



Guest Documentation

Westminster Presbyterian Church

Mackey Hall Technology

Printable operating guide for video, projector, sound, computer audio, Bluetooth, and microphone systems.

Current online edition

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WPC Guest Technology Documentation

Use this guide to run Mackey Hall video and audio for a meeting, class, presentation, or event. If you are not sure where to start, follow the quick start checklist first, then open the guide for the specific equipment you need.

Quick Start

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

Choose What You Need

Need	Start Here
Show a laptop, Church PC, or other video source	Computer Input Methods
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
Use microphones	Connecting and Using Microphones
Play sound from a computer	Using Computer Audio
Play sound from a phone, tablet, or laptop over Bluetooth	Bluetooth Pairing

Need	Start Here
Adjust volume, presets, or muted channels	Using Audio Controls

Shutdown Checklist

1. Turn off the [projector or rear TV](#).
2. Retract the [projector screen](#) if it was lowered.
3. Mute or lower audio channels on the iPad if needed.
4. Disconnect personal devices and return cables, microphones, and the iPad to their normal locations.

Full Guide List

Video

1. [Lowering Projector Screen](#)
2. [Retracting Projector Screen](#)
3. [Turning Projector / Rear TV On](#)
4. [Turning Projector / Rear TV Off](#)
5. [Computer Input Methods](#)

Audio

1. [Turning the Sound System On](#)
2. [Using Audio Controls](#)
3. [Using Computer Audio](#)
4. [Bluetooth Pairing](#)
5. [Connecting and Using Microphones](#)

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.



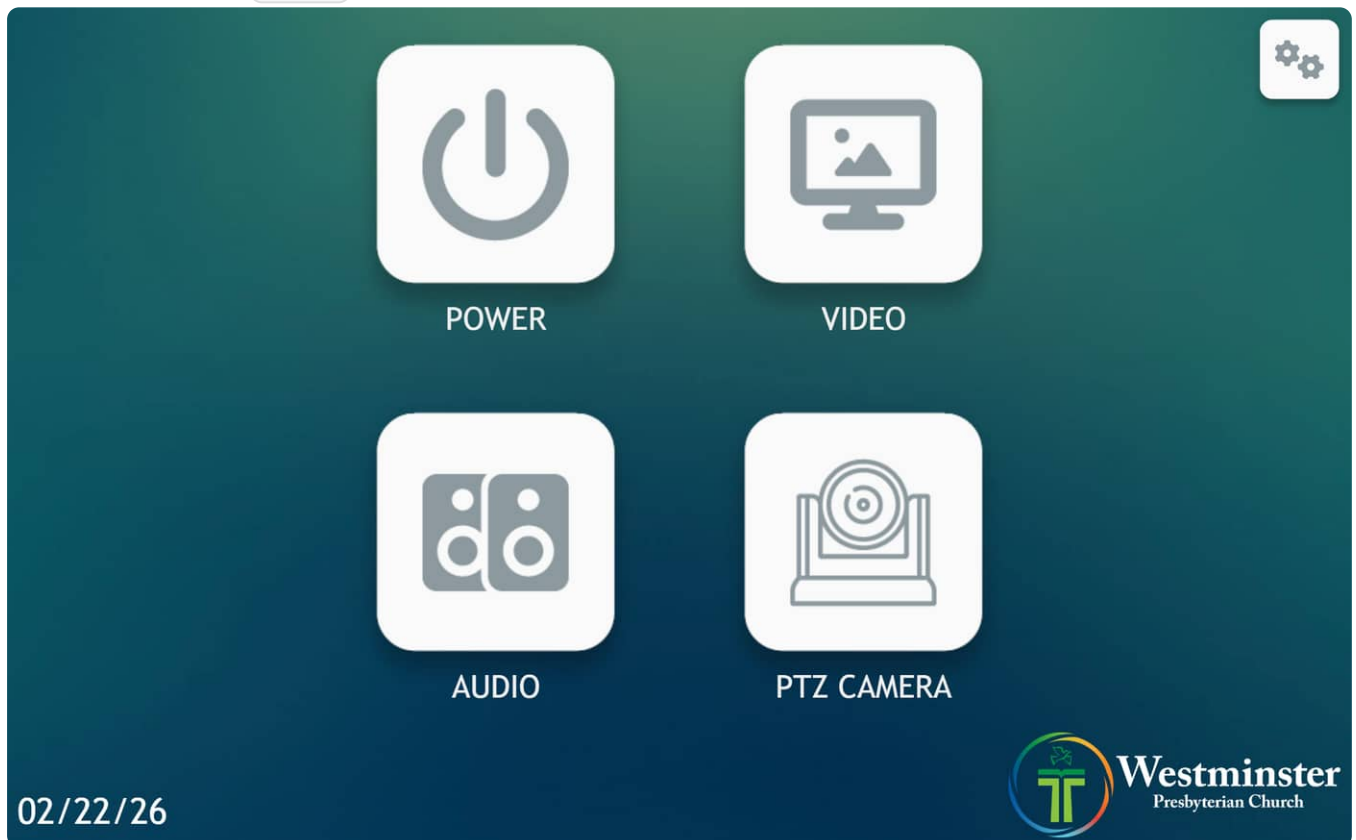
Turning Projector / Rear TV On

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.

