

# Chinese Hall Technical Guide

Last Updated 4 Nov 2025

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## 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：

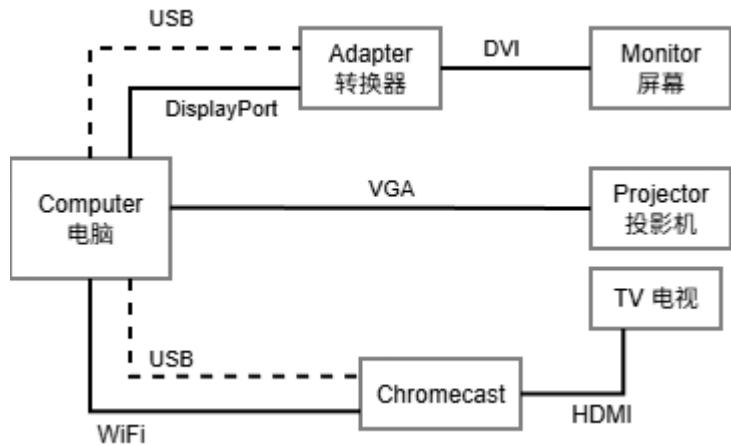
- The monitor – used by the person controlling the Powerpoint
- 屏幕 – 给控制 Powerpoint 那个人看
- The TV – allows the meeting leader to see the Powerpoint etc
- 电视 – 给领会看
- The projector – allows the congregation to see the Powerpoint etc
- 投影 – 给会众看

They are connected like this: 显示屏是这样链接的：

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

Due to lack of ports on the computer, the TV is connected over WiFi using a device called a Chromecast.

因为我们的电脑不够端口，电视是通过 WiFi (无线网络) 和一个叫 Chromecast 的设备来链接的。

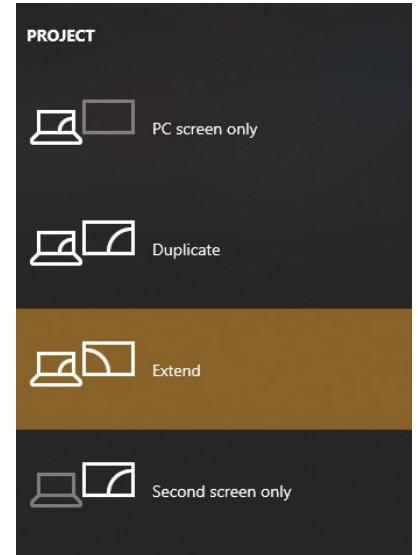


There are two ways to set up the screens in Windows. Press Win + P to choose between extend and duplicate. In extend, it treats the monitor and the projector as two separate displays that can display different things. This is useful on Sundays as the congregation doesn't need to see your controls. In 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。



## 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。

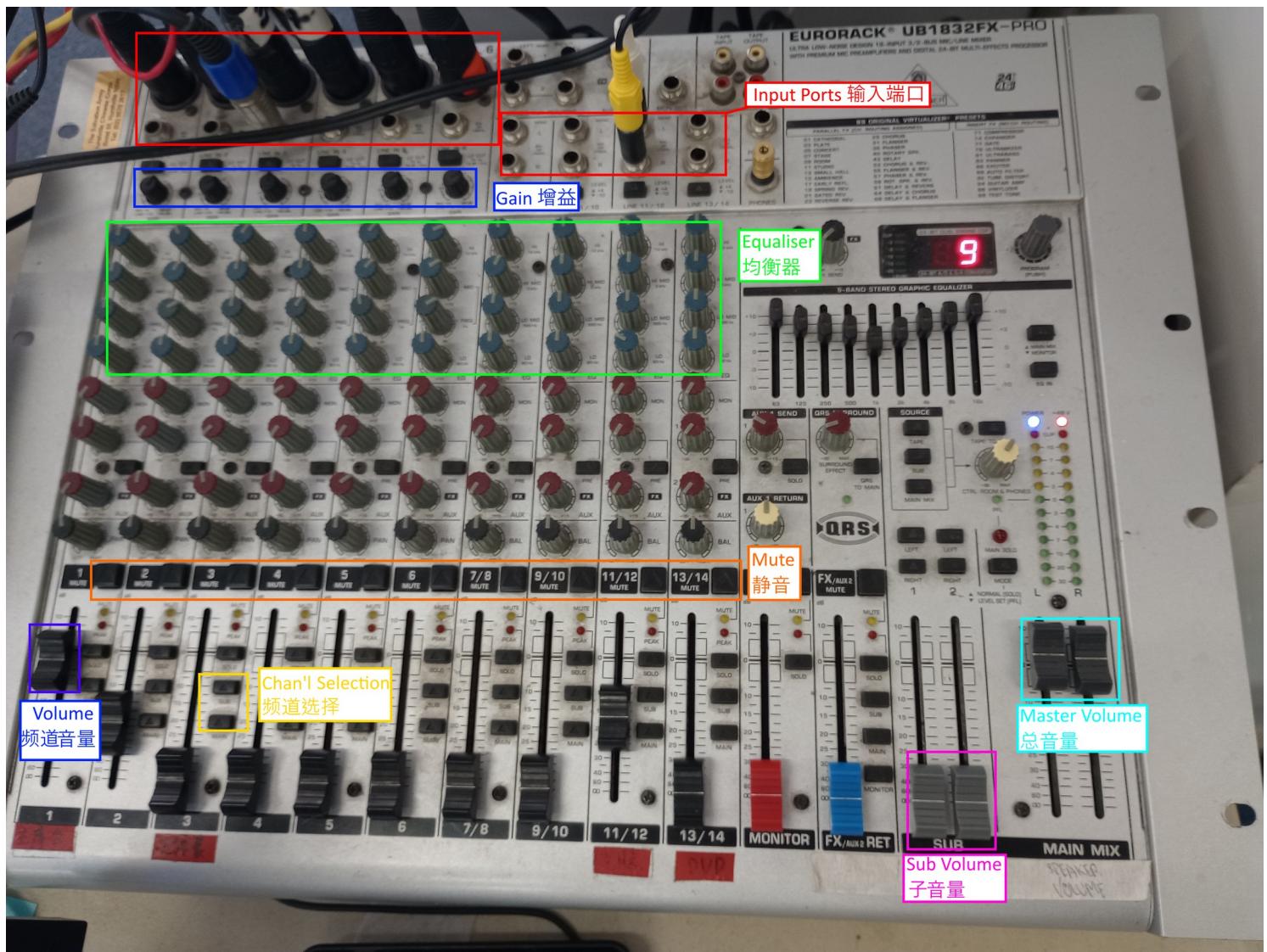
~~We also have one wireless microphone. This takes two AA batteries (please note wireless microphones use a lot of power and so the batteries must be near full to work). The microphone must be turned on before use by sliding the switch upwards. A red light illuminates for a few seconds when it is turned 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。~~

