Chinese Hall Technical Guide

Last Updated 27 April 2024

Table of Contents

Technical Info 技术信息 2

Screens 显示屏 2

Sound 声音 3

Step-by-step Guides 分步指南 5

Pre-Sunday Set up using Church Presenter 5

Pre-Sunday Set up using PowerPoint 6

Transferring files 6

Turning everything on 开机 7

Connecting the TV 链接电视 9

Playing a PowerPoint 10

Using Church Presenter 11

Playing a video from USB 从 USB 放视频 12

Turning everything off 关机 14

Troubleshooting 故障排除 16

TV 电视 16

When connecting via Chromecast as described above, it shows “available for selected programs only” and doesn’t let you select a screen 用 Chromecast 来链接时，显示“available for selected programs only”和选不到投掷屏幕 16

No signal on TV after connecting via cable as described above 用后备方法来链接时，电视显示没信号 16

Projector 投影机 16

Projector shows “No signal on input xxx” 投影机显示没信号 16

Computer 17

No signal on monitor, but projector is working 屏幕没信号，不过投影机有信号 17

Monitor display is very zoomed in 18

Sound 声音 19

No sound on any input 所有输入没声 19

No sound on wired microphone 有线麦没声 19

No sound on wireless microphone 无线麦没声 19

Microphone is popping or making weird noise 麦有砰砰声或其他噪音 19

No sound on computer 电脑没声 19

Technical Info 技术信息

Here I will write a detailed description of how all our equipment works. You can skip to the next section “Step-by-step Guides” if you want, this is just if you want more information.

Screens 显示屏

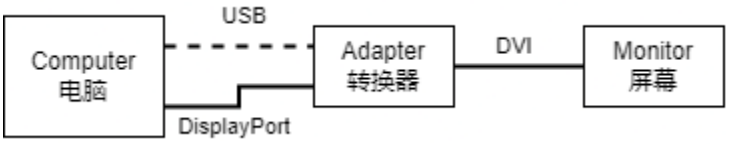
There are 3 screens connected to the computer:

我们的电脑有三个显示屏：

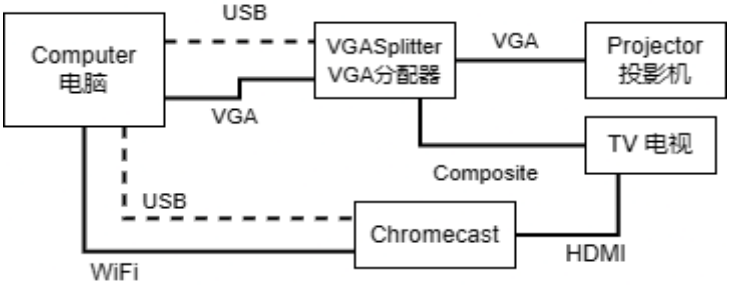
- The monitor – used by the person controlling the Powerpoint
- 屏幕 – 给控制 Powerpoint 那个人看
- The TV – allows the meeting leader to see the Powerpoint etc
- 电视 – 给领会看
- The projector – allows the congregation to see the Powerpoint etc
- 投影 – 给会众看

The monitor is connected like this: 屏幕的链接方式：

(dotted line indicates a power cable, it doesn’t transmit data 虚线表示电源线，不传数据的)



The projector and TV are connected like this: 电视和投影的链接方式：

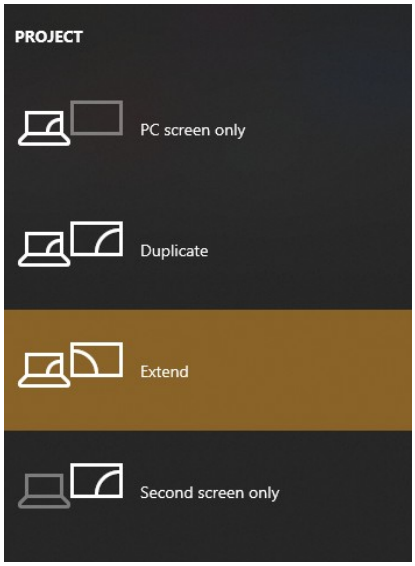


After the monitor is connected, there is only a VGA port left to connect both the projector and the TV. One option is to use an adapter to duplicate the signal. Using this method, the adapter cannot resize the image to fit on both outputs, so parts of the image will be cutoff on the TV. Instead, we connect to the TV via Chromecast (a device that allows you to connect to monitors over WiFi).

连了屏幕之后，我们的电脑只剩一个显示端口来链接电视和投影。一个方法是用一个转换器来复制电脑出来的信号。这个方法不是很好应为那个转换器不会调整来合适两个显示屏的尺寸，部分的画面不会显示在电视上。最好的方法是用 Chromecast (一个设备来用 WiFi 来链接去显示屏)。

There are two ways to set up the screens in Windows. Press ⊞Win + P to choose between extend and duplicate. In extend, it treats the monitor and the projector as two separate displays that can display different things. This is useful on Sundays as the congregation doesn’t need to see your controls. In duplicate, the monitor and projector will always display the same thing. This is useful if you are just showing a video or document.

Windows 有两个方法来设置多个显示器。按 Win + P 可选 extend（延长）或 duplicate （复制）。
用挺长就可以在显示器和投影机显示不同的东西。平常星期天我们会用这个应为会众不需要看我们的操作界面。
用复制就显示器和投影机的画面会一样。如果你只要放个视频或文件，选择这个。


PROJECT
PC screen only
Duplicate
Extend
Second screen only

Sound 声音

We have two wired microphones, which are usually already plugged in.
But in case it is needed, here is how to plug them in: take a XLR cable and plug it in at the bottom of the microphone. The other end goes into the box near the piano.
You will see each port on the box is labelled from 1-8. These are plugged into channels 1-6 on the mixer (there is no space to plug in 7-8). We usually use channels 1 and/or 2.
Tip: if the microphone is not picking up the speaker, move it closer to their mouth. Increasing to max volume on the mixer will **NOT** work.