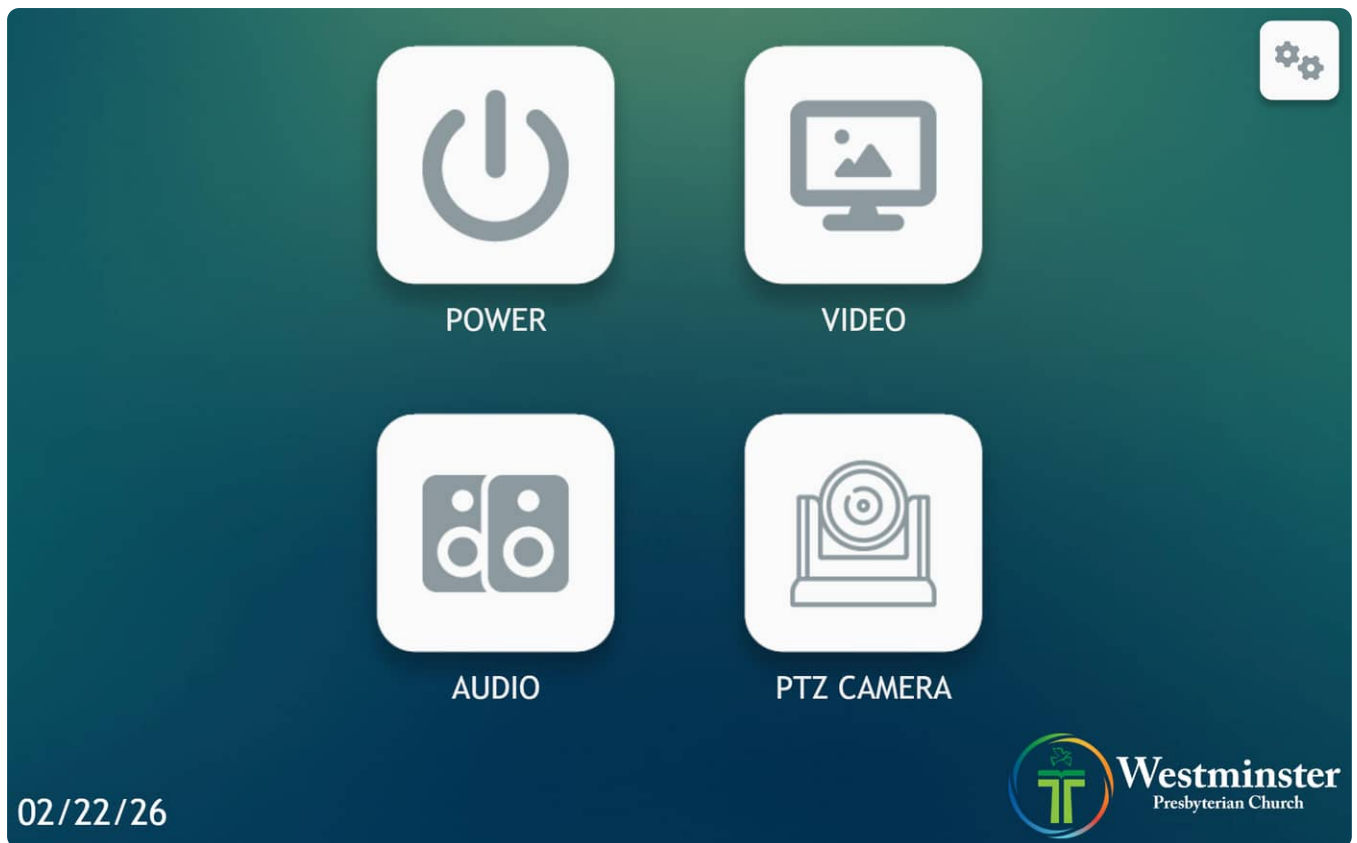


Press **Projector On to power on the projector.**

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

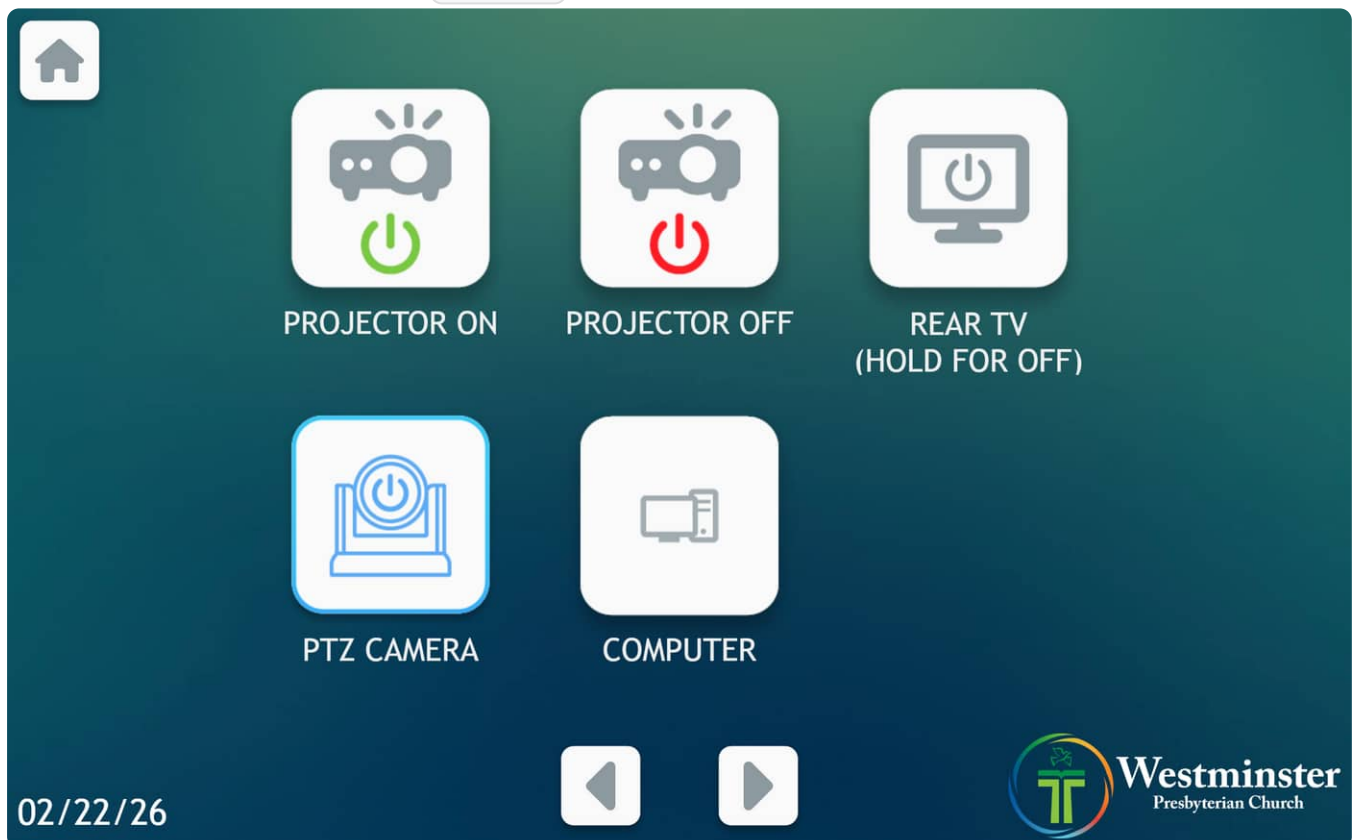
Power On Rear TV

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.

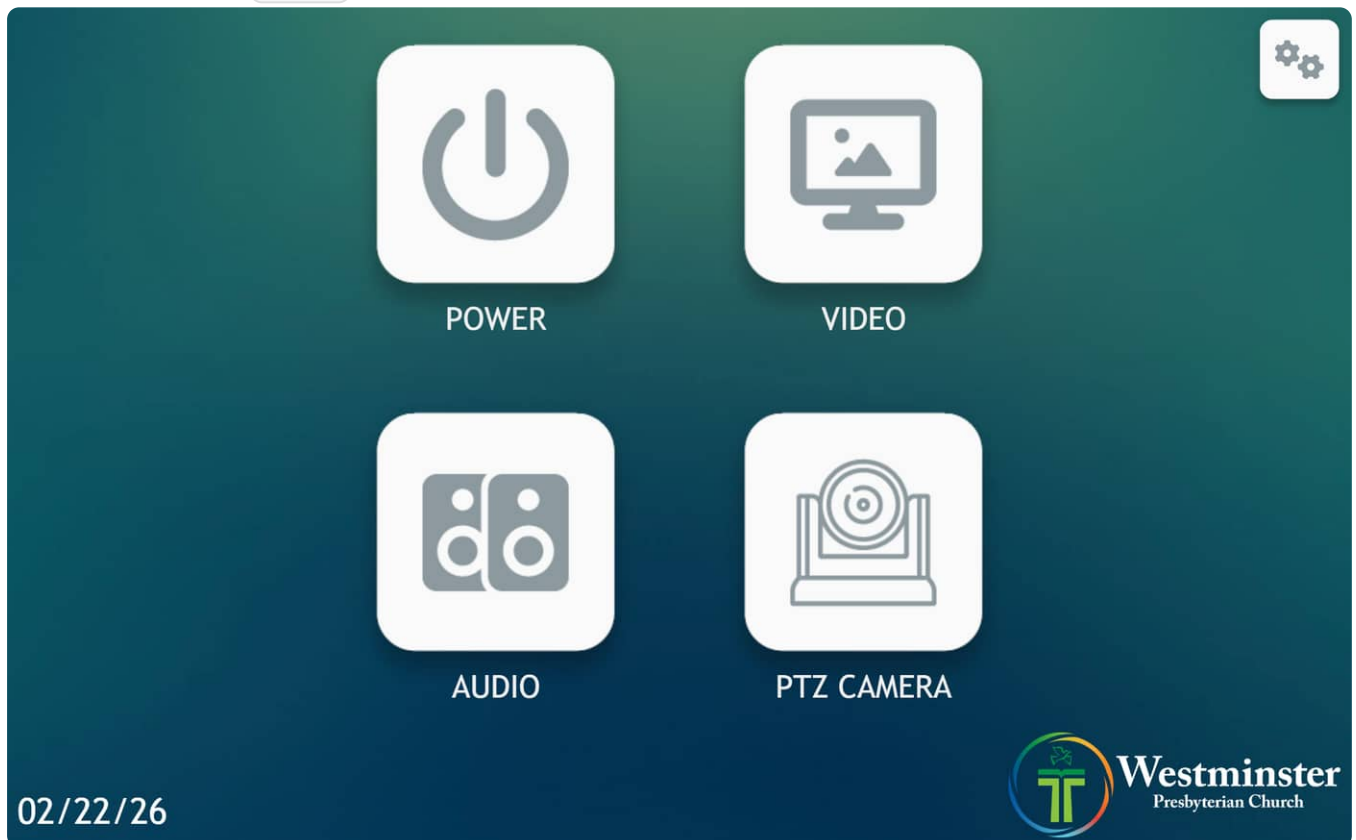
Turning Projector / Rear TV Off

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.

