

RockIT™ System Setup Guide

How a RockIT™ church installation goes together — office, check-in, Wall Calendar, live streaming and presentation

This guide is written for church staff and volunteers. You do not need to be technical to use it. Each hardware section shows a diagram and explains, in plain language, what each piece does and which cable connects it. The Software setup section covers installing RockIT™ and connecting the accounts your church uses. RockIT™ is a Windows desktop church-management program; every computer shown in blue runs RockIT™ and talks to one shared MySQL database over your church network.

How to read the diagrams

- **Box colors:** blue = a computer running RockIT™; teal = monitors, check-in accessories and adapters; gray = network equipment; orange = audio and video gear (including the dedicated streaming PC); purple = displays and projectors. An orange frame around a monitor is a USB touch overlay.
- **Line colors:** purple = HDMI (dashed purple = active/optical AOC HDMI); magenta = DisplayPort / USB-C video; teal = SDI coax; blue = Ethernet / Cat6 (dashed blue = HDBaseT over Cat6); orange = USB (dashed orange = fiber USB); red = XLR or TRS audio; dotted gray = Wi-Fi; black = internet; green dashed = software sync (no cable).
- **Dashed outline:** the item is optional.

Standard RockIT™ mini PC

Used for the staff computer, check-in kiosks and Wall Calendar

- **Processor:** AMD Ryzen 7 (6–8 cores)
- **Operating system:** Windows 11 Pro
- **Memory:** 24 GB RAM or more
- **Storage:** 500 GB or 1 TB SSD
- **Video:** three video outputs — HDMI + DisplayPort + USB-C / USB4 with DisplayPort Alt Mode
- **Network:** Gigabit Ethernet
- **USB:** plenty of USB ports (add a powered USB hub if needed)

Wherever the diagrams say “RockIT™ mini PC,” this is the computer meant. The streaming computer is a separate, dedicated PC (see section 5).

Keep RockIT™ running

Automated notifications and other timed work in RockIT™ only happen while at least one RockIT™ PC is on and RockIT™ is open and signed in. If every RockIT™ computer is shut down or asleep, those automations pause until someone starts RockIT™ again.

- **UPS (battery backup):** Plug the main RockIT™ mini PC — and ideally the modem, router and network switch — into a line-interactive pure sine wave UPS (~1000VA, for example CyberPower CP1000PFCLCD). Connect the UPS USB cable to the PC and install the vendor's PowerPanel (or PowerChute) software so Windows can shut down gracefully if power stays out. A UPS is included in the Starter, Check-In Kiosk and Three-display office hardware bundles; it is optional for the dedicated streaming PC.

- **Windows must not sleep:** In Windows Settings → System → Power, set Sleep to Never when plugged in (and preferably on battery too for the always-on PC). Turn off screen timeout only if you want the monitors to stay lit.
- **BIOS restore on AC power loss:** In the mini PC BIOS/UEFI, set "Restore on AC/Power Loss" (wording varies by brand) to Power On / Last State On, so the PC comes back after an outage once utility power returns.
- **Start RockIT™ at sign-in:** RockIT™ does not have a built-in "start with Windows" switch. Put a shortcut to RockIT™ in the Windows Startup folder (Win+R → shell:startup) so it launches when someone signs into Windows. Someone still needs to sign into RockIT™ on the login window for notifications to run.

Software setup

This section is for church staff who are installing RockIT™ on a Windows PC and connecting the church's accounts. Use only the steps that match what your church will use. For full details see the RockIT™ User Manual at the end of this section.

Download and install

Go to the Download page on therockit.org and download the RockIT™ installer for Windows (64-bit). Run the setup file. The installer puts RockIT™ under Program Files and, when needed, installs the .NET 9 Desktop Runtime and Microsoft Edge WebView2. It does not install OBS Studio, OpenLP, PowerPoint, Word, or MySQL — install those separately if your church will use them.

RockIT™ is beta software. Until the public installer is code-signed, Windows may show a security warning when you open the setup file. If you are not sure whether to continue, stop and contact support before installing.

Trial and license

Without a purchased license, RockIT™ runs for 45 days from the first launch (the install day counts). During the trial the main window title shows how many days are left. Every feature is included.

After you buy a lifetime license, you receive a .lic file by email. Open RockIT™, press Enter License (on App Settings, or right-click Help and choose Enter license), press Browse and choose the file, then press Activate. You can also paste the file's text into the box. One license works on the church computers that use this copy; it is not locked to one PC.

RockIT™ keeps the purchased license at C:\ProgramData\RockIT\License.lic (or under your user LocalAppData\RockIT folder if ProgramData cannot be written). When the trial has ended, RockIT™ shows RockIT trial ended and offers Enter License, Buy License (opens therockit.org), or Exit.

First sign-in and guided setup

When you start RockIT™, the RockIT™ – Ministry Login window opens. A brand-new install creates one administrator account named admin. The Username and Password boxes are not filled in ahead of time. On the first successful sign-in with admin, RockIT™ asks for a new password (New Password Required) before the main menu opens. Type New Password and New Password (confirm), then press Save.

After that password is saved, RockIT™ opens Features. Check the features this church will use, then press Continue. When a feature that needs an account, key, or secret is turned on, RockIT™ can open step-by-step help and put the cursor in the matching box on App Settings. You can open Features again later — it is the gold button on App Settings (User Settings).