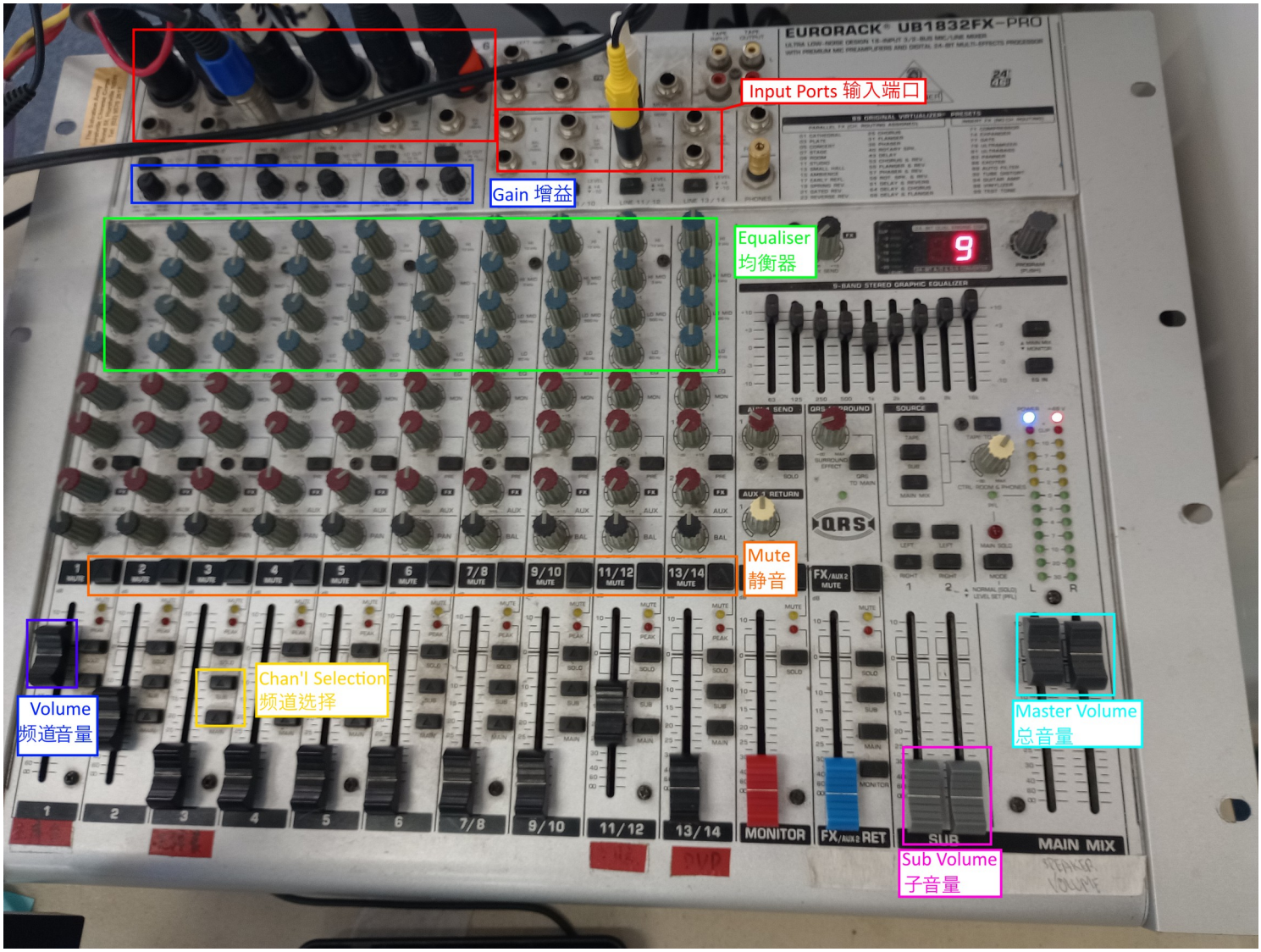
我们有两个有线麦克风，平时是已经插好的。
如果需要的话，这是插线的方法：拿一条 XLR 线，一边插进去麦克风底部的端口，另一边要插进去在琴旁边的盒。你会看到琴旁边的盒每一个端口都有一个数字从 1 到 8。这些端口是连去调音台的 1-6 频道。 (我们的调音台没位置插 7 和 8)
提示：如果麦不接收讲员的话（或很小声），把麦克风移近一点讲员的口。把调音台的音量调到最大**不会**解决这个问题。

We also have one wireless microphone. This takes two AA batteries (please note wireless microphones use a lot of power and so the batteries must be near full to work). The microphone must be turned on before use by sliding the switch upwards. A red light illuminates for a few seconds when it is turned on. The light doesn't turn on, or remains on after some time, if the battery is too low. The microphone automatically connects to the receiver when it is turned on. The receiver is plugged into channel 3 on the mixer.

我们还有一个无线麦克风，是用两个 AA 电池的。不像我们的有线麦，这个麦上是有一个开关的。向上滑就会开。开关上面有一个红灯。开的时候这个灯会亮几秒。如果不亮或亮长过几秒就要换电池了。开了几秒后，它会自动连接去接收器。接收器是连去调音台的 3 频道。

Finally, we have the computer, which may output sound if we are playing a video or similar. The computer is connected to the mixer via a 3.5mm audio cable from the headphone port on the computer to channel 11/12 on the mixer.

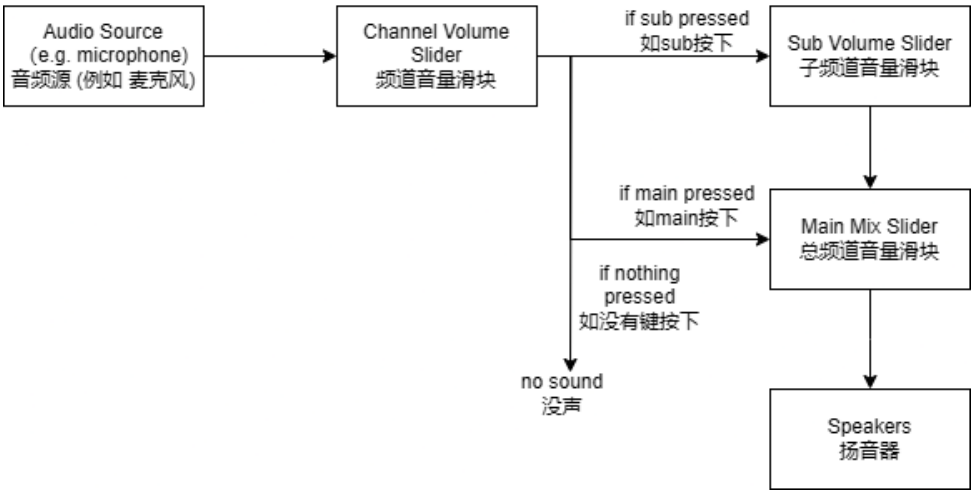
最后，我们的电脑是连去调音台的 11/12 频道。



Each of the audio sources described above goes into the mixer, specifically into a **channel**:
每一个设备插进去调音台的频道

