

cambridge
105 radio

A graphic consisting of several white circles of varying sizes arranged in a cluster to the right of the text.

STUDIO TRAINING

February 2018



What We'll Show You

- The desk
- Sources and inputs
- Microphones & Headphones
- Station Playout systems
- Presentation and etiquette
- Making Recordings
- The Ofcom Codes
- Obituary Procedure
- Once your show is finished...

Desk Overview Studio A

Sources

Microphones



Remote Gram 1/ Gram 2/ CD1/ CD2/ <<< RIVENDELL >>> <<< MAIRLIST >>>
AUX 1 AUX 1 Studio B Aux 3 Aux 4 Play Carts Play Carts



Host Purple Green Red

Desk Overview Studio B



5. Input A select (Gram/CD)



← 4. Input B select
(Sockets on wall)

← 3. Balance L/R

← 2. Gain control

← 1. PFL

← 6. Remote Start /
Microphone Limiter

7. Levels



1. PFL:

Allows you to pre-fade a source (CD, cart, microphone or record)

2. Gain control:

Allows you to adjust the source input level

3. Balance:

Pans output left or right (should stay in the centre)

4 & 5. Input A & B selection:

Switch between inputs A (CD/Gram) or B (the external input sockets located on the wall)

6. Remote Start / Microphone Limiter:

Allows remote start of records on music sources.

Switches on limiters for the microphones (should remain on at all times)

7. Levels:

Ensure your music/speech levels are hitting between 5 and 6. Any louder and your sound will start to distort

Using PFL (Pre-fade Listen)

- Only use PFL on one channel at a time to avoid confusion and false readings (take it off when finished with it!)
- Use it to cue new tracks to go into the mix
- Cueing means making sure you have the source you want and it is at a good level
- PFL allows you to check this without the new track interfering with what the listener is hearing
- It gives you a visual representation and you can set the headphone controls to hear it too

Microphones and Technique



Host (condenser)



Guest (dynamic)

Microphones

- When you begin your show, you must set the mic levels for your voice and/or guests using PFL
- Always wear your headphones when speaking on the microphone
- Only bring the microphone into the mix (put the fader up) when you are going to speak
- The studio speakers will mute when a mic is up – this is to prevent feedback
- Speak directly into the front side of the host microphone, not into the top



Using Headphones



- Headphones are very important and should be worn at all times when presenting on air
- Make sure they are on the right way (R for right – L for left)
- You need them to hear yourself when speaking on the microphone and when cueing up new audio sources
- You can set the desk to send either the main signal or the PFL signal to your headphones
- Set your desired level on the headphone amplifier (under the mAirlist monitor)

Playout Systems Rivendell

The screenshot shows the RDAirPlay software interface for station HITHLUM. The interface includes a top status bar with the date and time (Wednesday, November 26, 2003, 09:48:32), a PostPoint timer (13:17:00, -03:26:49), a circular song countdown timer (0:02), a Next Stop timer (09:50:40, 00:02:09), and an Operating Mode selector set to Automatic. Below this is a playlist list with columns for song ID, name, duration, and a play button. The first song is 'E Song' by Virginia Coalition, which is currently playing. To the right of the playlist is a grid of buttons for various songs, including 'Likeness', 'Atchafalya', 'Luminiferous Ether', 'Wichita', 'Concerning Hobbits', 'The King Of The Golden Hall', and 'Helm's Deep'. At the bottom, there are buttons for 'ADD', 'DEL', 'MOVE', 'Main Log', 'Aux 1 Log', 'Aux 2 Log', and 'Setup'. Annotations with arrows point to specific features: 'Time / Date' points to the top status bar; 'Start / Stop player' points to the 'STOP' button in the playlist; 'Add songs or idents to playlist' points to the 'ADD' button; 'Delete playlist item' points to the 'DEL' button; 'Playlist item Move up / down' points to the 'MOVE' button; 'Toggle between Automatic, Live Assist and Manual' points to the 'Operating Mode' selector; 'Cartwall / Hotkeys' points to the song buttons in the grid; and 'Countdown for song now playing' points to the circular song timer.

