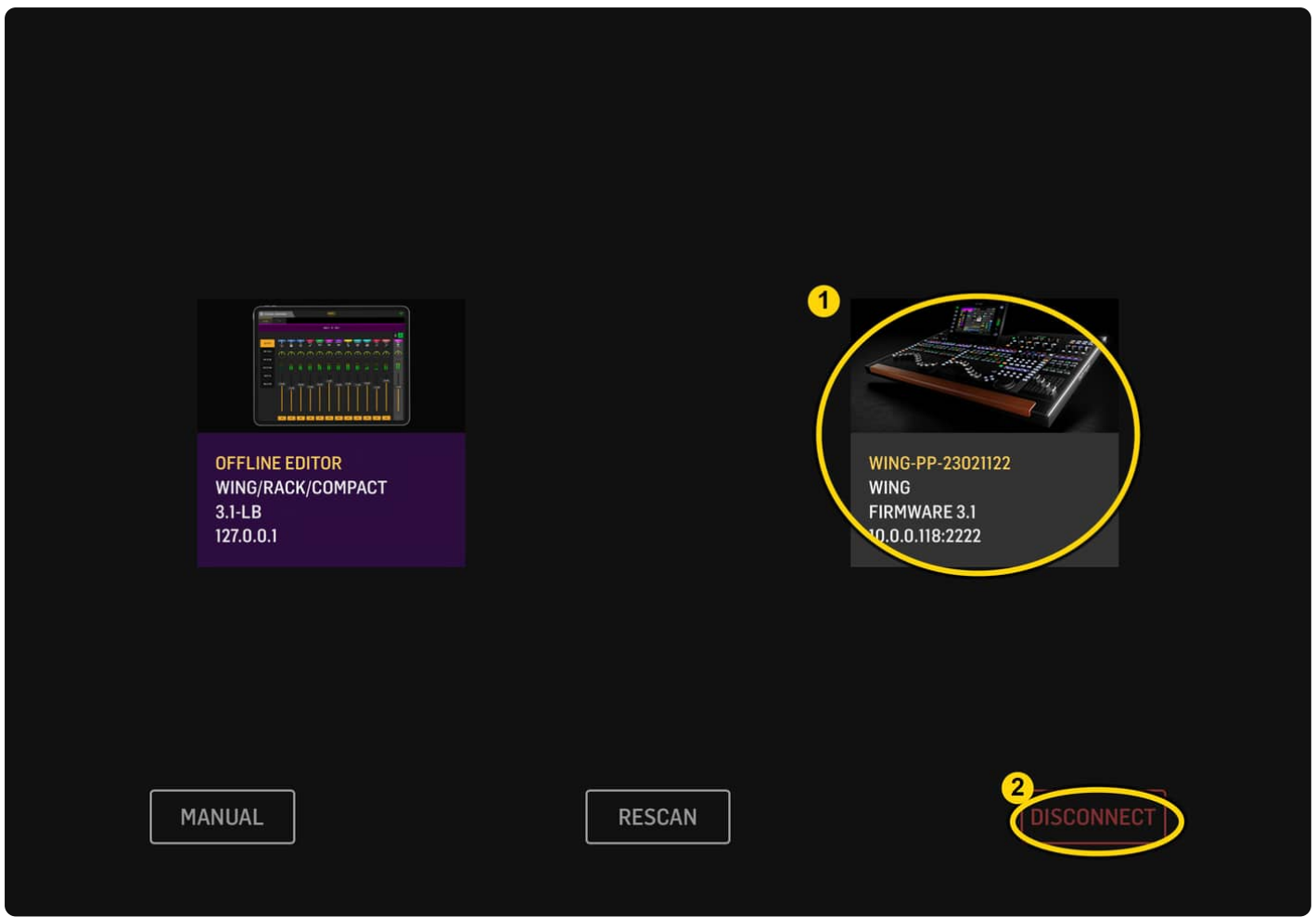


Select the Mackey Hall Mixer

- On the WING CoPilot home screen, tap `WING-PP-23021122`.
- Wait for the mixer controls to open.
- Do not use the `Offline Editor` tile for service audio.

Callouts:

1. Tap the Mackey Hall WING mixer tile.
2. Use `Disconnect` only when forcing a reconnect.



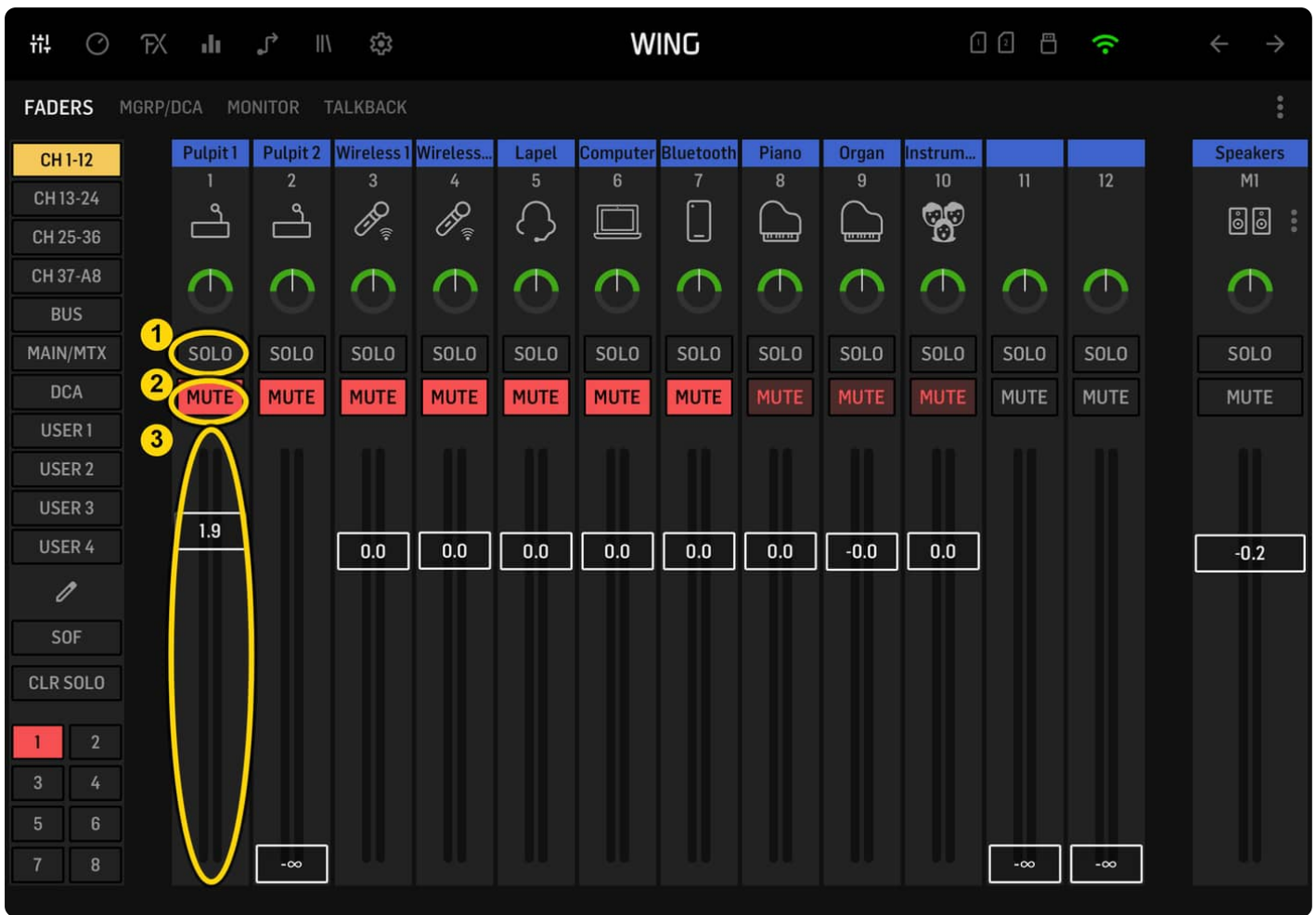
During Service

Main Controls

The main mixer page shows each audio source as a vertical channel strip.

Callouts:

1. **SOLO** is not usually needed for normal service control. It will solo just that one fader and essentially mute all other faders.
2. **MUTE** turns that channel on or off. Red means muted. Gray means unmuted.
3. The vertical fader controls the channel volume. 0.0 is the standard volume.



Unmute One Channel

If only one source is needed, unmute only that source.

- Find the correct channel name at the top of the strip.
- Press that channel's red **MUTE** button.
- Confirm the button turns gray.
- Leave the other channels muted.

Callout:

1. This example shows one channel unmuted while the surrounding channels stay muted.



Adjust Volume with the Sliders

- Move a channel fader up to make that source louder.
- Move a channel fader down to make that source quieter.
- Make small changes and listen before adjusting again.
- Avoid large jumps during the service.

Callouts:

1. The vertical fader is the volume slider for that channel.
2. The number shows the current fader level. **0.0** is the standard volume.



Unmute the Music Microphones Together

The music microphone group is tied to channels 8-10: Piano, Organ, and Instrument. Use this when the music microphones need to come on together.

- Press the small red **1** group button in the lower-left of the screen.
- Confirm the **MUTE** buttons on channels 8-10 turn gray.
- Leave channels muted if they are not being used.

Callouts:

1. The small red **1** button controls the music microphone group.
2. Channels 8-10 are the music microphone channels that should change from red to gray.



Troubleshooting

Force a Reconnect

Sometimes WING CoPilot appears connected but stops responding correctly. If the app is stale, force a reconnect.

1. On the mixer page, press the green Wi-Fi button at the top.



2. On the home screen, press **Disconnect**.
3. Tap **WING-PP-23021122** again to reconnect.
4. Confirm the mixer controls reopen and respond normally.



OFFLINE EDITOR
WING/RACK/COMPACT
3.1-LB
127.0.0.1

1



WING-PP-23021122
WING
FIRMWARE 3.1
10.0.0.118:2222

MANUAL

RESCAN

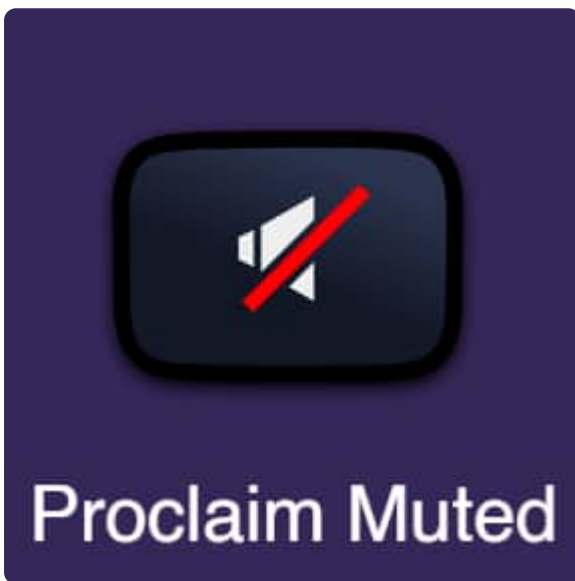
2
DISCONNECT

Starting Recording and Livestreams

Use this shortly before the service begins.