Input ports 输入端口: Cables from the audio sources are plugged in here 以上的麦克风和其他设备在这插入
Gain knobs 增益旋钮: Change the sensitivity of each microphone 调整每一个麦克风的灵敏度
Equaliser 均衡器: Change the volume of high or low pitched sounds 控制高音或低音的音量
Mute buttons 静音按钮: Press to mute an input 按下可使输入静音
Volume sliders 频道音量滑块: Changes the volume of each audio source independently 调整每一个输入的音量
Channel selection 频道选择: Select which channel the audio from this source will go after: sub or main 选择这频道的声音会去哪：sub (子频道) 或 main (总频道)
Sub Volume Slider 组音量滑块: Control the volume of the sub channel 调整子频道的音量
Main Mix Slider 总音量滑块: Control the volume of the main channel 调整总频道的音量

The sound from main mix then goes to the amplifier and from there to the speakers. 总音频的声然后进入放大器，并从那到达扬声器。


Audio Source
(e.g. microphone)
音频源 (例如 麦克风)
Channel Volume
Slider
频道音量滑块
if sub pressed
如sub按下
Sub Volume Slider
子频道音量滑块
if main pressed
如main按下
Main Mix Slider
总频道音量滑块
if nothing
pressed
如没有键按下
no sound
没声
Speakers
扬音器

Step-by-step Guides 分步指南

Here you will find illustrated step-by-step guides to accomplish the most common tasks.

Pre-Sunday Set up using Church Presenter

Church Presenter is not ready to use on your own computer yet, so please skip this section.

Pease use PowerPoint as described below for now.

Church Presenter is a program I wrote myself. If you don't want to use it, you can continue to use PowerPoint as described below, however Church Presenter is faster to setup.

Installation

Setup

1. Double click start.bat to open Church Presenter
2. Click "New Playlist"
3. Write/paste the meeting lead into the text box in the below format:
   `0,2023,10,1`
   `3,詩歌,因我与你同行`
   `1,宣召经文,以赛亚书 41:10`
   `5,gAcJPhD4yzE`

Each line represents one slide and the commas separate each piece of information required for that slide. Here is an explanation of each line:

0 = welcome slide type, this slide has the date on it, so the year, month and date
3 = title slide type, followed by the title and subtitle
1 = bible slide type, followed by title and location
5 = youtube slide type, followed by the youtube video ID (in a Youtube link, the video ID appears after the ?v=, for example in https://www.youtube.com/watch?v=gAcJPhD4yzE, the video ID is gAcJPhD4yzE)

There are two buttons at the bottom:

"Fix Symbols" is for if you're using Chinese input and you type Chinese symbols (e.g. ， instead of ,), which will cause errors later on.

"Auto Bible" automatically looks up the bible verses for each bible slide you wrote above. If it doesn't do anything, check:

- that the book name is entirely in traditional or simplified Chinese (e.g. 以賽亚书 will not work, change it to 以赛亚书)
- book names CAN be abbreviated to one character, but use the correct one (e.g.)
- there is no space or any other symbol between the book name and the chapter number
- that there is a colon : (not the Chinese one ：) between the chapter number and verse number(s)
- that there is a dash - between the verse numbers

4. Click done when you are finished.
5. Click "Save Playlist" and save it wherever you want.

Pre-Sunday Set up using PowerPoint

I'll assume you have at least some knowledge of PowerPoint so I won't explain exactly how to do it.

Here is a template that you can follow: https://docs.google.com/presentation/d/12gfSjLMqUyHYQi8Xq7bLiE8S9zKCf-4I/edit?usp=sharing&ouid=105447620885912422609&rtpof=true&sd=true

Please note there are preset slide styles you can use in the new slide dropdown:

(Note: this will open in Google Slides, you can click File > Download > .pptx to edit in PowerPoint)

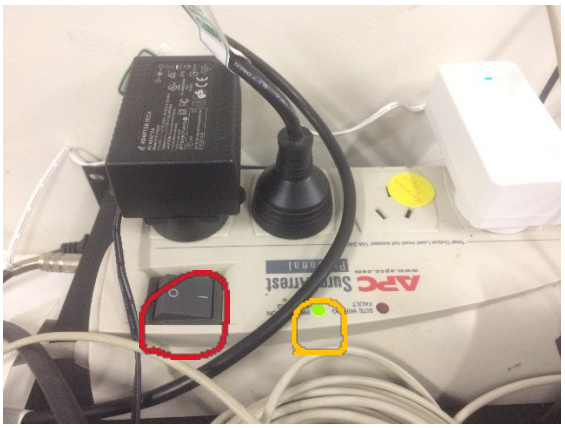
Transferring files

You will have to transfer a .txt (if using Church Presenter) or .pptx (if using PowerPoint) file to the church computer for Sunday. You can either use a USB ~~or send it via email to salvoshurstvillechinese@gmail.com. This Gmail account is already logged in on the church computer, so you can just open Chrome and click Gmail to get the file you sent.~~

