

OPERATING STUDIO

PROCEDURE

ArtSound FM

A Guide to

Studio ON AIR selection

## GETTING STARTED

*Whether you are working in Studio 1 or Studio 3, the procedure for selecting 'one air' operation (or removing a studio from the 'on air mode is the same. The process is very simple but has to be done carefully to avoid there being 'dead air' -no sound being broadcast.*

**When entering the studio please check whether that studio is currently 'live-to-air' before touching any of the console buttons or faders and follow these procedures.**

- 1 Check the GREEN (ON AIR) BUTTON - (right hand corner of top section of console)
- 2 If illuminated and shows ON AIR, this studio is set, already set for broadcast
- 3 If not illuminated, you may undertake production work in the studio without fear of interrupting any 'on-air' broadcasting
- 4 Should the ORANGE (AUTO) BUTTON (under the Green button) - be illuminated you may still undertake production work in this studio. The Station's automation system is providing the program to air. The studio is not currently going 'to-air'.

**Should you be about to go 'to air', please follow the below procedure even if no air selector buttons (top right) on the console are illuminated.**

1. Check there is power to the Console by ensuring the RED BUTTON (lower right hand side of the rack under the turntable is switched ON).
- 2 If the other studio is broadcasting 'live' and you wish to transfer to your studio you will need to gain permission from the presenter in that studio prior to touching any button. [Trying to press the ON AIR button without the permission of the presenter in the other studio will be unsuccessful]

- 3 When the other studio presenter is ready to swap they will press their (currently illuminated) GREEN ON AIR button which will begin flashing for 60 seconds during which time you press your own green button momentarily to effect the changeover.. NOTE: As soon as you press the button you will cut the other presenter off, so you should wait for an opportune time to do the change, such as the end of a program.
- 4 Once your green button is illuminated your studio is on air and you should be prepared to go 'to air' immediately using a prepared CD or by speaking into the microphone.
- 5 Should you not time the changeover accurately, during the 60 second window you will both need to repeat the procedure outlined in 3 and 4 above.
- 6 It is suggested that during the transfer you listen with the MONITOR selector button pressed to AIR (left hand side of top panel of console) rather than the PGM button. You will be able to hear the seamless transition between studios and confirm you are 'on-air'.
- 7 Once you have started your program restore the MONITOR selector to the PGM button. This will avoid you hearing a delayed program in the 'on-air' position.

*The above procedure of transferring from one studio to the other can also be carried out by one person if necessary, but it requires a speedy exit from the 'on air' studio after pressing the GREEN ON AIR button to press the GREEN ON AIR button in the other studio. Having another person in the other studio makes it easier.*

**If you do decide to transfer one studio to the other on your own, please follow this procedure**

- 1 The procedure can usually only be done successfully if AUTO programming is currently being broadcast from one studio (GREEN ON AIR button selected) or if the orange AUTO button is illuminated in both studios

- 2 Ensure you have switched on and opened the fader under the AUTO program on your console to the usual broadcasting level in the other studio. Select the AIR monitoring position.
- 3 There should be no air selector buttons illuminated. Go to the studio currently on air and press the GREEN ON AIR button. This starts the 60 second flashing period.
- 4 Swiftly return to the studio you are about to broadcast from and press the GREEN ON AIR button. As the Auto channel is open the program being played by the Auto system will still be going to air.
- 5 Change the small AIR monitor button in the left hand section of the top panel of the console to PGM and you are ready to broadcast from that studio.

*NB: If at any time you are not sure whether the signal is going 'to-air', check the rack in Master Control (it can be seen through the glass dividers from each studio). If the rack is showing a green and yellow set of lines moving backwards and forwards to the right and left you have successfully achieved the transfer*

**To restore a Studio to 'On Air' status when the ORANGE AUTO button on the right of the top panel of the console is already ON (it will show in BOTH studios even if the power to the consoles are switched OFF)**

- 1 Make sure the console power is switched on (that RED button at the bottom of the rack under the turntable)
- 2 Switch on the Auto Fader channel on the bottom panel of the console and fade up to your usual broadcast level. You should now see the audio signal on the VU meter
- 3 Briefly press the GREEN ON AIR button on top right hand of top panel on console and your studio is now 'on air'.
- 4 At the same time you need to begin your program, fade down the Auto channel fader on the lower panel of the console, and proceed with your program

**The following process is the preferred default mode when the studios are left unattended with auto playing 'to air'. It ensures that if a power failure occurs the program will still get to air. (NOTE: There is no automatic backup power in Studios 1 and 3) If there is no one in the other studio to follow you PLEASE use this procedure as it assists the next person to use the studio.**

- 1 AUTO programming should already be playing on your console (the Auto channel will need to be switched on and faded up)
- 2 Press the illuminated GREEN ON AIR button until it starts to flash
- 3 Press the ORANGE AUTO button below the GREEN ON AIR button while the GREEN button is still flashing. The AUTO Button should now be illuminated.
- 4 Either studio is now available for production work as the broadcast is being handled by the automation system in the Master Control Room
- 5 Should you be the last person of the day to use the studios - Check the running sheet, it will tell if the following programs are LIVE or AUTO, turn the Console power off by switching off the RED button on the rack under the turntable. The AUTO lamp will still stay illuminated.

**EMERGENCY PROCEDURE IF STUDIOS NOT BROADCASTING AND IT IS NOT A POWER FAILURE. (RARE)**

- 1 Check the auto program is being broadcast by switching on the AIR monitor selector button (left hand side of top panel of console). You should be able to hear the same music if you turn on and fade up the auto channel on the bottom section of the console and switch the PMG monitor button (left hand side of top panel of console). If no program can be heard, but there is still music coming from the monitors in the reception area check the signal in Master Control. If you cannot see a set of green and yellow lines moving backwards and forwards in the rack the station is not broadcasting.
- 2 To get the station back 'on-air' try pressing the GREEN ON AIR button to restore the studio to ON AIR status and play any CD continuously until the problem can be resolved. Call the emergency number shown in the studio,

for assistance and provide as much information as possible as to what has happened.

- 3 If nothing still goes to air, the emergency system at the transmitter will take over and our technical team will have to sort out the issue.
- 4 Should you be unable to contact anyone immediately, please fill out a Fault Report Form (found in the multi-shelved cabinet in reception, and try contacting the emergency number later). NB: If there is a major fault, please do not leave the studio until you have informed the technical staff - you may be required to maintain an ad-hoc program with CDs until someone from the technical team arrives.