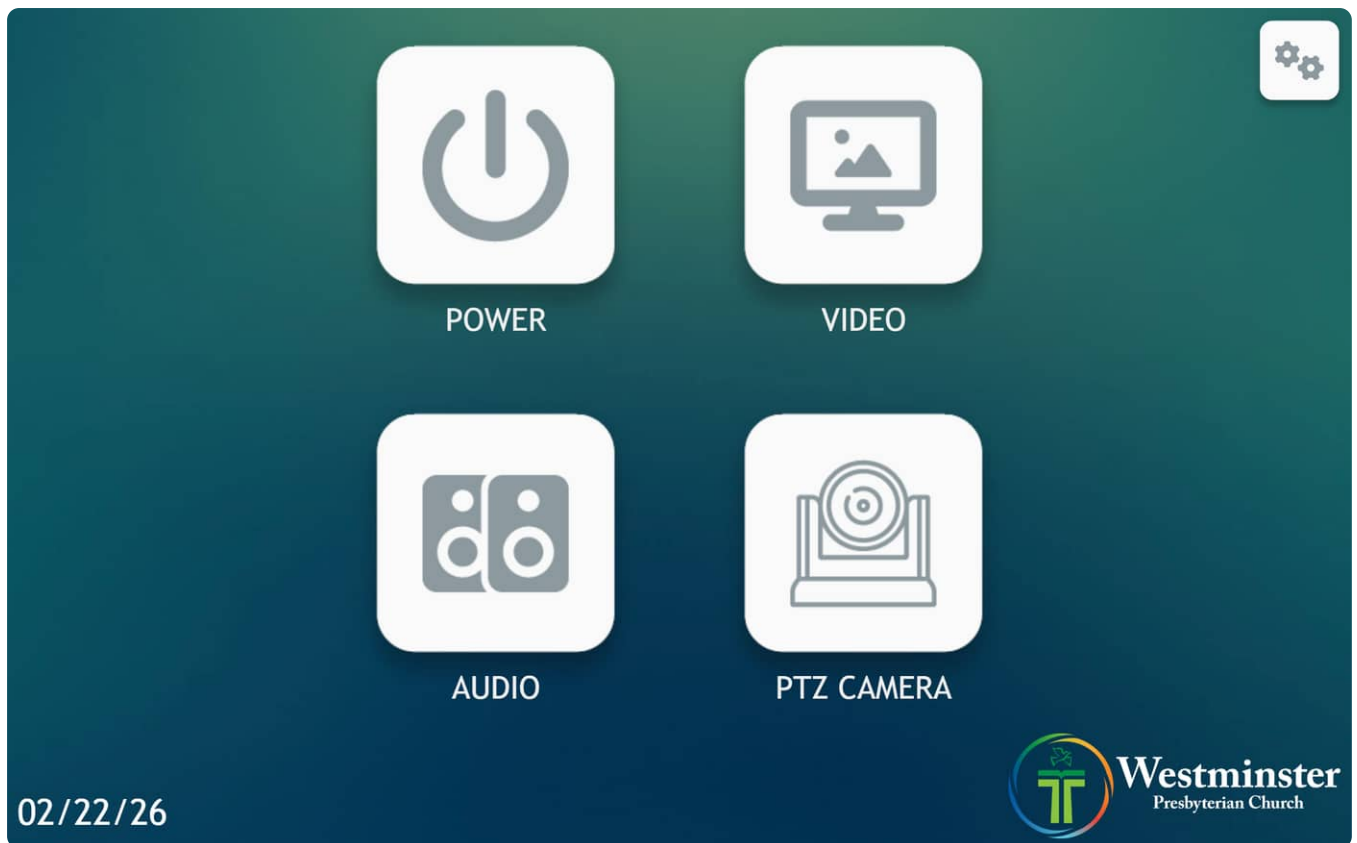


Press **Projector Off to power off the projector.**

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

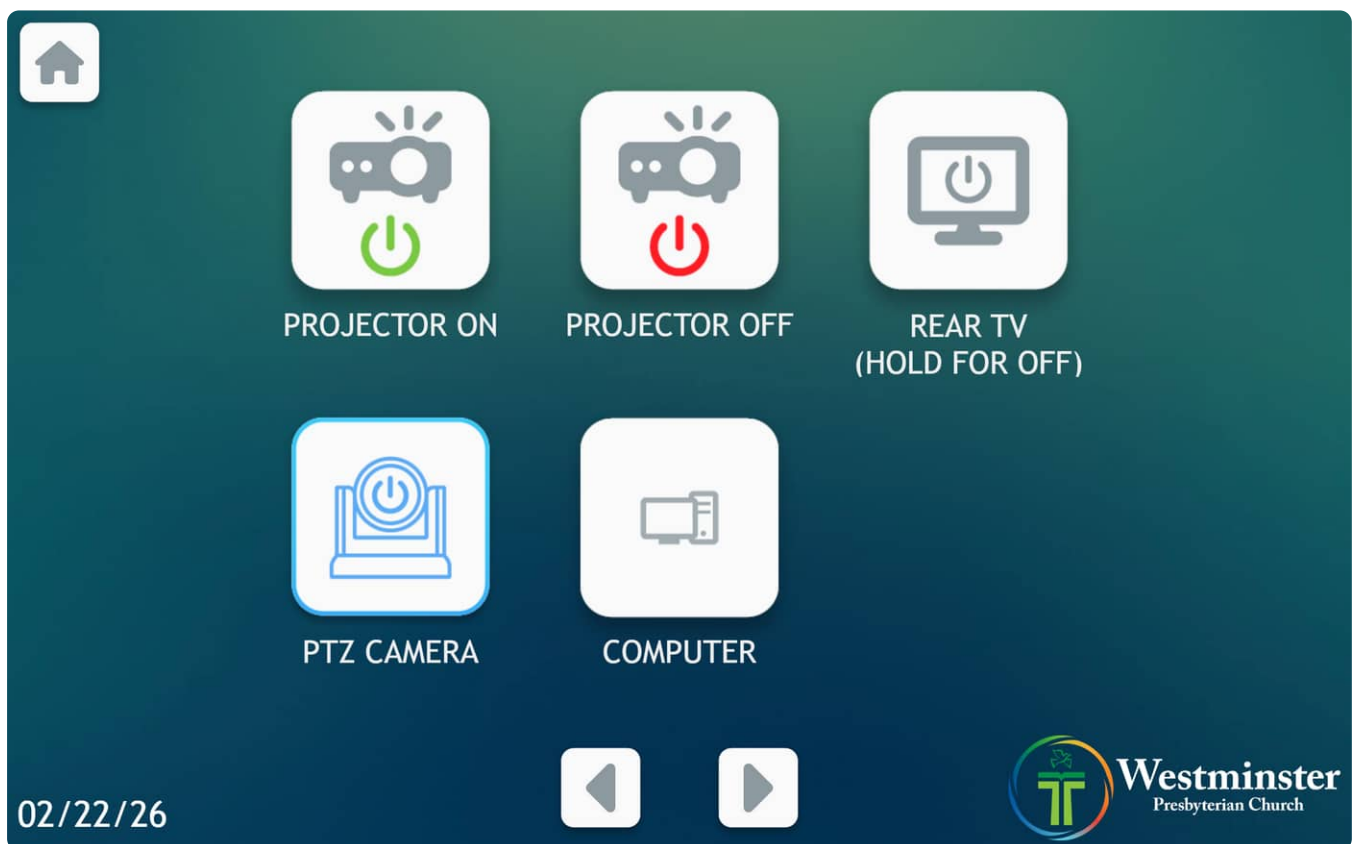
Power Off Rear TV

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

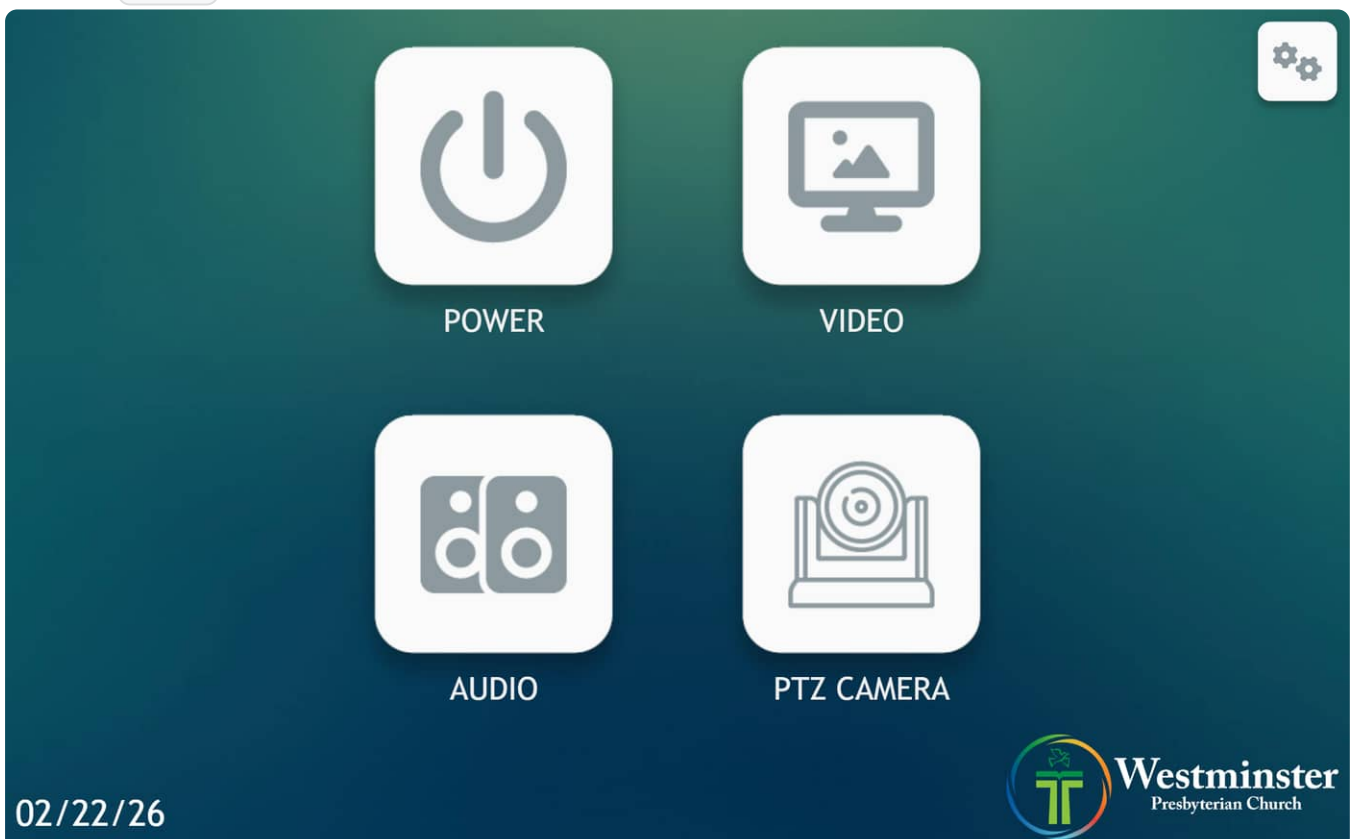