Time / Date

Start / Stop player

Add songs or idents to playlist

Delete playlist item

Playlist item Move up / down

Toggle between Automatic, Live Assist and Manual

Cartwall / Hotkeys

Countdown for song now playing

Playout Systems Mairlist

The screenshot shows the mairlist software interface. The main window is titled 'mairlist - (untitled) (modified)'. It features a menu bar with options: New, Open, Save, Insert, Properties, Delete, Events, Actions, Cartwall, About. The main area is divided into several sections:

- Playlist window:** A list of songs with columns for time, title, and duration. The first song is '02 Walk On The Wild Side' with a duration of 0:04:12. The next song is 'Magnificat in D Major, BWV 243: Magnificat' with a duration of 0:03:13.
- Toggle between Auto Manual:** A button labeled 'AUTO' is visible at the bottom left of the main window.
- Player A:** A section at the bottom left showing the current song 'Magnificat in D Major, BWV 243: Magnificat' and its duration '0:03:13'.
- Player B:** A section at the bottom right showing the current song '02 Walk On The Wild Side' and its duration '0:01:15'.
- Recently played:** A list of songs that have been played, including 'What's Your Damage? (Single Version) - Test-icles', '209 Long Ident 2-10s', 'Morning Service: Te Deum Laudamus', 'Walking On Broken Glass - Annie Lennox', 'Polly Shipp - The Screens', '209 Long Ident 2-10s', 'Jukebox!', and 'Free - New World Record'.
- Cartwall / Hotkeys:** A grid of buttons labeled '209sting1', '209sting2', '209sting3', '209 Main 1', and '209 Short 5s'. Each button has a small icon and a duration.

Annotations with arrows point to the following elements:

- Playlist window:** Points to the main list of songs.
- Toggle between Auto Manual:** Points to the 'AUTO' button.
- Player A:** Points to the bottom left section showing the current song.
- Player B:** Points to the bottom right section showing the current song.
- Recently played:** Points to the list of songs that have been played.
- Cartwall / Hotkeys:** Points to the grid of buttons.

Making & Receiving Phone Calls

- You can make and receive phone calls straight into the desk with Zoiper
- The Phone Number in Studio A is 01223 318105
- The Phone Number in Studio B is 01223 318502
- The other party will hear the output from the desk (ie what is being broadcast)



Switching Studios

- It's now possible for either Studio A or Studio B to broadcast direct.
- You can also switch the studio to remote during a pre-record/outside broadcast to make your own recording.
- It's essential you only use these buttons if you're confident you know what you're doing.
- Make sure all the correct faders are up before switching back

