ALTARLIVE AND TECHNOLOGY

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ALTARLIVE

ONLINE MEETINGS

We use AltarLive as our online meeting platform. We still do have zoom available, however the pro version will expire in March, 2025 and at this point we do not intend to renew it. We ask all church groups to use AltarLive as it eliminates the need to send out links and makes it very easy for committee members to find their meeting without searching thru emails. AltarLive meetings are listed on the fpclincoln.altarlive.com website, so all one has to do is go to that site, find their meeting, click on it, and they are in. They can also access that page thru the green "LIVESTREAM WORSHIP" button in the upper right of our homepage. We are able to have as many simultaneous meetings as we need. NOTE: Participants must set up a free AltarLive account to participate in a meeting. (No account is necessary to watch the livestreaming events.)

The following AltarLive instructions and troubleshooting are also on the website at: https://fpclincoln.org/altarlivefaq

CREATE AN ACCOUNT

1. Go to altarlive.com
2. Click "Login"
3. You can create an account with your Facebook or google login, or with your email address.
4. Fill out your profile and click "sign up"
5. You'll need to go to your email to finish the signup process
6. Join our community
    a. Search for "First Presbyterian Church of Lincoln"
    b. Click our community and you're in.

Once you've set up your account and joined the community, you'll see all of our meetings and worship services listed.

JOIN A MEETING

1. Log in with your account.
2. Click the meeting you want to join

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3. Make sure when a popup shows up asking if AltarLive can show notifications you say "Allow."
4. Make sure you've given permission to your phone or computer to ALWAYS ALLOW AltarLive to use your camera and microphone.
5. TEST THIS BEFORE THE MEETING STARTS! Give yourself plenty of time to work out any issues so you'll be ready. If you are having issues, see below for troubleshooting, or contact your chairperson or Carrie in the office to help you figure it out.

WHERE TO FIND MEETING LINKS

All meetings are listed on our website and can be accessed two ways:

1. By clicking the green "Livestream Worship" button in the upper right corner of our website homepage. That will take you to the list of all scheduled worship services and meetings.
    a. Find your meeting.
    b. Click on it, and you're in.
2. Scroll to the bottom of the homepage and you'll see a green "Meeting Spaces" button.
    a. Click that
    b. Then you'll need to click the green "FPC AltarLive" button at the top.
    c. Find our meeting.
    d. Click on it, and you're in.

If you haven't already set up an account, you'll need to do that. It will prompt you if you haven't.

IMPORTANT: If you haven't already told your computer to always allow AltarLive to access your camera and mic, it will ask. You must "ALLOW". It may feel like you're doing it twice, but the first time is most likely the program saying you need to do this, and when you click OK then your browser will do the real asking. Please click ALLOW.

SHARING A SCREEN WITH ALTARLIVE

The share screen icon is on the menu that shows up at the bottom of the screen when you move the cursor. It is the square box with an arrow in it. Click that, then choose either a tab on your browser, or a window. If you are sharing a video, be sure to click the audio option at the bottom of the sharing window.

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When you share your screen with AltarLive, you will not be able see the other online participants. To see them, you will need two screens. If you are in Room 106 or any other room with a projector and screen, the screen can serve as the second screen with the laptop.

1. Extend the Screen. (F8 on the church laptop, then choose "Extend")
2. Drag the AltarLive screen to the PROJECTOR screen. (Drag to the right with the touchpad)
3. Keep what you want to share on the LAPTOP screen.
4. Click the "hide" option on the sharing screen at the bottom. (optional)
5. Click the box that shows what you're sharing on the AltarLive screen. It will say "show me what I'm sharing." Click that. Now what you're sharing takes up most of the screen, but you can still see the participants on the side.
6. Having the altarlive screen on the projector takes a bit of practice when it comes to moving the cursor. Just remember that moving the cursor to the right moves it to the screen, moving it to the left moves it to the laptop. Having it set up this way vs. the altarlive screen on the laptop and the shared screen on the projector means it's easier for you to manipulate the shared screen, and everyone in the room can see who is online.

