



Guest Documentation

Westminster Presbyterian Church

Mackey Hall Technology

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

Current online edition

Generated September 17, 2026

docs.wpctech.info

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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 technical, start with **Quick Start** and follow the steps in order. If you already know the room system, use **Choose What You Need** to jump straight to the right task.

How to Read These Guides

- **Main steps** tell you what to press, connect, or check.
- **Notes** explain why a step matters or what to expect from the system.
- **If It Does Not Work** sections give quick checks before you ask for help.

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.



TIP

Do the sound test with the actual person speaking or the actual device playing audio. A quick test before guests arrive is much easier than troubleshooting during an event.

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
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. Lower the screen before turning on the projector or showing slides.

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

At a Glance

- Use the wall switch by the south windows.
- Press the lower half of the switch to send the screen down.
- Return the switch to the center position after the screen stops.

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.



If It Does Not Work

- Make sure you pressed the switch fully into the down position.
- If the screen is already down, do not keep pressing the switch.
- If the screen does not move after a few seconds, return the switch to the center position and ask for help.

Technical Note

The switch is a maintained toggle. That means it stays in the up or down position until someone returns it to center.

Retracting Projector Screen

This guide explains how to retract the projector screen in Mackey Hall. Retract the screen after the projector is off and the event is finished.

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

At a Glance

- Use the wall switch by the south windows.
- Press the upper half of the switch to send the screen up.
- Return the switch to the center position after the screen stops.

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.



If It Does Not Work

- Make sure you pressed the switch fully into the up position.
- If the screen is already retracted, do not keep pressing the switch.
- If the screen does not move after a few seconds, return the switch to the center position and ask for help.

Technical Note

The switch is a maintained toggle. That means it stays in the up or down position until someone returns it to center.

Turning Projector / Rear TV On

This guide explains how to power on the projector and rear TV in Mackey Hall using the wall touchscreen. Use the projector for the front screen and the rear TV when presenters or leaders need to see the same image from the back of the room.

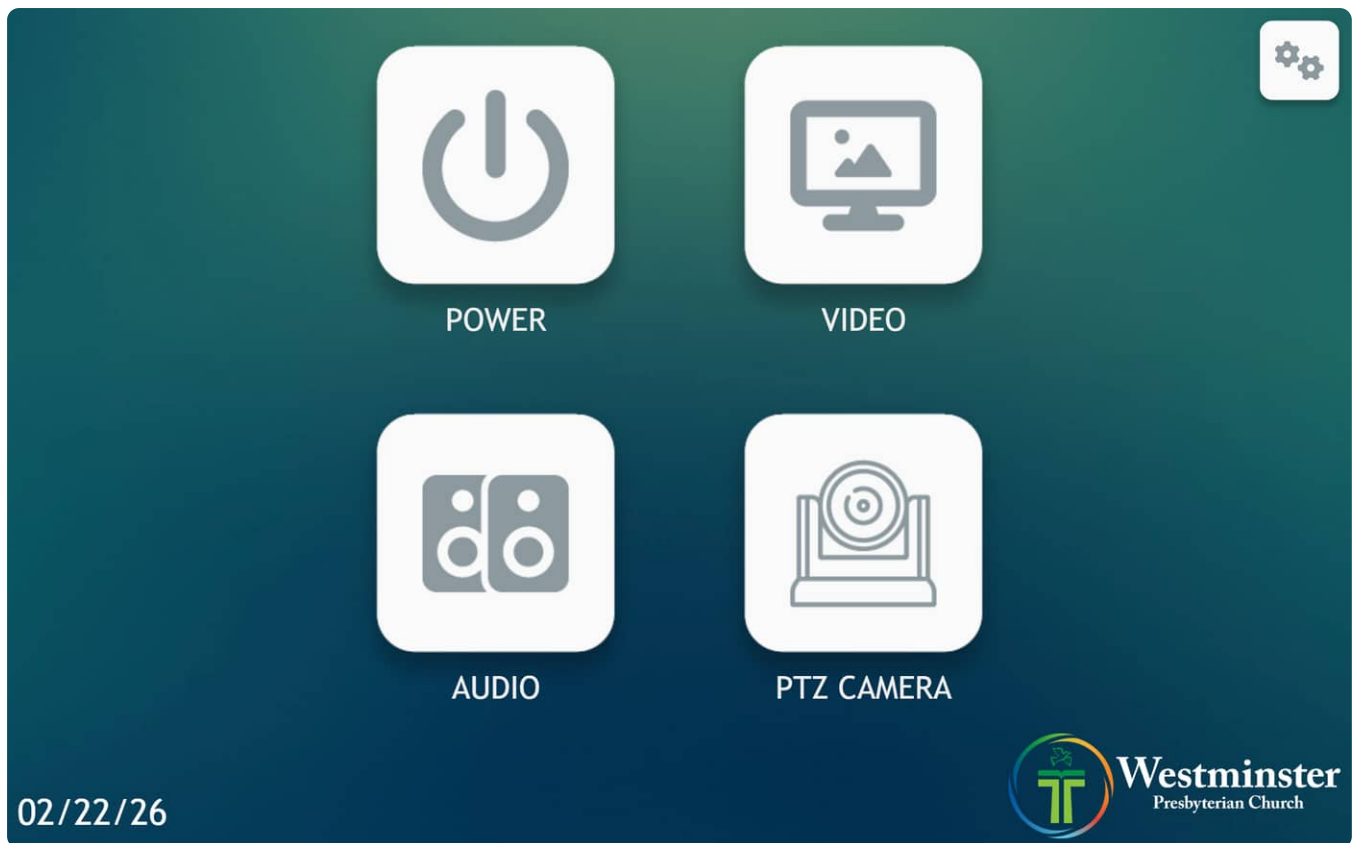
If you need the reverse process, see [Turning Projector / Rear TV Off](#).

Before You Start

- Lower the projector screen first if you plan to use the projector.
- Decide whether you need the projector, the rear TV, or both.
- Turning on the display only powers the display. You still need to choose the correct [video input](#).

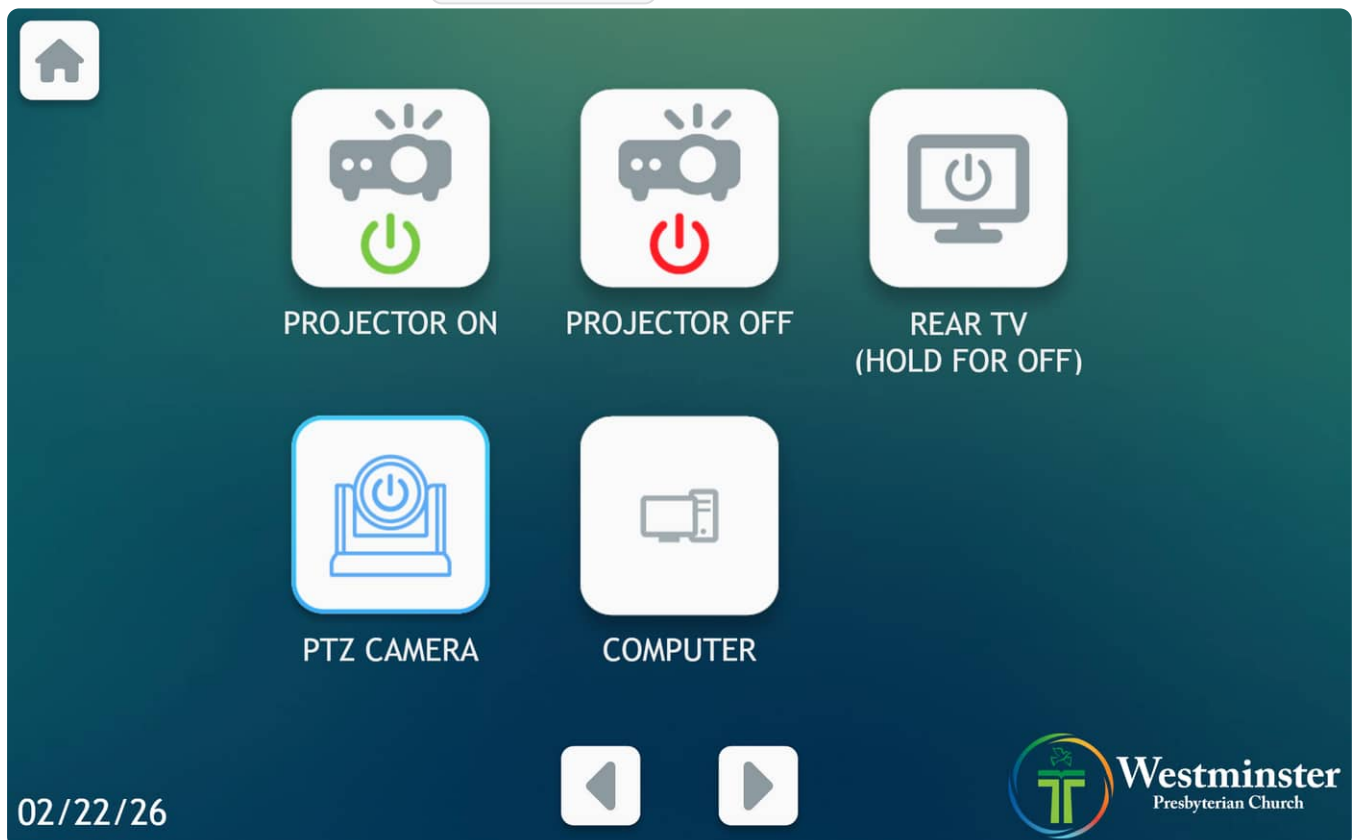
Power On Projector

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.