Before Starting

- On the Stream Deck, select `Proclaim Muted`.
- Confirm OBS is showing the `Proclaim Muted` scene before starting any outputs.



Start Outputs

- Just before 9:50 AM, press these Stream Deck buttons:
 - `Record`
 - `Stream`
 - `Virtual Camera`



Record



Stream



Virtual Cam

Verify Livestreams

- Open Google Chrome.
- Check the YouTube and Facebook livestream pages.
- Confirm video and audio are live before the service begins.

The recordings and livestreams should now be running.

During the Service

Use these notes as a normal Sunday livestream guide. Adjust as needed for the order of worship, special music, guest speakers, or changes in the room.

When moving the rear PTZ camera, avoid showing the movement on the outgoing stream. Switch to `Full Proclaim` or a Mevo scene before changing PTZ presets, then switch back once the camera is settled.

Welcome and Announcements

- Use the `Full Front` camera preset.
- Use the `Rear Camera` scene.
- Keep the pulpit microphone unmuted.
- If someone uses the handheld microphone for an announcement, unmute it before they speak.

Hymns

- Use the `Full Proclaim` scene so hymn lyrics fill the livestream.
- Keep the pulpit microphone unmuted.
- Unmute the piano and organ microphones when they are being used.

OLO Singers / Prelude / Postlude / Musical Response

- Use a Mevo scene pointed toward the music area.
- Do not include Proclaim unless lyrics or text need to be shown.
- Unmute the microphones needed for the musicians.

Liturgist Readings and Prayers

- Use the `Full Front` camera preset.
- Use `Rear Camera Proclaim` when the liturgy text should remain visible.

- The pulpit microphone is usually the only microphone needed.

Scripture and Sermon

- Use the **Pulpit** camera preset.
- Use the **Rear Camera** scene for the speaker.
- Use **Rear Camera Proclaim** when scripture text, sermon slides, or images should appear onscreen.
- The pulpit microphone is usually the only microphone needed.

Communion

- Use the **Table** camera preset for communion at the table.
- Use **Rear Camera Proclaim** when written prayers need to stay visible.
- Use **Rear Camera** when no written prayer needs to be shown.
- The lapel microphone is usually the only microphone needed unless others are speaking up front.

Sharing of Joys and Concerns

- Use the **Full Front** camera preset.
- Use the **Rear Camera** scene while people are sharing.
- When the Prayer of the People or Lord's Prayer begins, switch to **Rear Camera Proclaim**.
- Keep the pulpit and handheld microphones unmuted as needed.

Benediction

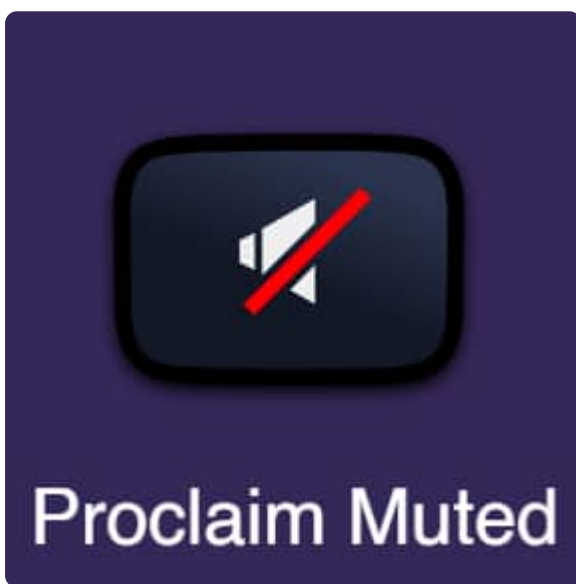
- Use the **Full Front** camera preset.
- Use the **Rear Camera** scene.
- The pulpit microphone is usually the only microphone needed.

Stopping Recording and Livestreams

Use this after the service ends.

Before Stopping

- Switch OBS to `Proclaim Muted`.
- Let the post-service slideshow run once or twice before stopping the streams.



Stop OBS Outputs

- Press these Stream Deck buttons to stop the active outputs:
 - `Record`
 - `Stream`
 - `Virtual Camera`



End the YouTube Stream

- Open the Chrome window used to monitor the livestream.
- Go to the YouTube livestream manager tab.
- Press the red `End Stream` button in the top-right corner.
- Confirm the stream has ended when YouTube asks.

The streams and recordings are now stopped.

Shutting Down and Packing Up

Use this after service to stop equipment, return microphones and cameras, and leave Mackey Hall ready for the next use.

Computer

Close Computer Programs

- Close OBS Studio, OBS All Cameras, Proclaim, Chrome, and any other service-related windows.

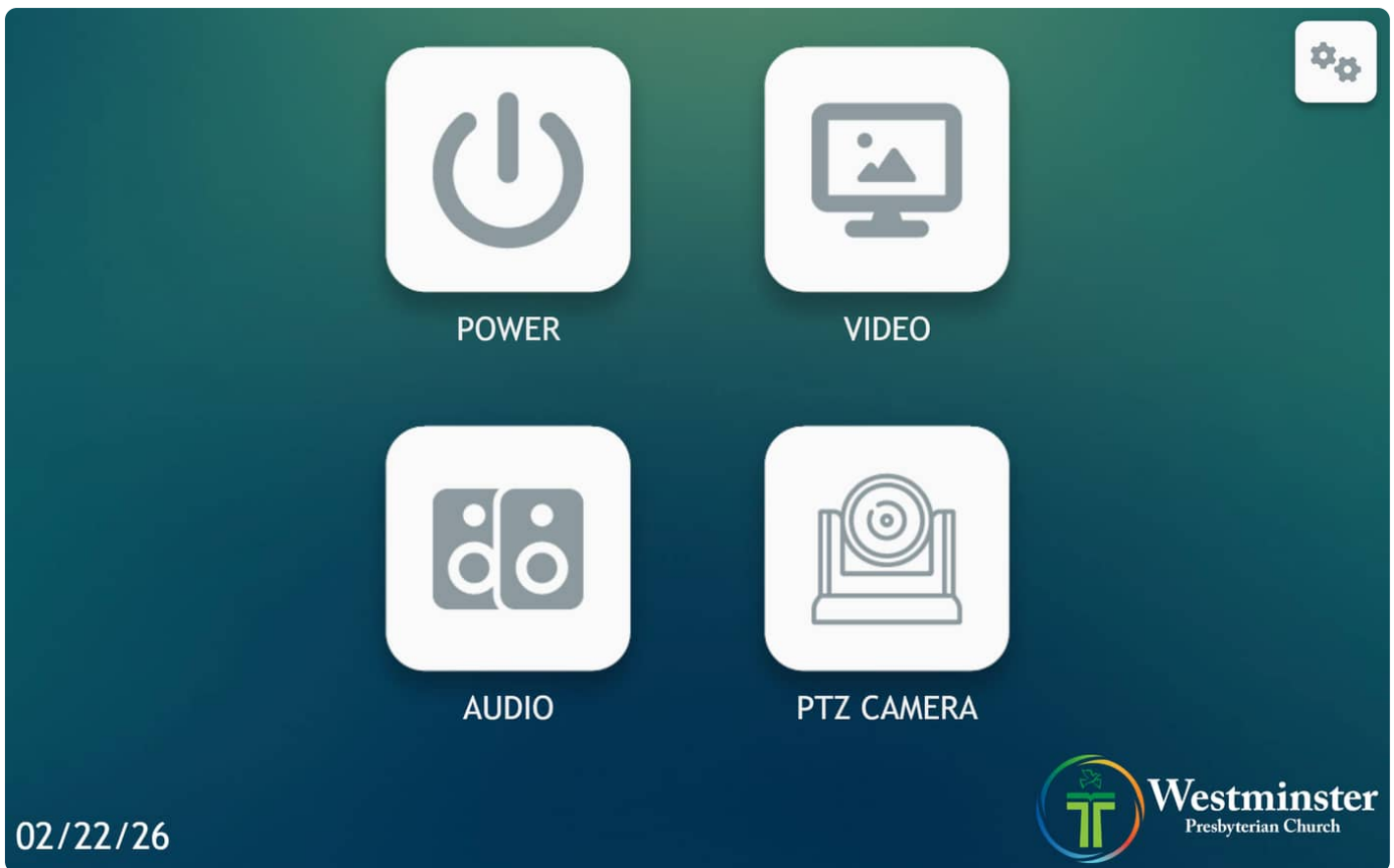
Shut Down the Computer

- Open the Windows Start menu.
- Select **Power**.
- Select **Shut down**.
- Wait for the computer to fully shut down.

Projector and Room Displays

Turn Off the Projector / Rear TV

- Use the Mackey Hall wall touchscreen for projector and rear TV power.
- If the touchscreen is not on the Homepage or **Power** page, press the **Home** icon in the top-left corner.
- If you are on the Homepage, press **Power**.



- Press **Projector Off** to power off the projector.
- If the rear TV is on, press and hold **Rear TV** for a few seconds to power it off.
- Allow about 30 seconds for the projector to shut down.



Retract the Projector Screen

- The projector screen control switch is on the south wall, to the right of the windows.
- Press the upper half of the switch fully in.
- Wait for the screen to retract. It stops automatically.
- Return the switch to the neutral center position after the screen is fully retracted.



Cameras

Power Off the PTZ Camera

- Use the Mackey Hall wall touchscreen for rear PTZ camera power.
- If the touchscreen is not on the Homepage or **Power** page, press the **Home** icon in the top-left corner.
- If you are on the Homepage, press **Power**.
- Press **PTZ Camera** to power off the camera.



Power Off and Return Mevo Cameras

- Hold the Mevo power button until it beeps.
- Release the button after the first beep. The camera will beep again as it powers off.
- Return the cameras to their storage location.
- Plug the cameras in.
- Return the stands to their storage location.



Audio

Return the iPad

- Return the iPad to the top drawer of the sound system rack.
- Plug it in so it charges for the next use.

Turn Off the Sound System Amplifier

- Turn off the amplifier on the sound system rack.
- The amplifier is the third unit from the bottom of the rack.
- Press the power button at the bottom-right. It will click back out and the blue light will turn off.
- Leave the red rack **Power** switch on unless a staff member has specifically asked for the full rack to be shut down.



Return Microphones

- Return the pulpit microphone to the drawer.



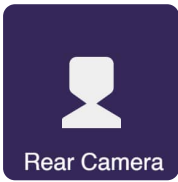
- Retrieve the piano and organ microphones.
- Return each microphone to its labeled bag.
- Return the stands to where they were found.
- Return the microphone bags to the drawer.

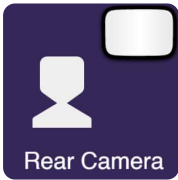


Stream Deck Icon Meanings

Use this page as a quick reference for the Stream Deck buttons used during services. The tables match the Stream Deck layout from left to right.

