

Live Panel

This is a simple run through of the steps to get you live on air:

When you arrive, take a seat and get comfortable. Keep an eye on the clock, so you know how much time you have before your show starts.



Make sure that the fader labelled as “Airplay” is switched on and the fader open above 0.



The needles on the sound level meters will start to bounce –
adjust the fader level so that the needles rarely bounce into the red area.



Analog



Digital

Playing music, other pre-recorded content

Make sure you have your music or any audio you need to play, ready to be used.

If you have CDs, make sure you have them in the CD players and ready to play the tracks required.

If you have music on a laptop or MP3 player, make sure you have an aux cable plugged into your device and into the RCA Line In – which can be found to the right of you on the Patch Box.



Or, if you are using a USB key, make sure it is plugged into a Patch Box USB port.

[The Patch Box - PDF](#)

The Live Button

Within 5 minutes of your show's start time, press the white button in the middle of the radio panel, labelled "Live". The button should flash ONCE and remember – it won't work any earlier than 5 mins prior to your start.

[Live Button PDF](#)

Essential gear

Get your headphones on and make sure the volume is set to a comfortable level and get your mic ready to talk into.

[No distortion please PDF](#)

This is a good time to identify where each on/off switch and fader is for each mic and other audio/music that you will need to use.

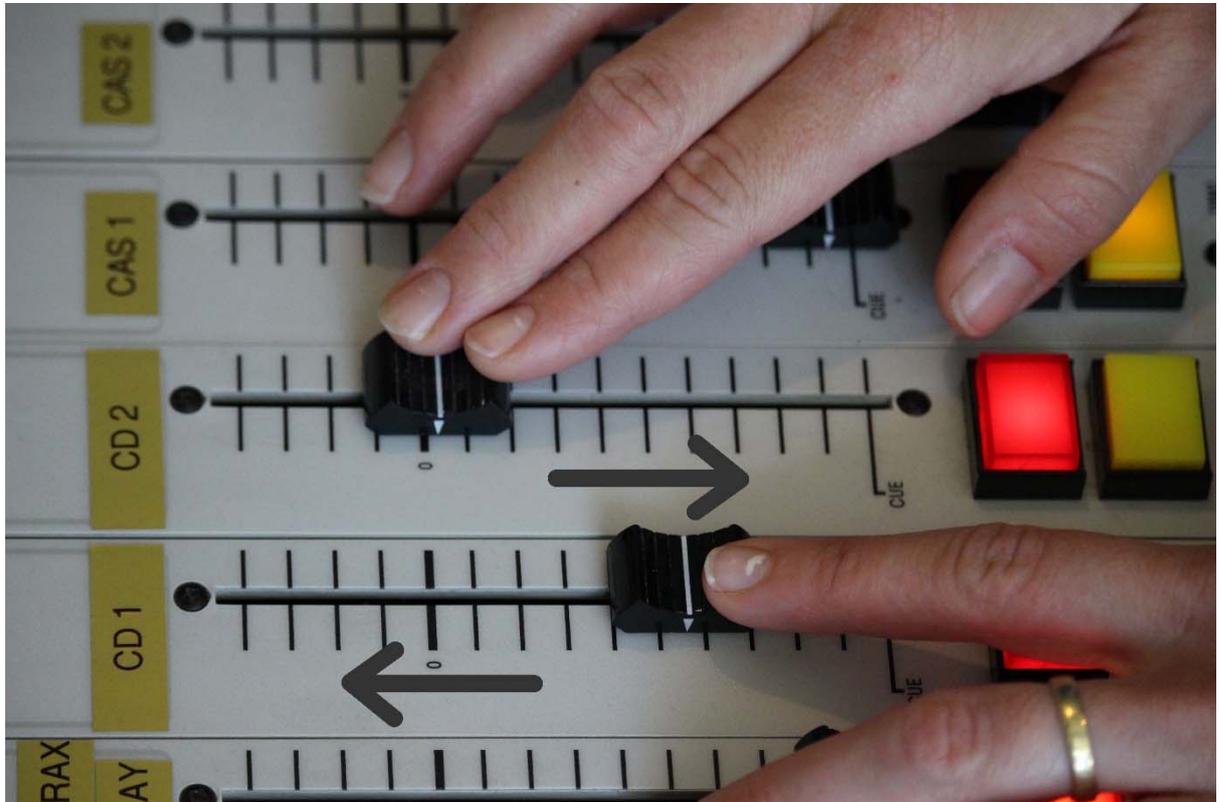


Now let's look at some stuff you need to know about while on air...

When the time comes to actually being on air, you should see the "Live" button has lit up and stays coloured white. This means that anything that you now do or have already set on the radio panel, will now happen live on the air. So if you move any faders up or down, the listeners can hear you doing this.

NOTE: If the light is flashing, press it and it will then stay on.

When changing from one audio source to another, you should do what is called a “crossfade”. This when you bring the fader down on some audio that is finishing and push up the fader on the audio source that you want to start. We’ll demonstrate this to you, it’s a simple technique to learn and will make your show sound really professional.



Always keep an eye on your level meters. If your volume is too loud or too low you will lose listeners.





Headphones – a vital tool

Headphones **MUST** be worn when any microphone is being used. This is because you need to hear how you sound on air. There's no other way to truly know if you are being heard correctly if you don't have headphones on. This is true for hosts and guests. Guests cannot easily follow what is happening in the studio if they don't have headphones on.

As desk operator you also need to know how everyone else sounds. Avoid the hollow sound of a live mic on ... but not the one in front of your guest!



Wrapping Up

When your show is finishing, be ready to push back up the fader labelled "Airplay", on the far left. In the last minute or so, as you start to say your goodbyes. Start moving that fader up so that you can hear your outro music playing in the background. With your headphones on you will know whether the music is too high compared with your voice which should be in the foreground. Make sure you have finished speaking before your show time ends and push the fader up some more, so that the needles on the volume meters are now bouncing just below the red area.

When your show time is over, the white light in the "Live" button will go off, this indicates that the radio panel is no longer controlling what happens on air and your show has finished. Check that the monitors are turned up enough for you to hear what's now happening on air.

If there is nothing on air – call the Helpdesk. [See Silence PDF](#) You can now leave the studio.