(As of Oct 2025, the wireless mic does not work reliably. 于 2025 年 10 月，我们的无线麦经常出现故障)

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

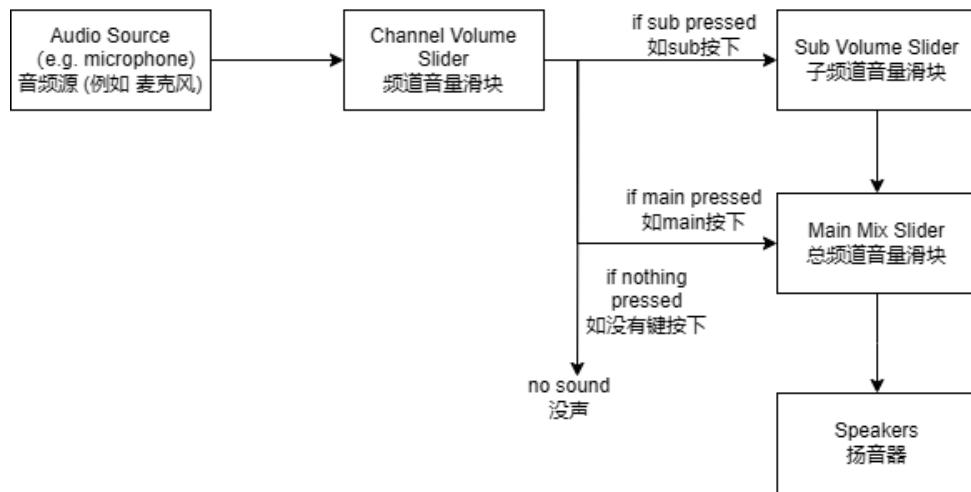
**Volume sliders 频道音量滑块:** Changes the volume of each audio source independently 调整每一个输入的音量

**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。



## Step-by-step Guides 分步指南

Note: It is unlikely you will need to do pre-Sunday setup, I will usually be able to do this step remotely and give you the file.

注备：一般你是不用做星期天前准备的，我可以远程做这步。

### Pre-Sunday Set up using Church Presenter 用 Church Presenter 来做星期天前准备

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. Church Presenter 是我自己做的软件。你还可以用微软 PowerPoint，不过 Church Presenter 会快一点。

1. Open the online version of Church Presenter at: <https://church-presenter-v1.vercel.app/>

打开 Church Presenter 网上版: <https://church-presenter-v1.vercel.app/>

2. Click "New Playlist" 创新流程。

3. Write/paste the meeting lead into the text box in the below format:

用以下的格式来写流程：

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

每一行代表流程里的一个程序。每一个程序的资料用逗号来分开。看以上的例子：

0 = 欢迎页, 以下是年、月、日

3 = 标题页, 以下是标题和副标题

1 = 读经页, 以下是标题和经文位置

5 = youtube 页, 以下是 youtube 视频编号

5. Click on a bible slide and press Ctrl+B to automatically fill the bible verse. Add Ns at the end of verses to break up long passages into separate pages.