Main Menu

 Rear Camera		 Mevo 2	 Mevo 3	 Proclaim
Rear Camera		Mevo Camera 2	Mevo Camera 3	Full Proclaim
Show the rear PTZ camera		Show the second Mevo camera	Show the third Mevo camera	Show Proclaim full screen

 Rear Camera		 Mevo 2	 Mevo 3	 Proclaim Muted
Rear Camera w/ Proclaim		Mevo Camera 2 w/ Proclaim	Mevo Camera 3 w/ Proclaim	Proclaim Muted (no audio output)
Show the rear PTZ camera with Proclaim in the top- right corner		Show the second Mevo camera with Proclaim in the top-right corner	Show the third Mevo camera with Proclaim in the top-right corner	Show Proclaim without sending Proclaim audio

 Record	 Stream	 Virtual Cam	 Camera Presets	
Record	Stream	Virtual Camera	Camera Presets	
Start or stop recording in OBS	Start or stop streaming to YouTube and Facebook	Start or stop the OBS virtual camera	Open the camera presets menu below	

Camera Presets Menu

 Back	HOME	FULL FRONT	PULPIT	TABLE
Back	Home	Full Front	Pulpit	Table
Return to the main menu above	Move the camera to the fully zoomed-out home position	View of the entire front setup	View of pulpit	Zoomed in view of just the table

Empty Row	Empty Row	Empty Row	Empty Row	Empty Row

<i>Empty Row</i>	<i>Empty Row</i>	<i>Empty Row</i>	<i>Empty Row</i>	<i>Empty Row</i>

Lowering Projector Screen

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.



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.



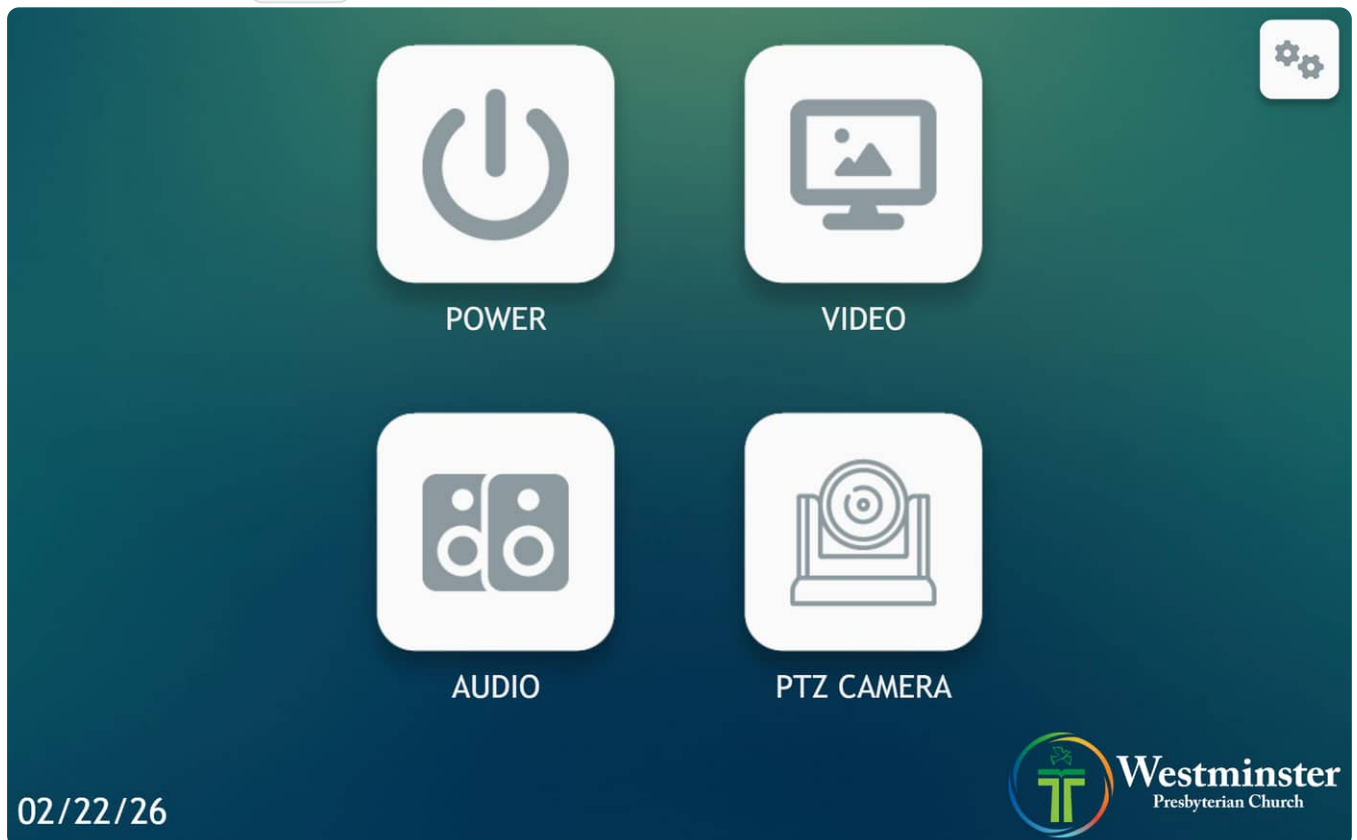
Turning Projector / Rear TV On

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.

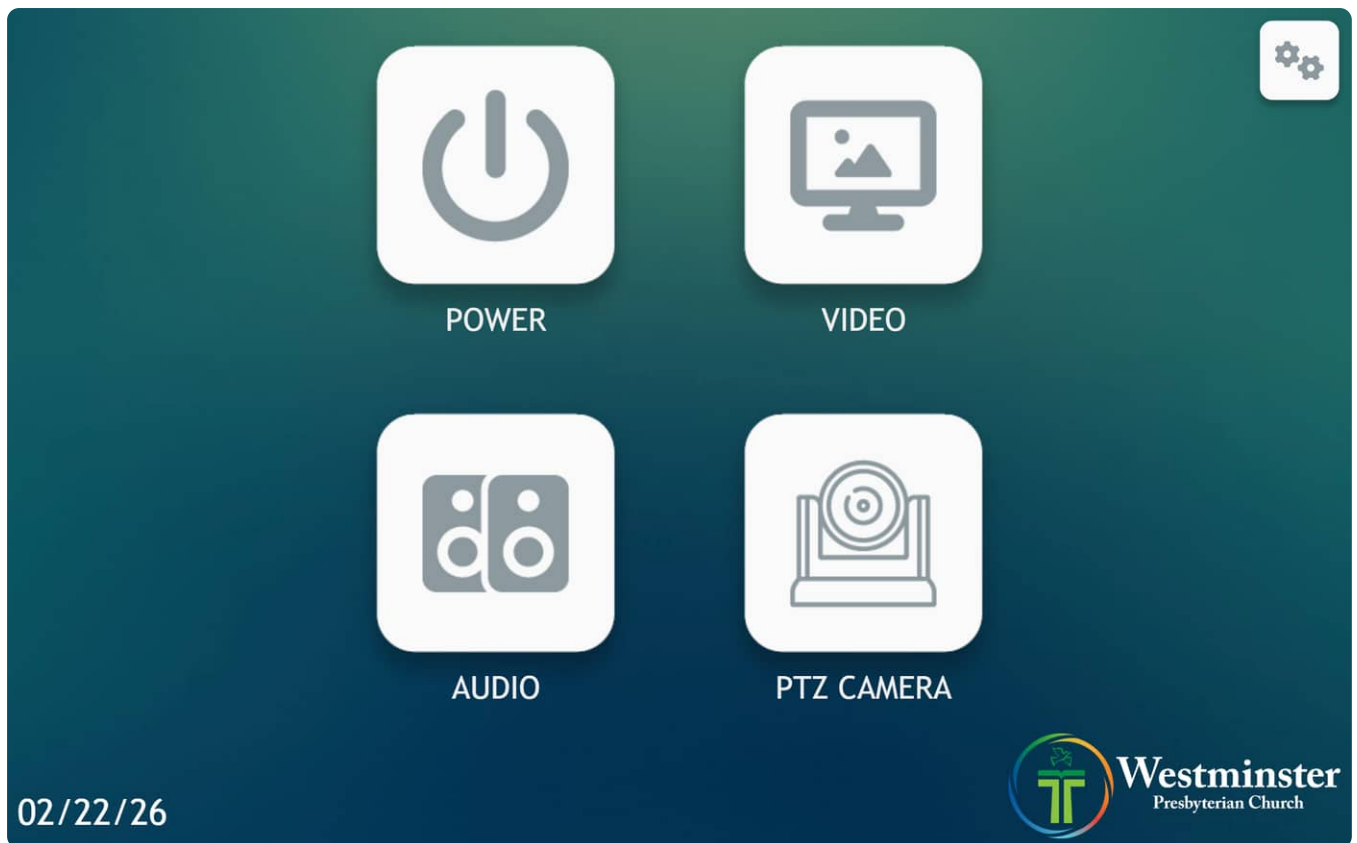


Press **Projector On to power on the projector.**

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

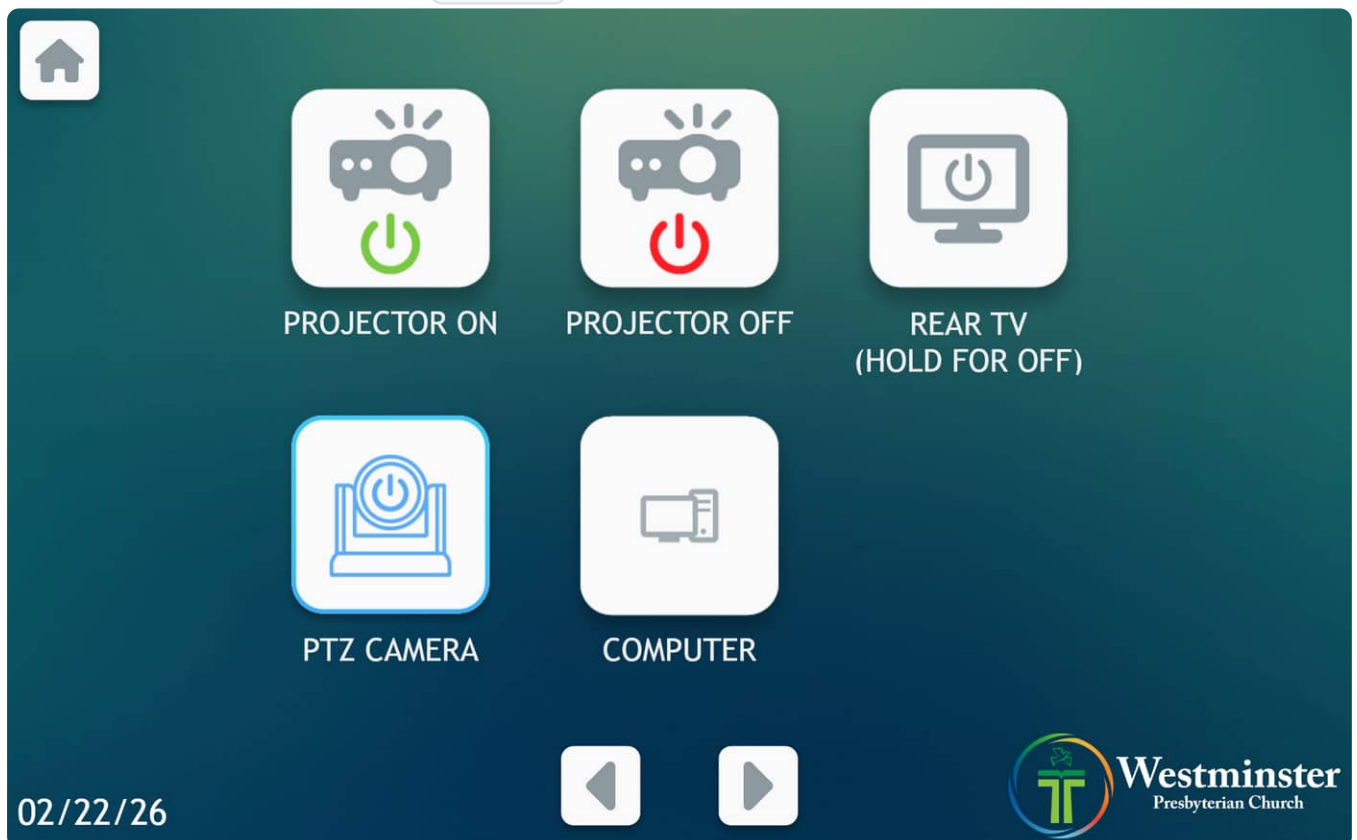
Power On Rear TV

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.