If you close Ministry Login without signing in, RockIT™ closes. The main menu does not open until someone signs in.

App Settings (User Settings)

App Settings (also called User Settings in help) is only for an administrator. Press Save Settings when you are done. How to obtain each account and key is in the RockIT™ User Manual appendix on accounts.

- **Ministry Information:** church name, address, phone, email, website, service times, what we believe, and the ministry logo.

- **Google Calendar:** paste the Google Calendar API Key under Google Calendar on App Settings (Monthly Calendar reads public events with it). Adding and changing room reservations uses Authorize Google Calendar on Manage Facilities, with a Desktop app client file in the church Authorizations folder.
- **Website / WordPress:** under Website WordPress Information, enter the WordPress User Name and App Password. Live Stream Save Stream To Website and announcement upload use this connection. The website address is set on Edit Church under Website.
- **Email:** Forms Email Information holds Sermon Notes and Prayer Requests mailbox details. Notification email uses the Brevo API Key on App Settings. Outgoing church mail (calendar, announcements, sermon files) uses the Mail tab on Edit Church (SMTP host, port, and addresses).
- **Streaming service:** under Features, when Live Stream is on, choose Mux, YouTube, Facebook, and/or Vimeo. Fill each service's Server URL, Stream Key, and (except Mux) Watch page on the matching App Settings tab. Active streaming service is the one OBS sends to. RockIT™ can write that service's server and key into OBS when OBS is not already streaming.
- **AI services:** on the AI Services tab, paste the xAI API Key. The same key is used for reading checks (optional, under Church Offering), announcement slide artwork, and sermon thumbnails on Save Stream To Website.
- **Giving:** online giving import is through Tithe.ly only. Offering Import Tithely reads a Tithely Giving CSV; App Settings has no Tithely password box.
- **Live programs:** set the OBS Studio and OpenLP paths, and the OBS WebSocket password, under Live programs at the bottom of App Settings.

Printers, kiosk touch screen, and Wall Calendar

- **Label printer:** on App Settings, press Label Printer. Choose Printer Name and Label Size, then Print Test Label to confirm. Visitor labels and child check-in labels use this printer.
- **Kiosk / check-in:** turn on Kiosk Mode on App Settings if you want the Windows touch keyboard with each screen. Plug the touch screen's USB into the RockIT™ PC along with the label printer, scanner, and USB camera.
- **Map each touch screen to its monitor:** in Windows, open Tablet PC Settings, press Setup, and choose Touch input. When Windows prompts on a screen, tap that screen (press Enter to skip a screen that is not the touch screen). This keeps a tap on the kiosk from moving the cursor on the Wall Calendar. Then use RockIT™'s Calibrate touch screen button on Wall Calendar settings.
- **Wall Calendar display:** open Wall Calendar from Monthly Calendar, or from App Settings under Wall Calendar (below Features). Choose the connected display, theme, wallpaper, font, and whether to start when RockIT™ opens. Press Open wall calendar for the lobby screen. Identify flashes the Windows display number on each screen.

RockIT™ WordPress plugins

The plugins ship inside the RockIT™ install package, in the WordPressPlugins folder next to the program. RockIT™ does not install them on the website for you. On the church WordPress site (signed in as an administrator):

- Zip one plugin folder at a time (the zip should contain that folder).
- Open Plugins, then Add New, then Upload Plugin; choose the zip; press Install Now; then Activate Plugin.
- Repeat for each plugin the church will use.

The plugins WordPress shows by name include:

- Church Weekly Announcements Uploader
- Sermon REST API
- Notification MP3 Endpoint
- Notification Copy MP3 - URL Download

- Custom JetEngine Filters for Sermons CCT (BelmontBC)
- JetEngine - Get attachment file link by ID
- Large Site FTP Migrator (only when moving the website; not required for a normal Sunday)

Some plugins expect other WordPress tools (for example Contact Form 7, Series Engine, or JetEngine). Install those your church already uses before relying on the matching RockIT™ feature. Create a WordPress Application Password under Users → Profile (or Edit user) and paste it into App Settings under Website WordPress Information.

Updates

When RockIT™ starts, it checks for a newer version at therockit.org/updates/update.xml. If that file lists a higher version than the one installed, RockIT™ downloads the newer setup and runs it quietly (/SILENT /NORESTART). Keep the PC online at startup so that check can finish. An expired trial can still take an update before the trial-ended prompt.

Keep RockIT™ running

Automated notifications and other timed work only happen while at least one RockIT™ PC is on and RockIT™ is open and signed in. See Keep RockIT™ running near the front of this guide: plug the main RockIT™ PC (and ideally the modem, router, and switch) into a UPS, set Windows Sleep to Never when plugged in, set BIOS restore-on-AC-loss to On, and put a RockIT™ shortcut in the Windows Startup folder. Someone still needs to sign into RockIT™ on the login window.

For full details see the RockIT™ User Manual.