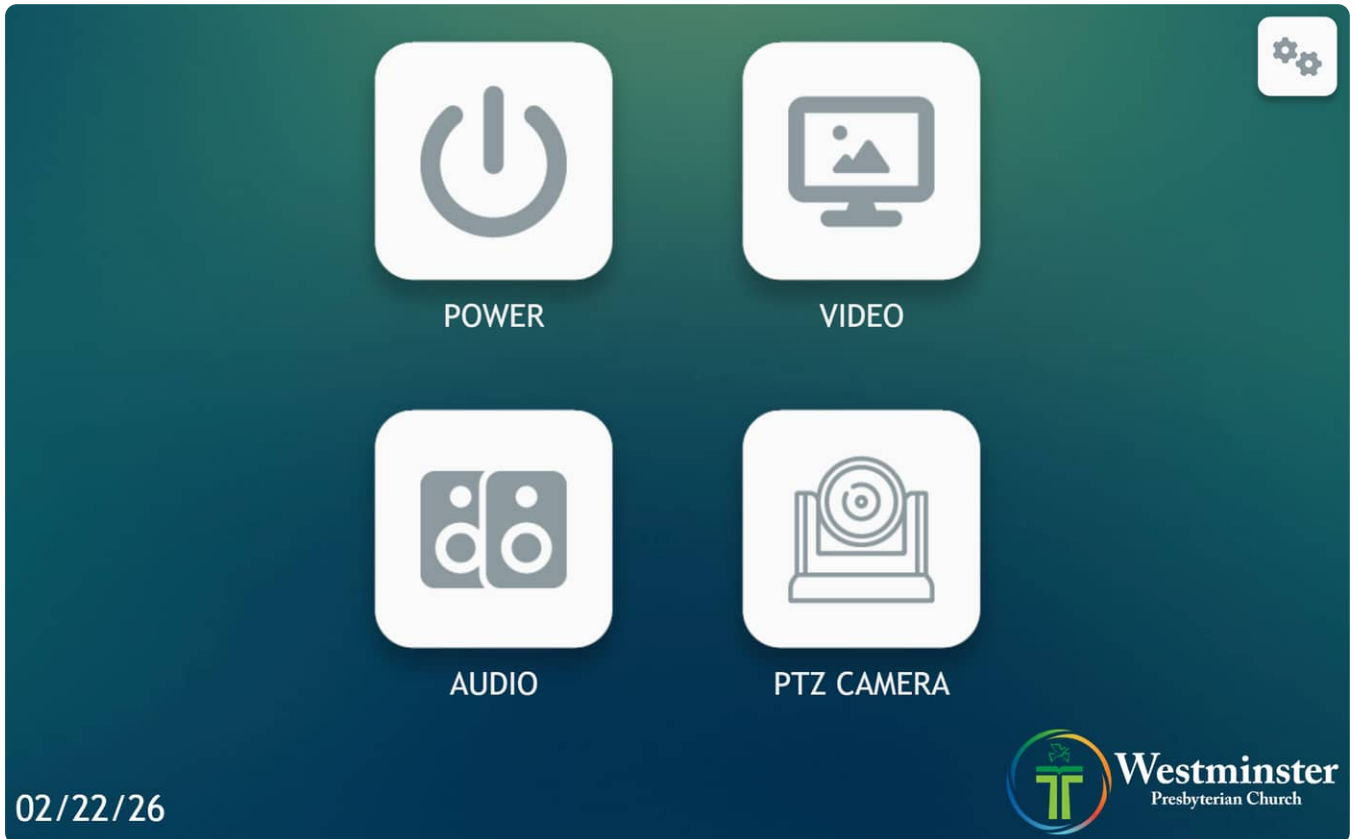


Press Projector On to power on the projector.

5. Allow about 30 seconds for the projector lamp and image 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.

If You Do Not See an Image

- Confirm the projector or rear TV has had enough time to turn on.
- Confirm your computer or device is connected to the correct wall port.
- Open the [Computer Input Methods](#) guide and choose the input that matches the port label.
- If using a laptop, make sure it is sending video to an external display.

Turning Projector / Rear TV Off

This guide explains how to power off the projector and rear TV in Mackey Hall using the wall touchscreen. Use this during shutdown so the display equipment is not left running after an event.

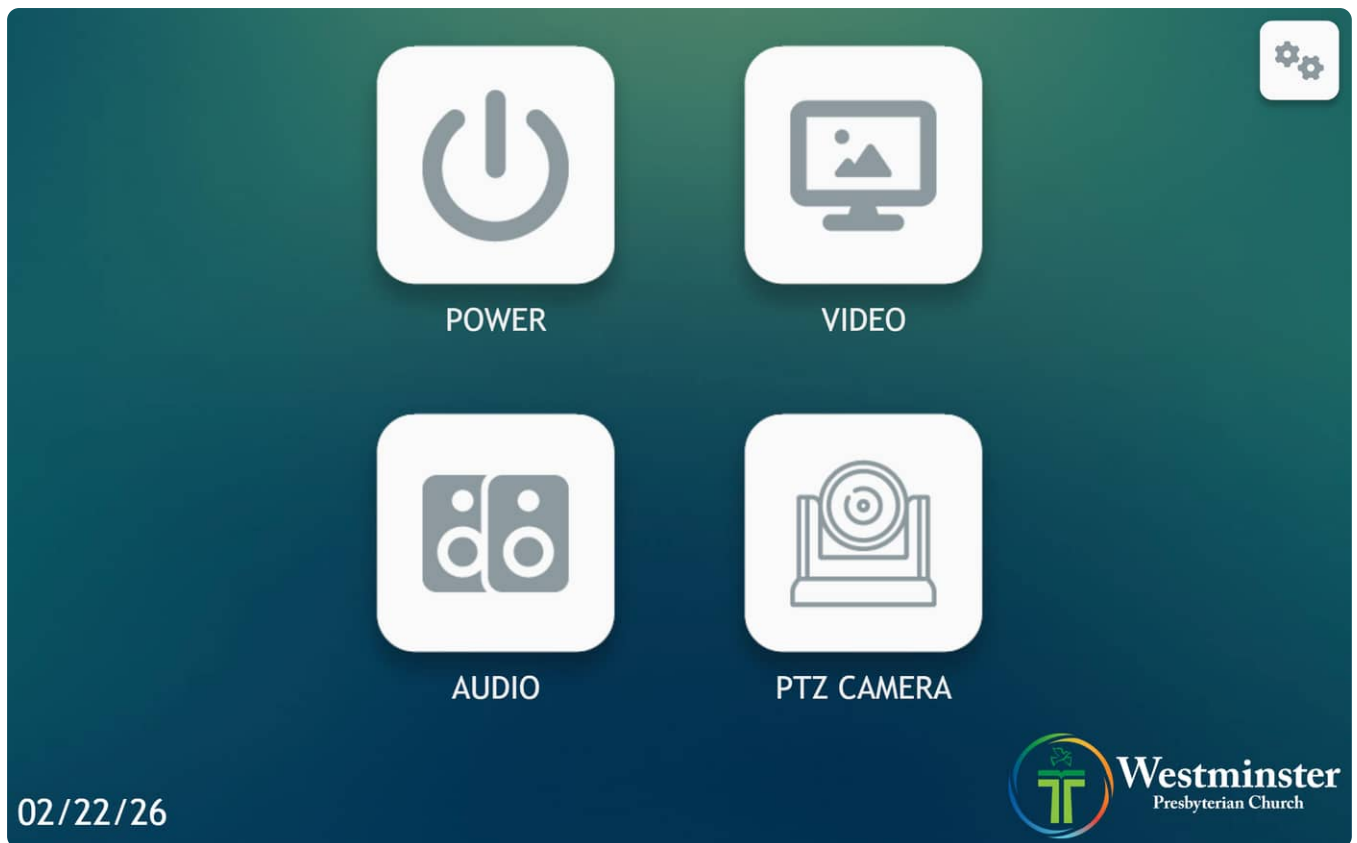
If you need the reverse process, see [Turning Projector / Rear TV On](#).

Before You Start

- Stop the presentation or video first.
- If you used the projector screen, turn off the projector before retracting the screen.
- The projector may take about 30 seconds to finish shutting down.