This guide explains how to connect devices in Mackey Hall and switch video sources from the wall touchscreen.

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.

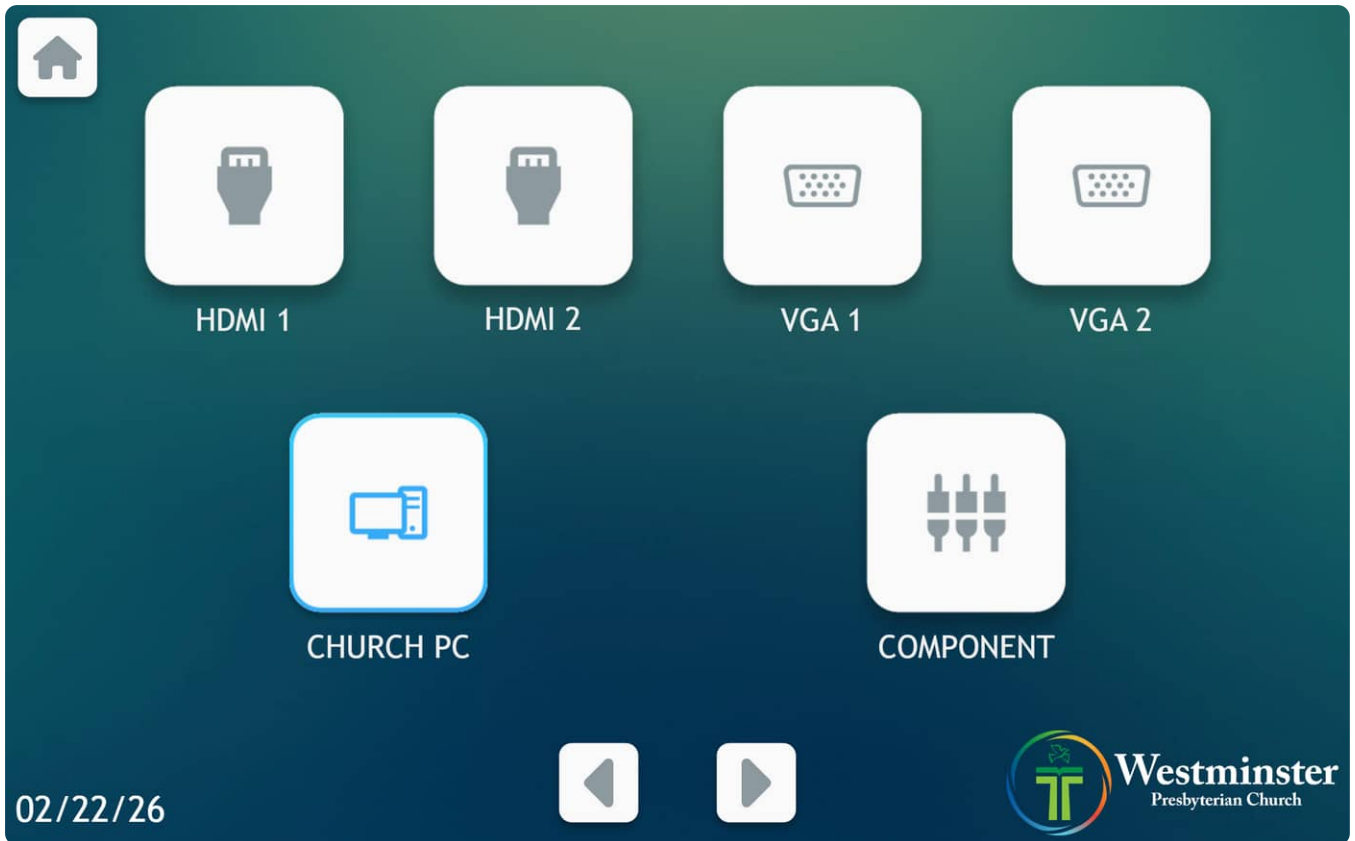
Switching Inputs on the Touchscreen

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.