Technical support: support@therockit.org · (502) 788-6490 · therockit.org

1. The whole church system at a glance

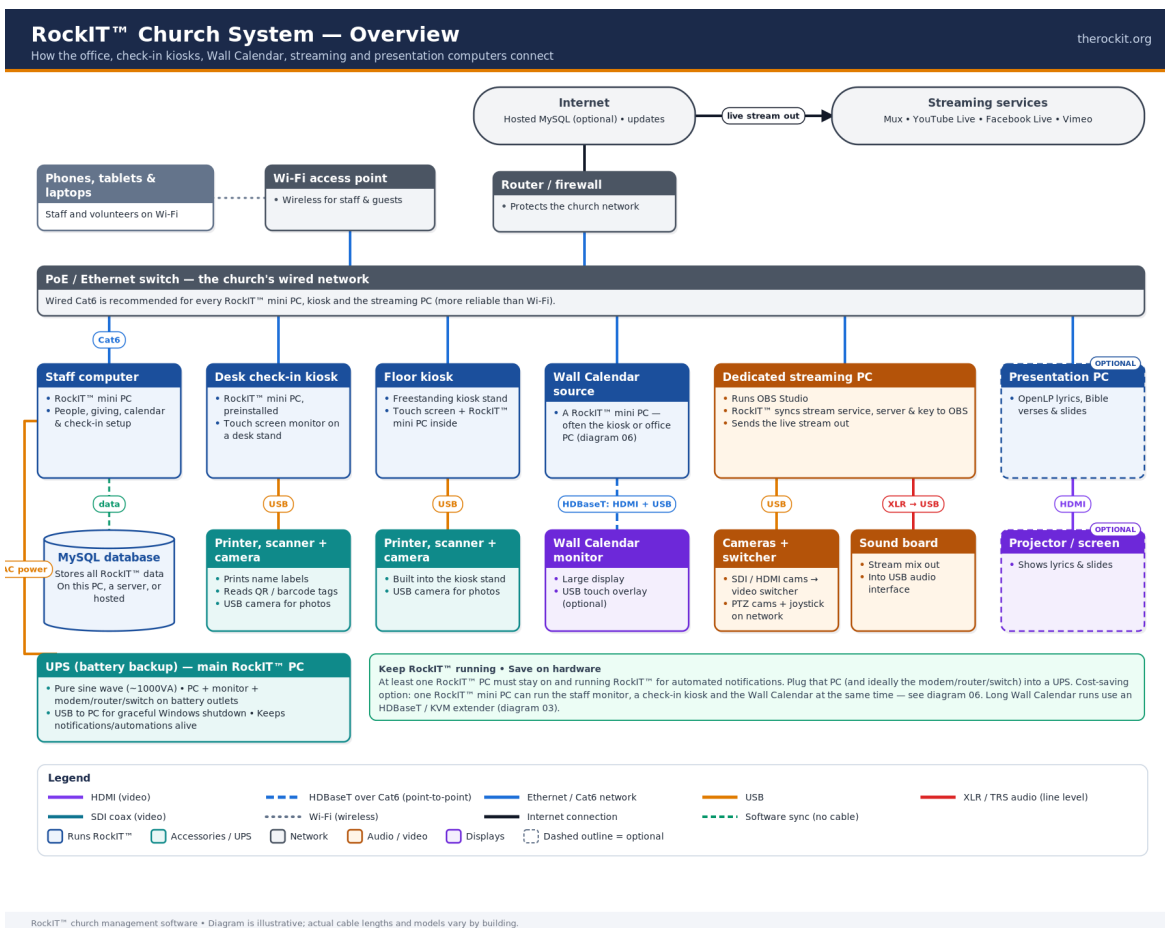


Figure 1 — RockIT™ church system overview

Everything connects to one central piece: the church's wired network (an Ethernet switch, usually in an office closet or rack). Your internet comes into a router/firewall, which feeds the switch. From the switch, a Cat6 network cable runs to each computer:

- **Staff computer** — a RockIT™ mini PC in the office where staff manage people, giving, the calendar and check-in setup. The MySQL database that stores all RockIT™ data can live on this PC, on a small server, or be hosted online.
- **Check-in kiosks** — desk and floor kiosks, each with a RockIT™ mini PC, touch screen, label printer, scanner and USB camera (section 3).
- **Wall Calendar** — a large monitor showing the RockIT™ Wall Calendar, fed from a nearby RockIT™ mini PC — usually over an HDBaseT / KVM extender for long runs (section 4).
- **Dedicated streaming PC** — runs OBS Studio, fed by a hardware video switcher, cameras and the sound board (section 5).
- **Presentation PC (optional)** — runs OpenLP for lyrics and slides on a projector or screen.
- **Wi-Fi access point** — for staff laptops, tablets and guest phones. Wi-Fi is handy, but kiosks and the streaming PC should be wired.

Cost-saving option: one RockIT™ mini PC can run the staff monitor, a kiosk and the Wall Calendar at the same time (section 2).

Power tip: put the main RockIT™ PC (and network gear) on a UPS — see Keep RockIT™ running above.

2. Recommended cost-saving layout: one mini PC, three displays

Recommended: fewer computers to buy, set up and maintain.