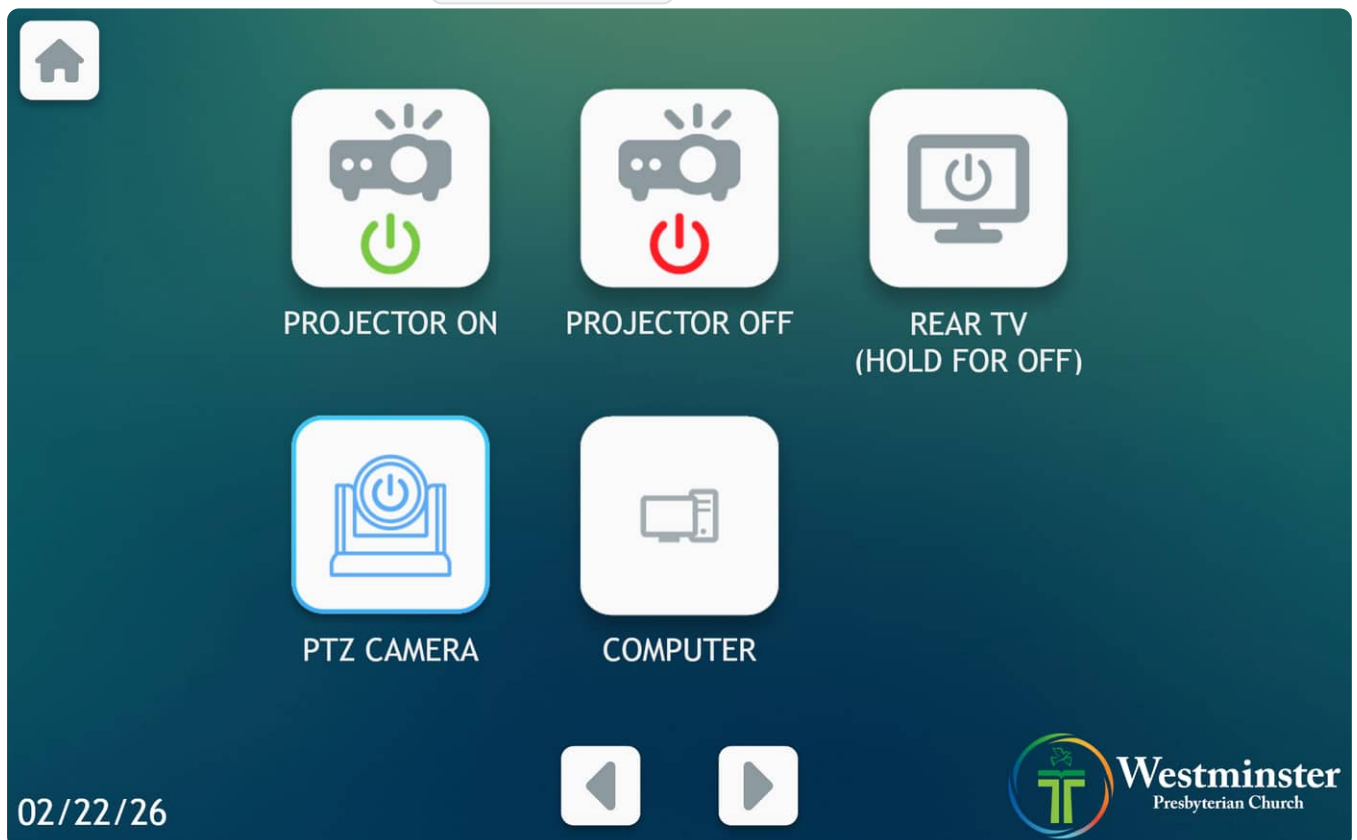
Power Off Projector

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.

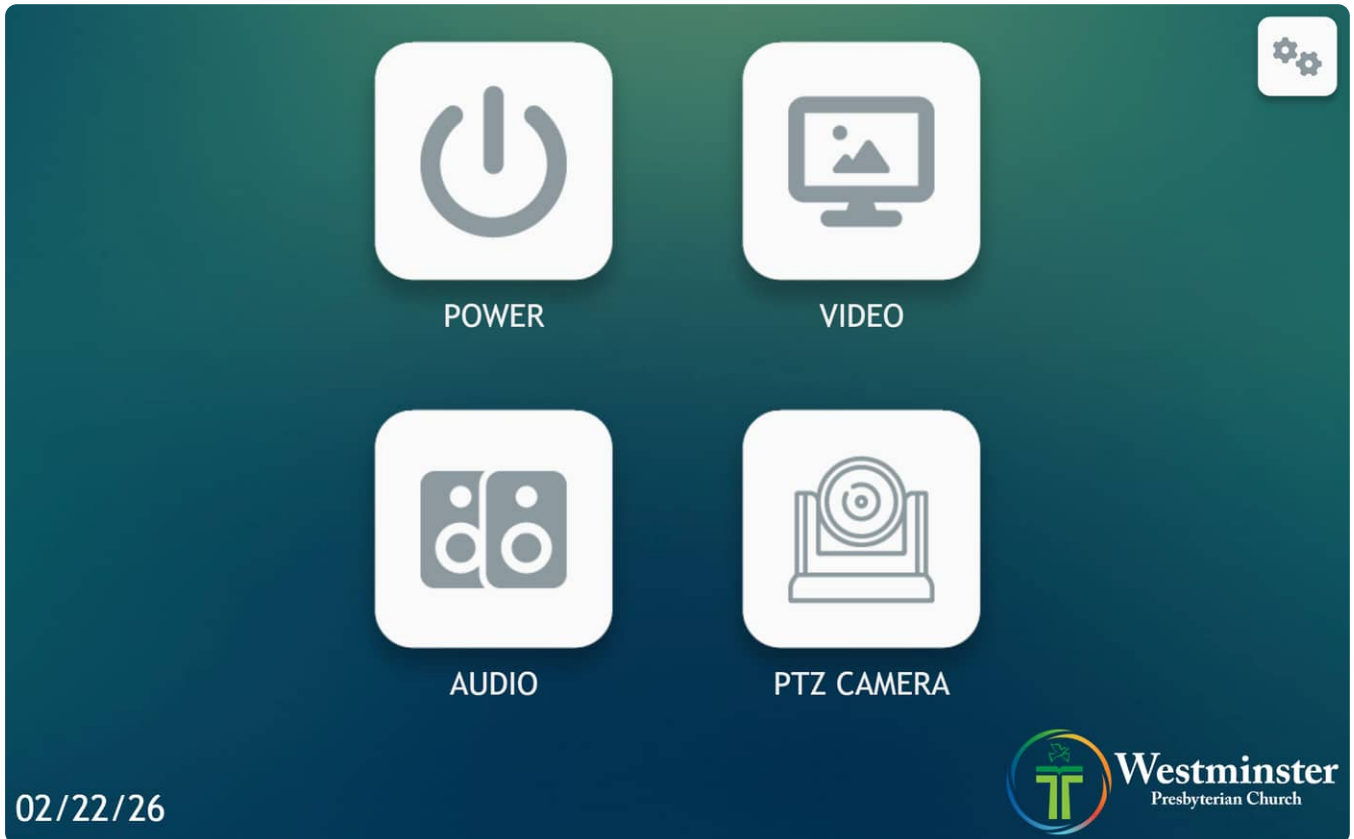


Press Projector Off to power off the projector.

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

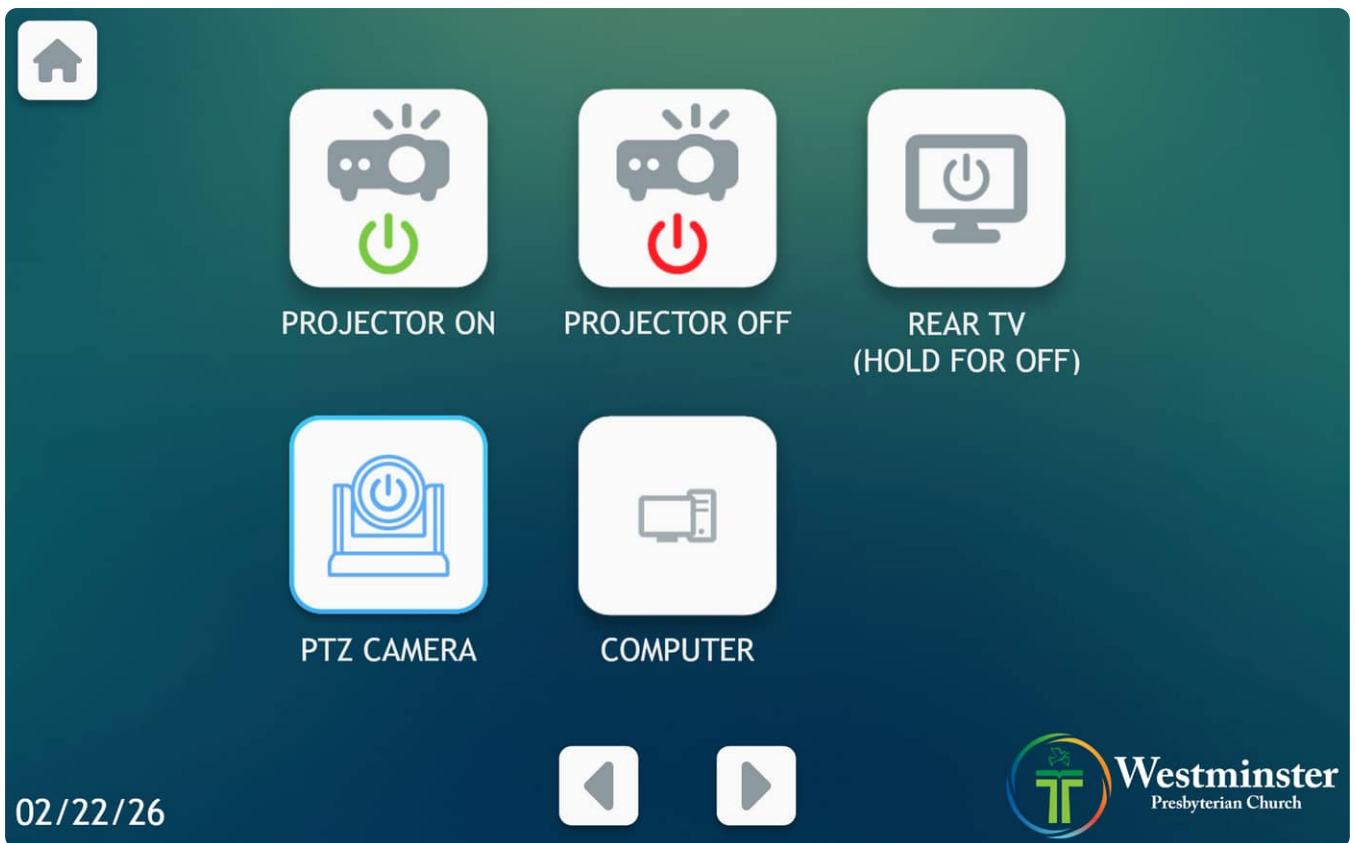
Power Off Rear TV

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.