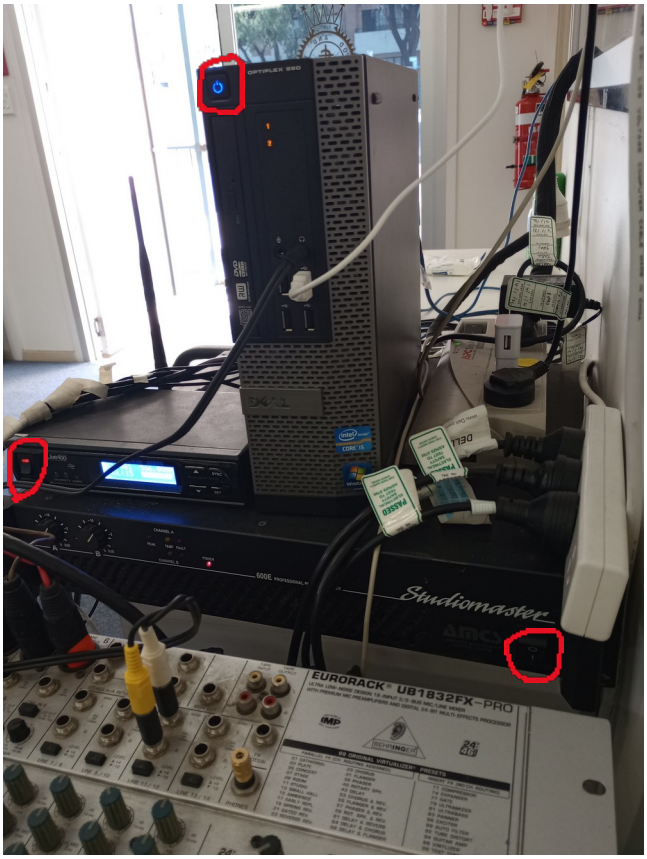
Note: As of Feb 2024, the email option described above is temporarily unavailable.

Turning everything on 开机

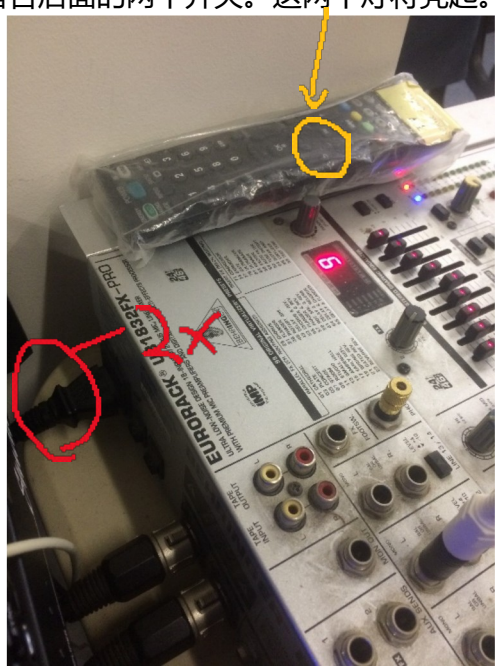
1. Turn on the power board by flicking the switch. A green light should turn on. 开拖板的开关。一个绿灯会亮。



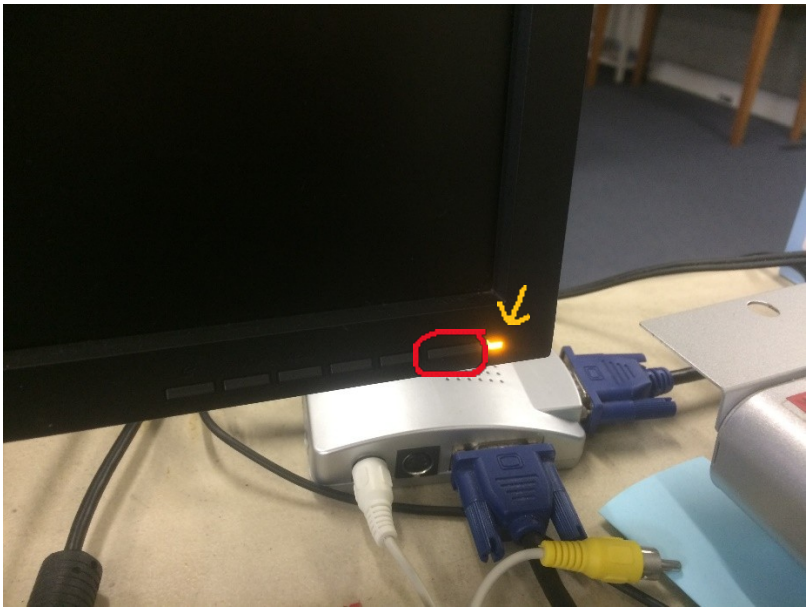
2. Turn on the computer, wireless microphone receiver and amplifier. The receiver and amplifier may already be on, and you can leave them like that, just I sometimes turn them off out of habit. 开电脑，无线麦接收器和放大器。接收器和放大器可能已经开了，其实不需要关的，只是我有时会顺手将它们关了。



3. Turn on the mixer by flicking the TWO switches on the back. The circled lights will turn on.
   开调音台后面的两个开关。这两个灯将亮起。



4. If required, turn on the TV by touching the power button or using the remote. 如果需要，莫一下电视的开关。
5. Turn on the computer monitor by pressing the right-most button. The light next to this button will turn on.
   按电脑屏幕的开关。旁边的灯会亮。

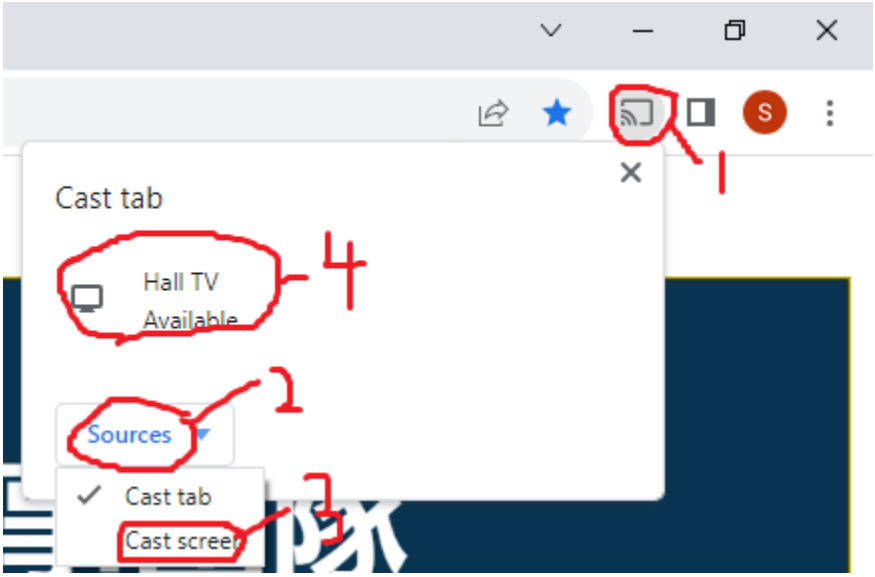


6. Turn on the projector. You can use the drum stick to press the button if you can't reach. 开投影机。如果你不够高，可以用鼓槌来按。

Connecting the TV 链接电视

Via Chromecast (preferred method)　　用 Chromecast (首选方法)