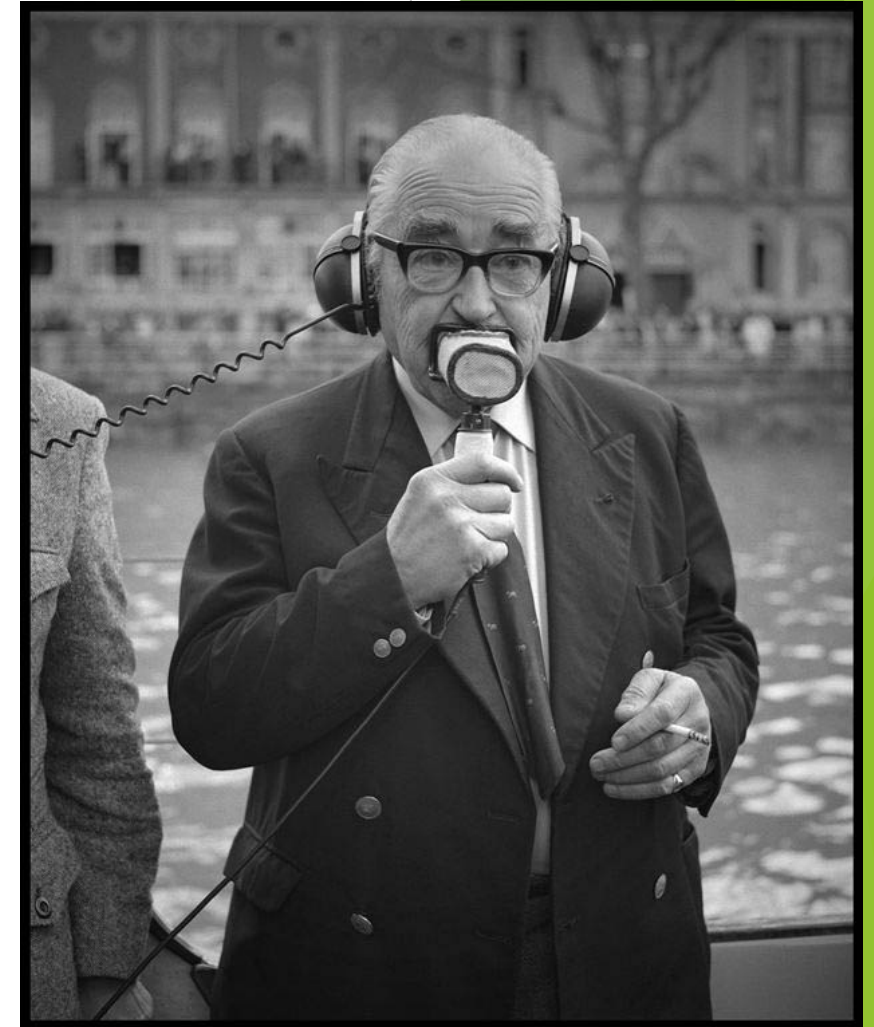


When your Show is Finished

- Reset the desk gain dials to the 12 o'clock position with the exception of the Remote fader. This remains at the 2 o'clock position
- Make sure all L/R balance dials are set to 12 o'clock
- Ensure all microphone limiters are switched on
- Make sure the studio is tidy with the microphones and chairs in the appropriate positions
- The CD players and record decks are turned off
- You leave enough time for the next presenter to set up

Silence isn't Golden

- If there's a long period of silence between tracks or because something has failed the silence detector will launch
- This means your perfectly crafted set of music might be replaced by Kylie!
- You will be alerted to this by an email alert on the green 'email screen'



When you're On-Air

- We are Cambridge 105 Radio – No other variation should be used
- Thank the previous presenter or show
- Always start your show with a jingle or ident
- Remind the listener what they're listening to – they may have missed the start
- Be aware of who's coming up next and tell the listener – the schedule may have changed
- Preview any shows that may be of interest to your listeners

The Ofcom Codes

- **All broadcasters**, including **Cambridge 105 Radio**, are governed through **Ofcom**. It gives us our licence and is responsible for upholding **Standards** and the law
- One of the roles of **community radio** is to offer **a broad range of opinion**, but there are **no special rules**.
- It's essential you familiarise yourself with the codes.
- Read the Code in Full Here: <http://stakeholders.ofcom.org.uk>



Swearing

- *"1.14 The most offensive language must not be broadcast...when children are most likely to be listening."*
- Cambridge 105 policy is not to swear at all, and only to allow swearing in songs in the evenings.
- If you play a song with swearing in error, apologise immediately.
- There is no watershed for radio. The code looks at context, they may 'expect' swearing in a heavy rock track, but not on a love song played on Drive!
- Listeners need to be warned if there might be swearing or a subject matter that may cause distress.

Alcohol and Drugs

- *"1.10 The use of illegal drugs, the abuse of drugs, smoking, solvent abuse and the misuse of alcohol ... must generally be avoided and in any case must not be condoned, encouraged or glamorised in other programmes broadcast ... when children are particularly likely to be listening, unless there is editorial justification."*
- No alcohol or drugs are allowed on the premises without editorial justification – nor should anyone be allowed on-air while intoxicated.

Violence

- Don't advocate or glamourise violence at any time, taking particular care when children may be listening who may imitate it.