Shutdown Check

- If the projector screen was lowered, retract it after the projector is off.
- Disconnect personal devices and return any borrowed cables.
- If audio was used, mute or lower channels on the iPad before leaving.

Computer Input Methods

This guide explains how to connect devices in Mackey Hall and switch video sources from the wall touchscreen. Use this after the projector or rear TV is on.

What This Means

The room has several wall ports. The touchscreen tells the projector and rear TV which port to show. The label on the wall port should match the button you choose on the touchscreen.

Best Choice for Most Guests

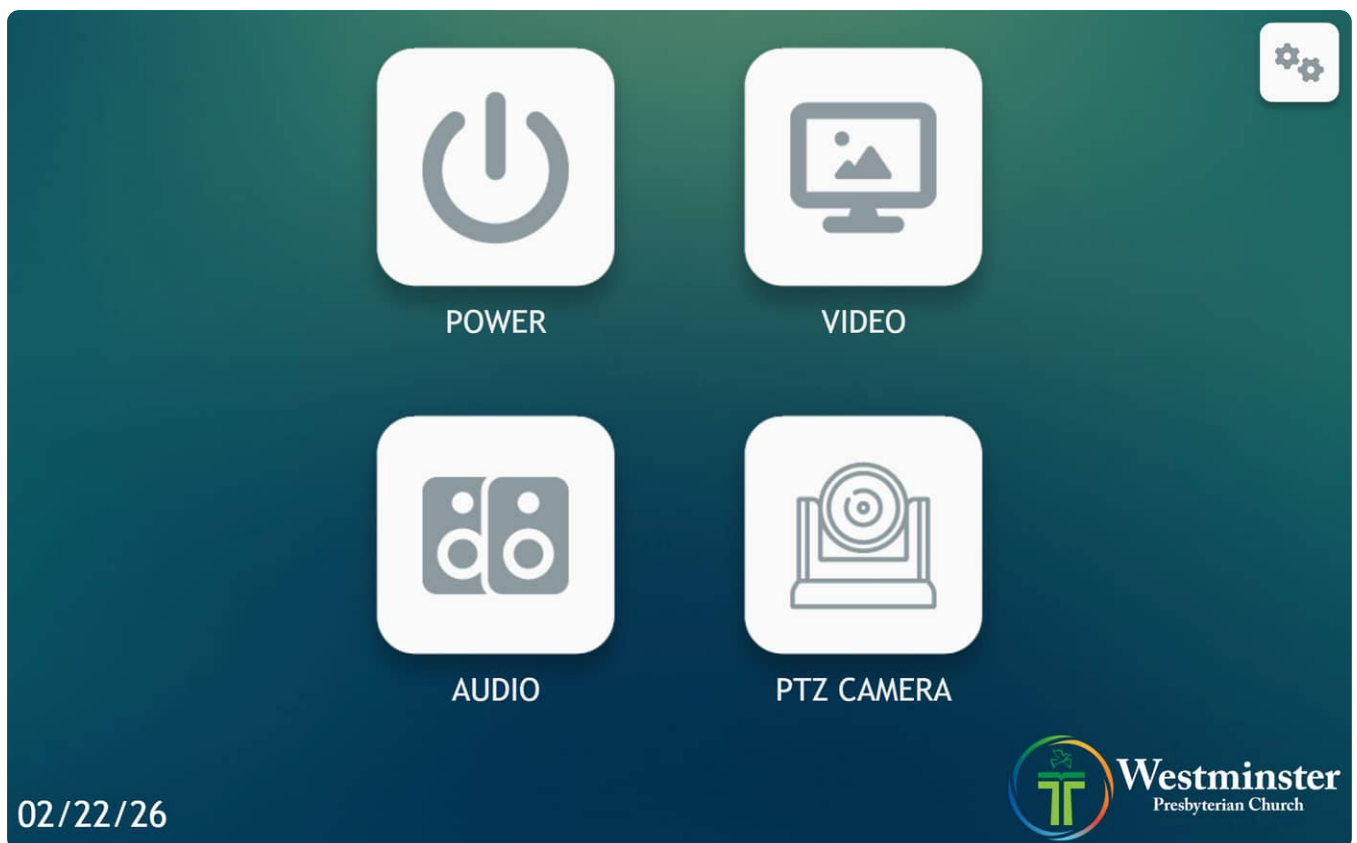
Use **HDMI 1** or **HDMI 2** if your laptop or adapter supports HDMI. HDMI usually carries both picture and sound through one cable.

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.
4. If you need sound, confirm the sound system is on and the right audio channel is unmuted.

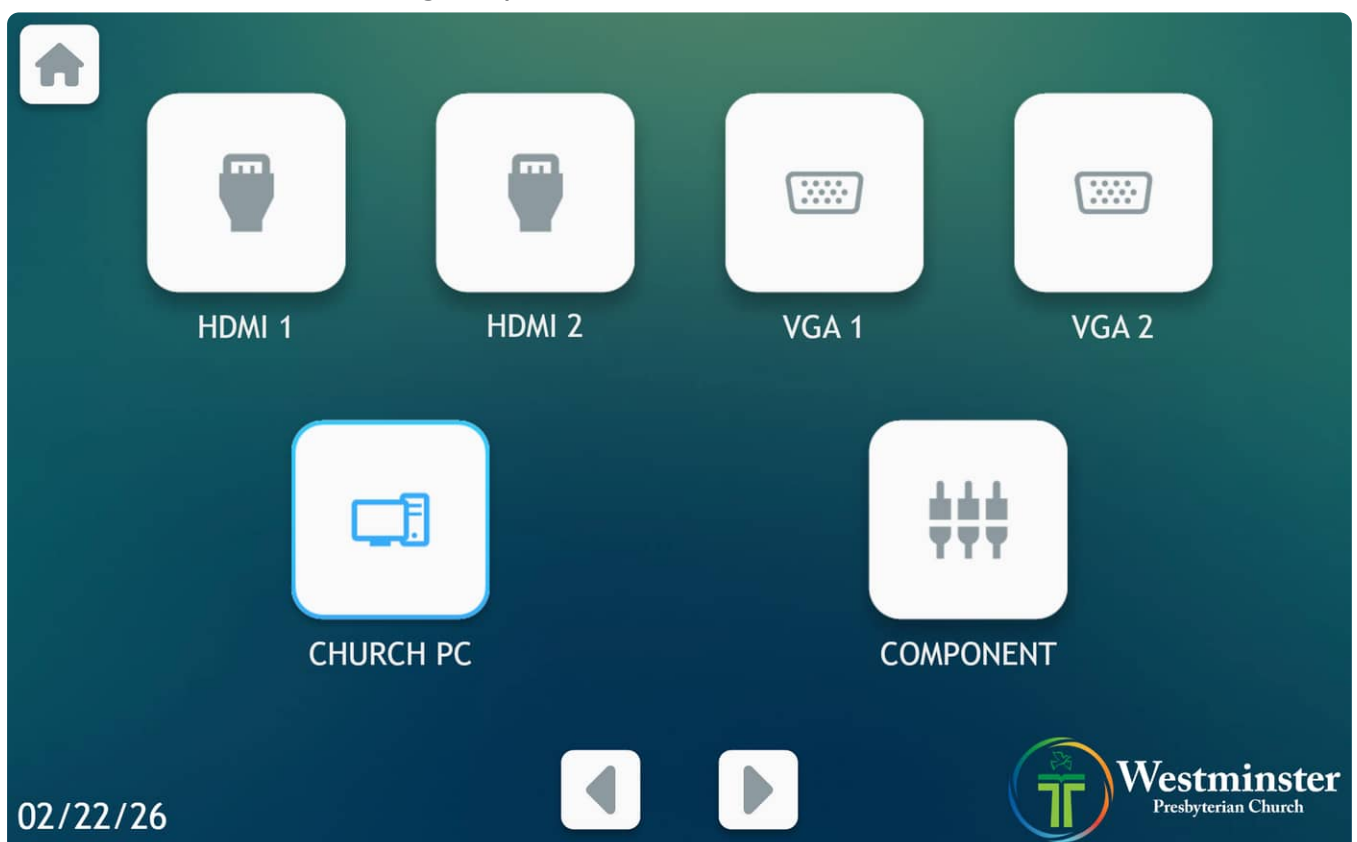
Switching Inputs on the Touchscreen

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.