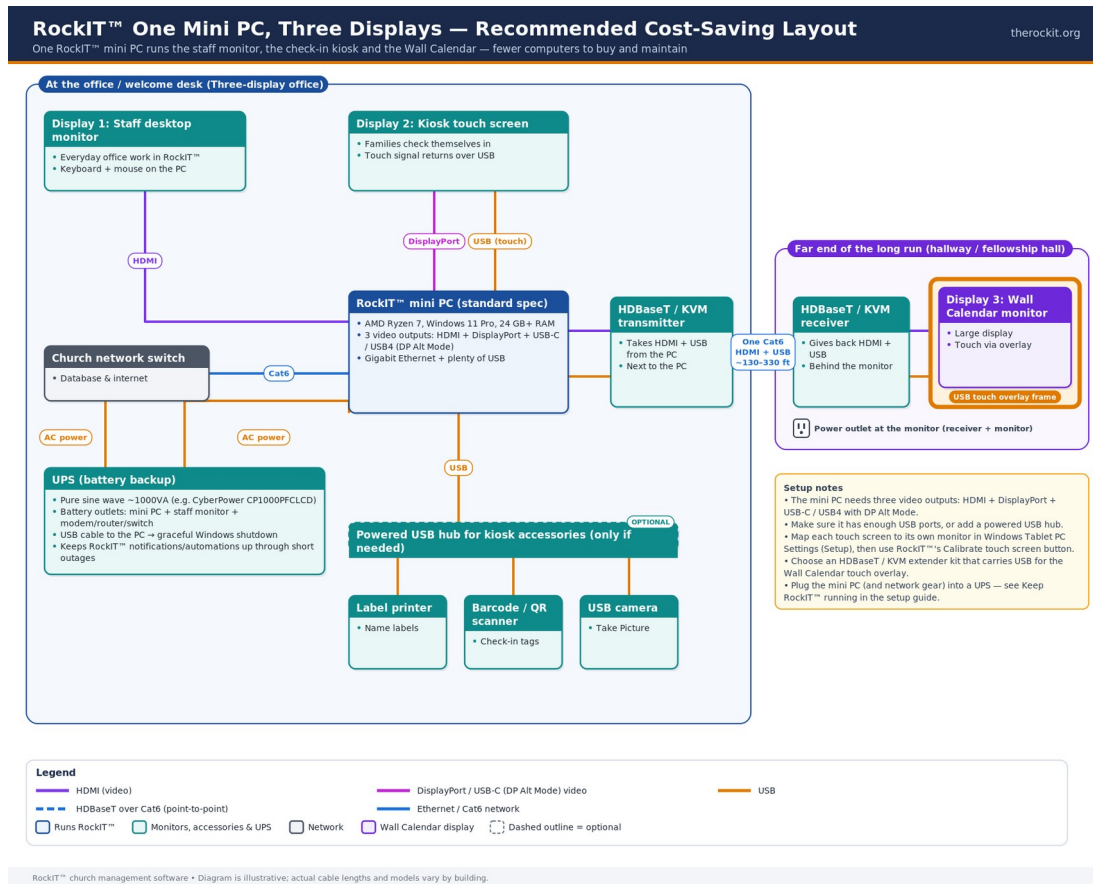


Figure 2 — Three-display office: one RockIT™ mini PC driving three displays

Instead of buying a separate computer for the office, the check-in kiosk and the Wall Calendar, one RockIT™ mini PC at the office or welcome desk runs all three screens at once:

- Display 1 — Staff desktop monitor (HDMI):** everyday office work in RockIT™ with a keyboard and mouse.
- Display 2 — Kiosk touch screen (DisplayPort or HDMI, plus USB for touch):** families check themselves in. The label printer, barcode/QR scanner and USB camera (for RockIT™ Take Picture member and visitor photos) plug into the same mini PC by USB, through a powered USB hub if the PC runs short of ports.
- Display 3 — Wall Calendar monitor with USB touch overlay:** fed over a long run by an HDBaseT / KVM extender pair that carries both HDMI and USB on a single Cat6 cable (about 130–330 ft depending on the model). The receiver and the monitor need a power outlet at the far end.

What to check

- The mini PC needs three video outputs: HDMI + DisplayPort + USB-C / USB4 with DisplayPort Alt Mode (the standard RockIT™ mini PC has these).
- Make sure there are enough USB ports for touch, printer, scanner, camera, keyboard and mouse — or add a powered USB hub.
- Map each touch screen to its own monitor in Windows Tablet PC Settings (Setup), so a tap on the kiosk doesn't move the cursor on the Wall Calendar. Then fine-tune with RockIT™'s Calibrate touch screen button.

- Choose an HDBaseT / KVM extender kit that lists USB pass-through, so the Wall Calendar touch overlay works over the same Cat6.
- Plug the mini PC, staff monitor and modem/router/switch into a UPS (battery-backed outlets), and connect the UPS USB cable to the PC for graceful shutdown.