SETTING UP ALTARLIVE MEETINGS

You need admin permissions to set up AltarLive meetings. All Session members should have this set for their AltarLive accounts. If you do not, please let the Church Administrator know.

1. Log into https://www.altarlive.com/.
2. That should take you to the dashboard. First, see if your meeting is already set up by clicking on the calendar icon on the left side of the screen. If it is not there:
3. Click "Add New Event" in the upper right of the screen.
4. Click "Meeting" (Event is for livestreaming worship and programs like that)
5. Fill out the form
    a. The image link – the church admin or staff have access to the images for regular meetings – they can be found on the J drive under committees – altar live meeting graphics
    b. If it's a regular monthly meeting – be sure to fill out the "repeat" section.
    c. Uncheck "Everyone starts with microphone off" – it's easier that way

   d. Make sure “Community Landing Page Settings” is clicked to show on the community landing page so people can find your meeting.
   e. Click Next
6. Assign Hosts – hosts can enter meetings and also allow others into meetings.
   a. Always assign “First Presbyterian Church” (with the info@fpclincoln.org email) as a host. This is important if you think you might be using the church laptop in 106 to run the meeting.
   b. Assign the staff person for your committee, and if it is a regular committee meeting, assign all the committee members as hosts, so they don’t have to wait for someone to “allow” them into the meeting.
   c. Click Next
7. Who Can Join page:
   a. Don’t “add members”. If someone logs in with an email that you don’t list, they may not be able to join the meeting.
   b. Always click “LOCK” meeting – that simply means that anyone joining who is not a host (or added under “add members”) has to be allowed in. Otherwise strangers who click on our meeting page can join automatically without permission.
   c. Make sure “anyone” is clicked.
   d. Click Next
8. Interactions – don’t do anything on this page. Just click Next
9. Set up Space – every meeting needs a “space” to meet.
   a. Toggle off “Lobby with tables” (unless you need breakout rooms - see below if you need them)
   b. Toggle on “Lobby with rooms”
   c. Click the “+” sign for Add New Room
   d. Type a room name (Meeting Room works well!)
   e. Click “publish”
   f. Breakout Spaces:
      i. If you think you’ll need the equivalent of small breakout rooms with 4 or less people, you can have “lobby with tables” clicked and then add however many tables of our you want. (tables can only communicate with the people at their table – they can’t listen in on other tables)
      ii. If you need larger breakout rooms, you can add additional rooms.
      iii. The “Host Options” once you’re in the meeting – located along the top of your screen on the right – you can move people to tables or breakout rooms.

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10. REMEMBER – at the end of the meeting under Host Options choose end meeting for all, otherwise the meeting will continue to "meet" even after everyone has left.

TECHNOLOGY

ROOM 106 – CONNECT TO PROJECTOR

Room 106 has a permanently mounted projector and screen.

There is a laptop locked in the in that room that can be used for the meeting (Ask a staff person to unlock it for you or ask the Church Administrator to have it out for you before the meeting.)

1. Turn on the projector using the white "NEC" remote, pressing the Power button (top left button). The remote is in the locked drawer with the laptop.
2. Make sure the projector source is set to HDMI2. If not, press the HDMI2 button (5 on the remote keypad)
3. To connect PC laptop to the projector using the Windows Display adapter, press
4. In the box that opens, select "Classroom - 106". Once connected, the projector screen should mirror your laptop screen. You may need to choose "Duplicate" in order to mirror your laptop screen
5. Sound should automatically come through the overhead speakers
6. When finished, be sure to turn off the projector (select the STANDBY button twice).

FELLOWSHIP HALL – CONNECT TO PROJECTOR

Fellowship Hall has a permanently mounted projector and screen.