放你的光标在一个读经页然后按 Ctrl+B 会自动输入经文。如果经文长的话，你要加 N 字来搬以下的节去新一页。

### 1. 读经,诗篇1

善恶之较比

- 1 不从恶人的计谋，不站罪人的道路，不坐亵慢人的座位。
- 2 唯喜爱耶和华的律法，昼夜思想，这人便为有福！
- 3 他要像一棵树，栽在溪水旁，按时候结果子，叶子也不枯干，凡他所做的，尽都顺利。
- 4 恶人并不是这样，乃像糠秕，被风吹散。
- 5 因此当审判的时候，恶人必站立不住，罪人在义人的会中也是如此。
- 6 因为耶和华知道义人的道路，恶人的道路却必灭亡。 E



## 读经

## 诗篇1

### 善恶之较比

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5 因此当审判的时候，恶人必站立不住，罪人在义人的会中也是如此。

Doesn't fit all on one slide

一页放不下

6. Click done when you are finished. 做完就按“完成”。

7. At the top of the screen, click “Save Playlist” and save it wherever you want.

在屏幕的上方，按“保存”和选择保存位置。

### Handy Tips 提示

- Note commas and other symbols are different when using Chinese input. Except in the bible passage itself, errors will occur if you use Chinese symbols elsewhere. Switch back to English input before typing such symbols.  
注意中和英文的逗号和其他符号是不同的。除了在经文里面，中文符号会引起错误。打符号之前要回到英文输入。

For example, 例如,

1, 读经, 诗篇 1: 1-2

1, 读经, 诗篇 1:1-2

- If Ctrl+B doesn't work, check: 如果 Ctrl+B 不工作，确认：

- that the book name is entirely in one language only (simplified Chinese, traditional Chinese or English)  
书名要完全用一个字体（简体、繁体或英文）写

For example, 例如,

以賽亞书

以赛亚书

- book names CAN be abbreviated, but use the correct one  
书名可以缩写，不过要用正确的缩写

太  马太

- there are no symbols between the book name and the chapter number  
书名和章号之间不可有任何符号

书名和章号有一个冒号：(不可用中文输入：)

- that there is a dash - between the verse numbers  
节号之间有一个横 -

节号之间有一个横 -

- Youtube video IDs are an 11 character string you will find in the link, for example:

Youtube 视频编号是链接里面一串 11 个字母：

### 1. 读经,诗篇1

善恶之较比

- 1 不从恶人的计谋，不站罪人的道路，不坐亵慢人的座位。
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- 4 恶人并不是这样，乃像糠秕，被风吹散。
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## 诗篇1

善恶之较比

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2 唯喜爱耶和华的律法，昼夜思想，这人便为有福！

3 他要像一棵树，栽在溪水旁，按时候结果子，叶子也不枯干，凡他所做的，尽都顺利。

4 恶人并不是这样，乃像糠秕，被风吹散。



## 诗篇1

善恶之较比

4 恶人并不是这样，乃像糠秕，被风吹散。  
5 因此当审判的时候，恶人必站立不住，罪人在义人的会中也是如此。

6 因为耶和华知道义人的道路，恶人的道路却必灭亡。

Much better split onto two slides!

分开两页就好了

<https://www.youtube.com/watch?v=gAcJPhD4yzE>

<https://youtu.be/-MHJvXJPp70?si=DJqP5kBOB2eycGU9>

## Pre-Sunday Set up using PowerPoint 用 PowerPoint 来做星期天前准备

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

我假设你至少对 PowerPoint 有一些了解，所以我不会具体解释如何操作。

Here is a template that you can follow: 你可以跟着这个模板来做：

<https://docs.google.com/presentation/d/12gfSjLMqUyHYQi8Xq7bLiE8S9zKCf-4I/edit?usp=sharing&ouid=105447620885912422609&rtpof=true&sd=true>

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

(注意：这链接会用开 Google Slides 打开，按 File > Download > .pptx 来下载，就可以用 PowerPoint 打开)

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

你还可以用“新幻灯片”的菜单里的模板：



## Transferring files 文件传输

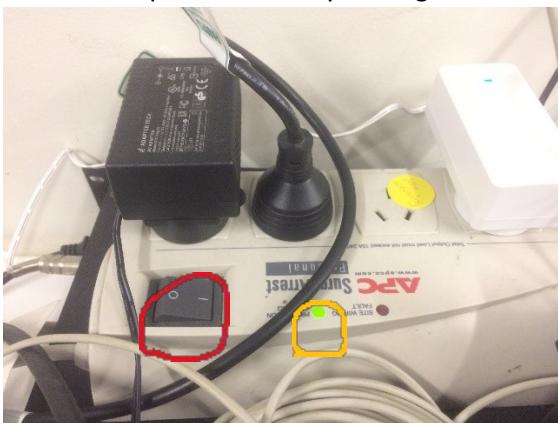
You will have to transfer a .txt or .json (if using Church Presenter) or .pptx (if using PowerPoint) file to the church computer for Sunday. You can either use a USB or send it via email to [salveshurstvillechinese@gmail.com](mailto:salveshurstvillechinese@gmail.com). This Gmail account is already logged 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.