3. Check-in kiosks (desk and floor)

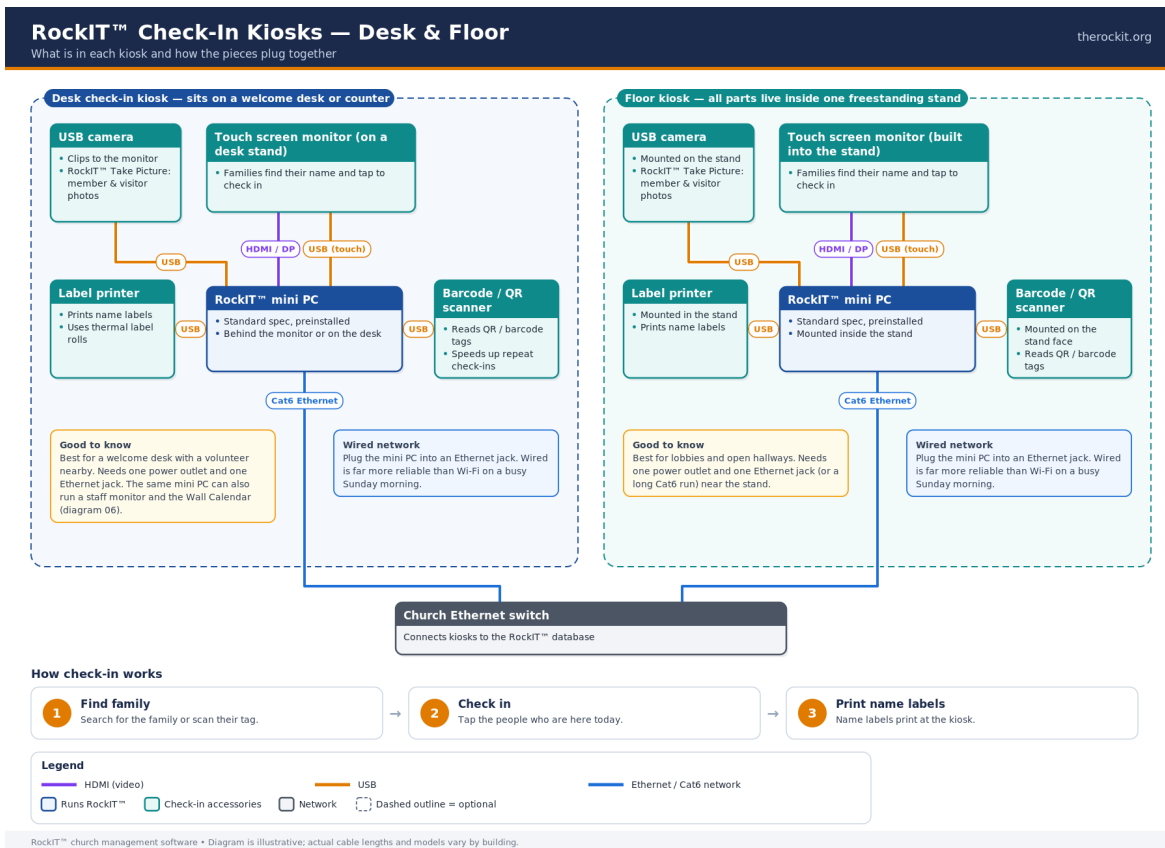


Figure 3 — Desk and floor check-in kiosks

Both kiosk styles contain the same parts and are wired the same way; the difference is the furniture.

- **Desk kiosk:** a RockIT™ mini PC (preinstalled), a touch screen monitor on a desk stand, a label printer with labels, a barcode/QR scanner and a USB camera. It sits on a welcome desk or counter.
- **Floor kiosk:** a freestanding kiosk stand with a built-in touch screen monitor; the mini PC, label printer, scanner and camera are mounted in or on the stand. Ideal for lobbies and hallways.
- **Touch screen:** HDMI or DisplayPort carries the picture to the screen, and a USB cable carries the touch signal back to the mini PC.
- **USB camera:** used with RockIT™'s Take Picture feature to capture member and visitor photos.
- **Printer and scanner:** each plugs into the mini PC by USB.
- **Network:** each kiosk needs one power outlet and one Ethernet jack. Wired Ethernet is strongly recommended over Wi-Fi.

Check-in in three steps: find the family, check in the people who are here, and print name labels.