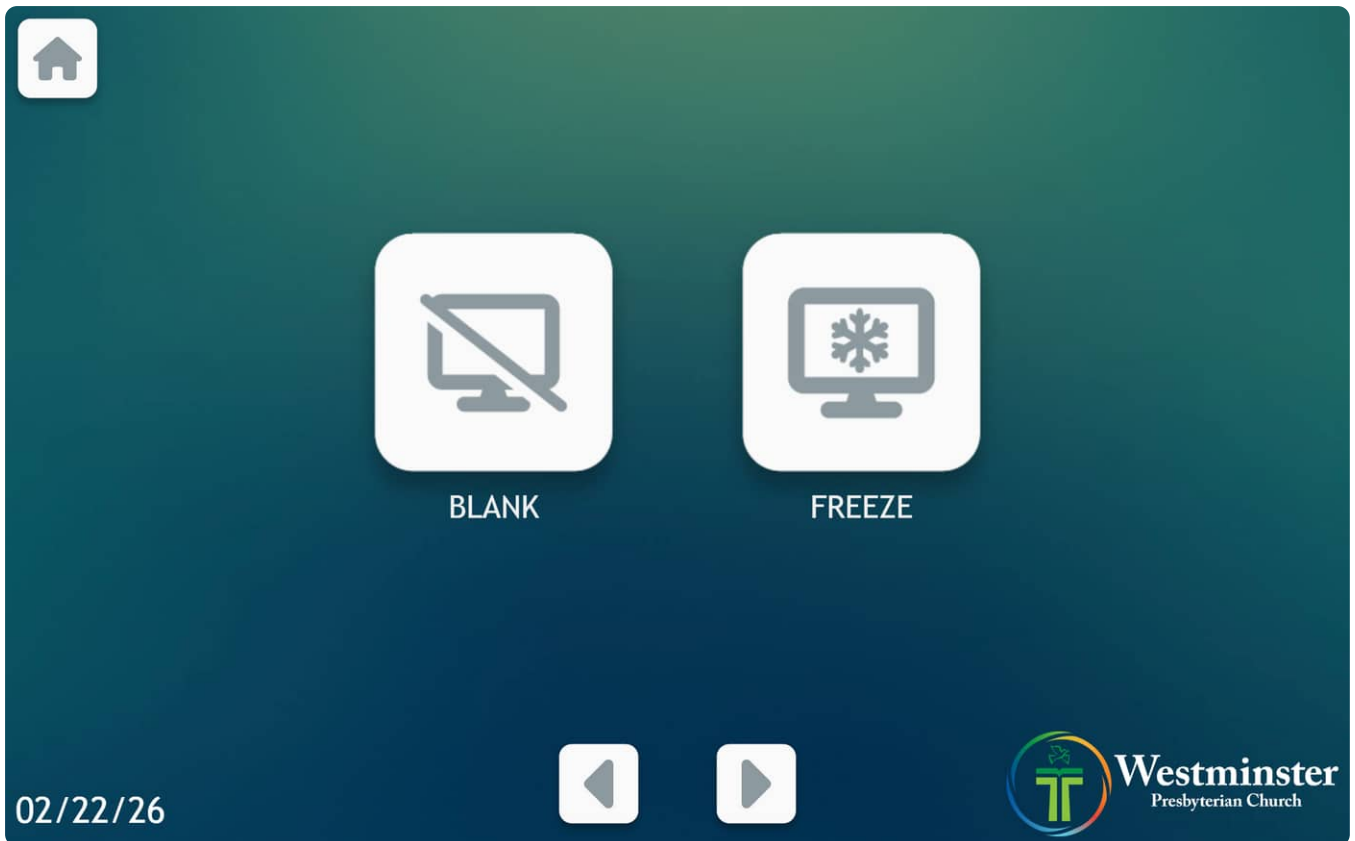
4. On the first Video page, press the input button that matches your connected port.
5. The selected source will light up blue when it is active.



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 is an older computer video connection. It requires two cables for full picture and sound:

- VGA for picture.
- 3.5mm audio for sound.

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



RCA is usually used for older equipment. Most laptops should use HDMI instead.

If You Do Not See or Hear Anything

- Make sure the projector or rear TV is powered on.
- Make sure the selected touchscreen input matches the wall port label.
- Check that your device is awake and sending video to an external display.
- If you have picture but no sound, open [Using Computer Audio](#).
- If you are using VGA, make sure the separate 3.5mm audio cable is connected.

Turning the Sound System On

This guide explains how to verify and turn on the Mackey Hall sound system. Do this before using microphones, computer audio, or Bluetooth audio.

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

At a Glance

- The rack power switch should be lit red.
- The amplifier power button should be lit blue.
- After both are on, use the iPad audio controls to choose what you want to hear.

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. If it is already lit, leave it as-is.



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.

If You Still Do Not Hear Sound

- Make sure the iPad audio controls are on the right preset.
- Make sure the channel you need is not muted.
- Raise the channel level gradually, then raise the `Speakers` or `Master Output` level if needed.
- If using a computer or Bluetooth device, make sure the device volume is also turned up.

Technical Note

The rack power supplies the sound equipment. The amplifier drives the room speakers. Both need to be on before the iPad controls can send audio through the room.

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](#).

What the iPad Controls Do

The iPad chooses which audio sources are active and how loud they are in the room. A source can be connected correctly and still be silent if its channel is muted or turned down.

Key Terms

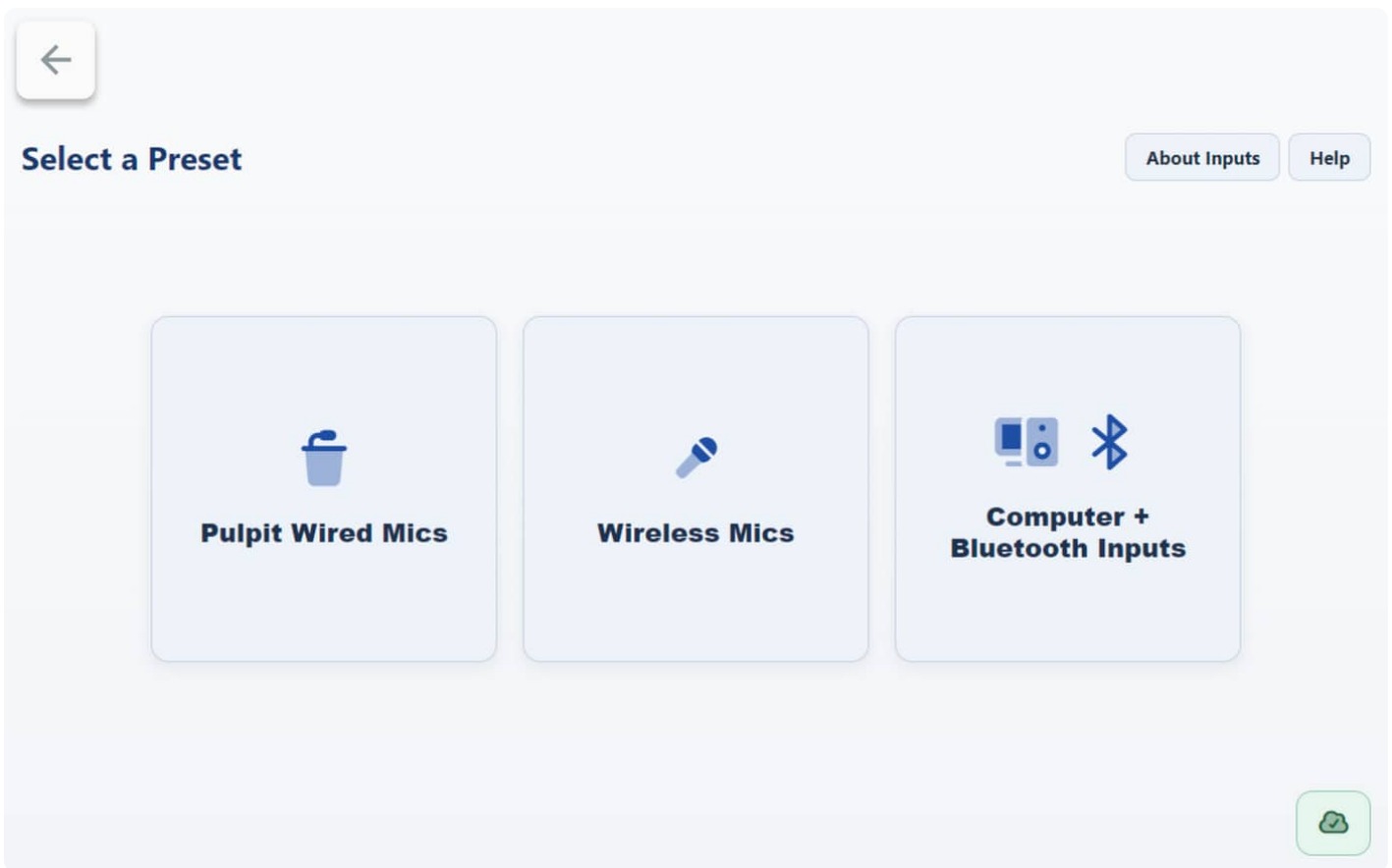
- **Preset:** A saved group of controls for a common setup, such as wired pulpit microphones or wireless microphones.
- **Channel:** One audio source, such as `Lapel`, `Computer`, or `Bluetooth`.
- **Muted:** The channel is intentionally silent. Red `Muted` means no sound will pass for that source.
- **Master Output:** The overall speaker level for the room.

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.
6. Make changes gradually. A small increase on a microphone can be enough.