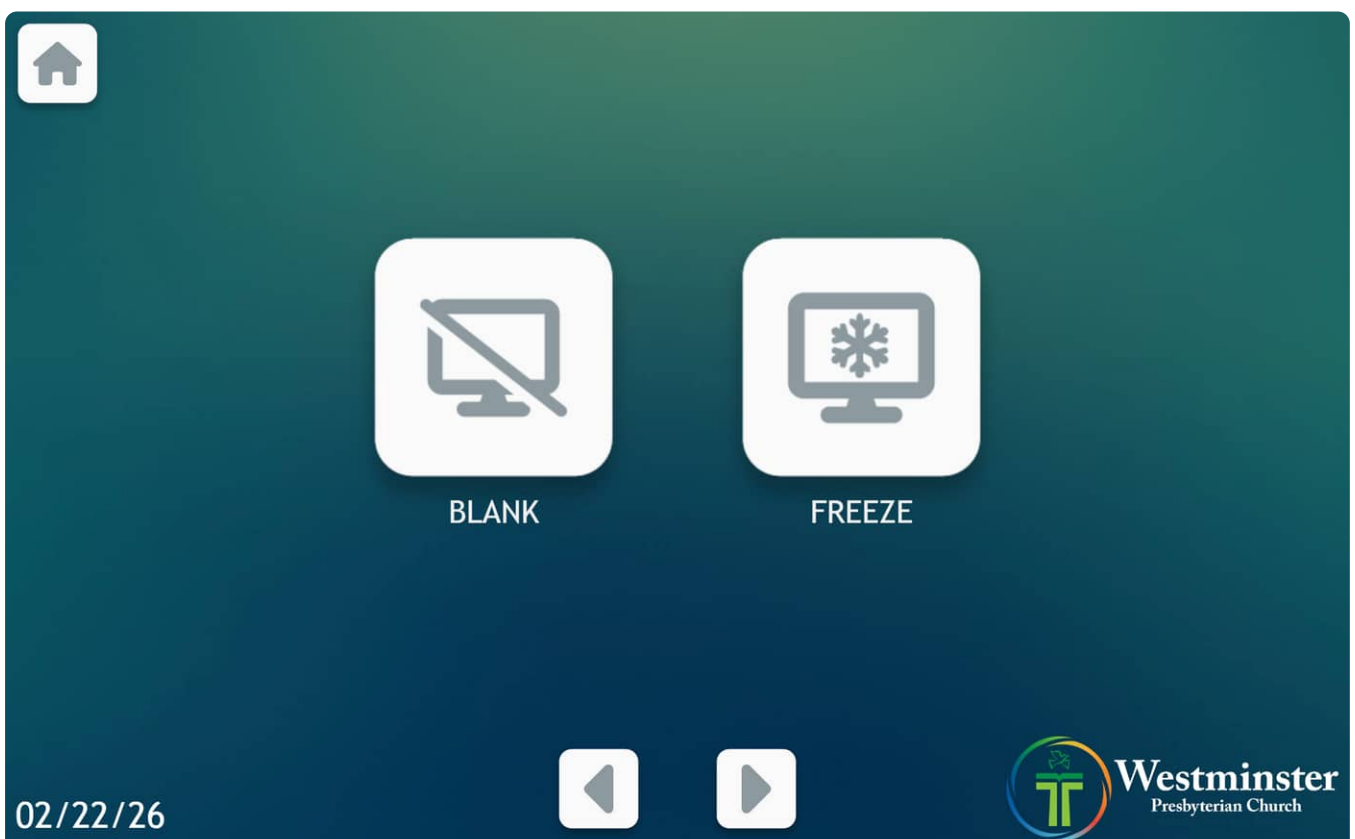
Press **Video** on the homepage to open input controls.

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

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

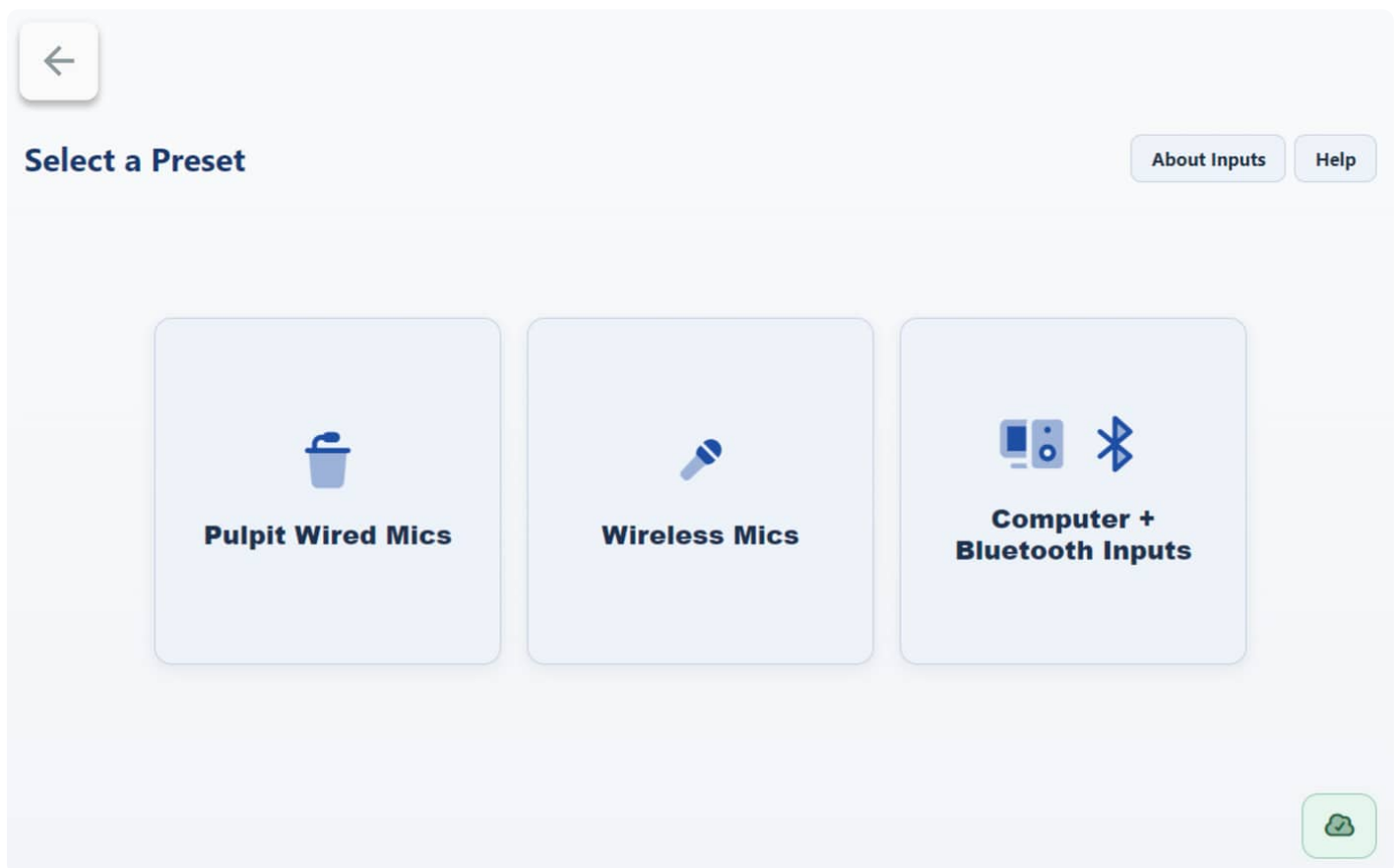
If the sound system is not on, see [Turning the Sound System On](#).