4. Wall Calendar monitor — wiring options by distance

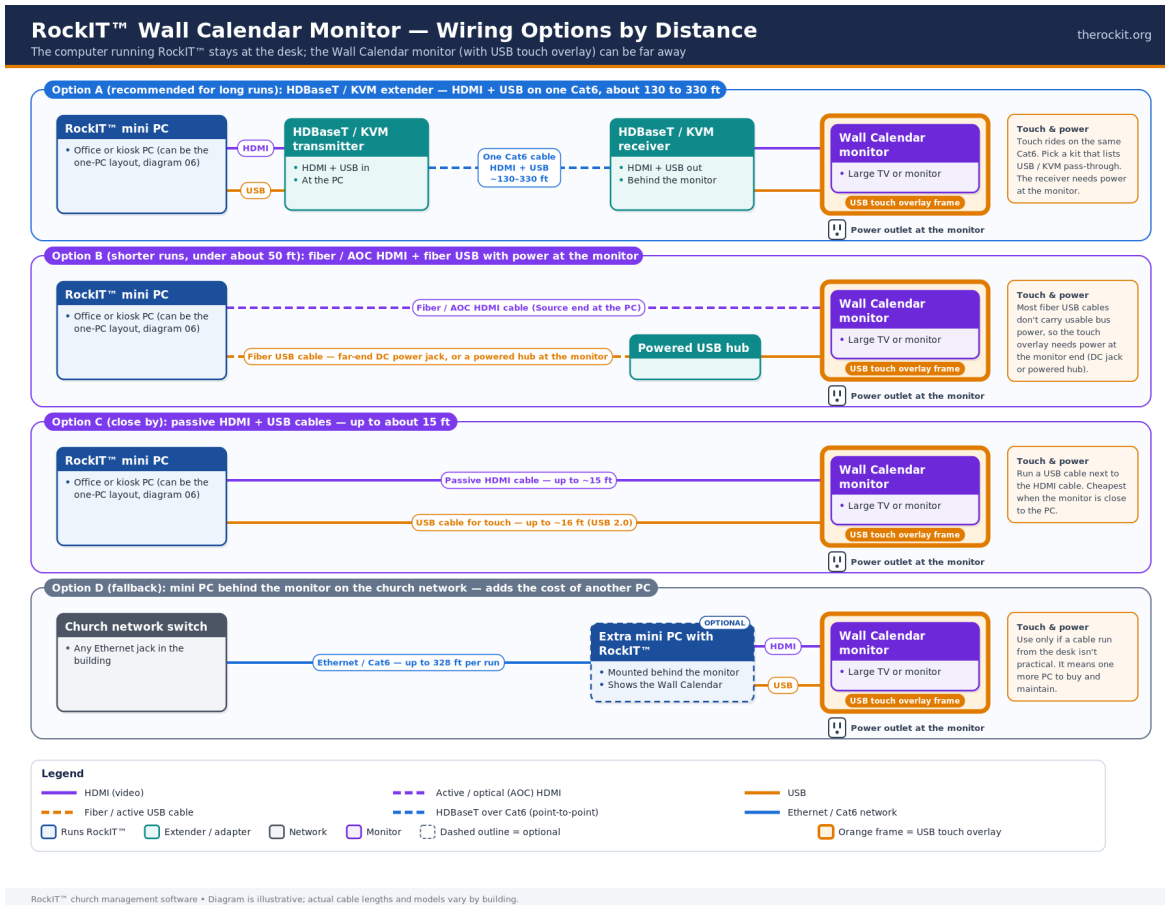


Figure 4 — Ways to connect a Wall Calendar monitor with a USB touch overlay

The Wall Calendar monitor has a USB touch overlay frame mounted on it. Both the picture (HDMI) and the touch signal (USB) have to reach the RockIT™ mini PC, which stays at the desk. Every option needs a power outlet at the monitor.

- **Option A — HDBaseT / KVM extender (recommended for long runs, ~130–330 ft):** a transmitter at the PC and a receiver behind the monitor, joined by one Cat6 cable that carries both HDMI and USB. Choose a kit that lists USB / KVM pass-through. This avoids buying another PC.
- **Option B — Fiber / AOC HDMI + fiber USB (shorter runs, under ~50 ft):** an active or optical HDMI cable for the picture (the “Source” end goes at the PC) and a fiber USB cable for touch. Most fiber USB cables don't carry usable bus power, so the touch overlay needs power at the monitor end — a fiber USB cable with a far-end DC power jack, or a powered USB hub at the monitor.
- **Option C — Passive HDMI + USB (up to ~15 ft):** ordinary cables when the monitor is close to the PC.
- **Option D — Mini PC behind the monitor (fallback):** an extra RockIT™ mini PC connected over the church network. Use it only if a cable run from the desk isn't practical, since it adds the cost of another PC to buy and maintain.