1. The projector remote is in the wooden sound cabinet at the far end of the room near the outside exit door.
2. Pull down the screen.
3. Turn on the projector using the white "Basement Projector" remote, pressing the Power button (center button, top row) (Remote is located in the wooden sound cabinet by the outside exit door.)
4. Make sure the projector source is set to HDMI2. If not, press the SOURCE button (top right corner) until it is.
5. To connect PC laptop to the projector using the Windows Display adapter, press

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6. In the box that opens, select “Fellowship Hall”. Once connected, the projector screen should mirror your laptop screen. You may need to choose “Duplicate” in order to mirror your laptop screen
7. When using the Windows Display Adapter, sound will not come through the projector. To change your speaker to the projector:
    a. Click the speaker icon in the lower right corner of your laptop screen.
    b. Click the icon to the right of the sound volume bar
    c. Choose “Digital Output Fellowship Hall”
8. When finished, be sure to turn off the projector (select the STANDBY button twice and put all equipment away.)

GREAT HALL – CONNECT TO PROJECTOR

Great Hall as a permanently mounted projector and screen.

1. Turn on the projector using the remote, pressing the Power button (center button, top row). The remote is in a box next to the sound system under the table below the Lamb Wall Hanging.
2. Lower the projection screen. The screen is electric. The controls are on the wall to the right of the lamb wall hanging.
3. Make sure the projector source is set to HDMI2. If not, press the SOURCE button (top right corner) until it is.
4. To connect PC laptop to the projector using the Windows Display adapter, press
5. In the box that opens, select “Great Hall”. Once connected, the projector screen should mirror your laptop screen. You may need to choose “Duplicate” in order to mirror your laptop screen
6. Note: When using the Windows Display Adapter, sound will not come through the projector. If you need sound to go along with your presentation/video, change your speaker to the projector. (Click the speaker icon in the lower right corner of your laptop screen to choose speaker options)
7. When finished, be sure to turn off the projector (select the STANDBY button twice and put all equipment away.)

ROOM 106: HYBRID MEETING (WITH OWL MEETING CAMERA)

Room 106 has a permanently mounted OWL Meeting Camera.

1. Plug the OWL into a USB port on your laptop. Use the gold USB cable that comes out of the wall next to the outlets.

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2. When using AltarLive, it should automatically detect the owl and use that as its camera. If it doesn't, check to see if the OWL is on. IF YOU DID NOT HEAR THE OWL HOOT, UNPLUG IT AND PLUG IT BACK IN. You'll need to stand on a chair to reach the ROUND power plug that plugs into the top of the OWL.
3. Choose the "Digital Output Classroom-106" for the for the speaker.
4. Choose the "Communication Echo Canceling Speakerphone Meeting Owl" for the microphone

The OWL camera will follow whoever is speaking. If you want to fix the camera position to one area, follow the instructions below for **HOW TO LOCK THE CAMERA DIRECTION OF THE OWL**

PORTABLE MEETING OWL

We have a portable OWL that you can use when needed. The OWL, tripod for the OWL, and extension cord for the OWL, are in the Office Storage Room, so please ask a staff person for assistance.

1. You will need to plug the OWL into your laptop via USB-C. If you are using the church laptop, it has a USB-C to USB adapter inserted into it so you can plug in the OWL. (Please be sure that adapter remains plugged into the laptop when you put the equipment away.)
2. **FELLOWSHIP HALL:**
    a. You will want the OWL as far from the projector screen as possible. We've found it works best for large meetings to have the laptop and OWL about 2/3 distance from the screen and 1/3 distance from the back wall. You'll need the extension cord that is in the Office Storage Room.
    b. Chose the Meeting Owl Camera for the video source.
    c. Choose the "Digital Output Fellowship Hall" for the for the speaker.
    d. Choose the "Communication Echo Canceling Speakerphone Meeting Owl" for the microphone.
3. **Great Hall:**
    a. Chose the Meeting Owl Camera for the video source.
    b. Choose the "Digital Output Great Hall" for the for the speaker.
    c. Choose the "Communication Echo Canceling Speakerphone Meeting Owl" for the microphone.