Sex, Crime and Religion

- *"1.20 Any discussion on, or portrayal of, sexual behaviour must be editorially justified "*
- Don't get too raunchy in the studio. Innuendo too can be fun, but take care not to get too explicit.
- *"3.1 Material likely to encourage or incite the commission of crime or to lead to disorder must not be included in television or radio services."*
- *"4.2 The religious views and beliefs of those belonging to a particular religion or religious denomination must not be subject to abusive treatment."*

News and Impartiality

- *"5.1 News, in whatever form, must be reported with due accuracy and presented with due impartiality."*
- *"5.2 Significant mistakes in news should normally be acknowledged and corrected on air quickly. Corrections should be appropriately scheduled."*
- *"7.1 Broadcasters must avoid unjust or unfair treatment of individuals or organisations in programmes."*
- There are additional rules during General and Local Elections

News and Impartiality

- *5.10 A personal view or authored programme or item must be clearly signalled to the audience at the outset. This is a minimum requirement and may not be sufficient in all circumstances. (Personality phone-in hosts on radio are exempted from this provision unless their personal view status is unclear.)*
- *5.13 Broadcasters should not give undue prominence to the views and opinions of particular persons or bodies on matters of political or industrial controversy and matters relating to current public policy in all the programmes included in any service (listed above) taken as a whole.*
- Undue prominence is a significant imbalance of views aired within coverage of matters of political or industrial controversy or matters relating to current public policy.

Libel

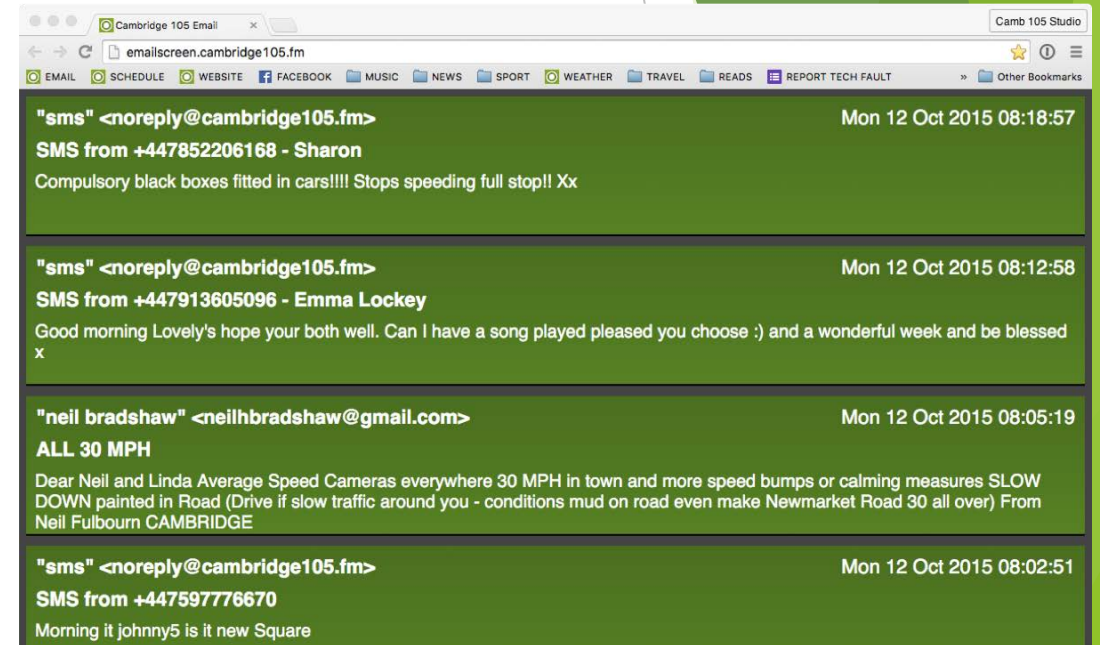
- Libel is the same as 'slander' except slander is done in normal conversation and libel is specific to broadcasting and publishing. So if you call someone a paedophile to your mates while down at the pub, it's slander. If you do it on air, it's libel. Libel could get us taken to court, so you must know the basic rules!
- The law says that every person has the right to a 'good name' throughout their life unless of course they do something bad, like commit a crime.
- The libel rule states that you must not broadcast anything which would "expose a person to hatred, ridicule or contempt, cause him (or her) to be shunned or avoided or tend to injure him (or her) in his office, trade or profession."