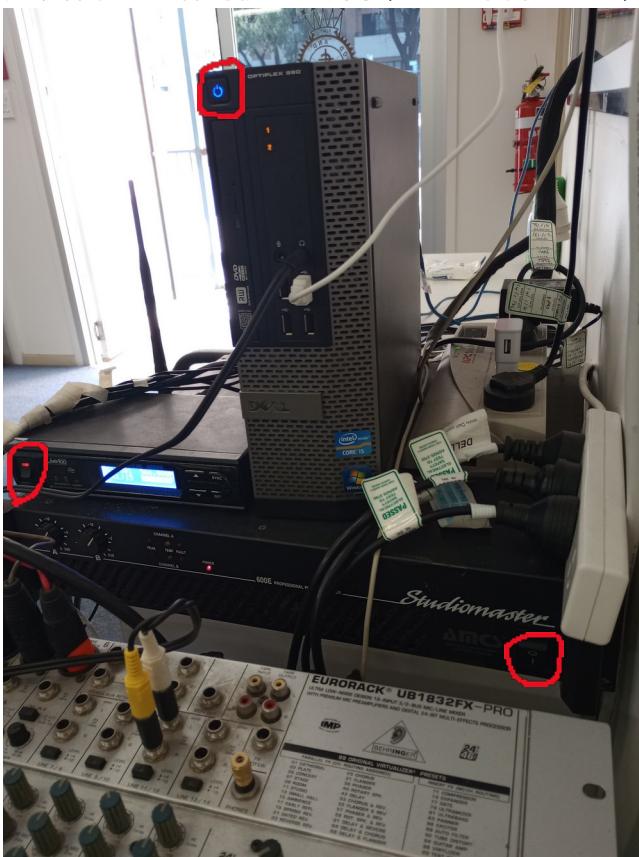
做完就要传输一个文件去教堂的电脑。Church Presenter 会导出一个.txt 或 .json 文件。PowerPoint 会导出一个.pptx 文件。最容易的方法是保存到一个 U 盘，拿出教堂。

## Turning everything on 开机

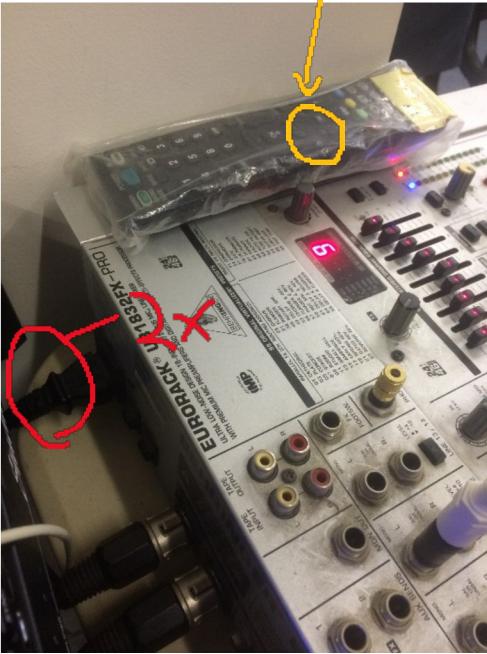
1. Turn on the power board by flicking the switch. A green light should turn on. 开拖板的开关。一个绿灯会亮。



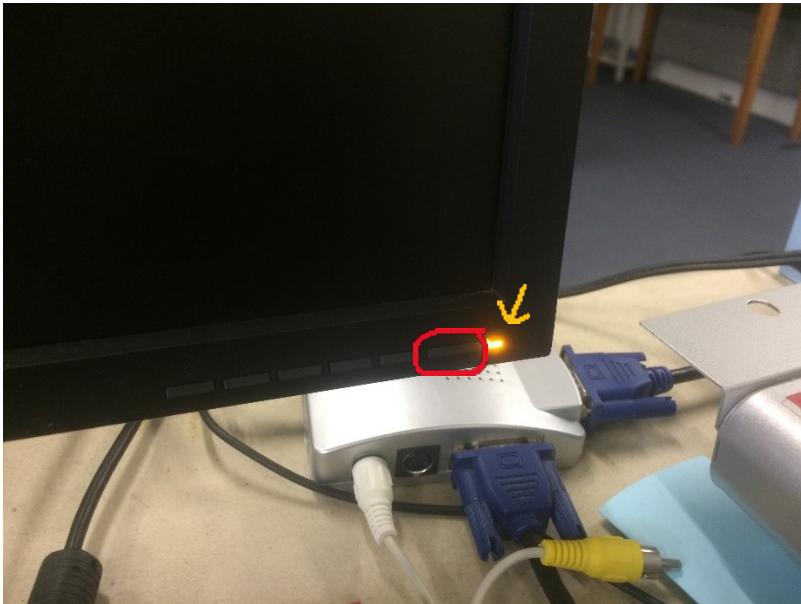
2. Turn on the computer, wireless microphone receiver and amplifier. The receiver and amplifier may already be on, and you can leave them like that, just I sometimes turn them off out of habit. 开电脑，无线麦接收器和放大器。接收器和放大器可能已经开了，其实不需要关的，只是我有时会顺手将它们关了。