1. Press the input button (near the top) on the TV remote. 在电视遥控的上方按 input (输入)键。
2. Use the arrow keys to select “HDMI”, then press OK. 用方向键来选择 HDMI，然后按 OK。Open Google Chrome (if not already opened) 在电脑上，打开 Google Chrome 浏览器。
3. Click the cast button in the top right corner. 在浏览器的右上方按 cast(投掷)按钮。 (看以下的图)



4. Select cast screen, “Hall TV”, “Screen 2”, turn off share system audio and “Share”. 选择 cast screen (投掷屏幕), “Hall TV” (礼堂电视), Screen 2 (第二屏幕), 关掉 share system audio (分享系统声音) 和 share (分享)。

Caution! If “Also share system audio” is turned on and you play a video, the sound will come from the TV instead of the speakers. 注意！ 如果你没关 share system audio (分享系统声音)， 放视频的时候会用电视里面的扬音器。

Via Cable (backup method, edges of PowerPoint will be cut off) **用显示线 （后备方法）**

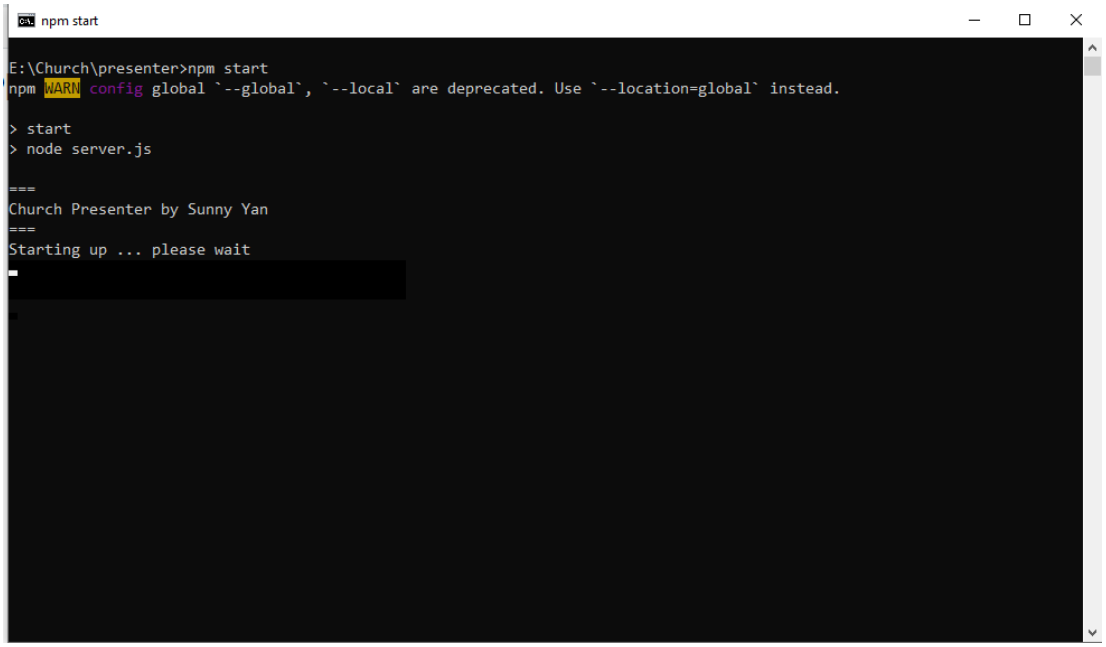
1. Press the input button on the remote. 在电视遥控的上方按 input (输入)键。
2. Use the arrow keys to select “AV”, then press OK. 用方向键来选择 AV，然后按 OK。

Playing a PowerPoint

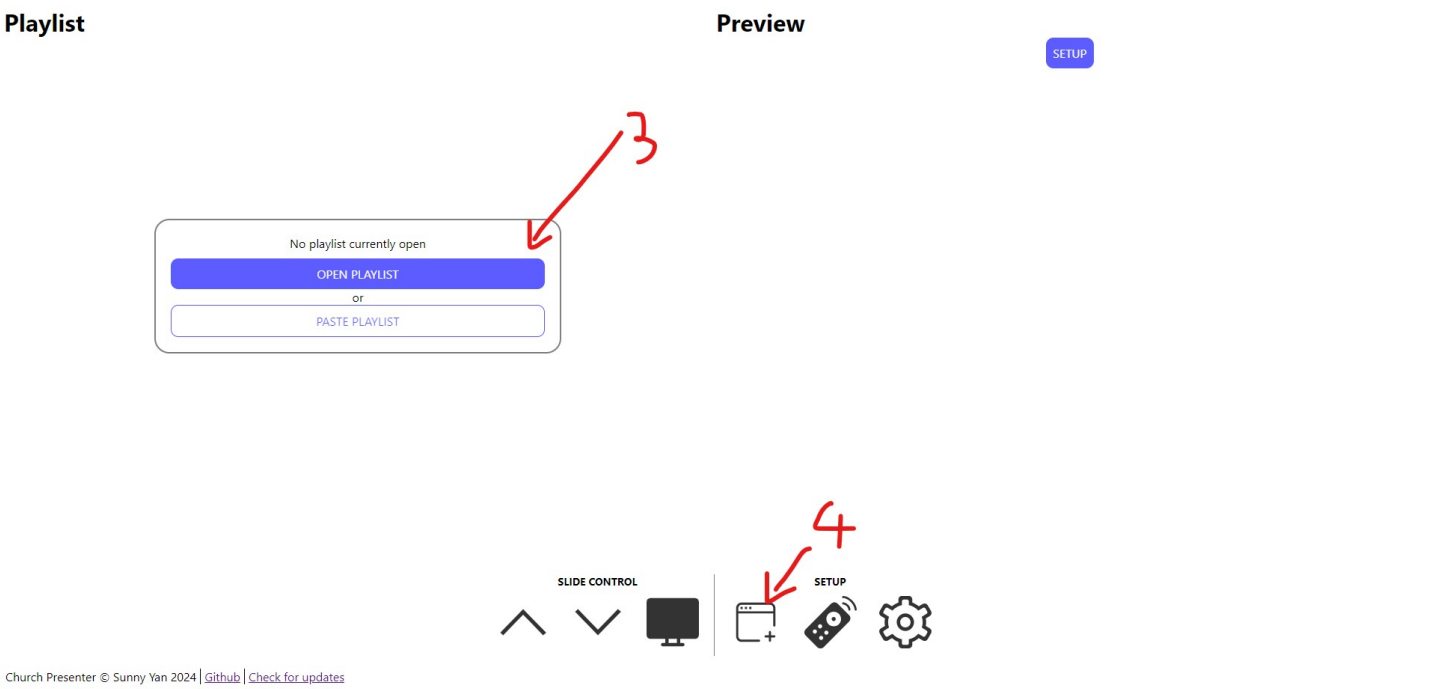
1. Find your PowerPoint (.pptx) file in file explorer.
2. Double click on it to open.
3. Press F5 (or from the ribbon click Slide Show > From Beginning) to open the slideshow
4. Use the left/right arrow keys (or the buttons) to change slides.