Pulpit Wired Mics

About InputsHelp

Pulpit 1

+1%

70%

-1%

Muted

Default

Pulpit 2

+1%

70%

-1%

Muted

Default

Speakers

+1%

70%

-1%

Mute

Default

Pulpit Wired MicsWireless MicsComputer + Bluetooth Inputs

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%

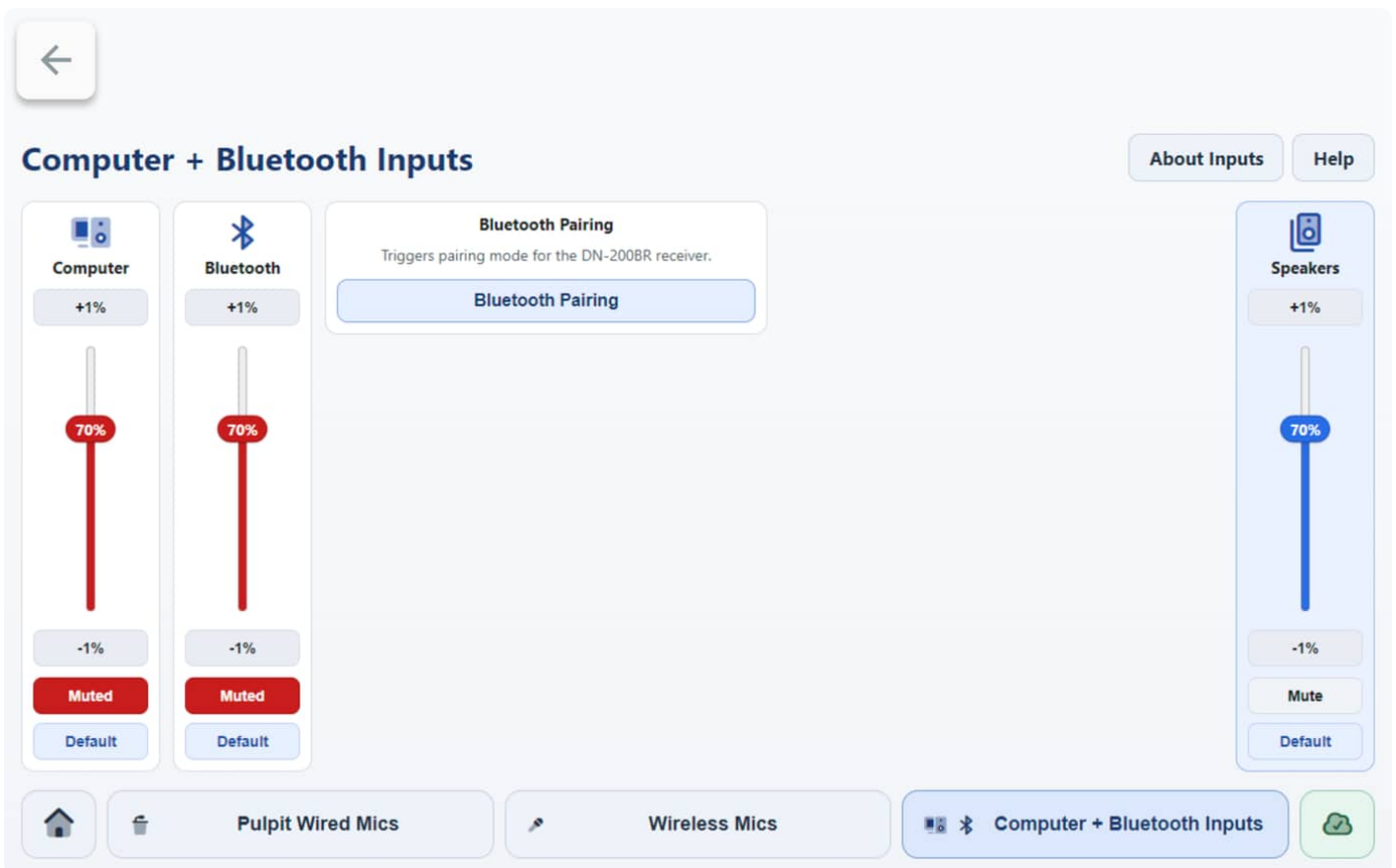
-1%

Mute

Default

Pulpit Wired MicsWireless MicsComputer + Bluetooth Inputs

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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



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.

If You Do Not Hear Sound

- Confirm the sound system is on.
- Confirm you selected the preset that matches what you are using.
- Confirm the specific channel is unmuted.
- Confirm **Master Output** is not turned all the way down.
- For microphones, speak into the microphone while adjusting the level.
- For computer or Bluetooth audio, start playback on the device and confirm the device volume is up.

Using Computer Audio

This guide explains how to play audio from a computer in Mackey Hall. Use this when you want sound from a laptop, the Church PC, or another connected computer to play through the room speakers.

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

Before You Start

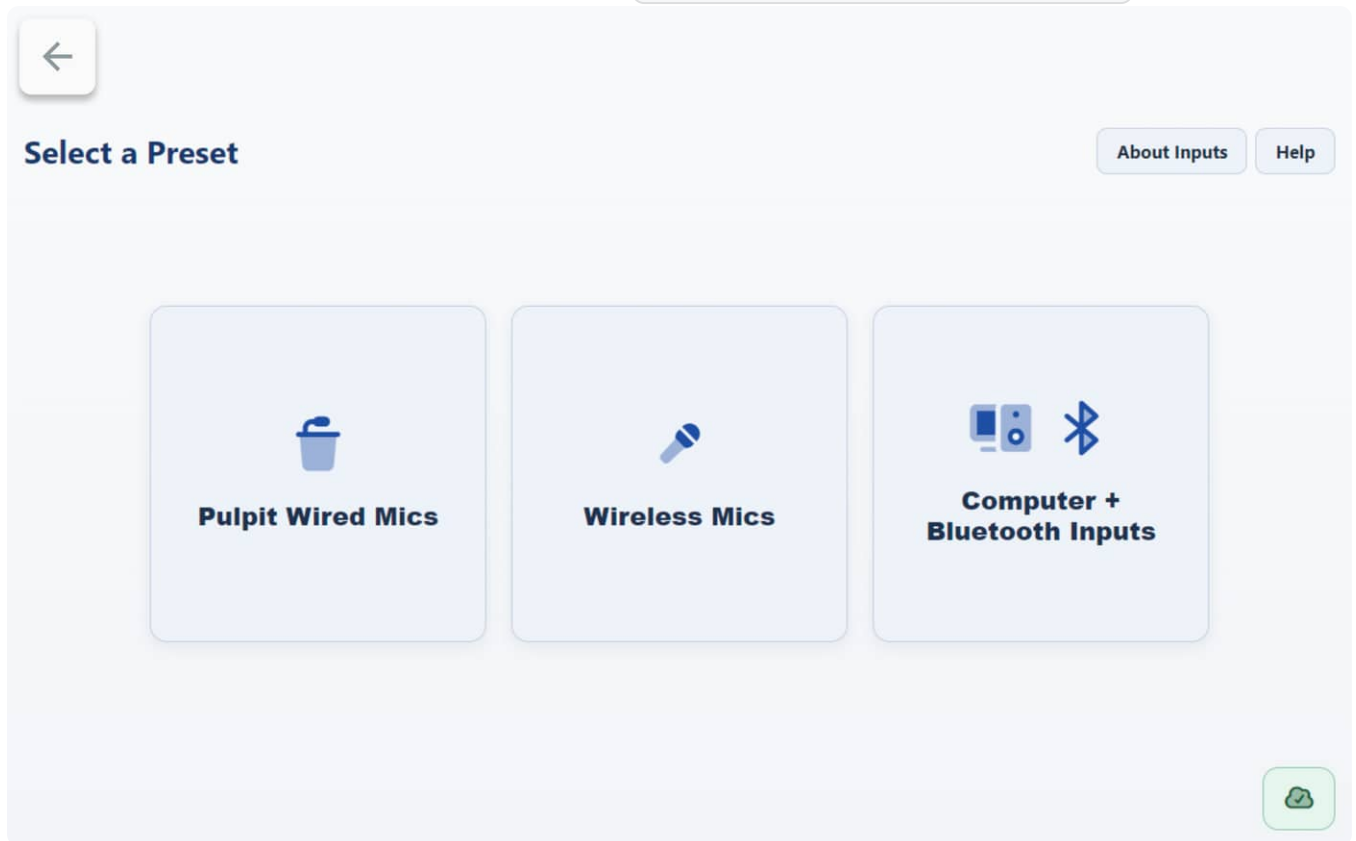
- Connect video first if you are showing slides or video.
- HDMI usually carries picture and sound together.
- VGA only carries picture, so it also needs a 3.5mm audio cable for sound.
- The computer volume and the room audio controls both affect what people hear.