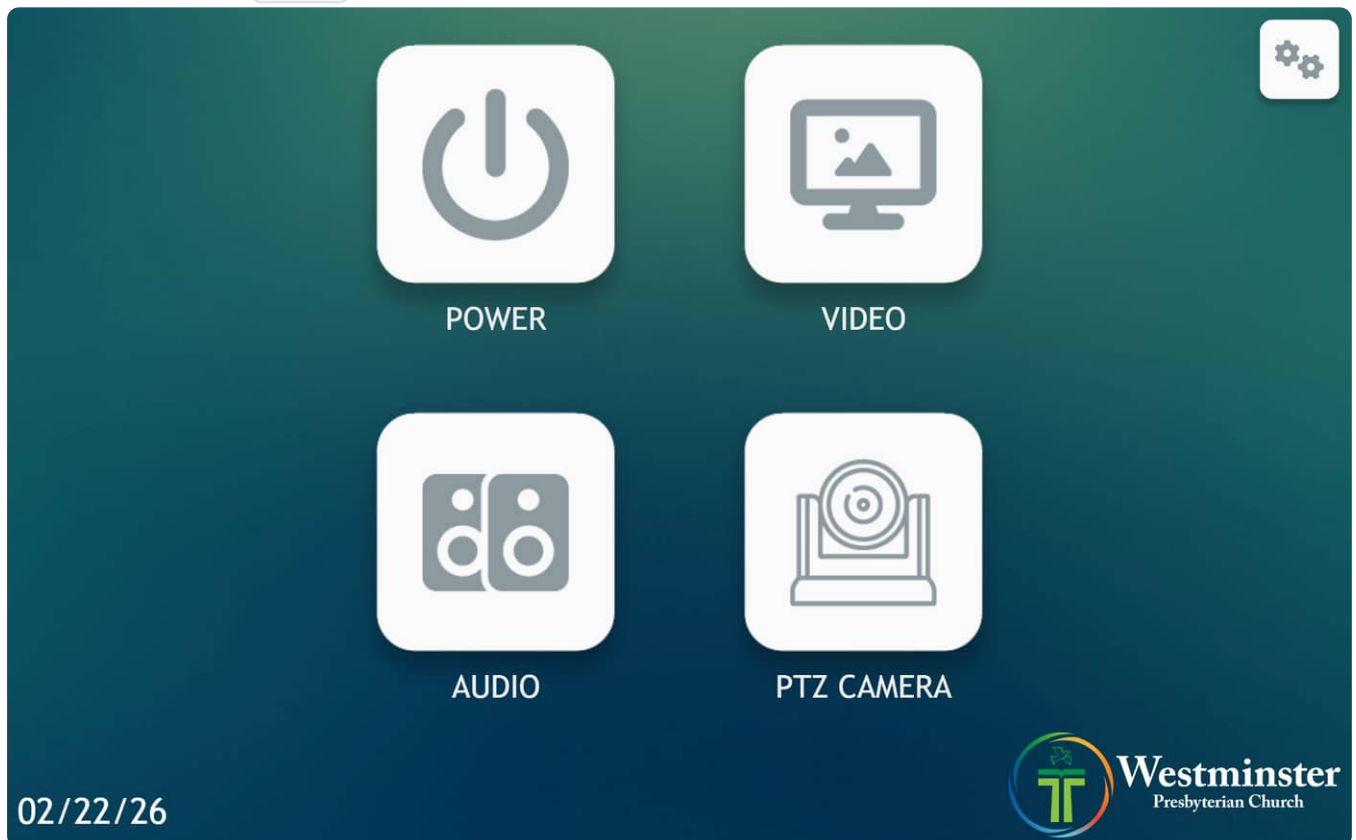
Turning Projector / Rear TV Off

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.

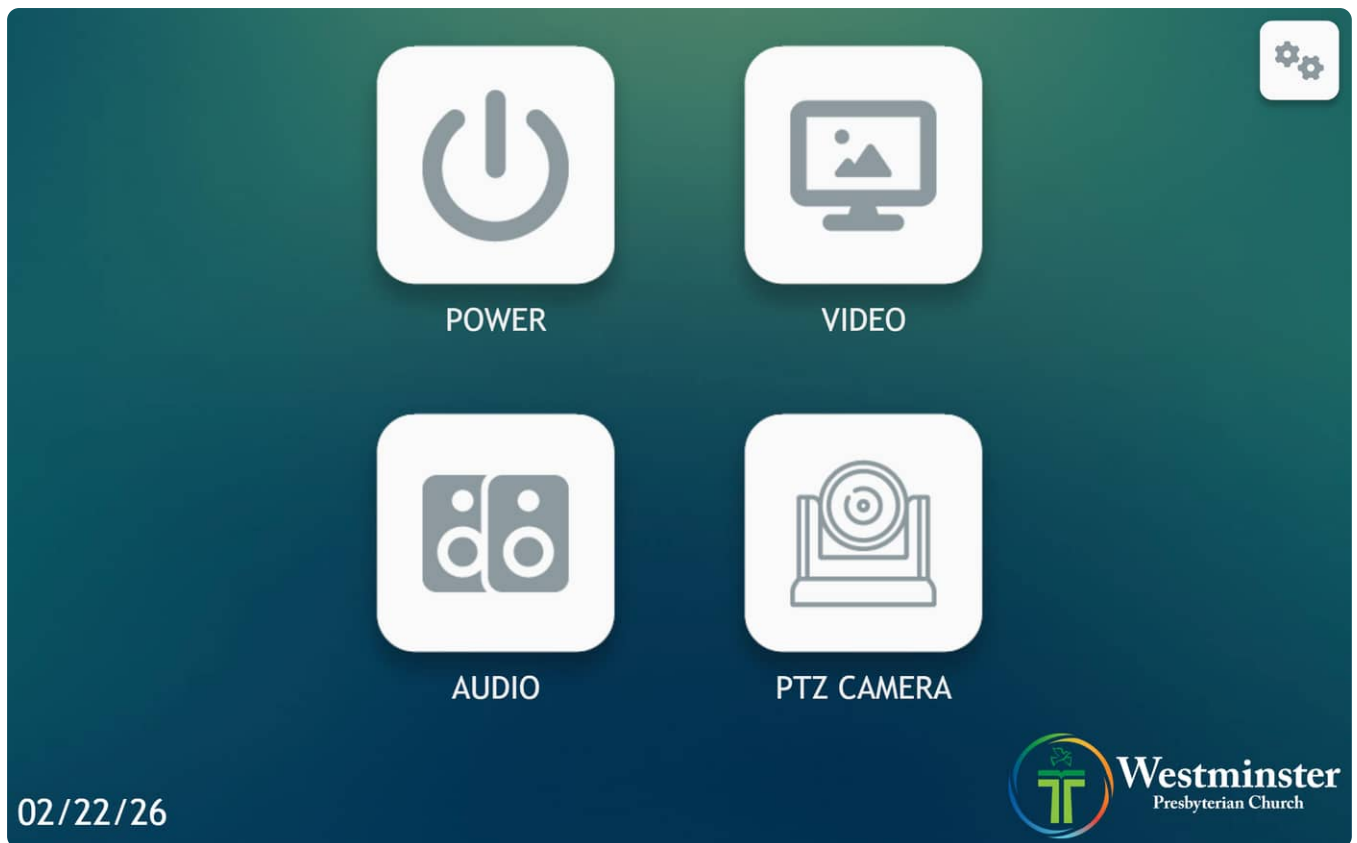


Press **Projector Off to power off the projector.**

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

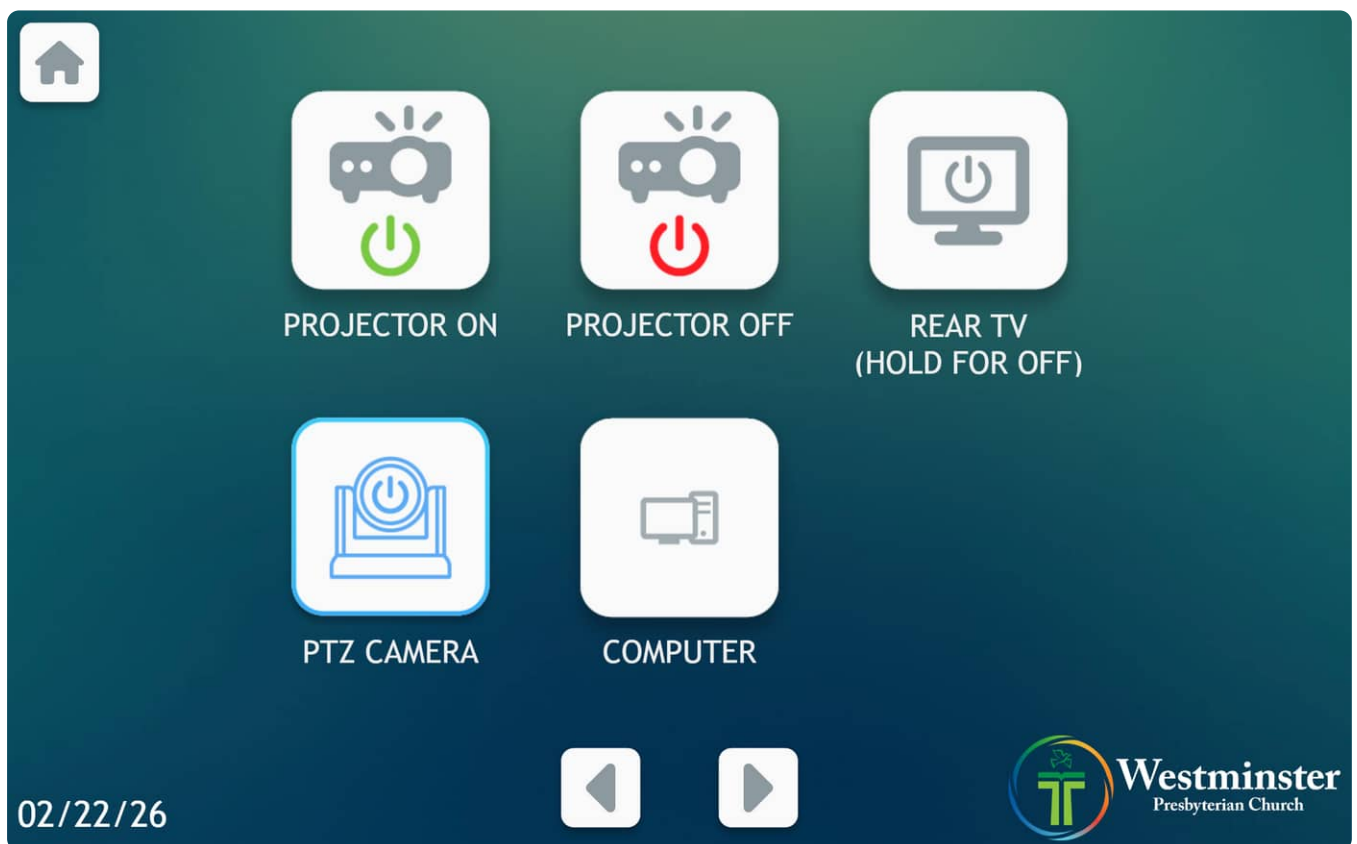
Power Off Rear TV

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.