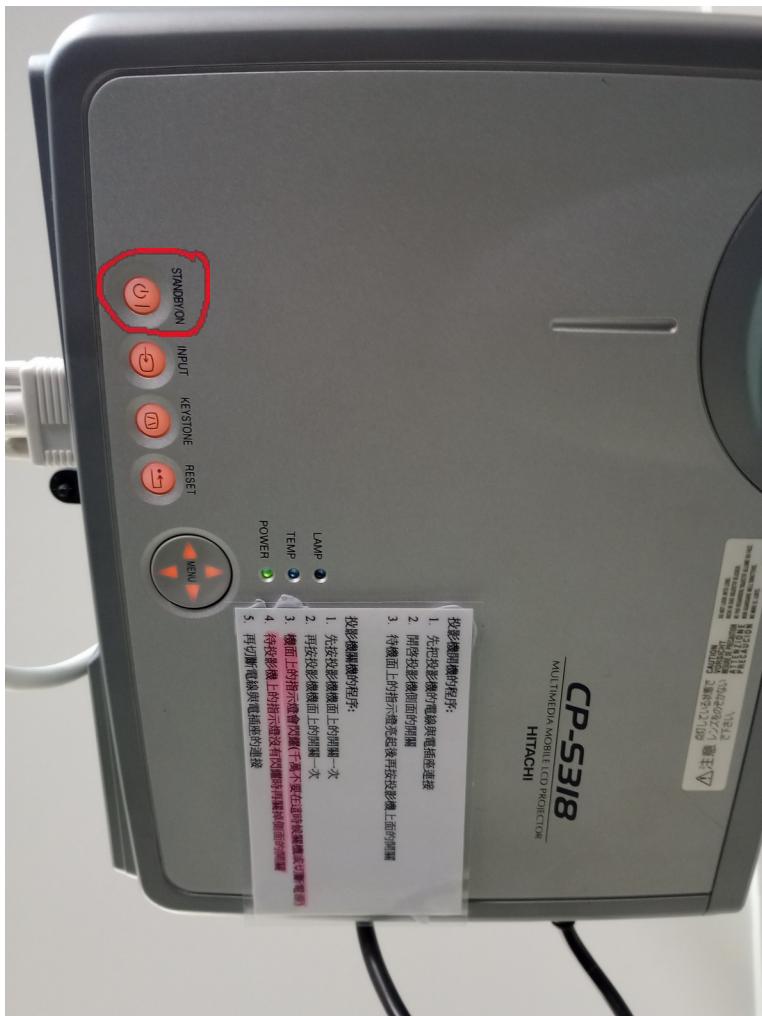
3. Turn on the mixer by flicking the TWO switches on the back. The circled lights will turn on.  
开调音台后面的两个开关。这两个灯将亮起。



4. If required, turn on the TV by touching the power button or using the remote. 如果需要，摸一下电视的开关。  
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。

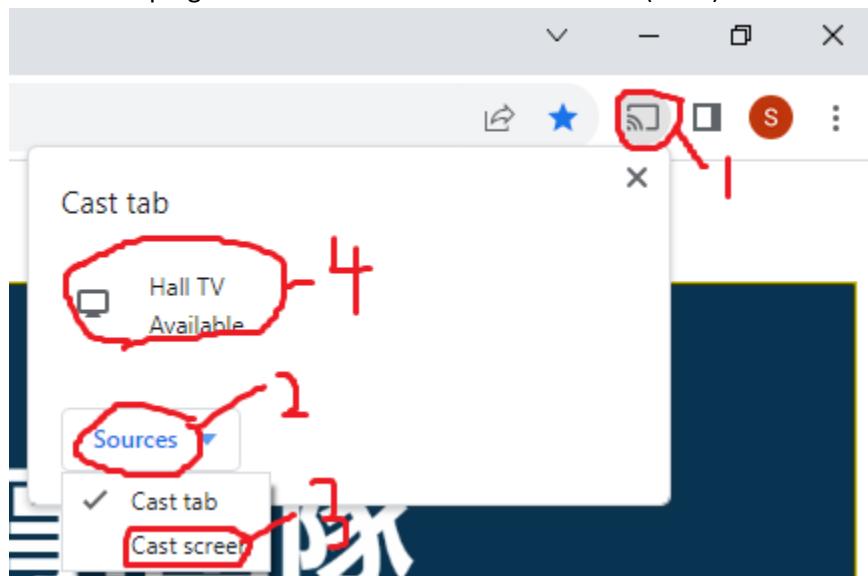


6. Turn on the projector. You can use the drum stick to press the button if you can't reach. 开投影机。如果你不够高，可以用鼓槌来按。



## Connecting the TV 链接电视

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。

## Playing a PowerPoint 放 PowerPoint

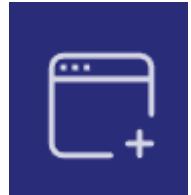
Note: We use LibreOffice Impress instead of PowerPoint on the church computer. It works very similarly to PowerPoint and can open slideshows created in PowerPoint.