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 or blue knob set to 70%, a "-1%" button, a "Muted" button, and a "Default" button. The "Pulpit 1" and "Pulpit 2" cards have red sliders and "Muted" buttons, while the "Speakers" card has a blue slider and a "Mute" 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 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.

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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.

Using Computer Audio

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

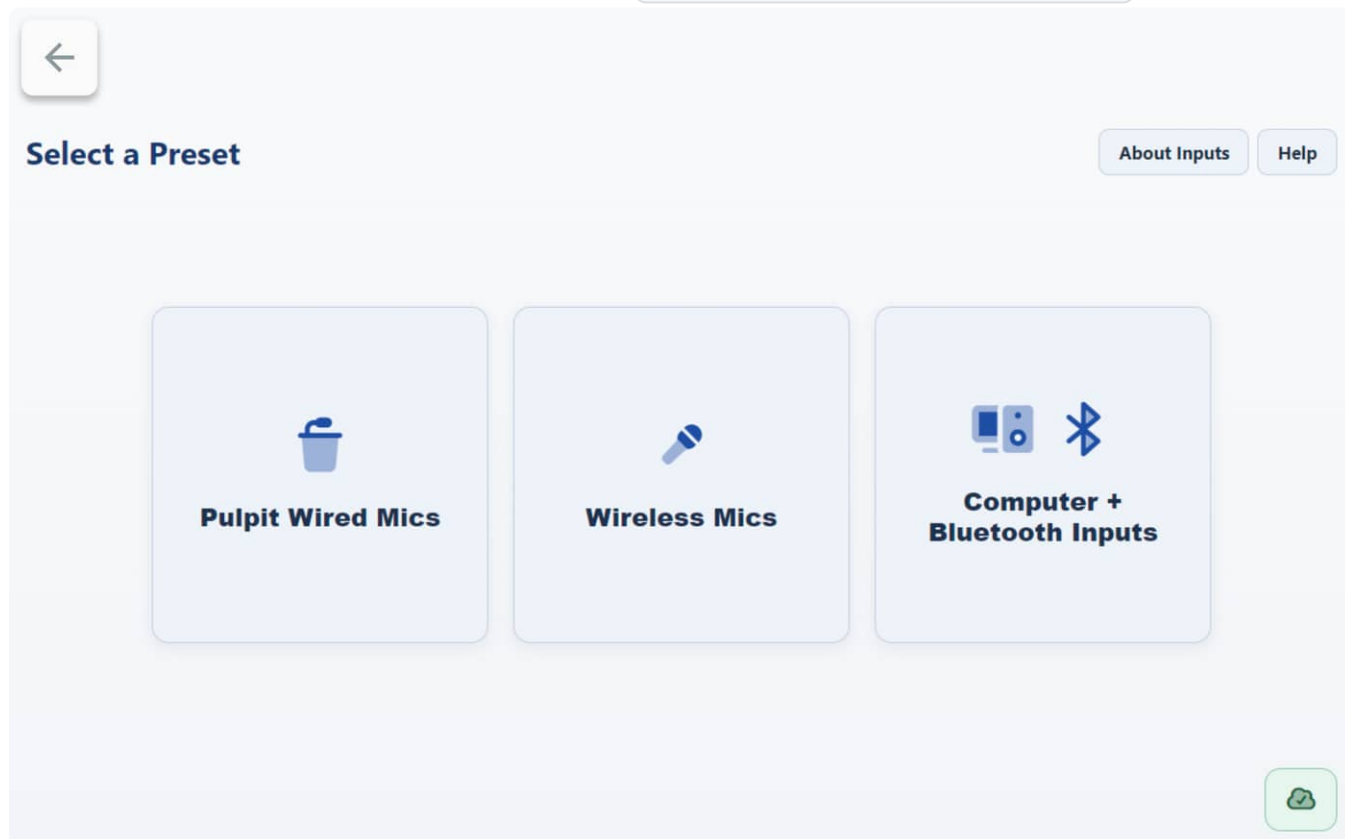
If the sound system is not on, see [Turning the Sound System On](#).