Computer Input Methods

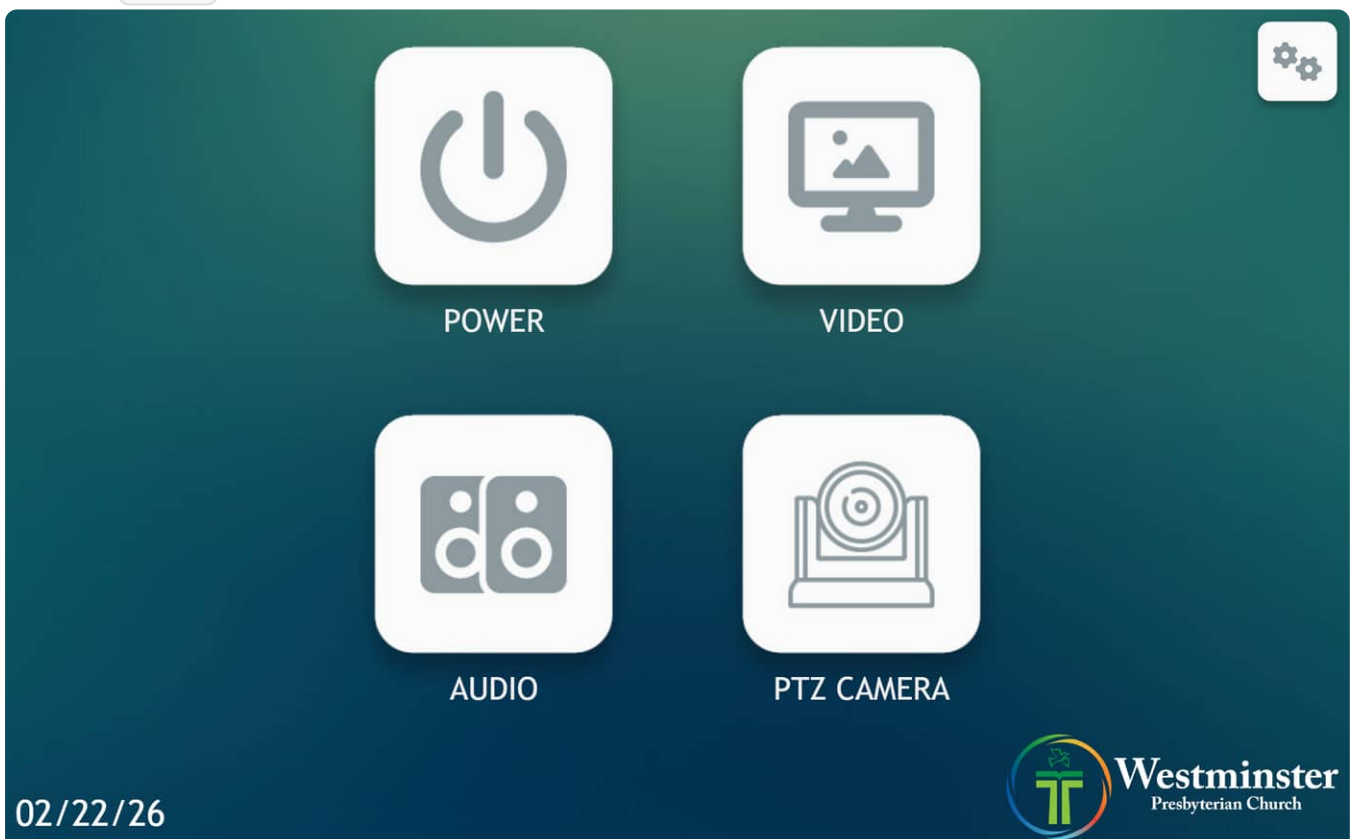
This guide explains how to connect devices in Mackey Hall and switch video sources from the wall touchscreen.

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.

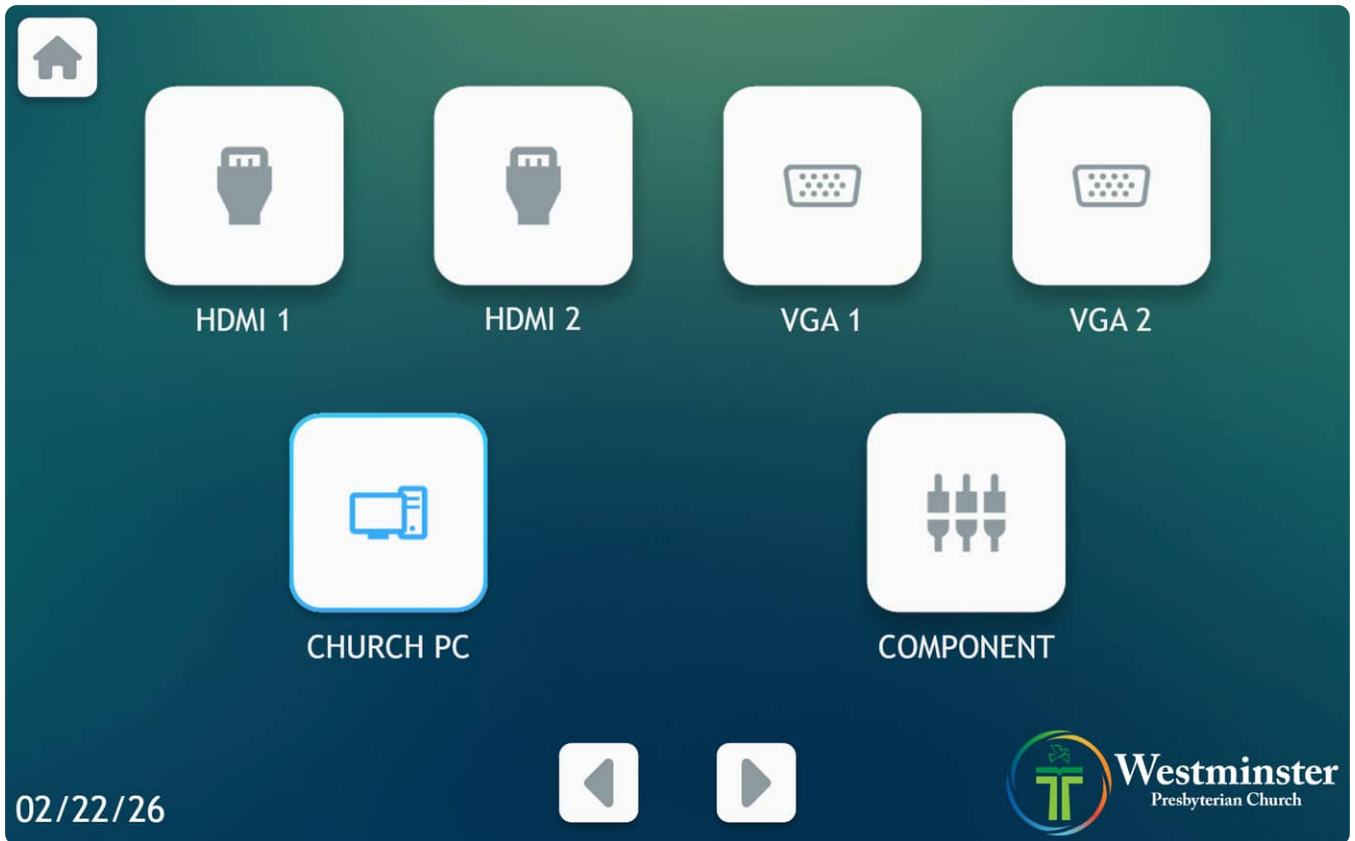
Switching Inputs on the Touchscreen

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.



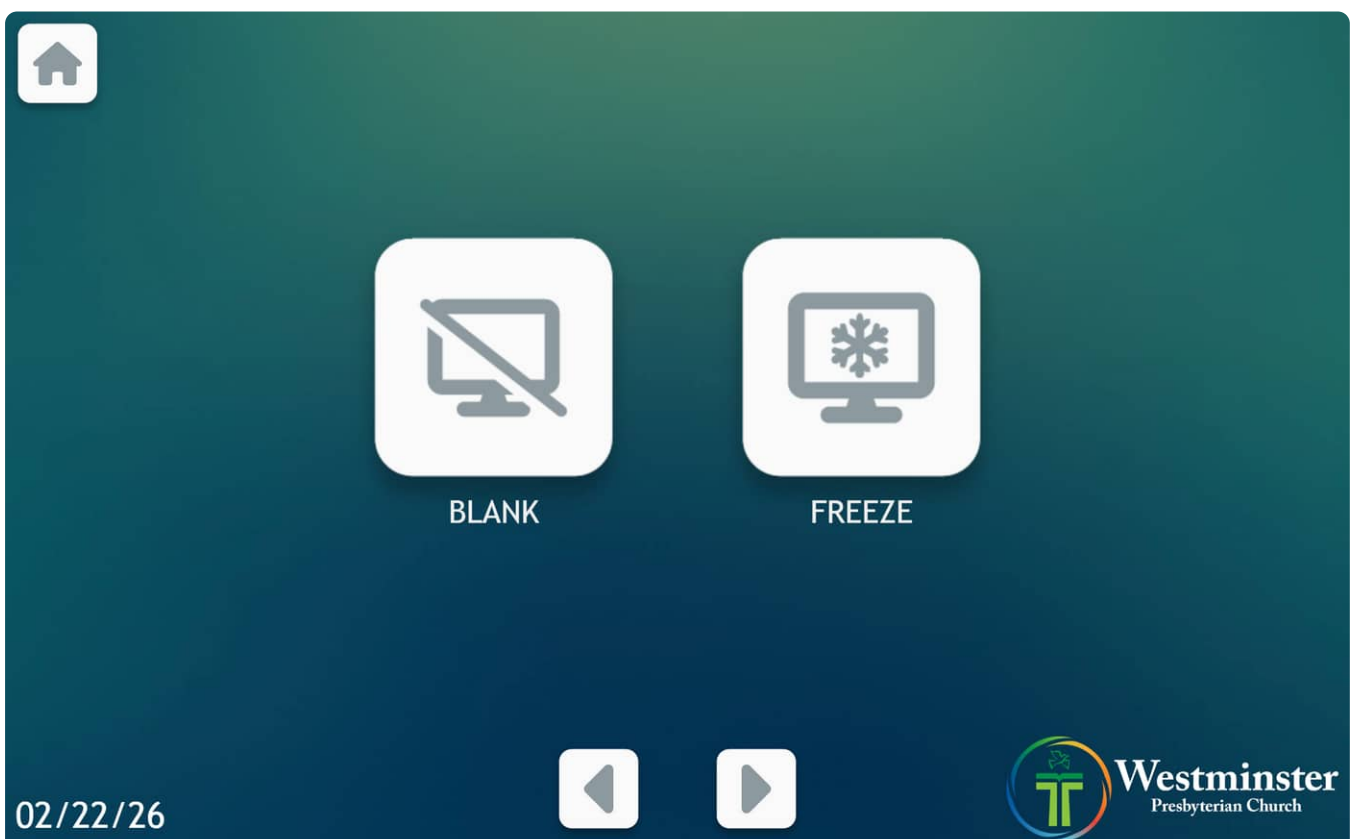
Press **Video** on the homepage to open input controls.