注备：教堂的电脑是用 LibreOffice Impress 代替 PowerPoint。Impress 操作和 PowerPoint 很像的；它可以打开和播放 in PowerPoint 做的文件。

1. Find your PowerPoint (.pptx) file in file explorer. 在文件管理器找你的 PowerPoint (.pptx) 文件。
2. Double click on it to open. 双击来打开。
3. Press F5 (or from the ribbon click Slide Show > Start From First Slide) to open the slideshow. 按 F5 (或在菜单里按 Slide Show > Start From First Slide) 来开始播放。
4. Use the left/right arrow keys (or the buttons) to change slides. 用左右键来翻页。

## Using Church Presenter 用 Church Presenter

1. Double click the Church Presenter icon on the desktop. 双击桌面上的 Church Presenter 图标。
2. Click “Open Playlist” and select your .json/.txt file. 按 “Open Playlist” 然后选择一个文件。



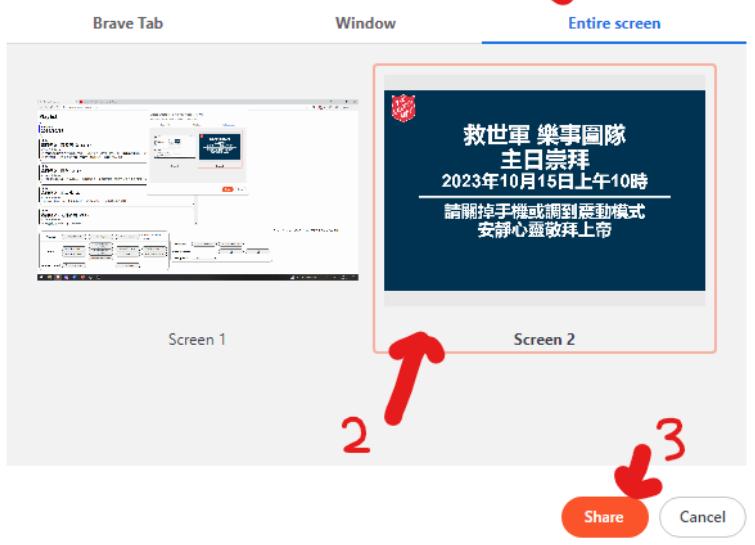
3. Click “Open Slideshow” and then press: 按 “Open Slideshow” 然后按  
 ⏎ Win + ⏅ Shift + ⏅ to move the window to the projector  
 ⏎ Win + ⏅ Shift + ⏅ 来搬那个窗口去投影机  
 F11 to full screen it     F11 来变成全屏
4. Change slides by using the arrow keys, page up/down, the on-screen arrow buttons, or by clicking the slides in the playlist. A slide or subslide is highlighted in red when it is showing. 用上下键（或鼠标按）来选择影片。现在显示的页会有一个红色边界。  
 Similarly, select media by clicking, use the buttons at the bottom to play/pause/stop. Press ⏻ then ⏻ to restart videos. 同样，用鼠标来选择媒体，用下方的按钮来放、暂停和停。按 ⏻ 然后 ⏻ 可以从头播放。  
 Use the selector on the right to choose between showing slides, media or nothing.  
 用右边的按钮来选择显示 slide (影片), media (媒体) 或 blank (空白).



5. Click “Setup” and select the projector screen so you can see the slides on your screen too.  
 按 “Setup” / “打开预览” 和 选择第二屏幕。

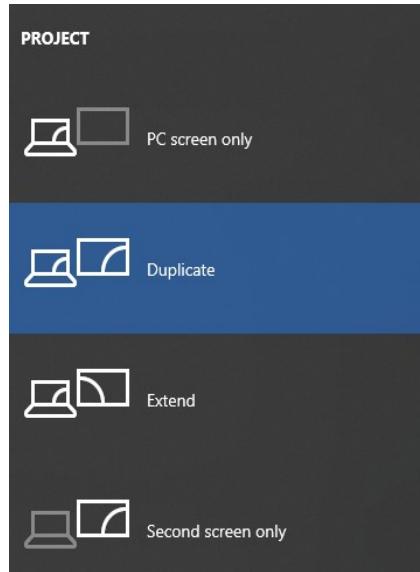
Choose what to share with <http://localhost:3000>