5. Live streaming — cameras, switcher, sound board and streaming PC

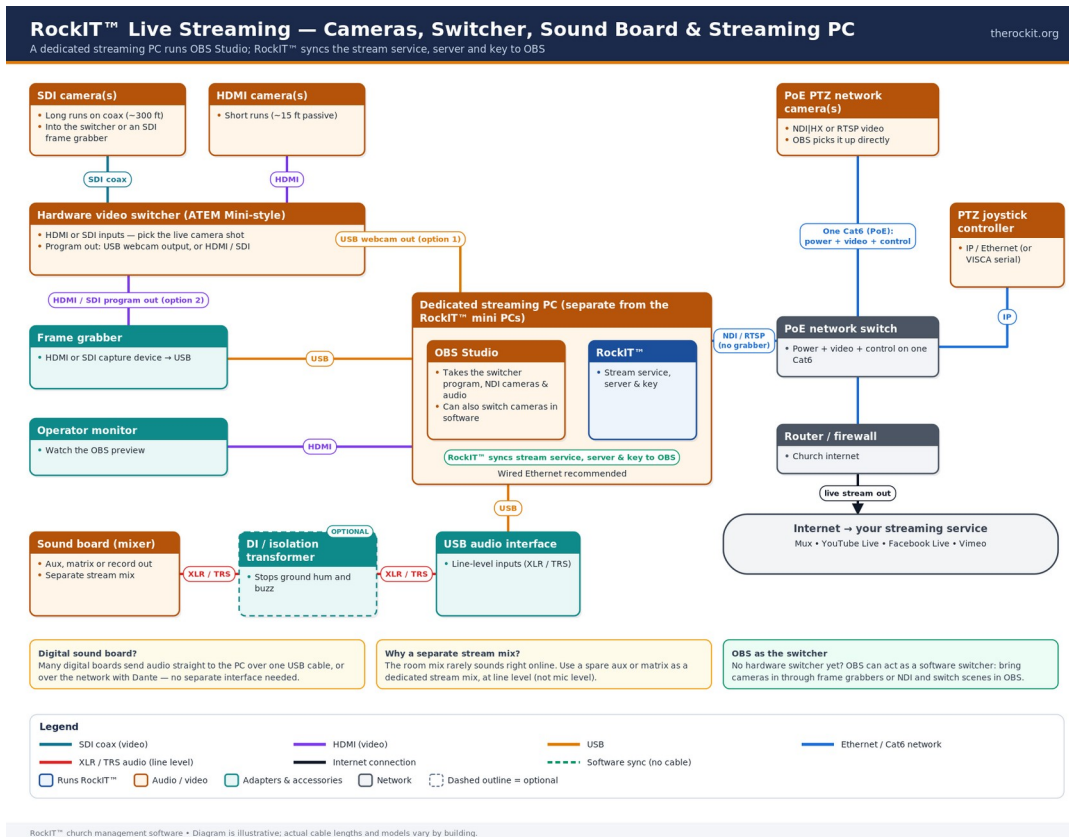


Figure 5 — Streaming setup with hardware switcher, cameras and sound board

- **Dedicated streaming PC:** a separate computer from the RockIT™ mini PCs. It runs OBS Studio, which combines video and audio and sends the stream to Mux, YouTube Live, Facebook Live or Vimeo. RockIT™ syncs the stream service, server and key to OBS so volunteers don't have to retype them. Plug it into wired Ethernet.
- **Hardware video switcher:** an ATEM Mini-style switcher (HDMI or SDI inputs) lets a volunteer pick the live camera shot. Its program output reaches the PC either through the switcher's USB webcam output, or through HDMI / SDI into a frame grabber.
- **Frame grabber:** an HDMI or SDI capture device that turns a video signal into USB for the PC.
- **Camera types:** SDI cameras run on coax up to about 300 ft into the switcher or an SDI frame grabber; HDMI cameras suit short runs (about 15 ft passive); PoE PTZ network cameras (NDI|HX or RTSP) use one Cat6 for power, video and control through a PoE switch, and OBS can pick them up directly with no frame grabber.
- **PTZ joystick controller:** aims and zooms PTZ cameras, connected over IP / Ethernet (or VISCA serial).
- **Sound board:** a spare aux, matrix or record output (balanced XLR or TRS, line level) → optional DI / isolation transformer (removes ground hum) → USB audio interface → USB into the streaming PC. Use a separate stream mix; the room mix rarely sounds right online. Digital boards may connect by USB directly or over Dante.
- **OBS as a software switcher:** if you don't have a hardware switcher, OBS can switch between cameras brought in through frame grabbers or NDI.