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



HDMI 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).

Laptop 1 Input



Laptop 2 Input



RCA Input

There is one RCA input under the input selector panel.

- Yellow: video
- White/Red: left/right audio



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.

Using Audio Controls (Guest)

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

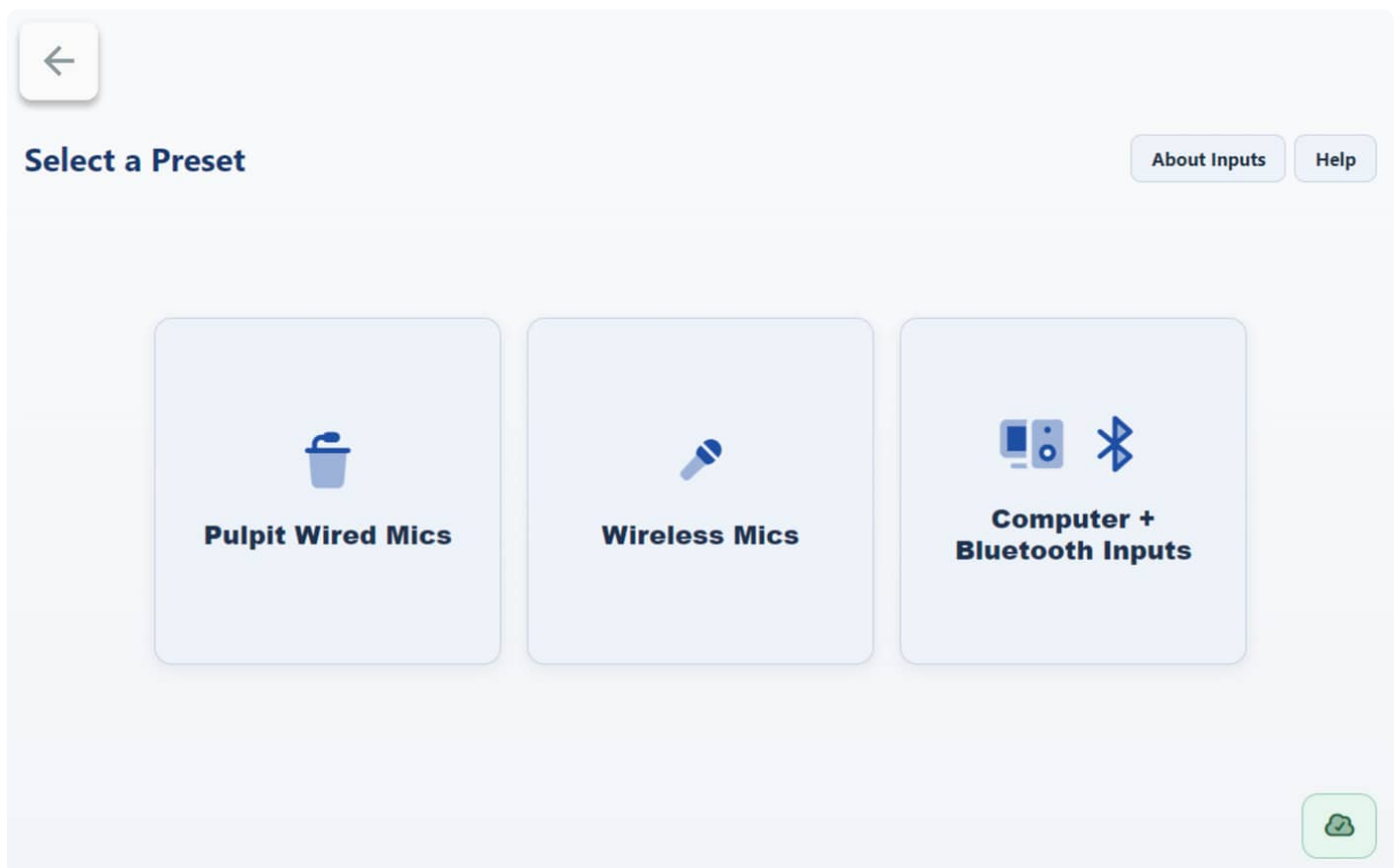
If the sound system is not on, see [Turning the Sound System On](#).

Get Control iPad

Locate the control iPad, which is housed in a black freestanding case. It is typically positioned on top of the sound system rack.

Select a Preset

1. On the **Select a Preset** screen, choose the preset you need:
 - Pulpit Wired Mics
 - Wireless Mics
 - 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.

The screenshot shows a control interface for audio equipment. At the top left is a back arrow button. The main title is "Pulpit Wired Mics". In the top right corner are two buttons: "About Inputs" and "Help". The interface features three main control cards: "Pulpit 1", "Pulpit 2", and "Speakers". Each card has a trash icon at the top, a "+1%" button, a vertical slider with a red circle indicating 70%, a "-1%" button, a red "Muted" button, and a blue "Default" button. The "Speakers" card is on the right and has a blue "Mute" button instead of a red "Muted" button. At the bottom is a navigation bar with four items: a home icon, a trash icon, "Pulpit Wired Mics" (which is highlighted with a blue background), "Wireless Mics", "Computer + Bluetooth Inputs" (with a Bluetooth icon), and a green cloud icon.

Wireless Mics

About InputsHelp

Wireless 1

+1%

70%

-1%

Muted

Default

Wireless 2

+1%

79%

-1%

Muted

Default

Lapel

+1%

70%

-1%

Muted

Default

Speakers

+1%

70%

-1%

Mute

Default

Pulpit Wired Mics

Wireless Mics

Computer + Bluetooth Inputs

Computer + Bluetooth Inputs

About InputsHelp

Computer

+1%

70%

-1%

Muted

Default

Bluetooth

+1%

70%

-1%

Muted

Default

Bluetooth Pairing

Triggers pairing mode for the DN-2008R receiver.

Bluetooth Pairing

Speakers

+1%

70%

-1%

Mute

Default

Pulpit Wired Mics

Wireless Mics

Computer + Bluetooth Inputs

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.

←

Input Guide

INPUTS

Pulpit 1

Pulpit 2

Wireless 1

Wireless 2

Lapel

Computer

Bluetooth

OUTPUTS

Master Output

🗑️ Pulpit 1

Wired microphone

i

About This Source

Primary pulpit microphone. Use for speaking at the podium.

Plugs

There are two plugs on the right side of the pulpit. The pulpit mic is usually kept plugged into the Pulpit 1 plug.



📷 Microphone Photo



71 / 90



Channels Help



Quick Steps

- Tap a preset on the home screen.
- Use **+1%** or **-1%** for small changes.
- Press and hold **+1%** or **-1%** for faster continuous changes.
- Drag the slider for larger changes.
- Use **Mute** to silence a channel quickly.
- Use **Default** to return that channel to its normal level.

How To Read A Card

- The title shows the channel name.
- The percentage bubble shows the current level.
- A red mute button means that channel is muted.
- The far-right slider is the **Master Output** (main speakers).

Cloud Status Icon

-  **Green cloud check:** connected and working.
-  **Red cloud alert:** connection problem.
-  **Spinning icon:** reconnect/refresh is in progress.

Tips

- Make small changes during live use, then listen before adjusting again.
- If something sounds off, start by checking mute status and level percentage.
- Use the Home button in the bottom bar to jump back to preset selection.

Using Computer Audio (Guest)

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

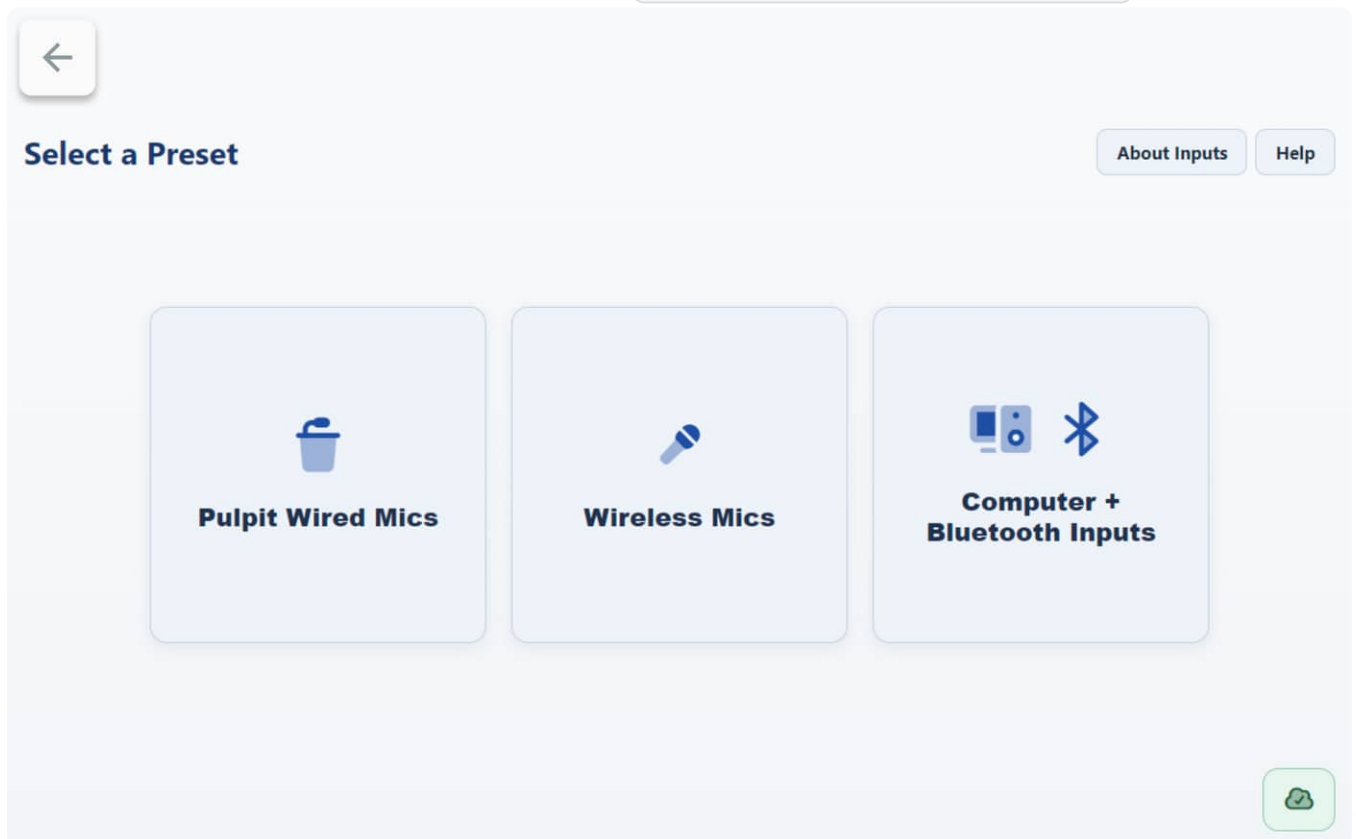
If the sound system is not on, see [Turning the Sound System On](#).