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

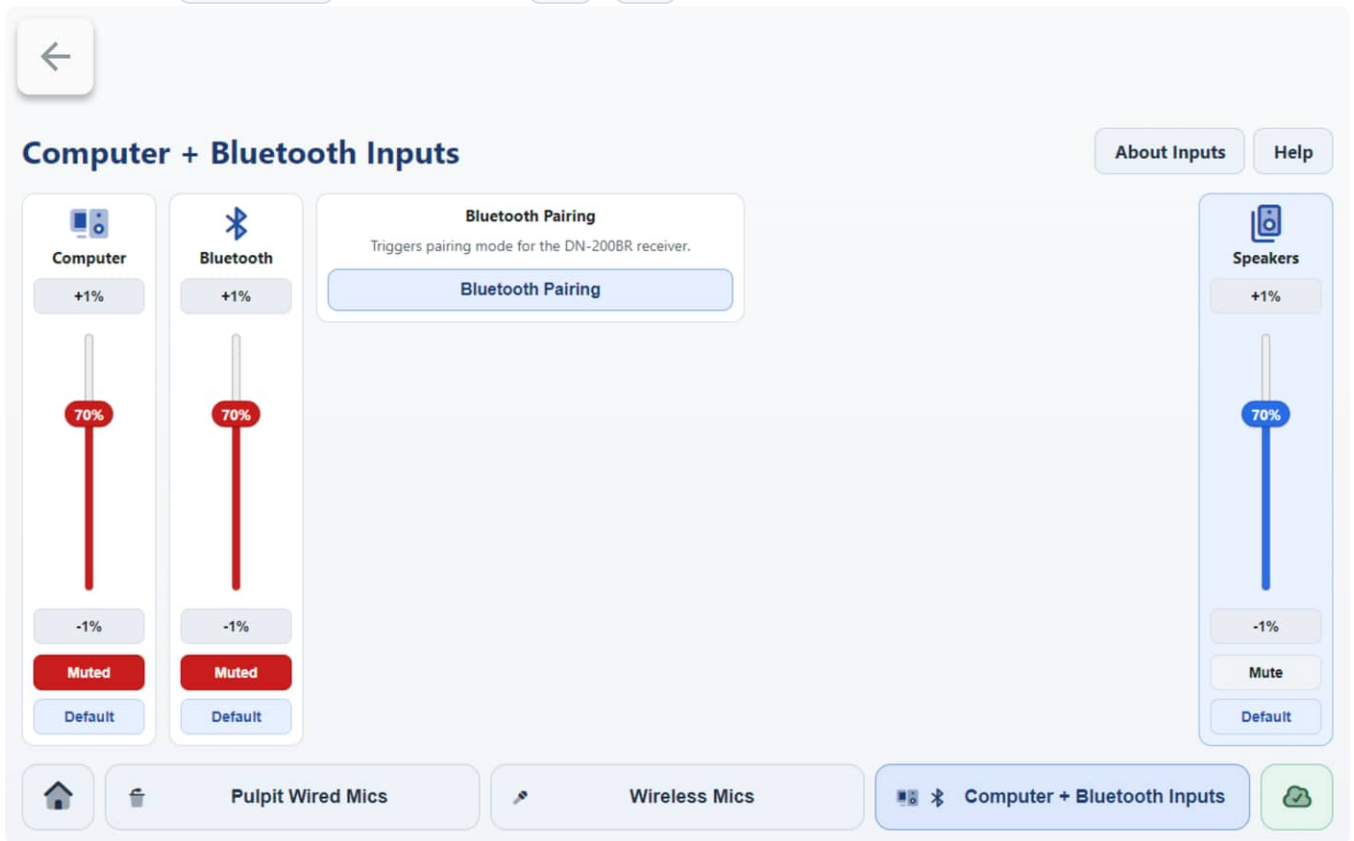
1. On the **Select a Preset** screen, press **Computer + Bluetooth Inputs**.



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.

If You Do Not Hear Computer Audio

- Make sure the computer is actually playing sound.
- Turn up the computer volume.
- If using HDMI, confirm the computer selected the HDMI/display audio output.
- If using VGA, confirm the 3.5mm audio cable is connected.
- Confirm the **Computer** channel is unmuted in the **Computer + Bluetooth Inputs** preset.
- Confirm **Master Output** is high enough for the room.

Bluetooth Pairing

This guide explains how to pair a Bluetooth playback device in Mackey Hall. Use Bluetooth when you want to play audio from a phone, tablet, or laptop without plugging in an audio cable.

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

What to Expect

Bluetooth has two parts:

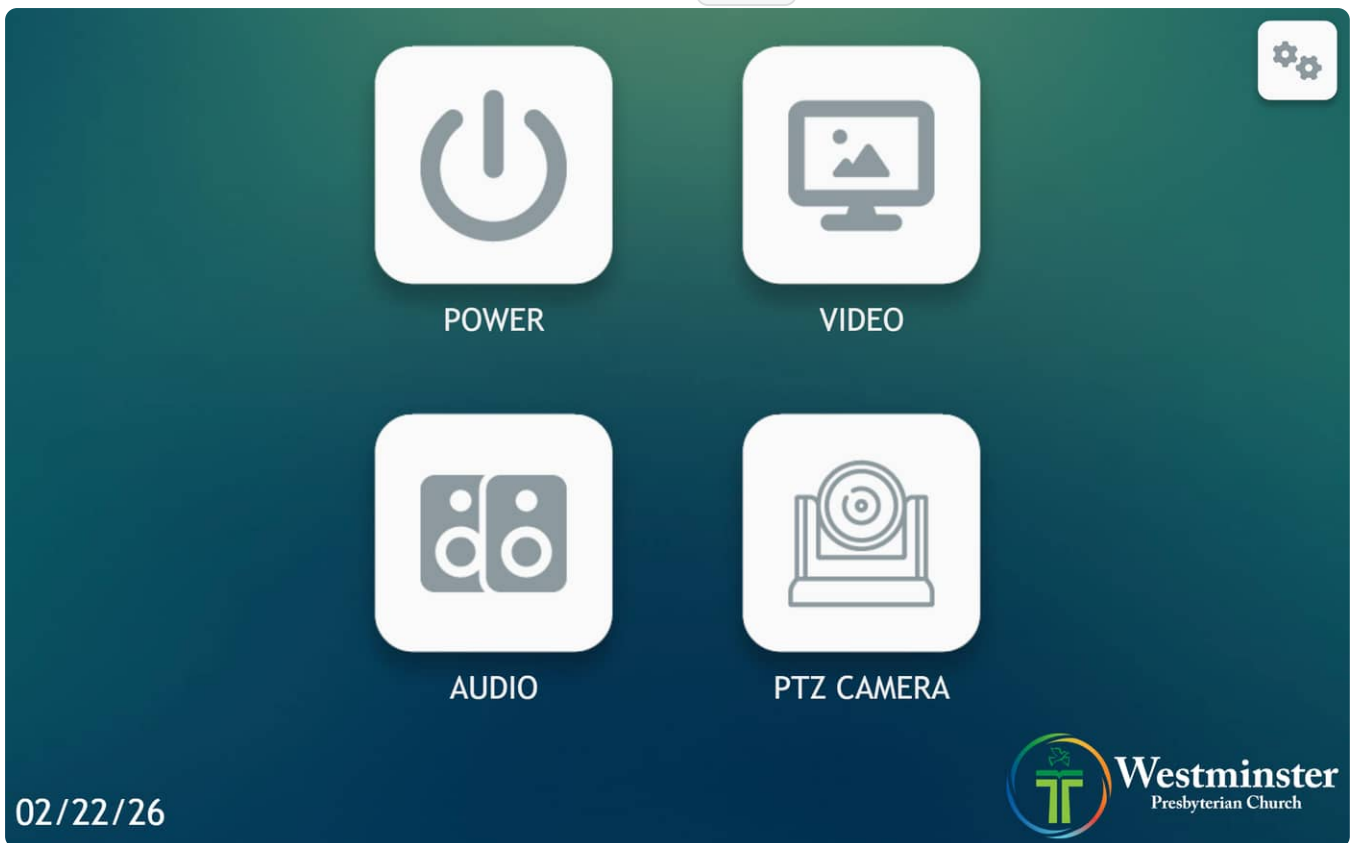
1. Pair your device with the room receiver named `DN-200BR`.
2. Unmute and raise the `Bluetooth` channel in the iPad audio controls.

Pairing alone does not guarantee sound. The Bluetooth channel must also be active in the room controls.

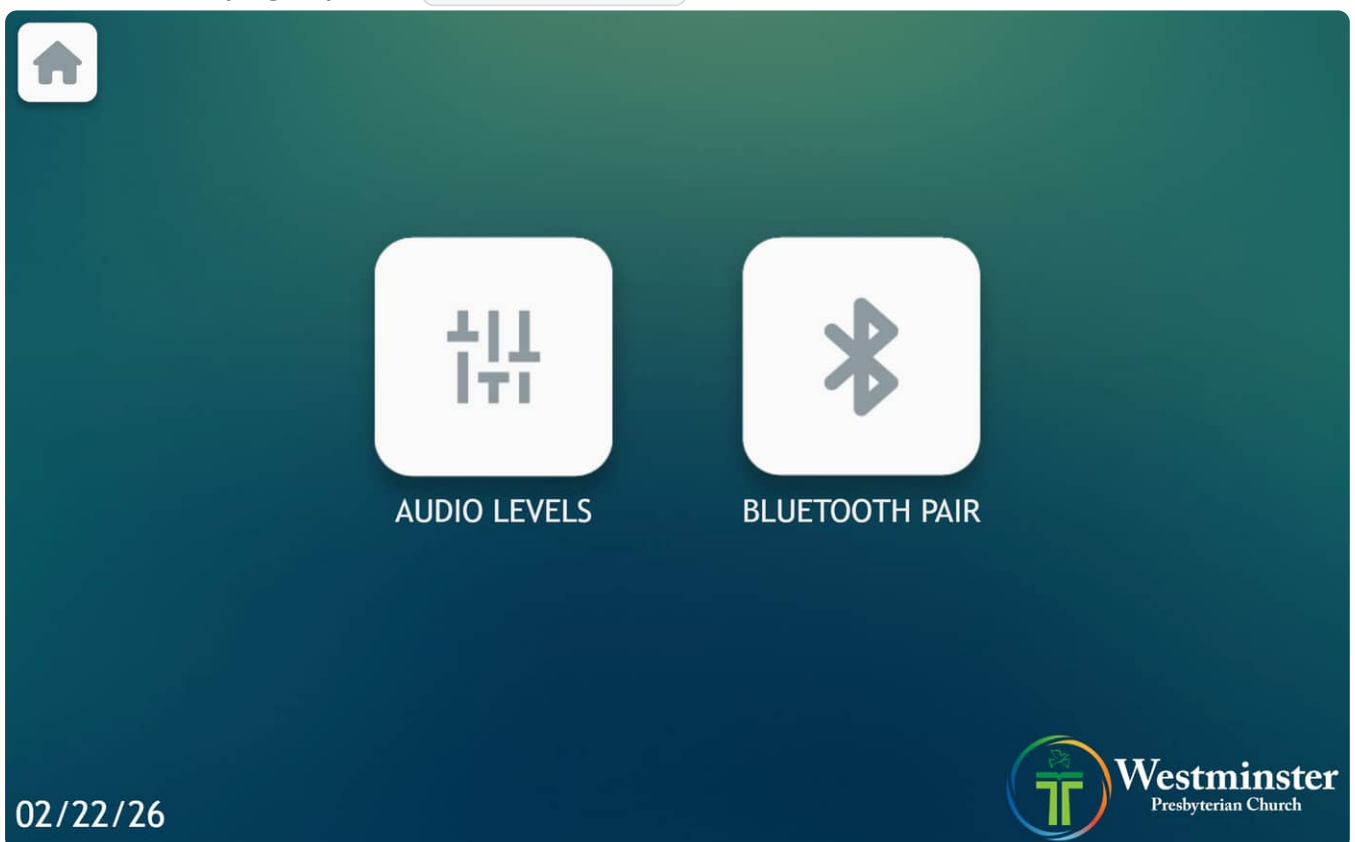
Start Pairing Mode (Two Ways)