The site will be able to see the contents of your screen

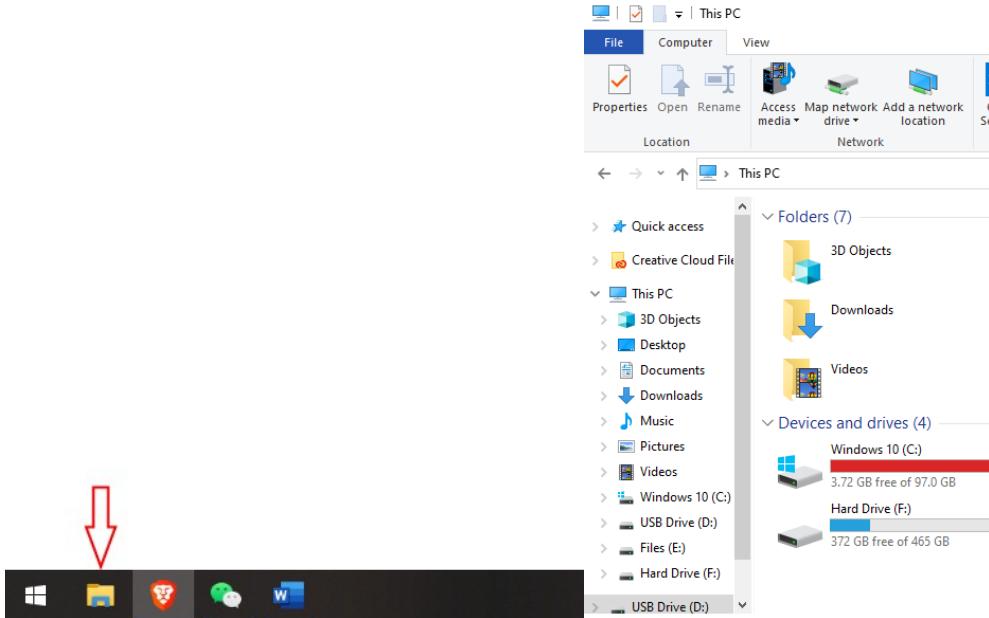


## Playing a video from USB 从 USB 放视频

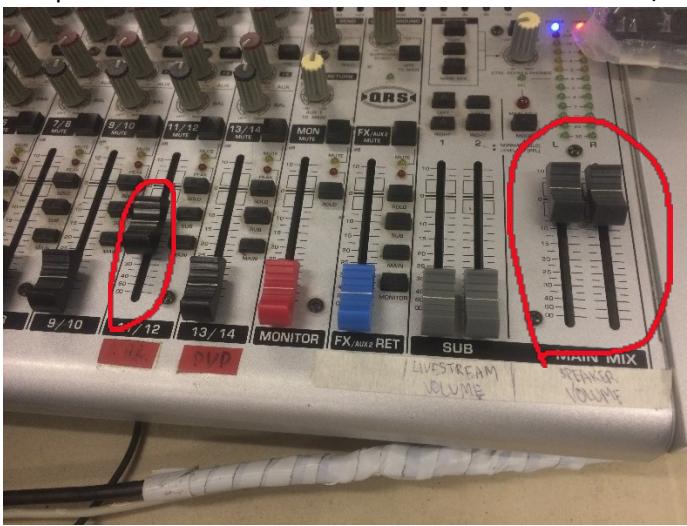
1. Press **Win + P** and select **duplicate**. 按 **Win + P** 然后选择 **duplicate**。



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。

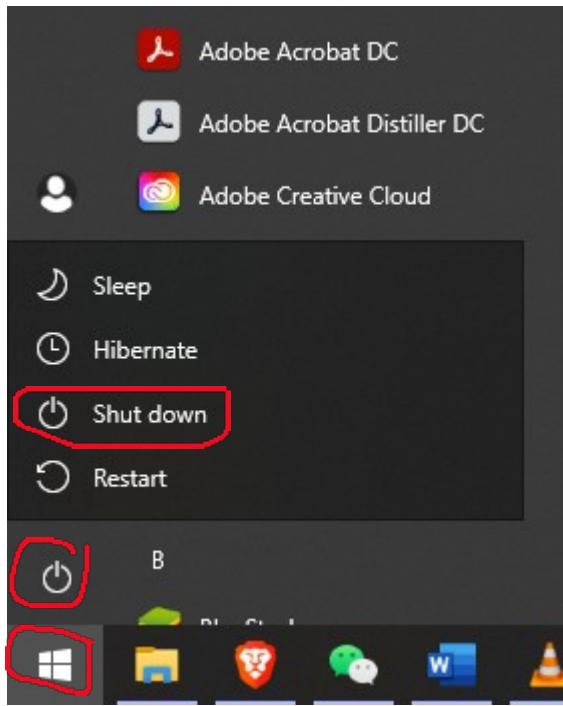


4. Double click on the video you want to play. 双击你要播放的视频。
5. Click the play/pause button as required.  
要的时候可以击播放/暂停按钮。
6. Adjust the mixer so that it looks like the picture below. The slider labelled “11/12” controls the volume of the computer. 调整调音台，使其如下图所示。 标有“11/12”的滑块控制电脑的音量。



## 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。



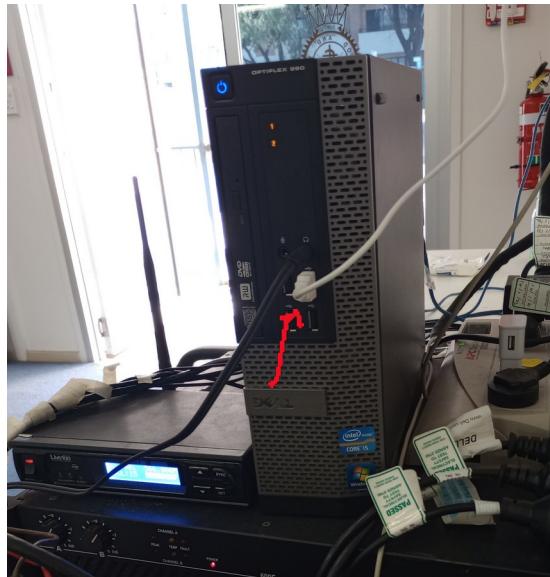
3. Turn off everything else in the same way you turned it on. 关所有其它设备。