HOW TO LOCK THE CAMERA DIRECTION OF THE OWL

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If you are using a built in sound system in the room, you'll want to fix the direction the OWL is focused on to wherever the presenter will be standing. (The OWL follows voices. When you use the sound system the voices come from speakers in the ceiling, so the OWL doesn't know where to focus.)

1. Download the OWL MEETING APP on your phone.
2. It should find our OWL (in Room 106: CalvinFPCLincoln, or Calvin OWL Roaming) Click that.
3. Click the LOCK AND ZOOM option. Looking at the projection screen, use your finger on your phone screen to drag the box until the projection shows the area you want the OWL to remain focused on. You can now close your phone app and the camera should stay locked where you put it.
4. **ALWAYS give yourself plenty of time before a meeting starts to set this up and test it so you know what you're doing and can make sure it's working as you need it to work.**

Please return the meeting owl, church laptop, and any associated cables, extension cords, and connectors to their storage areas. The Laptop goes in the locked drawer in Room 106. The OWL and associated equipment go in the Office Storage Room.

FELLOWSHIP HALL SOUND SYSTEM

The sound system is in the wooden cabinet at the far end of the room near the outside exit door.

There are two cordless mics in the cabinet – one lapel mic and one hand-held mic. If they need batteries, contact the Church Administrator. Be sure to check this before you need it, as the Church Administrator may not be on site when you are setting up.

There is a corded mic in the cabinet. The mic itself is in a bag on the top shelf (might be on top of the top unit). The cable is hanging on the inside of the lower door. The mic plugs into the wall next to the screen.

1. The light on the outside of the cabinet should already be on. The light on the right side of the upper unit (that says "LEAVE ON") should also already be on. If either is off, turn them off and make sure that the "LEAVE ON" tape over the outside switch is covering the switch. (These should never be turned off or it turns off the hearing loop in the sanctuary.)
2. Turn on the power switch – the white POWER switch on the top unit.
3. Volume Control:

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   a. MIC 1 is the corded mic
   b. WIRELESS is the lapel mic
   c. WIRELESS is also the handheld wireless mic. Only one wireless can be used at a time.
4. TO TURN OFF THE SYSTEM:
   a. Turn off the WHITE power switch only.
   b. Return the mics to the cabinet.
5. Fellowship Hall shares the Hearing Loop with the Sanctuary. Personal hearing receivers are in the AV room on the 2nd floor, labeled 1 & 2. (A & B are for Great Hall). Ask a staff person to get them for you if needed.

GREAT HALL SOUND SYSTEM

The sound system is under the table that is under the lamb wall hanging.

1. Turn on the power switch located on the back of the unit. (Square black button on the right side of the back of the unit.)
2. There are two cordless lapel mics in the AV room (In bags labeled "A" and "B"). If they need batteries, contact Carrie Cross.
3. There is a corded mic in a box next to the sound system unit. It should already be plugged into the unit. If it is not, plug it into .....
4. There is a mic stand on the left side of the stage.
5. Volume Control:
6. TO TURN OFF THE SYSTEM:
   a. Please turn off and return the mics to their original locations (box under the table or the AV room).
   b. Turn off the power switch.

HEARING LOOP

The Sanctuary, Fellowship Hall and Great Hall all have a hearing loop installed. For individuals with hearing aids equipped with T-Coils, if they have had them activated, they just have to flip a switch on their hearing aid, and their hearing aid acts as an individual speaker for them. We also have 2 portable hearing loop receivers for each space that can be used by those without hearing aids. The portable receivers are in the AV room. Ask a staff member for assistance if you need them.

NOTE: The hearing loop in Fellowship Hall and the Sanctuary cannot be used at the same time.