Using Church Presenter

1. Double click the Church Presenter icon on the desktop. 双击桌面上的 Church Presenter 图标。
2. A black box will open telling you to wait. Wait for the browser to open. 一个黑的窗户会开，请等到浏览器开。

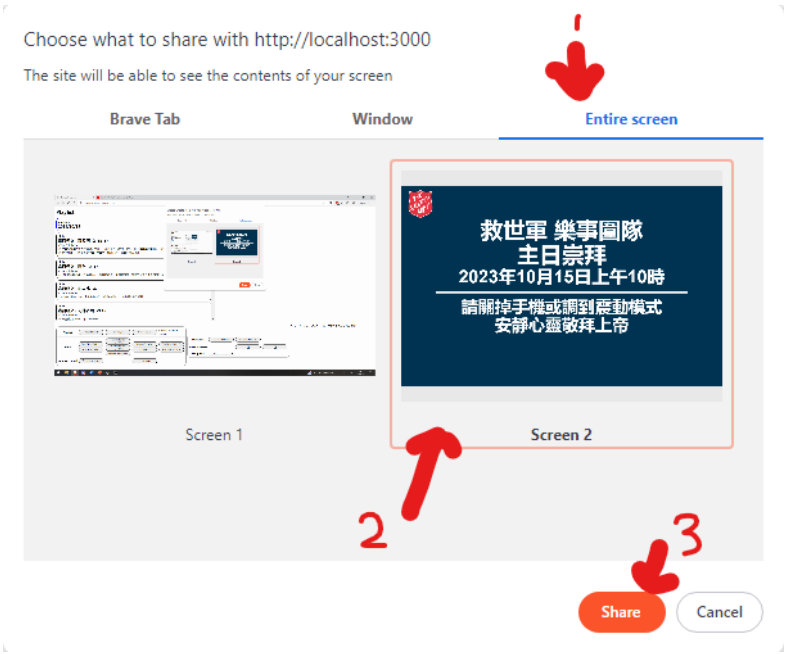


3. Click “Open Playlist” and select your .json file. 按 “Open Playlist” 然后选择一个文件。



4. Click “Open Slideshow” and then press: 按 “Open Slideshow” 然后按
   ⊞ Win + ⇧ Shift + ← to move the window to the projector ⊞ Win + ⇧ Shift + ← 来搬那个窗口去投影机
   F11 to full screen it F11 来变成全屏
5. Change slides by using the arrow keys, page up/down, the on-screen arrow buttons, or by clicking the slides in the playlist. A slide or subslide is highlighted in blue when it is showing. 用上下键（或鼠标按）来跳页。现在显示的页会有一个蓝色边界。

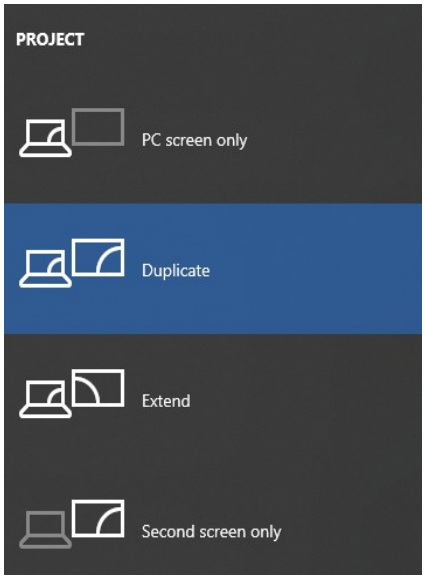
6. Click “Set Capture” and select the projector screen so you can see the slides on your screen too.



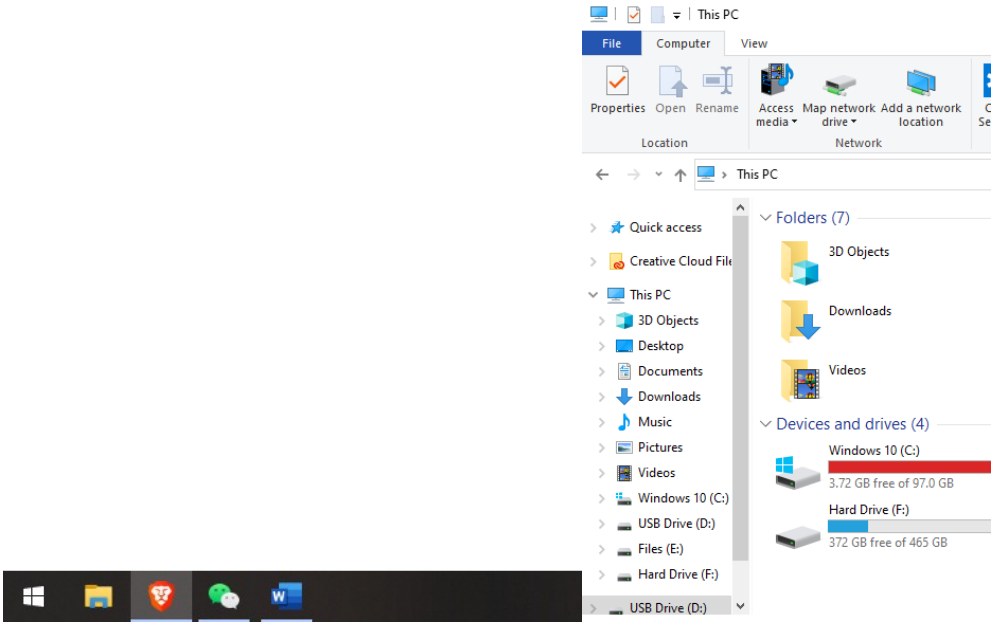
7. When on a Youtube slide, there are controls below the slide to play/pause the video. The buttons are play/pause and stop respectively. Playing after pausing starts the video from when it was paused, while after stopping it will restart.