6. Starter system vs. full integrated system

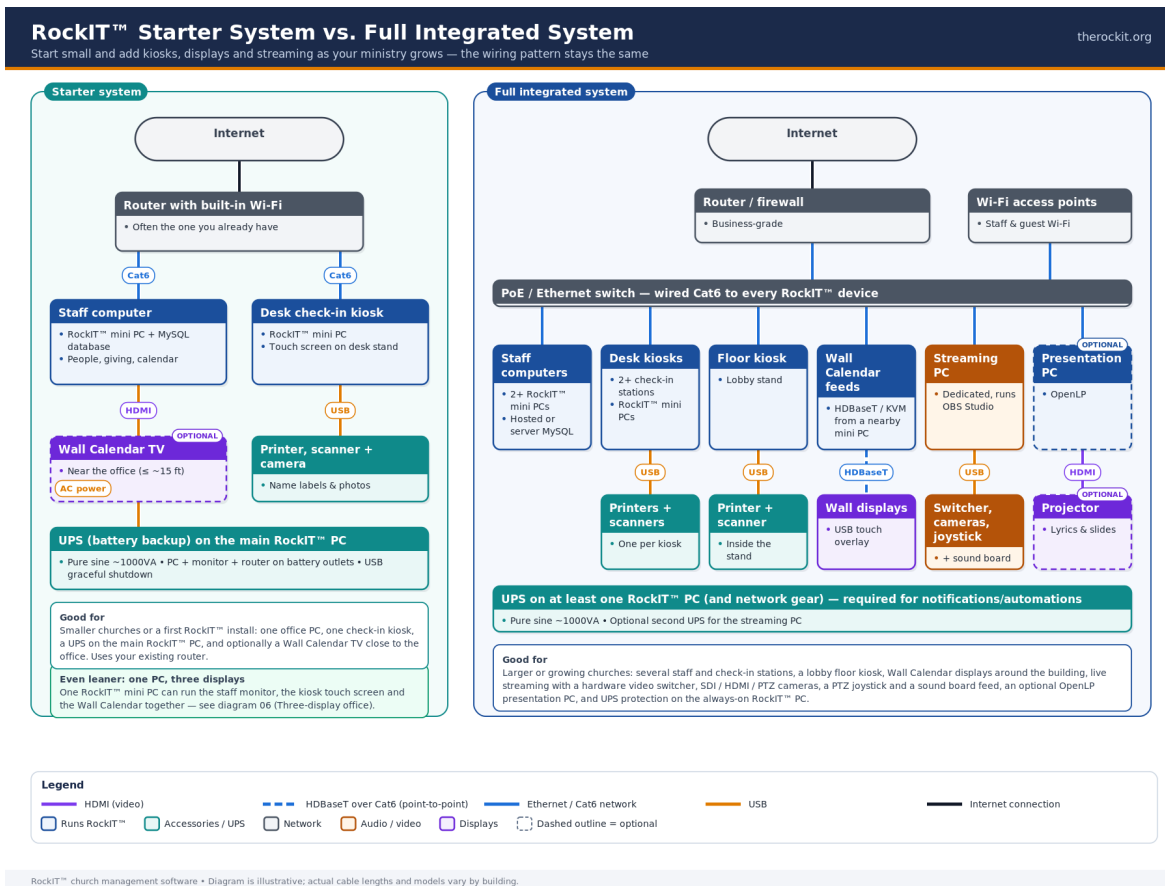


Figure 6 — Starter vs. full integrated RockIT™ system

A starter system is a staff computer and one desk check-in kiosk on the router you already have, a UPS on the main RockIT™ PC, with an optional Wall Calendar TV near the office — or, even leaner, one RockIT™ mini PC running all three displays (the Three-display office layout in section 2). A full integrated system adds a business-grade router/firewall, a PoE switch, Wi-Fi access points, more kiosks (including a lobby floor kiosk), Wall Calendar monitors fed by HDBaseT / KVM extenders, a dedicated streaming PC with a hardware video switcher, SDI / HDMI / PTZ cameras, a PTZ joystick and a sound board feed, and an optional OpenLP presentation PC. The wiring pattern is the same, so you can start small and grow.

7. Cable and distance quick reference

Distances are typical guidelines; exact limits depend on the specific cable or extender model, video resolution and cable quality. When in doubt, choose the next option up. Every display location also needs a power outlet.

Connection	Typical distance	Touch (USB) on the same run?	Best for
HDBaseT / KVM extender pair (HDMI + USB over one Cat6)	~130 to 330 ft (model dependent)	Yes, with USB / KVM models	Primary choice for long Wall Calendar runs
Fiber / AOC HDMI + fiber USB	Recommended under ~50 ft in this guide	Yes, via the fiber USB cable — needs power at the monitor end (DC jack or powered hub)	Shorter runs; AOC is one-way (Source end at PC)
Passive HDMI + USB cables	HDMI ~15 ft; USB ~16 ft	Yes, separate USB cable	Monitor close to the PC
Ethernet to an extra mini PC behind the monitor	Up to 328 ft (100 m) per run	Yes, short local USB	Fallback only — adds another PC
DisplayPort / USB-C (DP Alt Mode) video	Short desk runs (a few feet)	Separate USB cable	Second / third display on the mini PC
SDI coax (camera)	~300 ft	—	Long camera runs to switcher or SDI grabber
HDMI (camera)	~15 ft passive	—	Cameras close to the switcher
Cat6 to PoE PTZ camera	Up to 328 ft per run	—	Power + video + control on one cable
USB cable (camera, interface, printer)	~16 ft passive	—	Devices next to the PC
Balanced XLR / TRS audio (line level)	Hundreds of feet	—	Sound board to USB audio interface
Wi-Fi	Depends on building	—	Laptops, tablets, phones (not kiosks or streaming)

Hardware parts checklist (typical)

Use this as a shopping / staging list. Exact models and quantities depend on the bundle you choose. Street prices are in the hardware research spreadsheet (date-checked there).

Item	Typical role	Notes
RockIT™ mini PC (Ryzen 7, Win 11 Pro, 24 GB+ RAM, triple display)	Staff, kiosk, Wall Calendar source	Standard RockIT™ mini PC above
UPS — CyberPower CP1000PFCLCD (1000VA/600W pure sine) or APC BR1000MS	Main RockIT™ PC + modem/router/switch	Required for notifications; optional for streaming PC
Touch monitor (≈24") + desk or floor stand	Check-in kiosk	HDMI/DP video + USB touch
Label printer + labels (DYMO 550 or Brother QL)	Name tags at check-in	DYMO 550 needs authentic DYMO labels
Barcode / QR scanner + USB webcam	Check-in tags + Take Picture	Presentation scanner preferred
HDBaseT / KVM extender (HDMI + USB) + Cat6	Long Wall Calendar run	USB pass-through required for touch
Wall Calendar TV + USB touch overlay	Lobby / hallway calendar	Power outlet at the monitor
Dedicated streaming PC + capture / switcher / audio interface	Live stream	Separate from RockIT™ mini PCs
PoE switch + NDI/RTSP PTZ (+ joystick)	Network cameras	Optional upgrade path

8. Service options

- **Self-install bundles:** pre-configured hardware shipped to your church — RockIT™ mini PCs and kiosks with RockIT™ preinstalled and ready to plug in, including a UPS for the main RockIT™ PC. Follow this guide to connect power, network and accessories.
- **Full On-Site Installation:** the RockIT™ team installs, configures and tests your system in person, priced on a quote basis. On-site installation is scheduled after the church's cable runs (network, HDBaseT, video and audio lines) are completed by the church or its low-voltage contractor.

Planning checklist

- Mark where each kiosk, Wall Calendar monitor, streaming PC, camera and projector will go, and consider the one-PC, three-display layout (section 2) to save on hardware.
- Measure each distance back to the source computer or network closet and pick a cable option from the table above.
- Confirm there is a power outlet at every display and an Ethernet jack at each computer, and ask your sound team which spare aux or matrix output can feed the stream.
- Decide where the MySQL database will live: on the office PC, a local server, or hosted.
- Plan a UPS for the always-on RockIT™ PC (and network gear), set Windows not to sleep, set BIOS restore-on-AC-loss to On, and put a RockIT™ shortcut in the Windows Startup folder.