Connect Your Computer

1. Connect your computer using one of these methods:
 - **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](#).

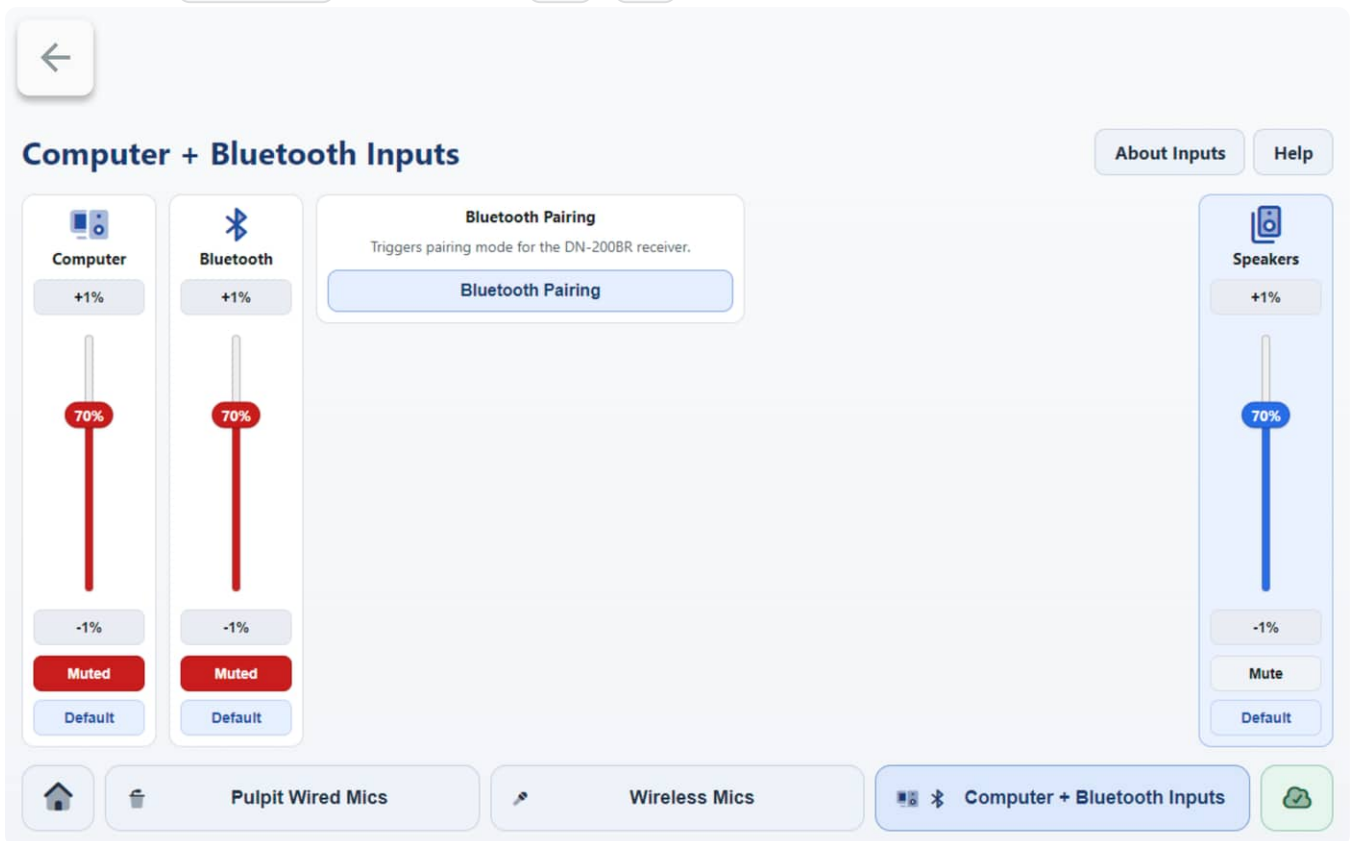
Open Audio Levels

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

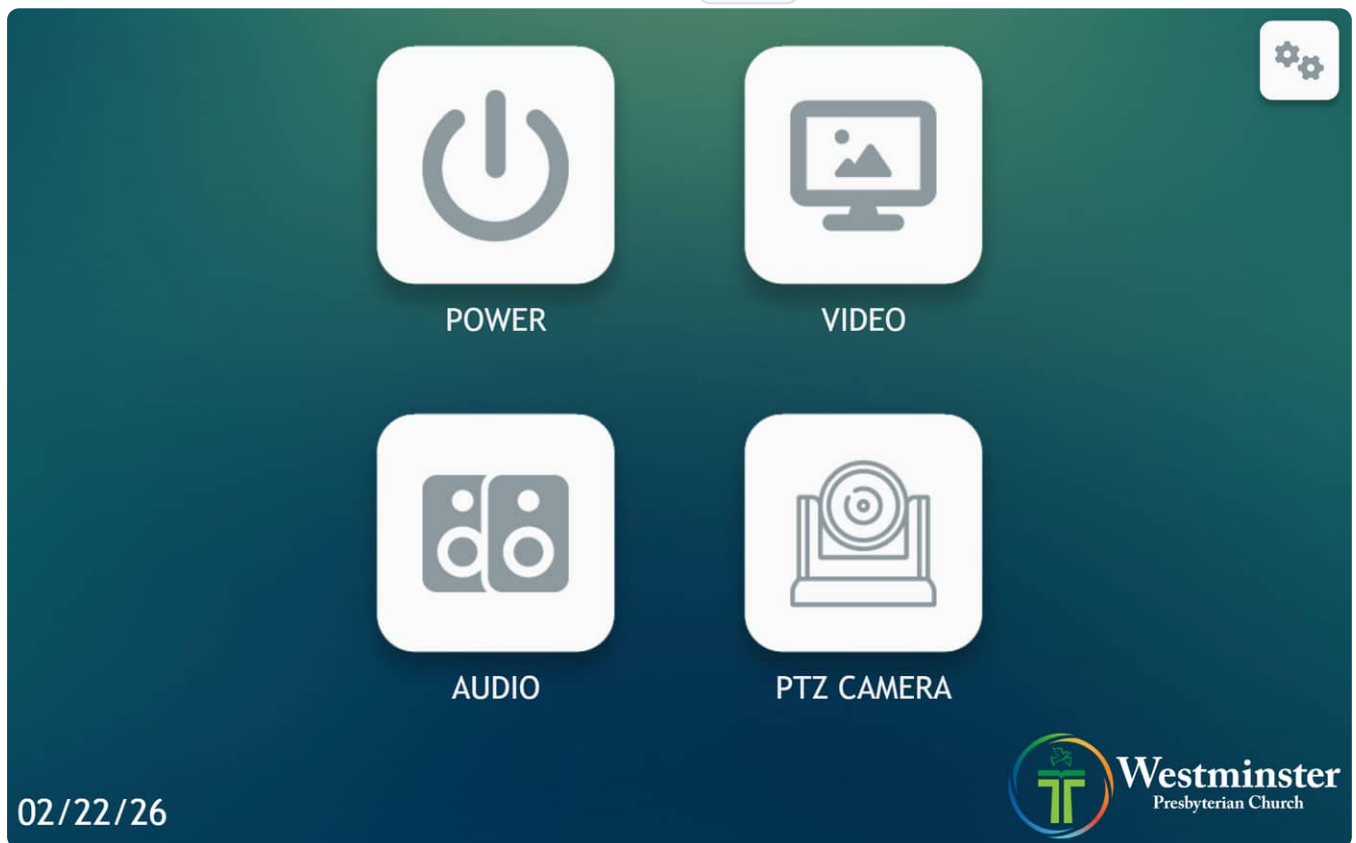
This guide explains how to pair a Bluetooth playback device in Mackey Hall using the wall touchscreen.

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

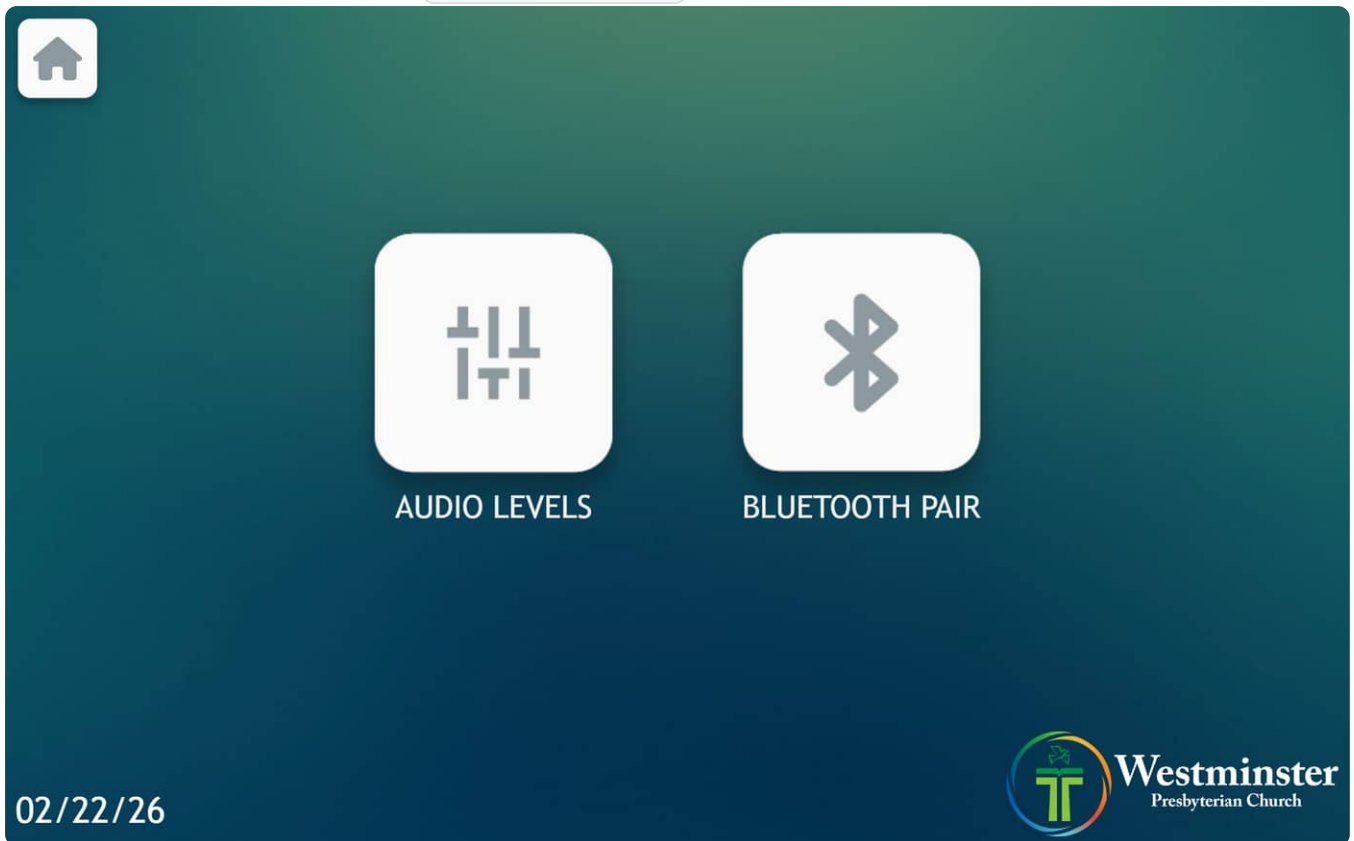
Start Pairing Mode (Two Ways)