Obituary Procedure

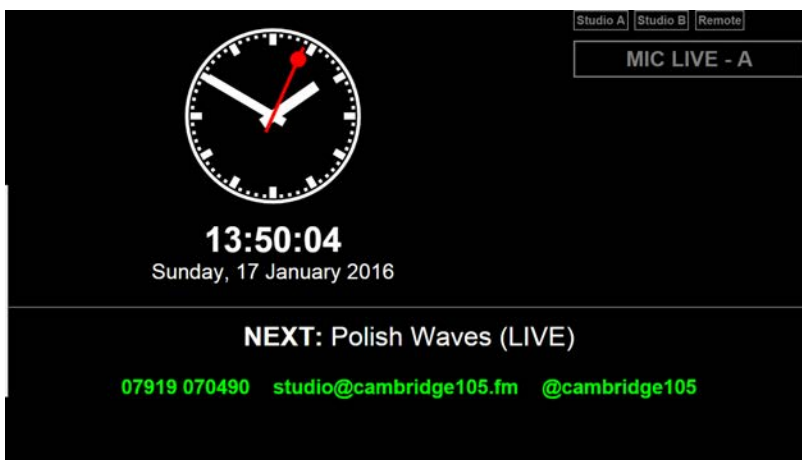
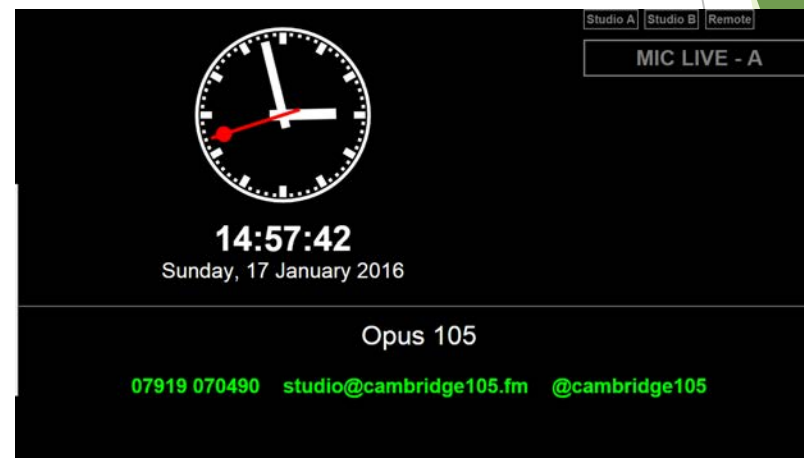
- Extremely rarely the death of a significant public figure may lead to Cambridge 105 suspending normal programming.
- The obituary list includes senior members of the Royal family, the Prime Minister and the US President
- A major terror attack on the UK would also initiate the OBIT procedure
- It's important to put aside any political feelings you may have – and not make any comment – in most cases we'll be taking our lead from IRN/Sky News and local media
- A senior member of the Cambridge 105 Radio team – Julian, Matt, Tim, Neil – will come to the studio and lead the broadcast

The Chrome Screen

- The Chrome screen in Studio A and Studio B is home to any information you may need for your show.
- You'll be familiar with the links to the Website, Schedule and Email
- There are also bookmarks for IRN News, local news, weather, travel, current playlist, song suggestions and pronunciation of presenter and place names



Clock Screen



Clock Screen

Studio A Studio B Remote

MIC LIVE - A



10:56:59
Sunday, 17 January 2016

Programme ends in: **03:00**

07919 070490 studio@cambridge105.fm @cambridge105

Studio A Studio B Remote

MIC LIVE - A



15:56:49
Wednesday, 20 January 2016

LOCAL NEWS INTRO in: **02:59**

07919 070490 studio@cambridge105.fm @cambridge105

Studio A Studio B Remote

MIC LIVE - A



18:55:48
Thursday, 21 January 2016

ERROR: Studio A Pi offline. Mic live status may be inaccurate.