Playing a video from USB 从 USB 放视频

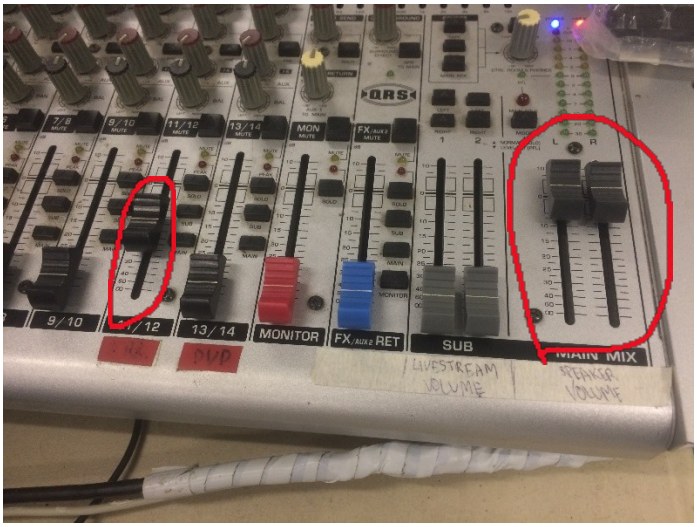
1. Press ⊞Win + P and select duplicate. 按 ⊞Win + P 然后选择 duplicate。



2. Plug in your USB to the front of the computer. 在电脑前面插入你的 USB。
3. File explorer should open automatically. If it doesn't, click the explorer icon in the taskbar, go to "My Computer" and click on your drive.
   如果文件管理器没有开，去 This PC (我的电脑)找你的 USB。

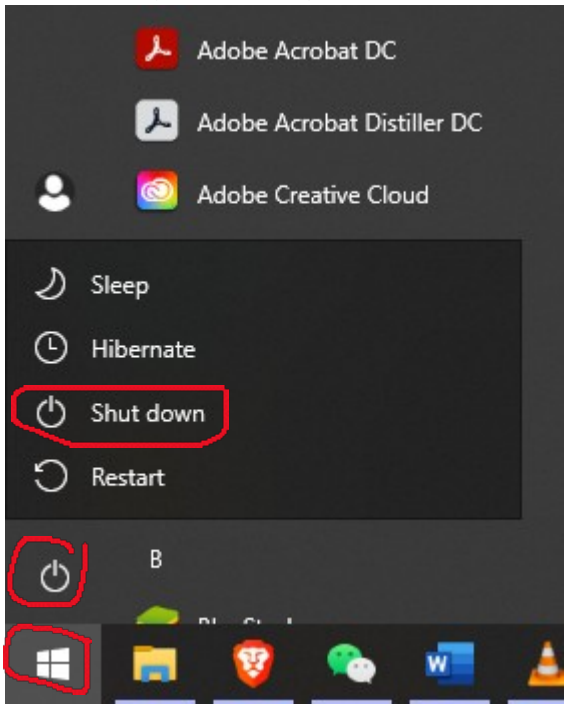


4. Double click on the video you want to play. 双击你要播放的视频。
5. Click the play/pause button as required.
   要的时候可以击播放/暂停按钮。
6. Adjust the mixer so that it looks like the picture below. The slider labelled "11/12" controls the volume of the computer. 调整调音台，使其如下图所示。 标有"11/12"的滑块控制电脑的音量。



Turning everything off 关机

1. Turn off the projector by pressing the same button TWICE. (It will display a message telling you to press it again after you press it once)
   在投影机按一样的按钮两次。(按了一次会开一个提醒叫你按多一次)
2. Turn off the computer by opening the start menu, clicking the power icon, then clicking “Shut down”. (You can also click “Update and shut down” if shown - it will just take a bit longer to shut down, but you don’t need to wait for it to shut down before you leave).
   打开电脑的 Start (开始) 菜单，按底下的标志，按“Shut down” (关机)。如果有的话，还可以按 “Update and shut down” (更新和关机)。更新有可能要一点时间，不过你不用等它关机。



3. Turn off everything else in the same way you turned it on. 关所有其它设备。

Troubleshooting 故障排除

TV 电视

When connecting via Chromecast as described above, it shows “available for selected programs only” and doesn’t let you select a screen 用 Chromecast 来链接时，显示“available for selected programs only”和选不到投掷屏幕

This is a known issue that I don’t know how to fix. Try reopening Google Chrome or restarting the Chromecast by pulling and reinserting the white USB cable shown below. If it still doesn’t work, use the backup method via cable described above.

这是一个已知问题，我不知道如何解决。 尝试重新打开 Google Chrome 或通过拔出并重新插入如下所示的白色 USB 电缆来重新启动 Chromecast。 如果仍然不行，请使用上述的后备方法。