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.

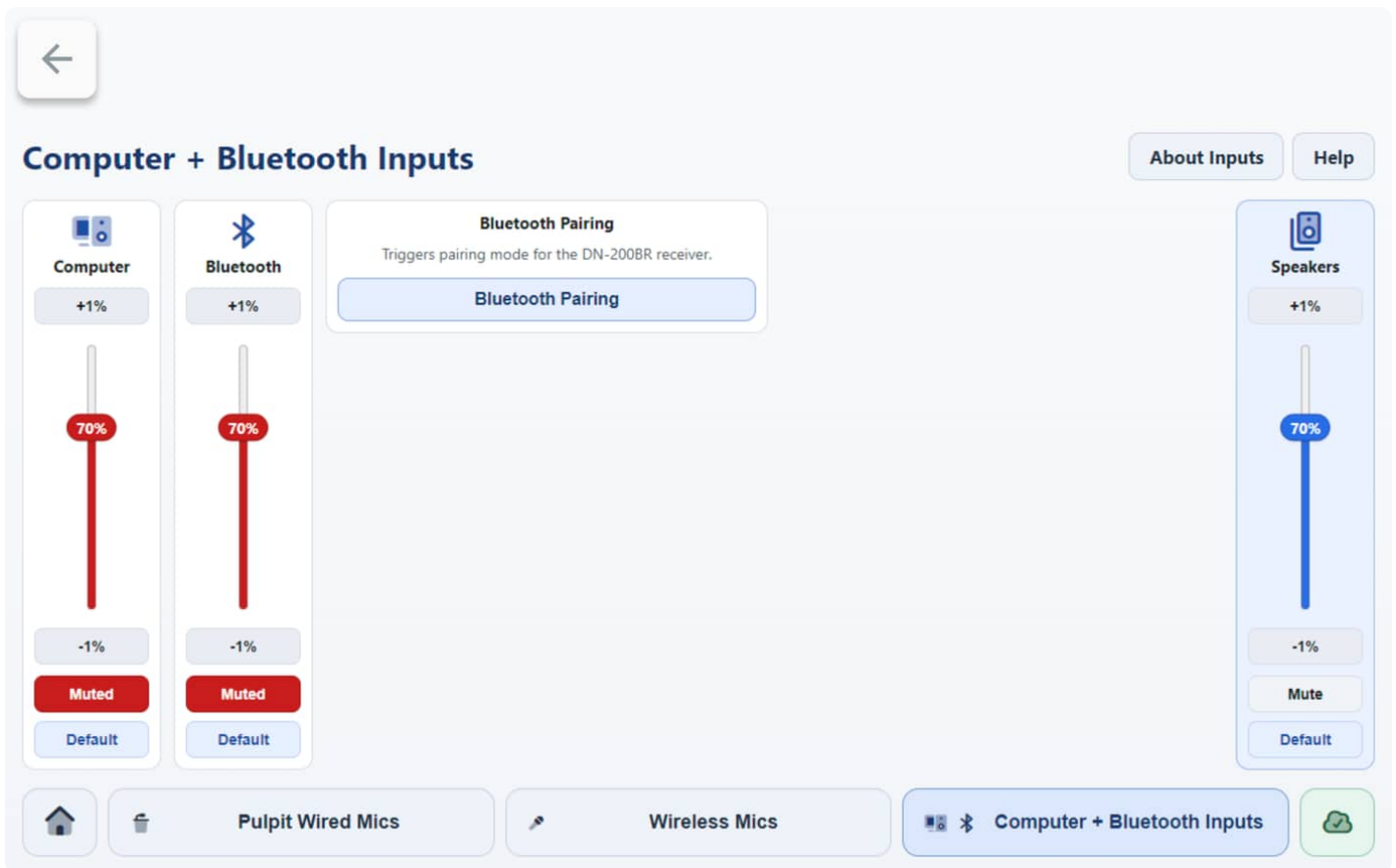
Connect Your Device

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



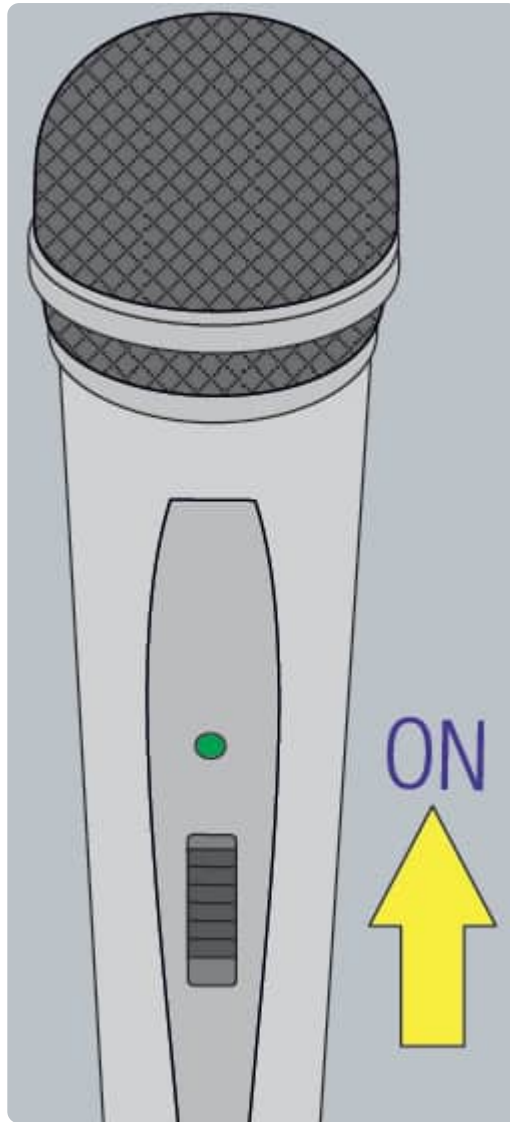
Wireless 2 (Handheld 2)

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

Notes

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](#).

Licenses

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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 guests 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

- Migrated the documentation site from MkDocs Material to Docusaurus.
- Published the documentation as Docusaurus version `2026.05a` and kept the current docs available as the `Next` version.
- Reworked the documentation navigation, sidebar structure, homepage, search, and Docusaurus theme styling.
- Updated the video, audio, Bluetooth, microphone, and troubleshooting documentation for the new site structure.

- Added GitHub-based edit links plus last-updated time and author metadata on docs pages.
- Added Cloudflare Pages build support for the Docusaurus static site.
- Added a generated printable PDF manual to the Cloudflare Pages build output.