Connect Your Computer

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

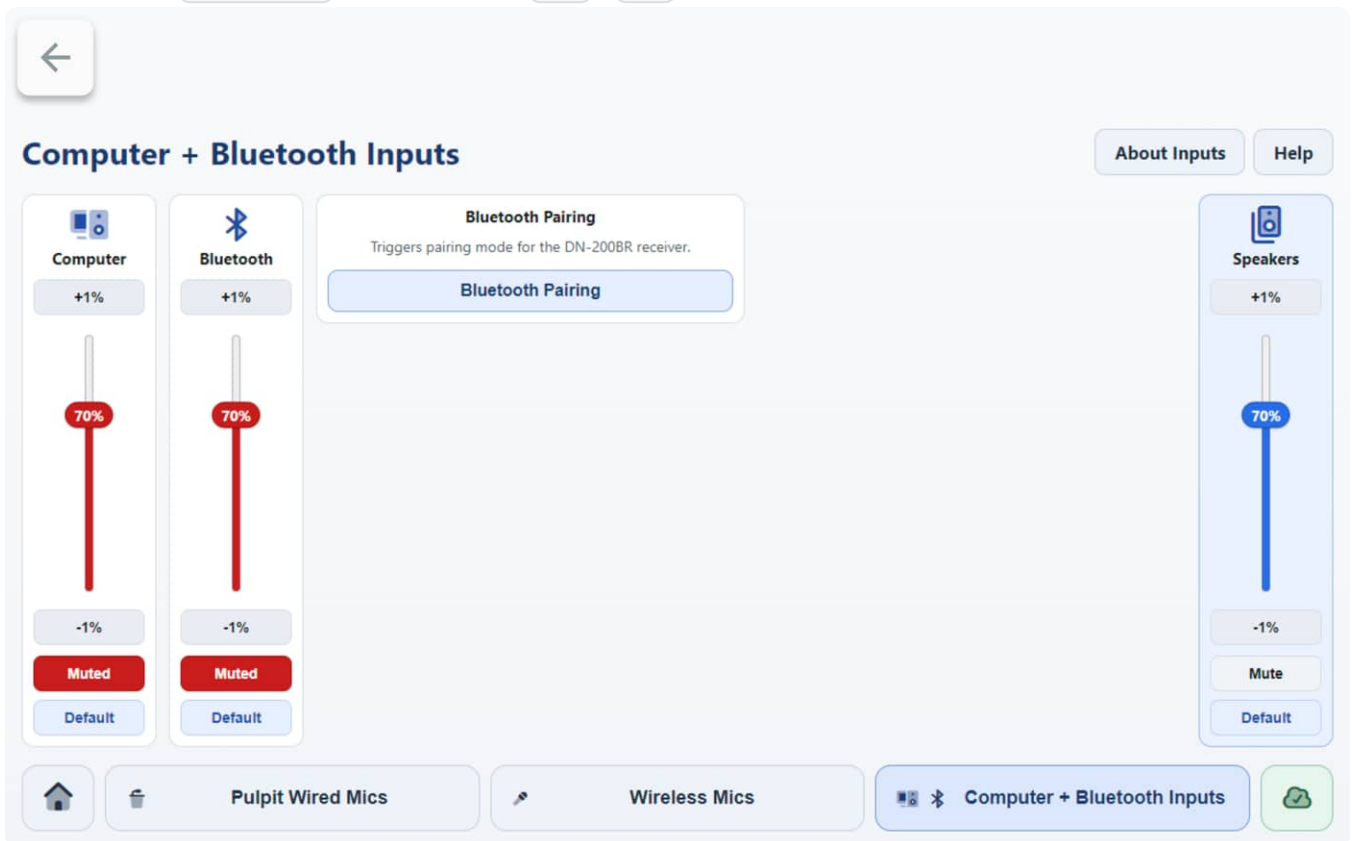
Open Audio Levels

1. 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).



Input Guide



INPUTS

Pulpit 1

Pulpit 2

Wireless 1

Wireless 2

Lapel

Computer

Bluetooth

OUTPUTS

Master Output

Pulpit 1

Wired microphone



About This Source

Primary pulpit microphone. Use for speaking at the podium.

Plugs

There are two plugs on the right side of the pulpit. The pulpit mic is usually kept plugged into the Pulpit 1 plug.



Microphone Photo



Channels Help



Quick Steps

- Tap a preset on the home screen.
- Use **+1%** or **-1%** for small changes.
- Press and hold **+1%** or **-1%** for faster continuous changes.
- Drag the slider for larger changes.
- Use **Mute** to silence a channel quickly.
- Use **Default** to return that channel to its normal level.

How To Read A Card

- The title shows the channel name.
- The percentage bubble shows the current level.
- A red mute button means that channel is muted.
- The far-right slider is the **Master Output** (main speakers).

Cloud Status Icon

-  **Green cloud check:** connected and working.
-  **Red cloud alert:** connection problem.
-  **Spinning icon:** reconnect/refresh is in progress.

Tips

- Make small changes during live use, then listen before adjusting again.
- If something sounds off, start by checking mute status and level percentage.
- Use the Home button in the bottom bar to jump back to preset selection.

Bluetooth Pairing

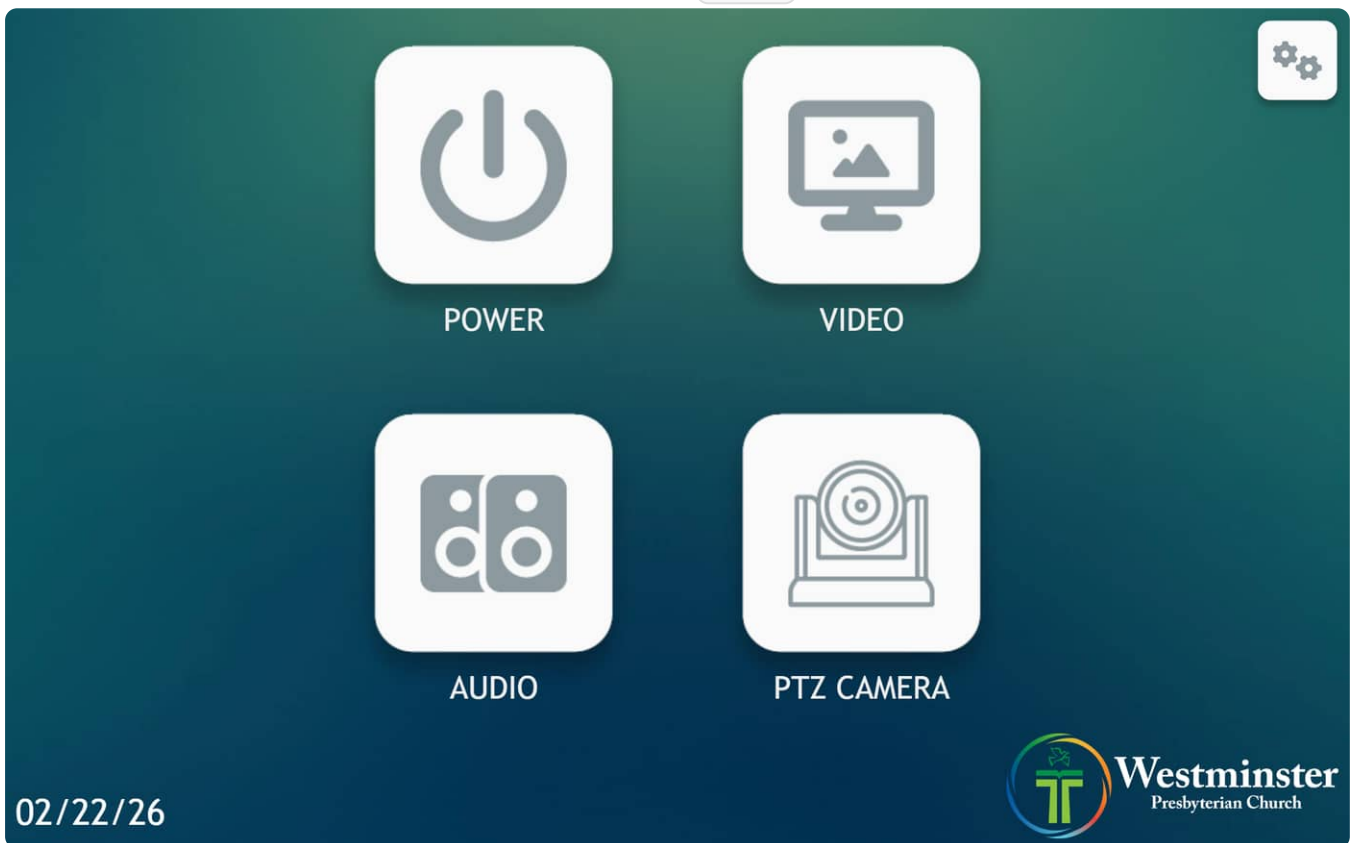
This guide explains how to pair a Bluetooth playback device in Mackey Hall using the wall touchscreen.