SKY NEWS INTRO in: **04:00**

07919 070490 studio@cambridge105.fm @cambridge105

Studio A Studio B Remote

MIC LIVE - A



10:29:22
Wednesday, 20 January 2016

FIRE ALARM TEST DUE SOON

07919 070490 studio@cambridge105.fm @cambridge105

Send me a Letter Drop me a Line

- Asking the listener to get in touch with the station is an important way of establishing a relationship with the audience
- Listeners can email, tweet, text or post a message on Facebook – all can be seen on the green 'email' screen.
- BUT. Please read out the contact details sparingly – we don't want to sound like we're pleading for listeners – and there's no need to read all means of contact at once.
- You might want to give out the contact details out when someone else has emailed/or sent a text.
- Our text number is said as: Oh seven nine one nine, oh seven oh, four nine oh.

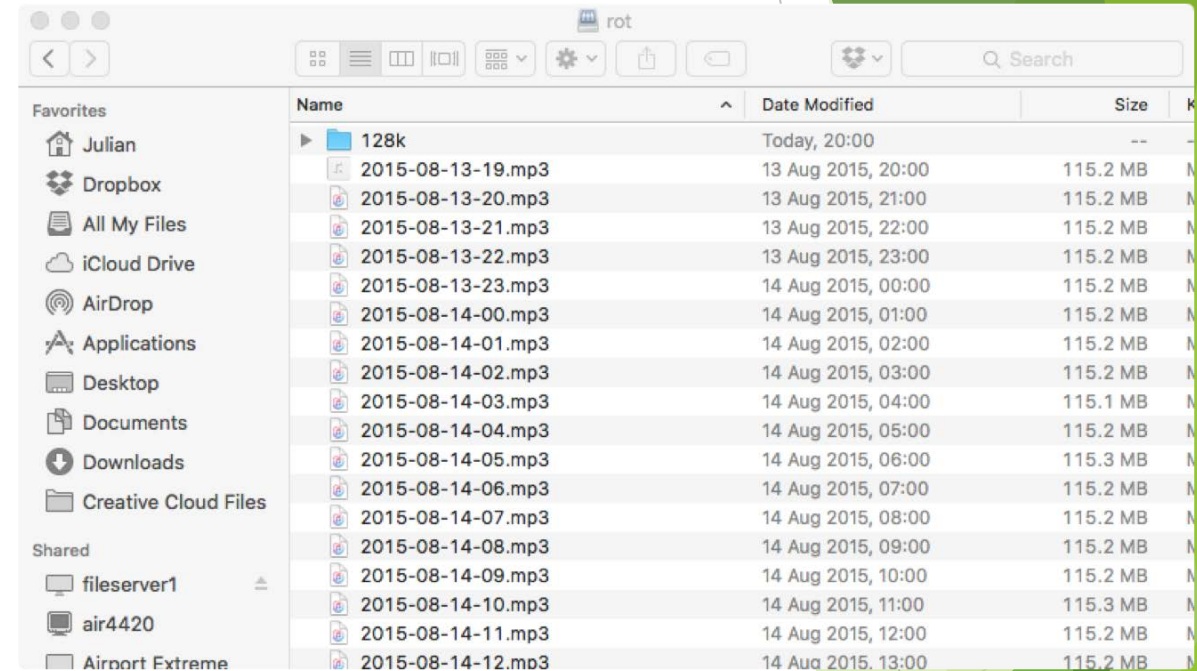
News on the Hour

- Cambridge 105 Radio broadcasts local news at Breakfast, Lunch (1pm) and Drive
- At other times the news comes from Sky News Radio on behalf of Independent Radio News (IRN)
- The Studio Display will tell you how many seconds there are to go before the start of the IDENT. Make sure you fade other sources down in time.
- The News is precisely two minutes long
- At the end of a Sky bulletin the news reader will say "That's the latest, I'm " You'll then need to read the weather or play a jingle indicating the start of your show.



ROT (Record of Transmission)

- Cambridge 105 is required by Ofcom to keep a copy of anything broadcast
- Download a copy of your show from the ROT from any PC on the network. It can then be transferred to a USB stick
- Shows are available for 2 months
- The ROT comes through the audio processor, so is even better quality than a recording made on the desk.



Give it some Stick

- Many presenters bring in their own music on a USB stick or want to take a copy of their show.
- You can put a USB stick into the ports to the right of the racks cupboard.
- You'll see you stick on the PC in the appropriate studio.
- Please ensure any music is of broadcast quality.