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HEBREWS – CONNECT TO TECHNOLOGY

Apple TV (to use streaming apps or mirror iPhone/iPad/Mac computer)

1. Turn on the TV using the large LG TV remote control, pressing the Power button (center button, top row)
2. Turn on the PYLE Amplifier/Receiver by either selecting the red "SLEEP" button on the PYLE remote or selecting "STANDBY" on the PYLE receiver (far left button)
3. On the PYLE receiver, make sure the display says "Hd1". If it doesn't say "Hd1" then select the "INPUT" button on either the PYLE remote or receiver until it does. Cycle through the options until it reads Hd1.
4. The large round knob on the PYLE receiver controls the volume. You can also use the up down arrows on the PYLE remote
5. Press the power button in the top right corner on the Apple TV remote to turn on the Apple TV
6. Use the Apple TV remote to control the Apple TV
7. To connect iPad or iPhone, or Mac to Apple TV, turn on screen mirroring on your iPhone, iPad, or Mac laptop and connect to "FPC Youth Room". The projector screen will now mirror your iPhone, iPad, or Mac laptop.
8. When finished, be sure to turn off the projector (select the "OFF" button twice) and turn off the PYLE receiver by selecting "STANDBY" on the receiver or the "SLEEP" button on the remote. Turn off Apple TV.

Windows Display adapter (to wirelessly connect PC laptop to the projector)

1. Turn on the TV using the large LG TV remote control, pressing the Power button (center button, top row)
2. Turn on the PYLE Amplifier/Receiver by either selecting the red "SLEEP" button on the PYLE remote or selecting "STANDBY" on the PYLE receiver (far left button)
3. On the PYLE receiver, make sure the display says "Hd2". If it doesn't say "Hd2" then select the "INPUT" button on either the PYLE remote or receiver until it does. Cycle through the options until it reads Hd2.
4. To connect PC laptop to the Display adapter, press + K
5. In the box that opens, select "Youth Room". Once connected, the TV screen should mirror your laptop screen. You may need to choose "Duplicate" in order to mirror your laptop screen

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6. Note: When using the Windows Display Adapter, sound will not come through the amplifier. You will need to control volume (if needed) by using the volume button on the projector remote. This sound quality is not very good for movie or music listening. Mainly use this for PowerPoint presentations.
7. When finished, be sure to turn off the projector (select the "OFF" button twice) and turn off the PYLE receiver by selecting "STANDBY" on the receiver or the "SLEEP" button on the remote (if on), and disconnect from Windows Display Adapter.

Connect Phone or other Bluetooth device to PYLE Amplifier/Receiver (to play audio or music from device)

1. Turn on the PYLE Amplifier/Receiver by either selecting the red "SLEEP" button on the PYLE remote or selecting "STANDBY" on the PYLE receiver.
2. On the PYLE receiver, make sure the display says "bT" (looks like a "b" and a backwards "7"). If it doesn't say "bT" then select the "INPUT" button on either the PYLE remote or receiver until it does.
3. Open the Bluetooth setting on your phone or device and search for and select "PYLE Youth Room." Your device should automatically connect and you will hear the "The Bluetooth device has connected successfully" in an odd accent.
4. When finished, be sure to turn off the PYLE receiver by selecting "STANDBY" on the receiver or the "SLEEP" button on the remote.

Be sure everything is off before leaving the room.

YOUTH ROOM – CONNECT TO TECHNOLOGY

Apple TV (to use streaming apps or mirror iPhone/iPad/Mac computer)

1. Using the white projector remote, turn on the projector by pressing the "ON" button.
2. Once on, make sure projector is set to HDMI 1 (if not you can select HDMI 1) at the bottom of the remote)
3. Turn on the PYLE Amplifier/Receiver by either selecting the red "SLEEP" button on the PYLE remote or selecting "STANDBY" on the PYLE receiver.
4. On the PYLE receiver, make sure the display says "Hd1". If it doesn't say "Hd1" then select the "INPUT" button on either the PYLE remote or receiver until it does.
5. The large round knob on the PYLE receiver controls the volume

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6. Press the power button in the top right corner on the Apple TV remote to turn on the Apple TV
7. Use the Apple TV remote to control the Apple TV
8. To connect iPad or iPhone, or Mac to Apple TV, turn on screen mirroring on your iPhone, iPad, or Mac laptop and connect to "FPC Youth Room". The projector screen will now mirror your iPhone, iPad, or Mac laptop.
9. When finished, be sure to turn off the projector (select the "OFF" button twice) and turn off the PYLE receiver by selecting "STANDBY" on the receiver or the "SLEEP" button on the remote. Turn off Apple TV.