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

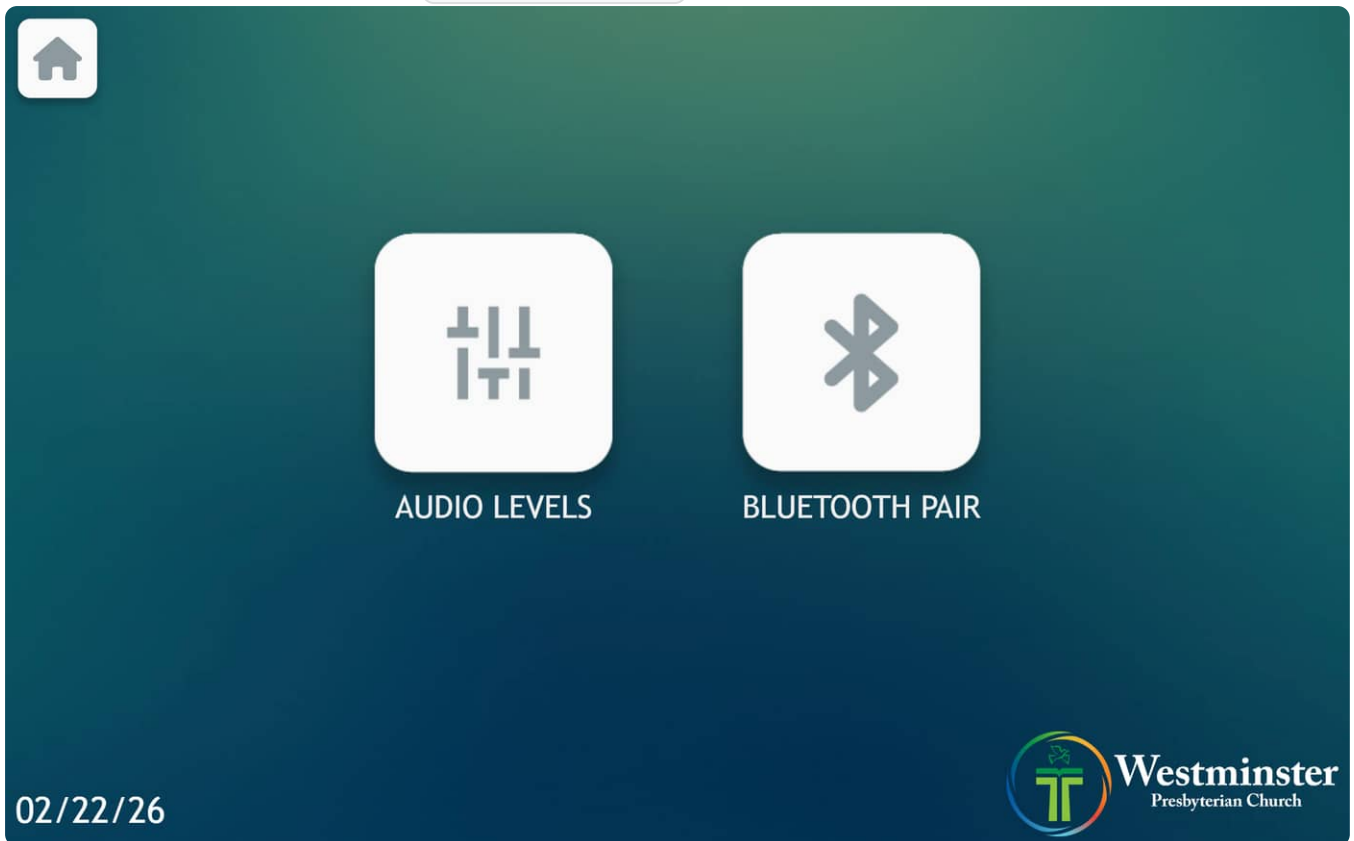
Start Pairing Mode (Two Ways)

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 **Select a Preset**, choose **Computer + Bluetooth Inputs**.
2. On that page, press **Bluetooth Pairing**.
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.

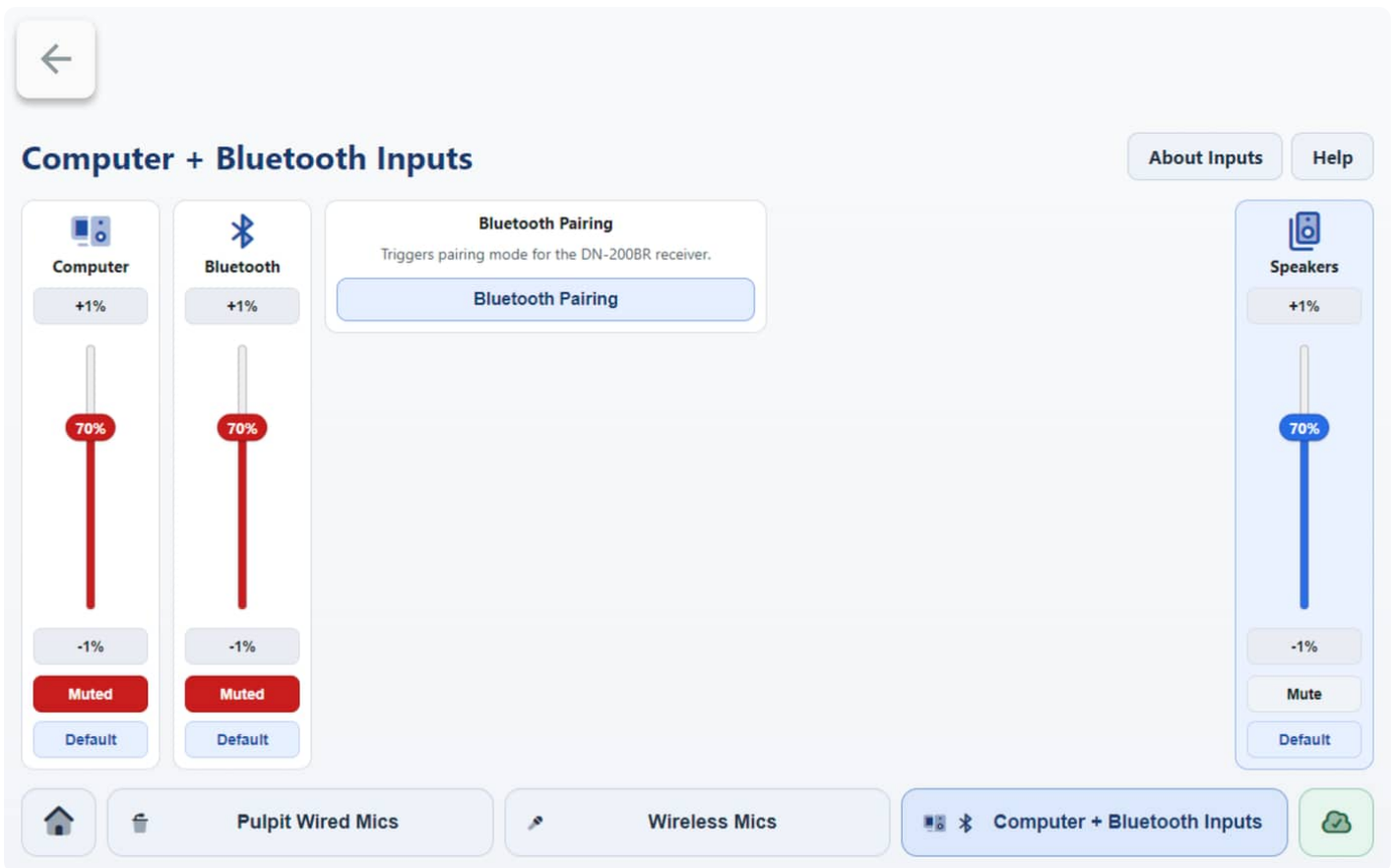
Connect Your Device

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.

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 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 **Lapel1**.
5. If channel **Lapel1** 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



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 Power Indicator

Wireless 1 Mute/Unmute Switch



Audio on



Audio off



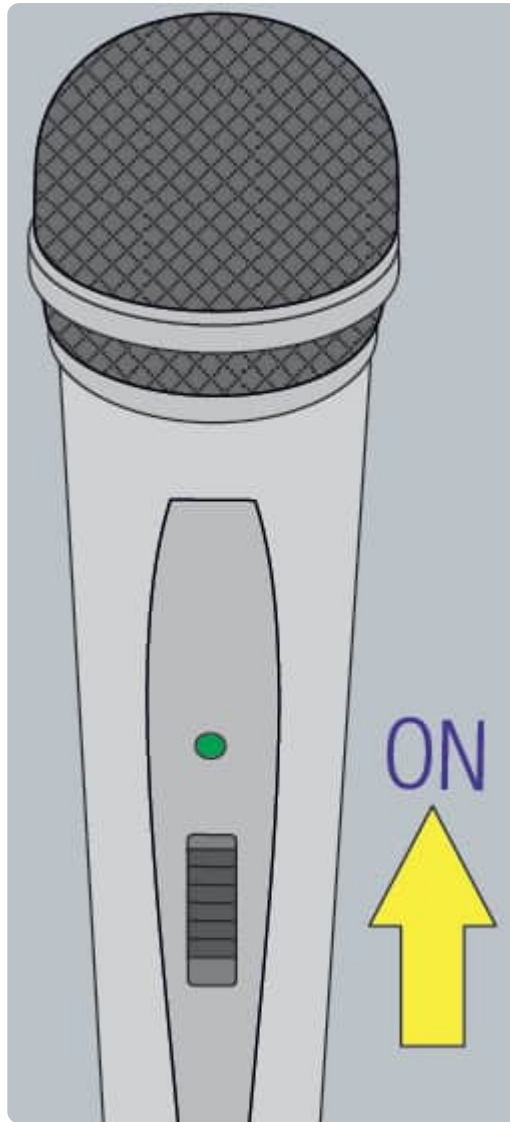
Wireless 2 (Handheld 2)

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





Wireless 2 ON/OFF Switch

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.

About

The Westminster Presbyterian Church Insider Technology Documentation is a reference for the technology located in Mackey Hall. It combines the current guest-facing building controls with internal operating and maintenance notes for livestreaming services.

Notes

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

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

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Changelog

Recent Changes

Generated from merged GitHub pull requests. Package updates are grouped separately so the public-facing changes stay easy to scan.

Site and Content Changes

- No site or content changes merged yet.

Documentation Changes

- No documentation-only changes merged yet.

Package and Maintenance Updates

- No package or maintenance updates merged yet.

Current Edition

- Removed public docs version switching so insiders always see the current documentation.
- Added the generated printable PDF manual with a cover page and page-numbered table of contents.
- Added automatic changelog updates from merged GitHub pull requests.

2026.05a

- Refined the Sunday service guides into clearer operator-reference sections instead of long numbered step lists.
- Reworked the service audio guide as **Controlling Audio** with WING CoPilot connection, mute/unmute, volume slider, music microphone group, and reconnect guidance.
- Added annotated WING CoPilot screenshots for mixer connection, mute controls, sliders, music microphone group control, and reconnect troubleshooting.

- Cleaned up Stream Deck documentation tables so icon sizing and column widths are consistent.
- Added current Mackey Hall building-control guides from the guest documentation.
- Updated projector, rear TV, projector screen, and sound system setup/shutdown instructions to match the current wall touchscreen and rack controls.
- Updated the homepage styling to match the guest documentation site.
- Migrated the documentation site from MkDocs Material to Docusaurus.
- Added Docusaurus docs versioning for version `2026.05a`.