Pre-recorded Shows

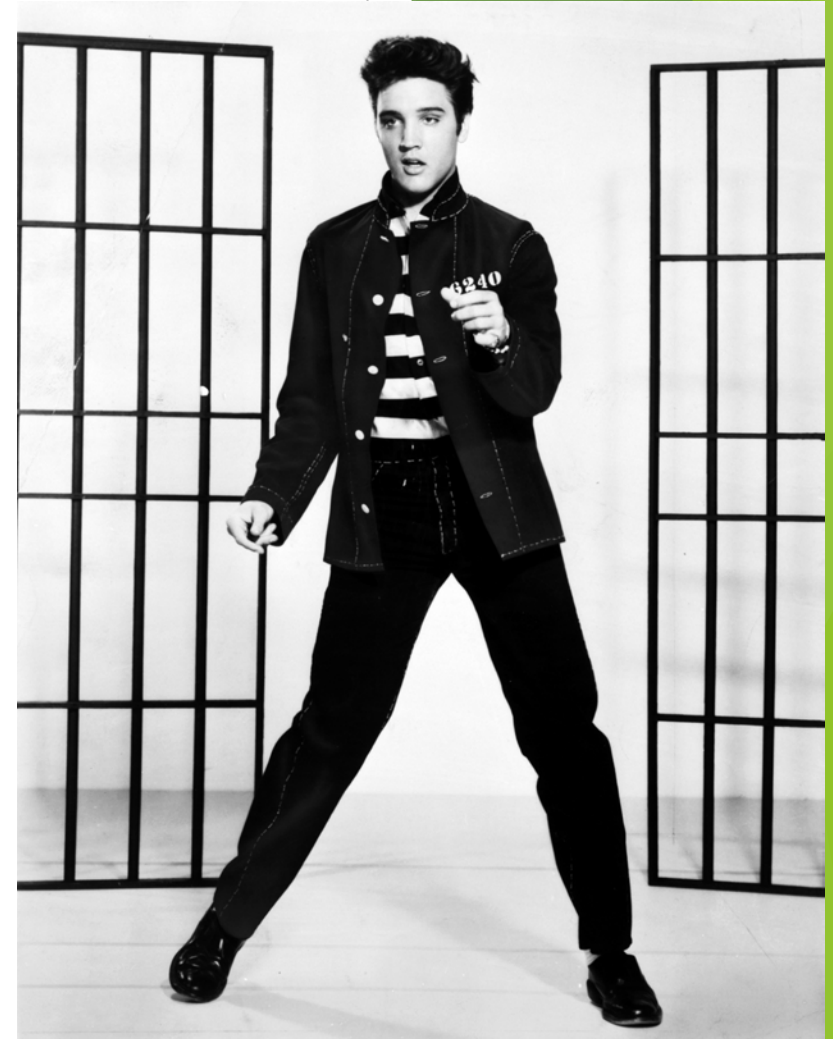
- If you're unavailable to present your show live you may want to pre-record your show in advance.
- Shows that follow a news bulletin must leave 1.59 minutes silence.
- Always start your show with a Cambridge 105 Radio ident or jingle.
- It's important your timings are precise.
- When you've made your recording you can upload it yourself or pass to Tim

Things to Remember

- Send your schedule info well in advance
(schedule@cambridge105.co.uk)
- Check you're on the air using the studio tuner
- If nothing's coming through the desk the silence detector will click in!
- Try to avoid cutting your last song short – think about it 3 tracks before the end.
- Put back any furniture as you find it
- No alcohol or drugs are allowed – you could lose your show –
Cambridge 105 could lose its licence to broadcast!

Last to Leave the Building

- Close all studio and office windows
- Switch off studio speakers / amplifier
- Turn off PC monitors
- Make sure the remote fader on the studio A desk is up and there's sound coming out
- Studio and office lights are turned off
- Office speakers are switched off
- Make sure the studio and office are tidy
- Sign out and return your car parking pass
- Lock the entrance door and post the keys through the letter box



cambridge
105 radio

QUESTIONS?