# 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。



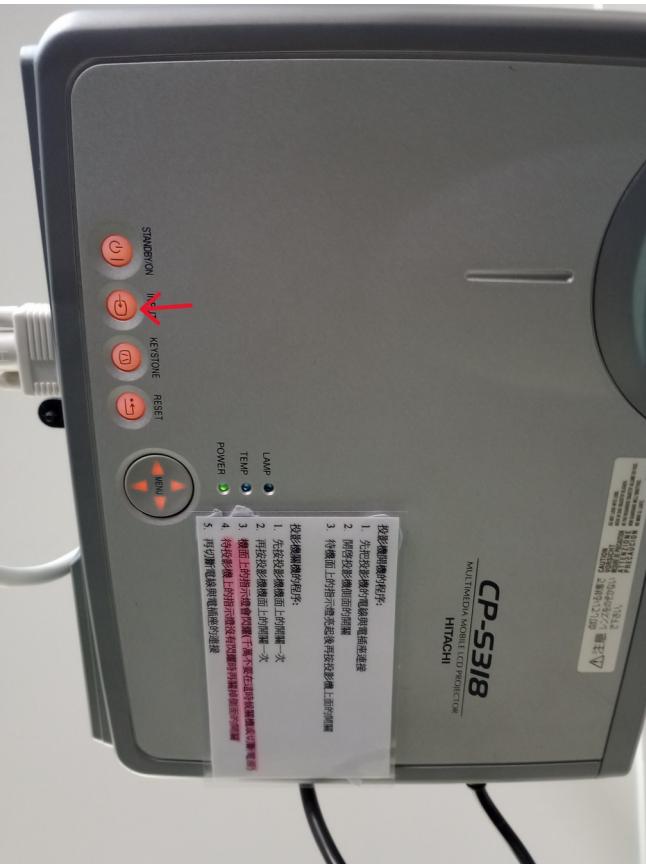
## Projector 投影机

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).

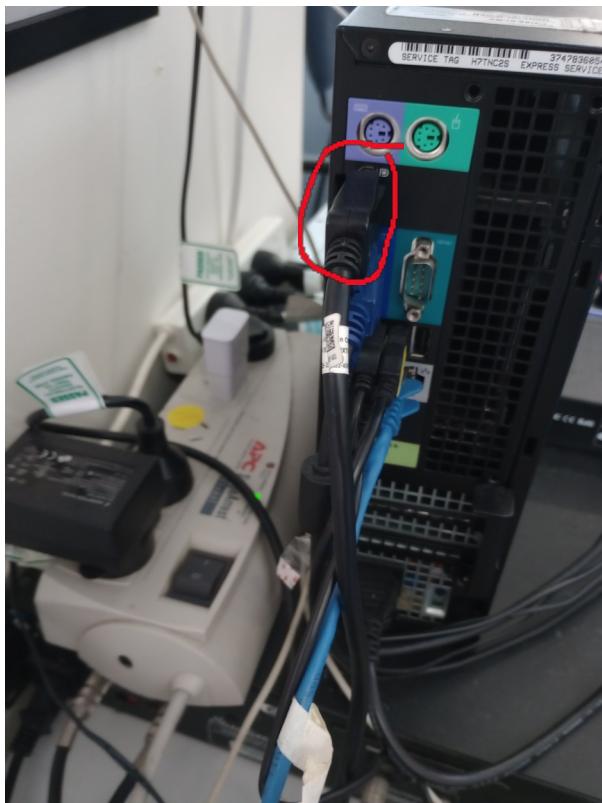
投影机的输入错了，有时是应为关机时按错了旁边的按钮。你要重复的按输入键回到 RGB1 输入。



## 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。



## No internet 没网络

Turn the router off, wait a few seconds and turn on again.

Also try disconnecting and reconnecting the blue network cable at the back of the computer.

关掉路由器，等几秒，再开。

还可以试拔出电脑后面的蓝色网络线，再插。

## 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

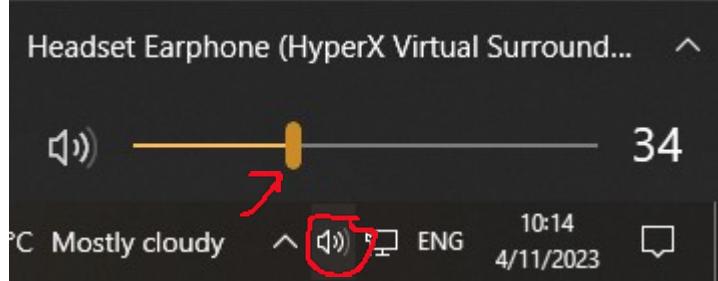
Microphone is popping or making weird noise 麦有砰砰声或其他噪音

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 on the mixer 在调音台，11/12 频道没有静音