Windows Display adapter (to wirelessly connect PC laptop to the projector)

1. Using the white projector remote, turn on the projector by pressing the "ON" button.
2. Once on, make sure projector is set to HDMI 2 (if not you can select HDMI 2) at the bottom of the remote). You should then see on the Screen "Youth Room" ready to connect
3. To connect PC laptop to the Display adapter, press Windows key + K
4. In the box that opens, select "Youth Room". Once connected, the projector screen should mirror your laptop screen. You may need to choose "Duplicate" in order to mirror your laptop screen
5. Note: When using the Windows Display Adapter, sound will not come through the amplifier. You will need to control volume (if needed) by using the volume button on the projector remote. This sound quality is not very good for movie or music listening. Mainly use this for PowerPoint presentations.
6. When finished, be sure to turn off the projector (select the "OFF" button twice) and turn off the PYLE receiver by selecting "STANDBY" on the receiver or the "SLEEP" button on the remote (if on), and disconnect from Windows Display Adapter.

Connect Phone or other Bluetooth device to PYLE Amplifier/Receiver (to play audio or music from device)

1. Turn on the PYLE Amplifier/Receiver by either selecting the red "SLEEP" button on the PYLE remote or selecting "STANDBY" on the PYLE receiver.
2. On the PYLE receiver, make sure the display says "bT" (looks like a "b" and a backwards "7"). If it doesn't say "bT" then select the "INPUT" button on either the PYLE remote or receiver until it does.

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3. Open the Bluetooth setting on your phone or device and search for and select “PYLE Youth Room.” Your device should automatically connect and you will hear the “The Bluetooth device has connected successfully” in an odd accent.
4. When finished, be sure to turn off the PYLE receiver by selecting “STANDBY” on the receiver or the “SLEEP” button on the remote.

Nintendo Switch

1. Using the white projector remote, turn on the projector by pressing the “ON” button.
2. Once on, make sure projector is set to HDMI 1 (if not you can select HDMI 1) at the bottom of the remote)
3. Turn on the PYLE Amplifier/Receiver by either selecting the red “SLEEP” button on the PYLE remote or selecting “STANDBY” on the PYLE receiver.
4. On the PYLE receiver, make sure the display says “Hd2”. If it doesn’t say “Hd2” then select the “INPUT” button on either the PYLE remote or receiver until it does.
5. The large round knob on the PYLE receiver controls the volume
6. Turn on the Nintendo Switch by pushing the tiny round button on top of the Switch.

DVD Player

1. Using the white projector remote, turn on the projector by pressing the “ON” button.
2. Once on, make sure projector is set to HDMI 1 (if not you can select HDMI 1) at the bottom of the remote)
3. Turn on the PYLE Amplifier/Receiver by either selecting the red “SLEEP” button on the PYLE remote or selecting “STANDBY” on the PYLE receiver.
4. On the PYLE receiver, make sure the display says “Hd2”. If it doesn’t say “Hd2” then select the “INPUT” button on either the PYLE remote or receiver until it does. The large round knob on the PYLE receiver controls the volume
5. Turn on the DVD player using the power button on the Sony DVD player or Sony DVD player remote. If the DVD display does not appear on the screen. Make sure the DVD’s HDMI cable is plugged into the PYLE receiver, replace the Switch HDMI cable in HDMI input 2 with the DVD cable.
6. When finished, be sure to turn off the projector (select the “OFF” button twice) and turn off the PYLE receiver by selecting “STANDBY” on the receiver or the “SLEEP” button on the remote. Turn off DVD Player.

Be sure everything is off before leaving the youth room.