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

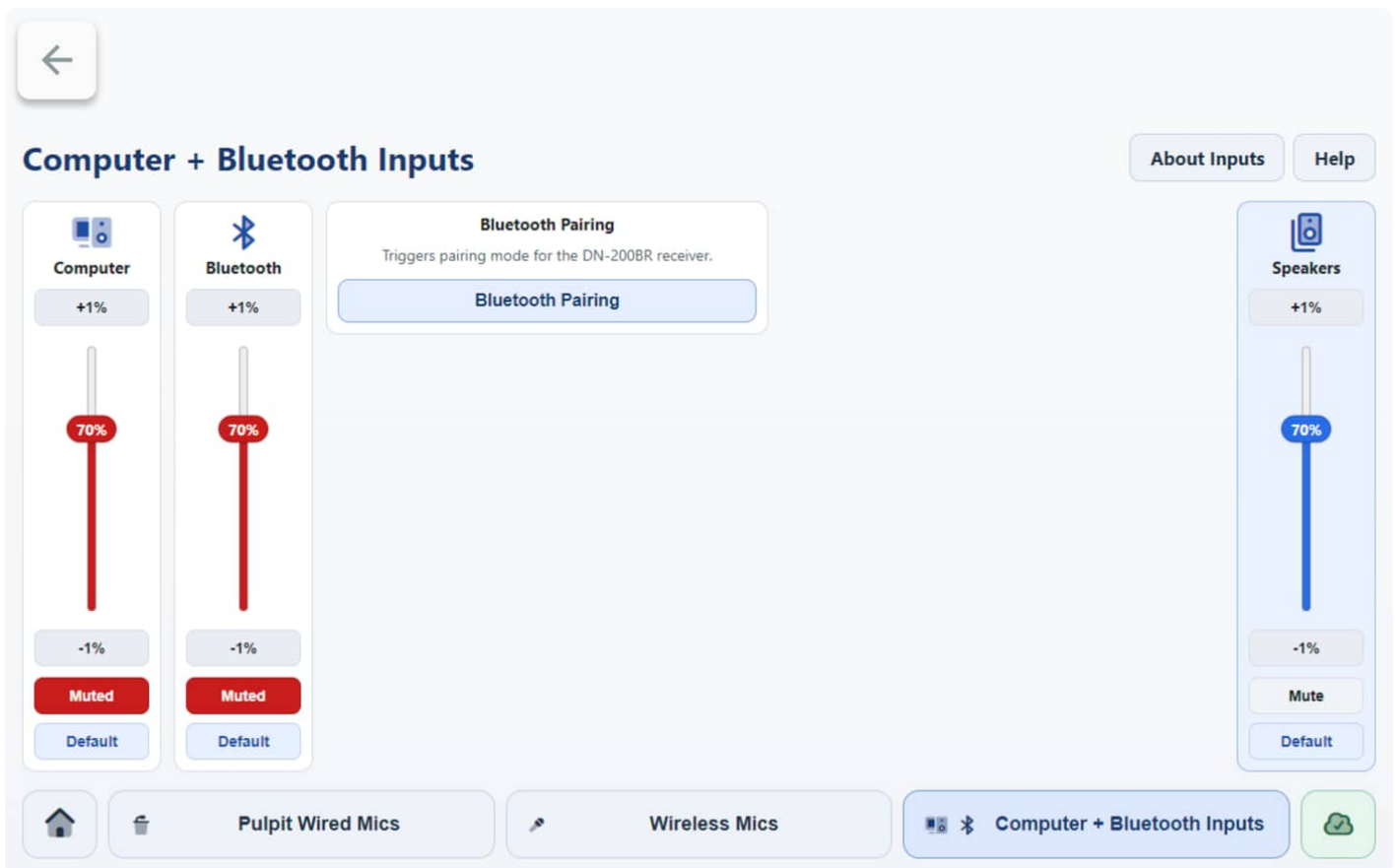
1. On **Select a Preset**, choose **Computer + Bluetooth Inputs**.
2. On that page, press **Bluetooth Pairing**.
3. Wait a few seconds for pairing mode to activate.
4. If room speakers are unmuted, you should hear a beep when pairing mode starts.

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.
4. Start playback on your device.

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.
- Only one device should be connected for the event. Disconnect old devices if the wrong device is playing.

If You Do Not Hear Bluetooth Audio

- Confirm your device is connected to **DN-200BR**.
- Confirm your device is playing audio and its volume is turned up.
- Confirm the **Bluetooth** channel is unmuted in **Computer + Bluetooth Inputs**.
- Confirm **Master Output** is high enough for the room.
- If your device will not connect, turn Bluetooth off and back on, then press **Bluetooth Pair** again.

Connecting and Using Microphones

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

Choose the Right Microphone

Need	Use
Speaker at the pulpit	Pulpit 1 or Pulpit 2
Speaker moving around the room	Wireless 1 or Wireless 2
Hands-free speaking	Lapel

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**.
5. Start with the channel level low, unmute the channel, speak normally, then raise the level gradually.

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 near the speaker's upper chest, outside of scarves or heavy clothing.
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



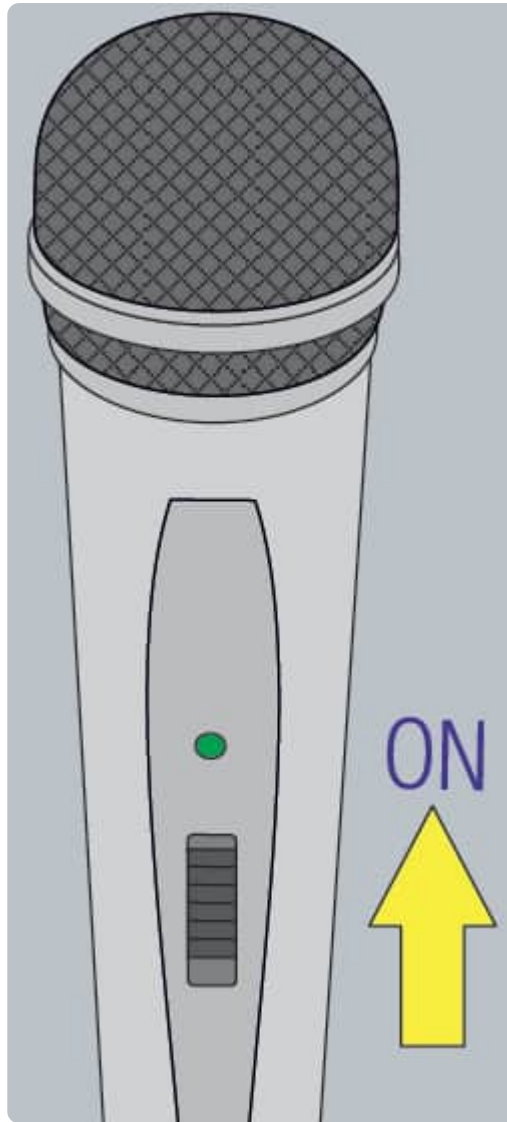
Wireless 2 (Handheld 2)

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.

If a Microphone Does Not Work

- Confirm the sound system is on.
- Confirm the correct preset is open: **Pulpit Wired Mics** or **Wireless Mics**.
- Confirm the matching channel is unmuted.

- Confirm the microphone itself is turned on and not muted.
- For wireless microphones, check the battery level or try fresh batteries if available.
- For pulpit microphones, confirm the cable is plugged into the matching input.

Technical Note

The wall controls and the microphone can both mute audio. For wireless microphones, check both the iPad channel and the physical microphone switch.

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](#).

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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.