No signal on TV after connecting via cable as described above 用后备方法来链接时，电视显示没信号

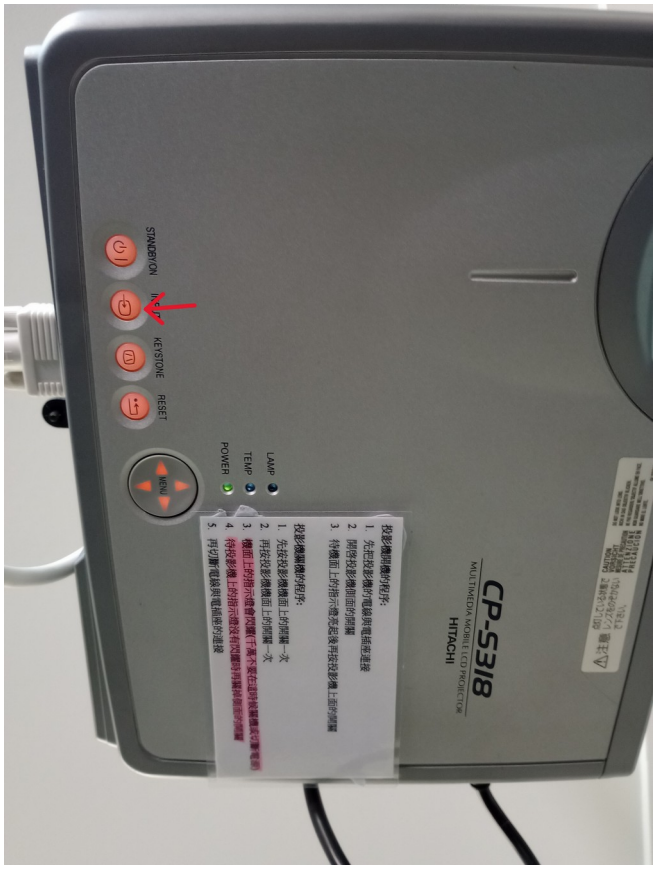
Try moving/twisting the VGA splitter (the silver device shown below) around until it works. Avoid touching it again unless it stops working.

尝试移动/扭转 VGA 分配器（如下所示的银色设备）直至其正常工作。 除非它停止工作，否则避免再次触摸它。

Projector 投影机

Projector shows “No signal on input xxx” 投影机显示没信号

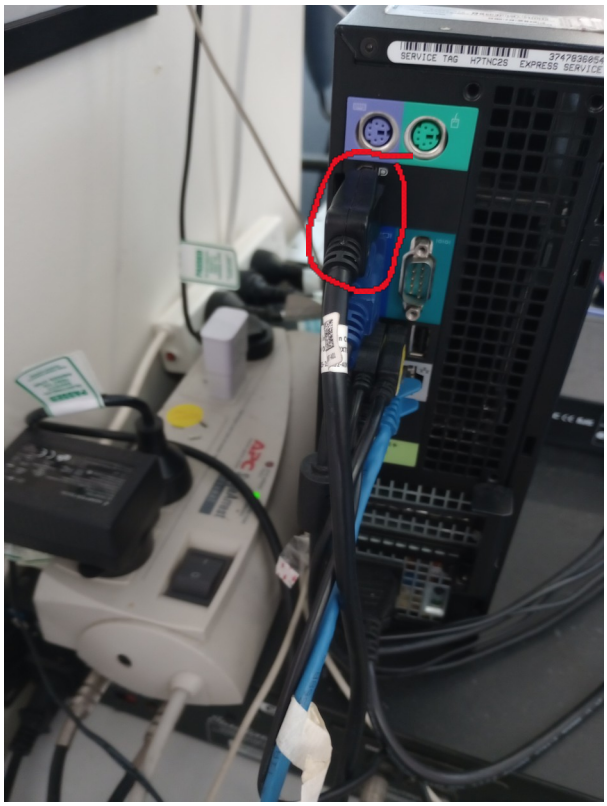
You have the wrong input selected, this happens when you bump the wrong button when trying to turn the projector off. Keep pressing on the input button until you get back to the correct one (RGB1).
投影机的输入错了，有时是应为关机时按错了旁边的按钮。你要重复的按输入键回到 RGB1 输入。



Computer

No signal on monitor, but projector is working 屏幕没信号，不过投影机有信号

Known issue. Pull the DisplayPort cable out of the computer and immediately plug it back in. Note this cable has a retention mechanism, so you must push down the button to pull it out. Wait a few seconds for the computer to recognise it. You may need to repeat this a few times. 常见问题。在电脑后面拔出以下圈的线，然后再插进去。注意这条线有一个按钮，要按下才可以拔出来。插了有时要等几秒先会有信号。如果还不行，有可能要重复几次。



Sound 声音

No sound on any input 所有输入没声

Check the following: 检查：

- Main mix is slid up 总音量滑块已滑上
- Mixer is turned on 调音台开了
- Amplifier is turned on 放大器开了

No sound on wired microphone 有线麦没声

Check the following: 检查：

- Microphone is plugged in to a channel between 1-6 麦已插进 1-6 之间的端口
- Volume slider is slid up on the corresponding channel in the mixer 在调音台，对应的频道的音量滑块已滑上
- Turn up the gain (slowly!) on the corresponding channel in the mixer 在调音台，慢慢的加对应的频道的增益
- Channel is not muted on the mixer 在调音台，对应的频道没有静音

No sound on wireless microphone 无线麦没声

Check the following: 检查：

- Battery is not low (see Sound 声音 for more info) 麦有电
- Wireless receiver is turned on 接收器已开了
- Volume slider is slid up on channel 3 in the mixer 在调音台，3 频道的音量滑块已滑上
- Channel 3 is not muted on the mixer 在调音台，3 频道没有静音

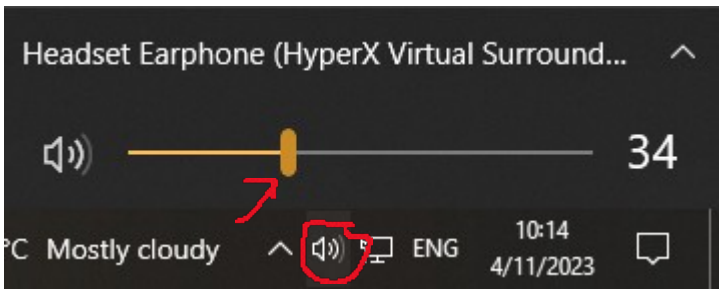
Microphone is popping or making weird noise 麦有砰砰声或其他噪音

Turn the gain knob down (and volume up if needed). 在调音台，减小对应的频道的增益

No sound on computer 电脑没声

Check the following: 检查：

- Volume slider is turned up in Windows to 100 (ignore the 34 below). Windows 的音量已调到 100。



- Volume slider is slid up on channel 11/12 in the mixer 在调音台，11/12 频道的音量滑块已滑上
- Channel 11/12 is not muted 在调音台，11/12 频道没有静音